CITY OF ALBANY
OFFICE OF THE MAYOR
CITY HALL
24 EAGLE STREET
ALBANY, NEW YORK 12207
TELEPHONE (518) 434-5100

KATHY M. SHEEHAN
MAYOR

EMERGENCY ORDER

RE: Emergency Order Issuing a Moratorium on the Issuance or Service of Orders of Eviction in the City of Albany Pursuant to the Emergency Declaration of March 15, 2020 Related to the Outbreak of COVID-19

I, Kathy Sheehan, Mayor, of the City of Albany, New York, in accordance with a Proclamation of State of Emergency executed on the 15th day of March, 2020, do hereby declare a moratorium on the issuance and/or service of any non-emergency orders of eviction in the City of Albany by suspending Albany City Code §30-13(N) with respect to actions commenced pursuant to NY Real Property Actions and Proceedings Law Article 7 and Albany City Code §30-13(A) for any action for damages related to the breach of any residential lease agreement, whether express or implied, pursuant to the Emergency Declaration of March 15th, 2020, and Executive Law 24(1)(e).

Such moratorium shall commence at 4:00pm on the 15th day of March, 2020, for five days or until removed by my order or upon termination of the Emergency Declaration of March 15th, 2020.

I hereby direct the Albany Police Chief Eric Hawkins and the City of Albany Police Department to enforce this emergency order by all lawful means, and respectfully request on the Albany County Sheriff Craig Apple to do the same. Violation of this order shall be a misdemeanor pursuant to NY Executive Law §24(5).

All reading this are encouraged to take the following preventative measures to impede the spread of COVID-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

- Follow CDC's recommendations for using a facemask if you believe you have symptoms of COVID-19.

- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

All reading this are also encouraged to visit the Center for Disease Control's website at https://www.cdc.gov/coronavirus/2019-ncov/ for updates, particularly, on preventative measures as more is known about this disease.

Signed this 15th day of March, 2020, at 3:45 p.m. in Albany, New York.

Signed: _____
Kathy M. Sheehan
Mayor, City of Albany

Dated: March 15, 2020

_____
David Galin

Sworn to before me this 15th day of March, 2020.

_____
NOTARY PUBLIC

DAVID GALIN
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 02GA6329068
Qualified in Albany County
My Commission Expires: 8/17/2023

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*** * NEWS RELEASE * ***

Date: March 15, 2020
Contact: David Galin
dgalin@albanyny.gov
(518) 434-5105

City of Albany Announces Availability of Essential and Non-Essential Services During COVID-19 Outbreak

Essential City of Albany Services including Police, Fire & EMS, Waste Collection, and Water & Sewer Services Continue to Be Available

Many Non-Essential Services Will Only Be Available Remotely, Including Bill Payments, Permit Applications, and Job Applications

Albany Mayor Kathy Sheehan Declares a State of Emergency to Prohibit the General Public from Entering City Buildings Unless Expressly Stated Below and to Prohibit the Execution of Evictions Within the City of Albany During COVID-19 Outbreak

ALBANY, NY – Mayor Kathy Sheehan has announced that Albany City Hall and all City of Albany public buildings, including fire stations and police headquarters, will be closed to the public effective immediately through Friday, March 20, 2020, except in very limited circumstances as detailed below.

The Albany Police Department and Albany Fire Department will continue to respond to all emergency calls, and the Department of General Services will continue curbside waste collection and recycling pickup as scheduled.

"Following recommendations from the CDC and the Albany County Health Commissioner, we have developed procedures in an effort to prevent further spread of COVID-19," said Albany Mayor Kathy Sheehan. "These changes will take effect immediately. We remain in constant contact with the

Albany County Executive, Sheriff, and Health Commissioner, and we will implement further restrictions if the situation warrants. These temporary changes in operations are intended to help protect both our residents and our employees, especially our first responders, and ensure we are adhering to social distancing recommendations provided by public health experts."

A department-by-department list of City services currently available and unavailable can be found below:

Albany Police Department:

- APD will continue responding to all emergency calls for service 24/7.
- Minor calls for service, such as minor property complaints, may be handled via phone or through a postponed report.
- Access to administrative reports, including police incident reports and FOIL responses, will be handled via email and/or phone. No in-person document requests will be facilitated at Police Headquarters (175 Henry Johnson Boulevard).
- Police Headquarters (175 Henry Johnson Boulevard) will be closed to the public until further notice.
- Please visit https://www.albanyny.gov/Government/Departments/PoliceDepartment.aspx or call (518) 438-4000 for more information on non-emergency Police Department information. In an emergency, please dial 911.

Albany Fire Department:

- AFD will continue responding to all emergency calls for service 24/7.
- Access to administrative reports, including fire incident reports, will be handled via email and/or phone. No in-person document requests will be facilitated at Fire Headquarters (26 Broad Street).
- All fire department facilities will be closed to the public until further notice.
- Please visit https://www.albanyny.gov/Government/Departments/FireDepartments.aspx or call (518) 447-7879 for more information on non-emergency Fire Department information. In an emergency, please dial 911.

Department of General Services:

- All curbside waste collection and recycling pickup will continue as scheduled.
- In-person transactions may take place by appointment only. Individuals must call (518) 434-CITY (2489) to set up an in-person appointment at 1 Conners Boulevard.
- Please visit https://www.albanyny.gov/Government/Departments/GeneralServices.aspx, call (518) 434-CITY (2489), or email generalservices@albanyny.gov for more information.

Department of Water & Water Supply:

- Your tap water is safe to drink – the COVID-19 virus has not been detected in drinking water. Learn more about the virus and water/sewer infrastructure by visiting https://www.epa.gov/coronavirus/coronavirus-and-drinking-water-and-wastewater#boil
- Water bills may be paid online at https://albanyny.merchanttransact.com/ or over the phone by calling (518) 434-5300.

- In-person transactions will take place by appointment only. Individuals must call (518) 434-5300 to set up an in-person appointment at 10 N. Enterprise Drive.
- If you have an emergency (back up, sink hole, water main break, flooding) contact Water Department Dispatch at (518) 434-5322.
- Please visit https://www.albanyny.gov/Government/Departments/WaterAndWaterSupply.aspx, call (518) 434-5300, or email water@albanyny.gov for more information.

City Clerk & Vital Statistics:

- Services that will continue to be accessible online include:
  - Residential Parking Permit applications
  - Dog License applications
  - Handbills
  - Special Event Permits (within Governor Cuomo's mass gathering guidelines)
  - FOIL Requests
  - Filing of Death Certificates
  - Obtaining certified copies of marriage records & certificates of domestic partnership
- Services that are suspended until further notice include:
  - Passport applications & renewals
  - License applications for Marriages & Domestic Partnerships, Cabarets, Junk Dealers, Auctioneers, Coin-op/Amusements, Taxis, Hens, and Games of Chance
- In-person transactions will take place by appointment only. Individuals must call the City Clerk at (518) 434-5090 or Vital Statistics at (518) 434-5045 to set up an in-person appointment at City Hall.
- Please visit https://www.albanyny.gov/Government/Departments/CityClerk.aspx, call (518) 434-5090, or email clerkinfo@albanyny.gov for more information.

Human Resources:

- The City of Albany encourages all prospective employees to apply for City jobs online at www.jobs.albanyny.gov
- Terminals to apply for jobs in-person will only be available by appointment. Individuals must call (518) 434-5284 to set up an in-person appointment at City Hall.
- Please visit https://www.albanyny.gov/Government/Departments/HumanResources.aspx, call (518) 434-5284, or email hr@albanyny.gov for more information.

Department of Buildings & Regulatory Compliance:

- All permit applications, payments, and other transactions will take place via phone, email, or online.
- All ROP inspections are suspended until further notice.
- Construction inspections, emergency inspections, and vacant building inspections will continue to occur.
- Transactions that must be facilitated in-person may only occur by appointment. Individuals must call (518) 434-5995 to set up an in-person appointment at 200 Henry Johnson Boulevard.

- Please visit https://www.albanyny.gov/Government/Departments/DivisionOfBuildingsAndRegulatoryCompliance.aspx, call (518) 434-5995, or email codes@albanyny.gov for more information.

Department of Planning & Development:

- All permit applications, payments, and other transactions will take place via phone, email, or online.
- Transactions that must be facilitated in-person may only occur by appointment. Individuals must call (518) 465-6066 to set up an in-person appointment at 200 Henry Johnson Boulevard.
- Meetings of the Planning Board and Board of Zoning Appeals will be held via teleconference. More information will be included as part of each meeting's public notice.
- Please visit https://www.albanyny.gov/Government/Departments/PlanningandDevelopment.aspx, call (518) 465-6066, or email dpd@albanyny.gov for more information.

Albany Community Development Agency (ACDA):

- ACDA will only be accepting applications for emergency assistance until further notice and in-person meetings will only be available by appointment. You must call (518) 434-5265 to set up an in-person appointment at 200 Henry Johnson Boulevard.
- Please visit https://www.albanyny.gov/Government/Departments/ACDA.aspx, call (518) 434-5265, or email communitydevelopment@albanyny.gov for more information.

Department of Recreation:

- Recreation facilities will be closed effective immediately to evaluate further precautions necessary to safeguard the health and wellbeing of community members and staff.
- Effective immediately, all Senior programs offered by the Department are suspended until further notice. This includes Water Yoga, Senior Fit at St. Sophia's, and Zumba Gold, and the postponing of our annual Healthy Aging Fair originally scheduled for Wednesday, April 8. A new date will be announced at a later date.
- Facility reservations will only take place through RecDesk by visiting www.albanyny.recdesk.com
- Please visit https://www.albanyny.gov/Government/Departments/Recreation.aspx, call (518) 434-5699, or email recreation@albanyny.gov for more information.

Department of Youth & Workforce Services:

- The City is suspending the Summer Youth Employment Program application process until further notice and will be extending the deadline for applications at a later date.
- Transactions that must be facilitated in-person may only occur by appointment. You must call (518) 242-8239 to set up an in-person appointment at 175 Central Avenue.
- Please visit https://www.albanyny.gov/Government/Departments/YouthandWorkforceServices.aspx, call (518) 242-8239, or email workforce@capreg.org for more information.

City Treasurer:

- All City payments must be processed online by visiting https://www.albanyny.gov/Government/Departments/Treasurer.aspx
- If you are unable to make a payment online, in-person appointments may be available on a case-by-case basis. You must contact the Treasurer's Office by calling (518) 434-5036 for more information to set up an in-person appointment at City Hall.

Parking Violations Bureau:

- All Parking Ticket payments must be processed online by visiting https://www.albanyny.gov/Government/Departments/Treasurer/TreasurerParkingViolations.aspx
- If you are unable to make a payment online, in-person appointments may be available on a case-by-case basis. You must contact the Parking Violations Bureau by calling (518) 434-5006 for to set up an in-person appointment at City Hall.

Public Meetings, including meetings of the Common Council and Public Hearings:

- Effective immediately, all Common Council meetings, public hearings, and other gatherings of City of Albany public boards, authorities, and commissions that have not already been cancelled will be physically closed to the public.
- Meetings that continue as previously scheduled will be available via teleconference, and public comment will be available via email and a dedicated voicemail system. All messages will be entered into meeting minutes as is already done in the normal course of business. Applicable phone numbers and email addresses will be provided as part of the updated notice for each applicable meeting.

Parking, Red Light Camera, Vehicle & Traffic, and Landlord/Tenant Courts:

- Effective immediately, the following changes to the City's Civil Court schedule have taken effect as per the New York State Office of Court Administration's memo in conjunction with the City of Albany's Corporation Counsel:
    - Parking Ticket & Red Light Camera Ticket Court
        - All scheduled court dates have been adjourned
        - A notice will be mailed that will include a new adjudication date
    - Vehicle & Traffic Court
        - Adjudication of all outstanding tickets has been suspended
        - Please do not come to Court to adjudicate the applicable ticket – a notice will be mailed that will include a new adjudication date
    - Landlord/Tenant Court
        - Adjudication of all outstanding cases has been suspended
        - Please do not come to Court to adjudicate the applicable case – a notice will be mailed that will include a new adjudication date
- Please contact the City of Albany Court Clerk at (518) 453-4640 or via email at AlbanyCivilCourt@nycourts.gov with any additional questions.

State of Emergency Declaration:

Mayor Sheehan has declared a State of Emergency and signed an Emergency Order directing all City-owned buildings be closed to the public unless expressly provided for above. Additionally, Mayor Sheehan has signed an Emergency Order instituting a moratorium on all non-emergency evictions within the City of Albany for at least the next five days.

COVID-19 Prevention and Symptom Information:

As a reminder, please visit the Centers for Disease Control (CDC), the New York State Department of Health and the Albany County Department of Health for the most recent guidelines regarding COVID-19 precautions and symptoms. You may also find a variety of COVID-19 response information specific to the City of Albany by visiting www.albanyny.gov/government/mayorsoffice/covid19.aspx

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