



City of Xenia  
101 N. Detroit Street  
Xenia, Ohio 43585

CITY OF XENIA, OHIO

# Media Release

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**FOR IMMEDIATE RELEASE**  
October 13, 2016

## Xenia City Administration Building to Open

Xenia, Ohio (October 13, 2016) – The new Xenia City Administration Building, 107 East Main Street, Xenia, will be open as of Tuesday, October, 18, 2016.

The building, situated at the southeast corner of East Main and South Whiteman Streets, will be open to citizens on the first floor only as key **consumer-oriented** City departments begin moving Friday, October 14, 2016, including main reception, the Planning and Community Development Departments and the Utility Billing and Income Tax Departments.

**Both the Planning and Community Development and Utility Billing and Income Tax Department offices will be closed on Friday, October 14, 2016 and Monday, October 17, 2016 as they transition into the facility, and will be fully functional and open for business on Tuesday, October 18, 2016.**

Other City departments are projected to move and be open as follows:

**City Clerk and Finance Offices**-Offices closed during transition on Tuesday, October 18<sup>th</sup> and Wednesday, October 19<sup>th</sup>, and open on Thursday, October 20<sup>th</sup>.

**City Manager's Office**-Office closed during transition on Thursday, October 20<sup>th</sup>, and open on Friday, October, 21, 2016.

**Human Resources Office**-Office closed during transition on Friday, October 21<sup>st</sup>, and open on Monday, October 24, 2016.

**Economic Development Office**-Office closed during transition on Monday, October 24<sup>th</sup> and open on Tuesday, October 25, 2016.

**Information Technology Office**-Office closed during transition on Tuesday, October 25<sup>th</sup>, and open on Wednesday, October 26<sup>th</sup>, 2016.

**Projected move dates are fluid and subject to change.**

The new 24,000 square foot Administration Building will serve as the public's one-stop-shop to conduct business in an environment designed to promote excellent taxpayer customer service, with an eye toward efficiency, professionalism and overall convenience.

The new facility will also greatly relieve the overcrowded space at the current Xenia City Hall, which will be renovated into the Justice Center, and provide more space for the Xenia Police Division, 911 Dispatch, Municipal Court, Probation, Law Department and Victims Assistance operations all while providing increased safety and security for citizens. Public access to the Xenia Police Division, Municipal Court, Law Department and Victims Assistance operations will remain uninterrupted at the present City hall Building, 101 North Detroit Street, Xenia, during the transition of the other City offices.

City Manager Merriman added, “This signals a new era for citizens of Xenia as we strive to provide better response times and customer service to the many needs of our residents through a facility that will offer a much improved service level than what we currently have. At the same time, this bond-financed Administrative Building and City Hall renovation plan will allow critical police and justice services to be delivered in a manner that will be even more reflective of important criminal justice system best practices.”

Citizens are asked to visit [eXploreXenia.com](http://eXploreXenia.com) for more information on City office closures during the transition period or for further assistance with any City oriented business needs.

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