

## Lansing City Offices - Hours of Operation

Effective July 6, 2010 - June 30, 2011

**Lansing City Offices will be open to the public Monday through Friday, except for recognized holidays and the days between the observed holidays for Christmas and New Years, and except as otherwise indicated.**

**Except as otherwise indicated, Lansing City Office will be closed as follows:**

Monday July 5	Independence Day
Monday September 6	Labor Day
Thursday November 11	Veteran's Day
Thursday and Friday November 24 and 25	Thanksgiving
Thursday, December 23 through Friday December 31	Christmas and New Years
Monday January 17	Martin Luther King,
Friday April 22	Easter Holiday
Monday May 30	Memorial Day

**Specific Hours of Operation and Exceptions are as follows:**

	<u>From</u>	<u>Through</u>	<u>Open</u>	<u>Close</u>	<u>Exceptions</u>
<b><u>CITY HALL</u></b>					
54-A District Court	Monday	Friday	8:00 AM	5:00 PM	<i>Closed these Fridays: July 2; Aug.6; Sept. 3; &amp; Oct. 8.</i>
City Assessor	Monday	Friday	8:00 AM	5:00 PM	<i>Closed every other Friday starting July 2</i>
City Attorney	Monday	Friday	8:00 AM	5:00 PM	
City Clerk	Monday	Friday	8:00 AM	5:00 PM	
City Council	Monday	Friday	7:30 AM	5:00 PM	<i>Closed Fridays</i>
City Treasurer	Monday	Friday	8:00 AM	4:30 PM	<i>Phone service until 5:00 PM Closed every other Friday starting July 2</i>
Finance Operations - Accounting/Payroll	Monday	Thursday	8:00 AM	5:00 PM	<i>Closed Fridays</i>
Finance Operations - Purchasing	Monday	Friday	8:00 AM	5:00 PM	<i>Closed every other Friday starting July 2</i>
Human Relations & Community Services Department	Monday	Thursday	8:00 AM	5:00 PM	<i>Closed every other Friday starting July 2</i>
Human Resources Department	Monday	Friday	8:00 AM	5:00 PM	
Mayor's Office	Monday	Friday	8:00 AM	5:00 PM	
Parks - Administration	Monday	Friday	8:00 AM	5:00 PM	
Police Department - Administration and Central Re	Monday	Friday	7:30 AM	4:30 PM	<i>Open Dec. 27, 28, 29</i>
Public Service Administration, Permits and Enginee	Monday	Thursday	7:30 AM	5:00 PM	<i>Closed Fridays</i>

### **OTHER LOCATIONS: PUBLIC HOURS**

Economic Development/ Downtown Lansing Inc	Monday	Friday	8:00 AM	5:00 PM	<i>Open Dec. 27, 28, 29</i>
Fire Department - Administration	Monday	Friday	8:00 AM	5:00 PM	
Parks Department - Cemetary Office	Monday	Friday	8:00 AM	4:00 PM	<i>Fridays: 8:00 AM - 12:00 PM</i>
Parks Department - Community Centers	Monday	Friday		varies*	
Parks Department - Lifetime Sports	Monday	Friday	8:00 AM	5:00 PM	
PND - Building Safety Office/ Code Compliance	Monday	Thursday	7:30 AM	5:00 PM	<i>Closed Fridays</i>
PND - Development Office, Administration	Monday	Thursday	7:30 AM	5:00 PM	<i>Closed Fridays</i>
PND - Parking Office	Monday	Friday	8:00 AM	4:30 PM	
PND - Planning Office	Monday	Thursday	7:30 AM	5:00 PM	<i>Closed Fridays</i>
Public Service Department - Operations & Mainten	Monday	Thursday	8:00 AM	4:00 PM	<i>Emergency Response 24 hrs</i>
Public Service Department - Recycling	Monday	Thursday	8:00 AM	4:00 PM	
Public Service Department - Waste Reduction Servi	Monday	Thursday	8:00 AM	4:00 PM	
Public Service Department - Waste Water Treatmer	Monday	Thursday	8:00 AM	4:00 PM	<i>Emergency Response 24 hrs</i>

### **BUILDING/FLEET/INFORMATION TECHNOLOGY SERVICES**

Building Maintenance Services - Hazel Street	Monday	Friday	7:30 AM	4:00 PM	<i>Open Dec. 27, 28, 29</i>
Building Maintenance Services City Hall	Monday	Friday	6:30 AM	11:00 PM	<i>Open Dec. 27, 28, 29</i>
Information Technology	Monday	Friday	8:00 AM	5:00 PM	
Janitorial Services	Monday	Friday	7:00 AM	3:30 PM	<i>Closed Every Other Friday</i>
Building Services - City Hall	Monday	Friday	8:00 AM	4:30 PM	<i>Closed Every Other Friday</i>
Fleet Services - Central Garage	Monday	Friday	7:30 AM	3:30 PM	<i>Closed Every Other Friday starting July 2 Open Dec. 27 &amp; 28</i>
Fleet Services - Service Garage	Monday	Friday	7:00 AM	3:30 PM	<i>Closed Every Other Friday starting July 2 Open Dec. 27 &amp; 28</i>

*Community Center Hours are:*

*June through August - Monday and Friday, 8:30 a.m. to 5 p.m.; Tuesday - Thursday, 8:30 a.m. to 9 p.m., closed Sat. and Sun.*

*September - Monday through Thursday, 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 5 p.m., closed Saturday and Sunday*

*October through May - Monday through Friday, 8:30 a.m. to 9 p.m.; Saturday, 8:30 a.m. to 5 p.m.; closed Sunday*