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**PRESS RELEASE  
FOR IMMEDIATE RELEASE**

Contact: Benjamin Marentette, City Clerk – [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov) (231) 922-4480

Subject: City offices at Governmental Center Converting to a Virtual City Hall:  
Governmental Center Closed to Walk-In Traffic Through March 30, 2020

Issued: March 16, 2020

In an effort to prevent further spread of COVID-19 cases, the Governmental Center at 400 Boardman Avenue and all City of Traverse City Offices located within it will be closed to walk-in traffic starting March 17, 2020, through March 30, 2020.

City of Traverse City Offices located in the Governmental Center will be closed to walk-in traffic and converted to a “virtual city hall” starting March 17, 2020, through March 30, 2020. Several City employees will be working remotely to help protect themselves as well as those with whom they come in contact by reducing transmission of the coronavirus.

The following City offices are located within the Governmental Center:

1. City Clerk’s Office (231) 922-4480
2. City Treasurer’s Office (231) 922-4430
3. City Assessor’s Office (231) 922-4450
4. City Manager’s Office (231) 922-4440
5. City Human Resources (231) 922-4481
6. City Attorney’s Office (231) 922-4405
7. City Engineering Department (231) 922-4456
8. City Planning Department (231) 922-4778
9. City GIS (231) 922-4410

While these offices will be closed to the public, telephone calls and emails will be answered between the hours of 8am-5pm, Monday through Friday, excluding 12p-1p for some departments. If a voicemail is left, messages will be promptly returned. Additionally, staff in these departments will be reachable via email. In cases where a physical appointment is necessary, arrangements for such an appointment may be made by telephone or email. Visit <http://www.traversecitymi.gov> for more information.

For Planning and Zoning Permits, please reach out to:

Dave Weston  
Planning and Zoning Administrator  
(231) 922-4464 [dweston@traversecitymi.gov](mailto:dweston@traversecitymi.gov)

For Engineering Department permits, please reach out to:

John McWethy  
Public Services Assistant  
City of Traverse City  
(231) 922-4467 [jmcwethy@traversecitymi.gov](mailto:jmcwethy@traversecitymi.gov)

Most licenses and permits are handled by the City Clerk's Office – for all other licenses and permits, please reach out to:

Alanna Crouch  
City Clerk's Administrative Specialist  
(231) 922-4480 [acrouch@traversecitymi.gov](mailto:acrouch@traversecitymi.gov)

Payments owed to the City will not be accepted in person but can be mailed to:

City Treasurer's Office  
P.O. Box 592  
Traverse City, MI 49685-0592

Alternatively, payments can be dropped off in the payment drop box as you exit the Governmental Center Driveway. Payments for a variety of services can also be processed online and anyone can sign up to have their monthly utility payments automatically paid from their checking or savings account by visiting the following link:  
<http://www.traversecitymi.gov/paybills.asp>

The City of Traverse City is committed to providing essential services to our residents during this time as well as other key services to the community. We appreciate your understanding and support as we take steps, like those outlined here, to keep each other safe and healthy.

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