



RESUMING OPERATIONS PLAN

Caldwell City Clerk's Office

Measures to avoid the transmission of COVID-19 and implement protocols for the promotion of Rebound Idaho

Effective: May 6, 2020

Caldwell City Hall to open to the public on June 1, 2020.

Appointments are available with City Clerk staff by contacting 455-4656 or 455-4773 for the purpose of submitting documents for notary services, permits, licenses, or Tort Claims. Walk-ins will be handled on a one-by-one basis at the City Hall customer service counter after June 1st by City Clerk staff.

Timeline for permits in association with Idaho Rebounds – City-wide Guidelines:

- Alcohol Beverage Renewed Licenses: Effective June 1, 2020
- Peddler Permits: Effective May 16, 2020
- Door-to-Door Permits: Effective June 1, 2020
- Special Event Permits: Effective June 13, 2020
- Alcohol Beverage Catering Permits: Effective June 13, 2020
- Firework Temporary Stands: Effective June 22, 2020
- Tree Contractor License/Patrol Service License/Parking Permits: Effective date pursuant to the Caldwell City Code.

1) ALCOHOL BEVERAGE NEW LICENSES OR TRANSFERS:

Submittal options for licenses include:

- a. Submission of documents through the postal service by the applicant OR
- b. Electronic scan and e-mailing of documents by the applicant OR
- c. In person submission of paperwork by the applicant - by appointment or walk-in after June 1st.

2) PERMIT APPLICATIONS:

Submittal options for permits (new or renewals) include:

- a. Submission of documents through the postal service OR
- b. Electronic scan and e-mailing of documents by the applicant OR
- c. In-person submission of paperwork from the applicant – by appointment or walk-in after June 1st.
- d. FBI fingerprint cards will only be provided to the applicant by appointment only or walk-in after June 1st.

3) PUBLIC MEETINGS

- a. All regular and/or special meetings for City Council and the Urban Renewal Agency will be conducted via Zoom until June 1, 2020.
- b. Beginning June 1, 2020: Public Hearings will resume within City Council meetings.
- c. Safety protocols and attendance for Caldwell City Council and Urban Renewal Agency meetings will be consistent with the Idaho Rebounds Stay Healthy Order issued by Governor Little.
- d. Live streaming will continue for the public's view of City Council and Urban Renewal Agency meetings.

4) COMMITTEES/BOARDS/COMMISSIONS

- a. Regularly scheduled or special meetings for committees/boards/commissions may resume beginning June 1, 2020 with persons attending in person, consistent with attendance and safety protocols as set forth in the Idaho Rebounds Stay Healthy Order issued by Governor Little.

5) NOTARY SERVICES

- a. Notary Public Services will remain available by appointment until June 1st when walk-in services will resume.

6) TORT CLAIMS

- a. Receipt of Tort Claims documents from citizens will remain available until June 1st when walk-in services will resume.

7) SPECIAL EVENT PERMITS

- a. Special Event Permit applications may be submitted for events scheduled on June 13, 2020 or after.

8) ALCOHOL BEVERAGE CATERING PERMITS

- a. Alcohol Beverage Catering Permit applications may be submitted for events scheduled on June 13, 2020 or after.

9) PUBLIC RECORD REQUESTS

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

10) TRAIN DEPOT EVENT CENTER

- a. All reservations at the Caldwell Train Depot have been cancelled for the period of March-June, 2020.
- b. Reservations will be accepted for events scheduled for July 1 or after.

11) 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.
- b. Depot museum operations will resume in July 2020.

Please reference the Caldwell City Clerk's webpage for more information:
<https://www.cityofcaldwell.org/departments/city-clerk>

Signed – May 6, 2020

Debbie Geyer
City Clerk