

City of East Lansing's Continuity of Operations During Local State of Emergency – UPDATED 3/18/20

This plan outlines the City of East Lansing's continuity of operations during the local state of emergency declared by East Lansing Mayor Ruth Beier on Friday, March 13, 2020. It will be updated regularly as needs are identified.

City of East Lansing facilities will be closed to the public from Monday, March 16, 2020 through Sunday, April 5, 2020.

Facilities closed to the public include East Lansing City Hall, the East Lansing Hannah Community Center (ELHCC), the East Lansing Department of Public Works (including the recycling drop-off site), the East Lansing Prime Time Seniors' Program, the East Lansing Public Library and the East Lansing 54B District Court. Please note that ELHCC will be closed to the public for an additional week, re-opening on Monday, April 13, 2020.

All of the City's public meetings, events and programs have also been canceled from Monday, March 16, 2020 through Sunday, April 5, 2020.

While all essential services; such as police, fire, EMS, trash/recycling collection, water services and wastewater management; will be maintained, some non-essential services will be suspended during the emergency closures. View the department sections below for additional information on services that will and will not be maintained.

Administrative and emergency management staff will continue to actively monitor, plan and communicate about this situation in the coming weeks. The health and welfare of the East Lansing community is the City's top priority.

East Lansing Police Department

- The East Lansing Police Department's 24/7 police desk, 409 Park Lane, will remain staffed and open to the public for the time being. The non-emergency phone number is (517) 351-4220 and, in an emergency, community members should always call 911. The method in which non-emergency calls are handled will be on a case-by-case basis, with officers following up in person for some cases and following up by phone in other cases.
- While all essential police services will be maintained, the following non-essential services will be suspended during the closure: preliminary breath tests at the police desk, fingerprinting services at the police desk, all in-person Police Records transactions, PACE transports to the impound lot, firearms purchase permits, in-person firearms registrations (mail-in only). Firearms registrations can be mailed to East Lansing Police Records Bureau, 409 Park Lane, East Lansing MI 48823.



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- Freedom of Information Act (FOIA) requests will still be accepted online: <https://www.cityofeastlansing.com/163/Freedom-of-Information-Act-FOIA>. Most FOIA request returns will be sent electronically. Returns that cannot be sent electronically can be picked up at the police desk.

East Lansing Fire Department

- Essential fire and EMS services will be maintained; however, community members are respectfully asked to only request services in an emergency during this time. In an emergency, community members should always call 911.
- Due to limited supply, face masks are only available for firefighters and patients.

East Lansing Department of Public Works

- Residents can still call DPW at (517) 337-9459. Limited staff will be onsite from 7:30 a.m.-3 p.m. during weekdays. If a call is not answered, please leave a voicemail and the call will be returned. For all after hours, non-emergencies, residents can continue to call the ELPD Police Desk at (517) 351-4220.
- Bulk item collection and water shutoffs for non-payment will be temporarily suspended.
- The DPW recycling drop-off site will be closed to the public.
- Field operations will be working at decreased levels, but trash and recycling will continue to be collected curbside as regularly scheduled and water meter staff will perform emergency maintenance, with the goal of limiting entry into structures.
- Permits for work in the right-of-way will be processed by phone and online, including payments.
- Yellow City trash bags can be purchased at a number of alternative locations while City offices are closed: <https://www.cityofeastlansing.com/280/Other-Suppliers>.

East Lansing Finance Department

- Treasury staff will be available by phone, (517) 337-1731, each weekday from 10 a.m.-2 p.m. to take credit card payments (parking permits, water bills, etc.). East Lansing City Hall's main phone line will be on night mode outside of the hours of 10 a.m.-2 p.m. Payments can also continue to be made by mail or can be dropped off in one of the drop boxes located outside of East Lansing City Hall, 410 Abbot Road. Residents can also continue to make payments online: <https://www.cityofeastlansing.com/277/Treasury>.
- No water shutoffs will occur during this public health emergency. Bills due by March 20 will not be assessed late fees until the following billing cycle's due date on April 20 if unpaid. Water bills will be sent out as regularly scheduled and can be paid online: <https://www.cityofeastlansing.com/1936/18507/Online-Miscellaneous-Bill-Payments>.
- Income tax returns are due on April 30, 2020, pending any potential changes from the state or federal government. Additional information, including return forms and contact information, is available at www.cityofeastlansing.com/incometax. Income tax staff will



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be monitoring/returning phone calls and emails regularly during weekdays.

- Vendors and employees will be paid without disruption. Vendor checks will not be able to be picked up at City Hall; they will be mailed via USPS.

East Lansing Planning, Building & Development

- The Building Division will continue to process permits and perform inspections as needed, with limited staffing in offices and a goal of limiting entry into structures. The following phone line will be checked on a limited basis: sweaver@cityofeastlansing.com or (517) 319-6878. Please leave a message and your email/call will be returned as soon as possible.
- Mechanical, electrical, plumbing and building permit applications will continue to be available online: <https://www.cityofeastlansing.com/1979/Apply-for-a-Permit-Online>. Payment will be discussed with the applicant after Building staff's review of the application. Building staff will continue to issue permits and communicate with contractors via phone and email. More information: <https://www.cityofeastlansing.com/648/Building-Information>.
- The Planning & Zoning Division will continue to process zoning compliance reviews for building permits only. Planning and zoning applications will not be accepted until further notice. Prospective applicants for typical planning and zoning reviews are encouraged to contact David Haywood at dhaywood@cityofeastlansing.com or (517) 319-6861 with questions.

East Lansing 54B District Court

- While the court is closed, limited staffing will be on site to handle essential tasks only.
- Questions can be emailed to 54BCustomer@cityofeastlansing.com.
- All scheduled court matters, including civil, criminal, traffic, parking and probation are adjourned until after April 5, 2020. New court dates will be sent by mail.
- All in custody arraignments and emergency matters (including emergency filings) will be conducted while the court's business offices are closed to the public.
- Online services for case review, payments and outstanding warrants are available on the court's website at www.54BDistrictCourt.com.
- **New** bench warrants or default judgments for failure to appear are suspended during the local state of emergency.

East Lansing Public Library

- While the library is closed, community members can still apply for library cards online: <https://www.elpl.org/get-a-library-card-2/>. Applicants will be sent a library card number and pin. Visit www.elpl.org to learn more about the library's online offerings.
- Items currently checked out will not be due while the library is closed. They will be



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automatically renewed and fines will not be assessed.

- The drive-up book drop will be open and staff will be checking it on a limited basis.
- The library will not be accepting book/material donations for the Friends of the East Lansing Public Library through April.

East Lansing City Clerk

- Freedom of Information Act (FOIA) requests will still be accepted online: <https://www.cityofeastlansing.com/163/Freedom-of-Information-Act-FOIA>. Most FOIA request returns will be sent electronically. Returns that cannot be sent electronically can be picked up at the police desk.

Communications Office

- Media requests can be submitted through the online request form available within the Communications Office's Media Room: <https://www.cityofeastlansing.com/mediaroom>.

East Lansing Hannah Community Center

- Community members can call the East Lansing Hannah Community Center (ELHCC) at (517) 333-2580 ext. 0 and leave a message. ELHCC staff will be checking messages and returning calls between the hours of 9-11 a.m., Monday-Thursday.

East Lansing Prime Time Seniors' Program

- The East Lansing Prime Time Seniors' Program, although closed, encourages neighbors to stay in touch (by phone or email) with those residents who may be isolated and especially vulnerable to the virus.

East Lansing Parking Division

- March parking permits will be honored in the paper permit lots (Evergreen Avenue Lot, Bailey Street Garage, Valley Court and City Hall West Lot) through April 12.

