

City Clerk's Office action plan:

1) ALCOHOL BEVERAGE LICENSES:

Contact will be made by City Clerk staff with business owners concerning the renewal process of Alcohol Beverage Licenses, which are due April 1, 2020.

Submittal options for licenses include:

- a. Submission of documents through the postal service by the applicant
- b. Electronic scan and e-mailing of documents by the applicant
- c. In person submission of paperwork by the applicant - by appointment only
- d. On-line payments will be available
- e. Finalized licenses will be mailed to the applicant through the postal service

2) PERMIT APPLICATIONS:

Contact will be made by City Clerk staff with persons/businesses with active permits (Parking/Door-to-Door/Peddler/Firework Temporary Stands/Tree Contractors/Security Patrol Services/Downtown Non-profit Solicitation) for the purpose of the renewal procedure within the 90-day period (March-June).

Submittal options for permits (new or renewals) include:

- a. Submission of documents through the postal service by the applicant
- b. Electronic scan and e-mailing of documents by the applicant
- c. In-person submission of paperwork from the applicant – by appointment only
- d. FBI fingerprint cards will only be provided to the applicant by appointment only
- e. On-line payments will be available
- f. Finalized permits will be mailed to the applicant through the postal service

3) PUBLIC MEETINGS

- a. All regular and/or special meetings for City Council and the Urban Renewal Agency will continue as scheduled

4) NOTARY SERVICES

- a. Notary Public Services will remain available by appointment

5) SPECIAL EVENT PERMITS

- a. No Special Event Permits will be issued until further notice

6) ALCOHOL BEVERAGE CATERING PERMITS

- a. No Alcohol Beverage Catering Permits will be issued until further notice

7) TRAIN DEPOT EVENT CENTER

- a. All reservations at the Caldwell Train Depot have been cancelled for the period of March-June, 2020. Reservations for July-December, 2020 are pending future notification

8) TRAIN DEPOT INTERPRETIVE CENTER/MUSEUM

- a. All open house events (first Saturday of each month) for the period of April/May/June, 2020 have been cancelled.**

For any questions, or to set up an appointment time, please contact Angie Point, 208-455-4773, or Debbie Geyer, 208-455-4656.