



Operation Plan – Caldwell City Clerk’s Office

Measures to prevent the spread of COVID-19 and protect our citizens

Effective March 18, 2020

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) PUBLIC RECORD REQUESTS

a. Submittals of public record request will be available via the JustFOIA on-line process or handwritten submittals as outlined on the City Clerk's webpage

8) 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

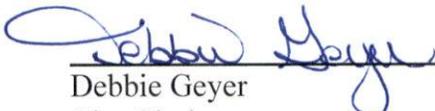
9) TRAIN DEPOT INTERPRETIVE CENTER/MUSEUM

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

Please reference the Caldwell City Clerk's webpage for more information:

<https://www.cityofcaldwell.org/departments/city-clerk>

Signed – March 18, 2020



Debbie Geyer
City Clerk