

M O N T H L Y R E P O R T F O R T H E

OFFICE OF TOWN CLERK

*Providing exceptional public service
to our community and internal partners, with
a commitment to integrity, honesty, and
accountability, while conforming to the
highest standards of conduct and ethics.*



J U L Y 2 0 2 3





Elections

www.CRgov.com/elections

Guardians of Democracy
Designated Election Official
FCPA Filing Officer

No Planned Election in 2023 at this time

Open Candidate and/or Issue Committees are on the website at crgov.com/election under Candidate Registrations and Financial Filings

Records

www.CRgov.com/municipal code

Historian, Archivist, Keeper of the Laws, Legal Notices

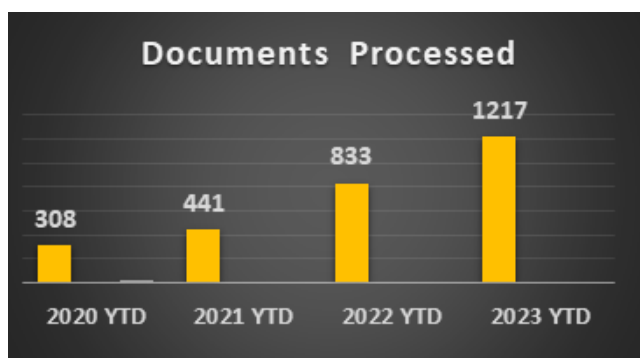
Route and execute Town documents
Archive Town records into Alchemy

Amend indexing on existing Alchemy documents
Publish and post legal notices

Process recordings and agreements for Legal

46% Increase over 2022

Codify Town laws



CORA Requests

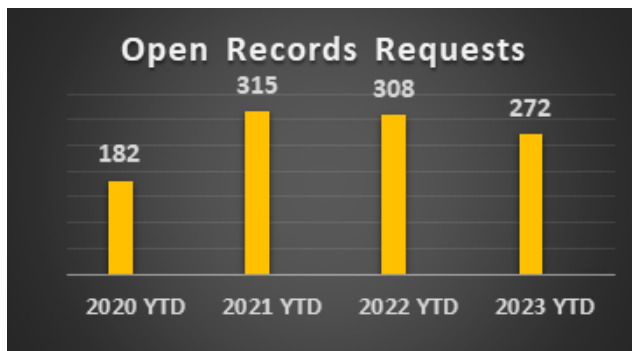
www.CRgov.com/openrecords

Provide Transparency to the Public

Coordinate with departments to fill public records requests under

204.3 Staff Hours

Colorado Open Records Act



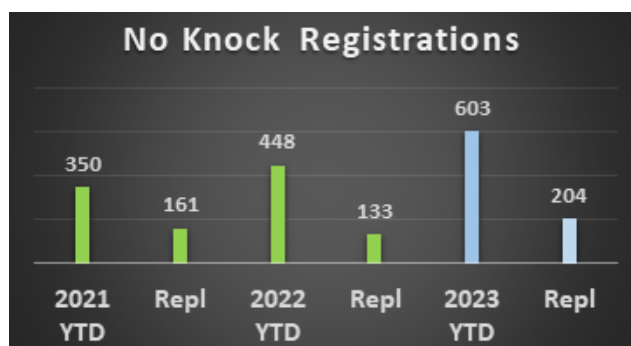
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

38% Increase over 2022

8,888 Total





Liquor Licensing Authority

New License Hearings - Posted on the Public Notice Calendar on the website, published in the newspaper and posted at the location at least 10 days prior to the hearing.

Special Event Liquor Permit Notices - Posted at the location for 10 days prior to approval to allow for any protests.

Modifications

Modify for Wine Sales

King Soopers Maverik Walmart
Safeway Circle K Stores CVS
Kum and Go
Plum Creek Golf - New Club House
Eagles - Add Outdoor Area
Backyard - Converted to Tavern License

Businesses that Changed Owners

Scissors and Scotch South Garden TD's
Plum Creek Golf Vista Vino Crave
Castle Rock Liquors Los Santos Tasty House

Upcoming Events

7/20 Tunes for Trails, PSM
7/28 Longhorn Cattle Drive
7/28-8/6 Douglas County Fair
7/29 Boots and Brews, Festival Park
8/4 First Friday, Festival Park
8/10 Summer Concert, PSM
8/12 Summer Concert, PSM
8/17 Taste of Douglas County, Event Center
8/17 Tunes for Trails, PSM
8/18 Ducks Unlimited, Kirk Hall
8/19 Concert Under the Lights, Festival Park
8/26 Summer Concert, PSM
9/16 Oktoberfest, Wilcox Square
9/21 Tunes for Trails, PSM
9/23 Meadows Game Night, Grange

Liquor Revenues

2017 \$18,270
2021 \$30,751
2022 \$33,441
2023 YTD \$19,550

New:

Transfers:

Special Events:

Modifications:

Other:

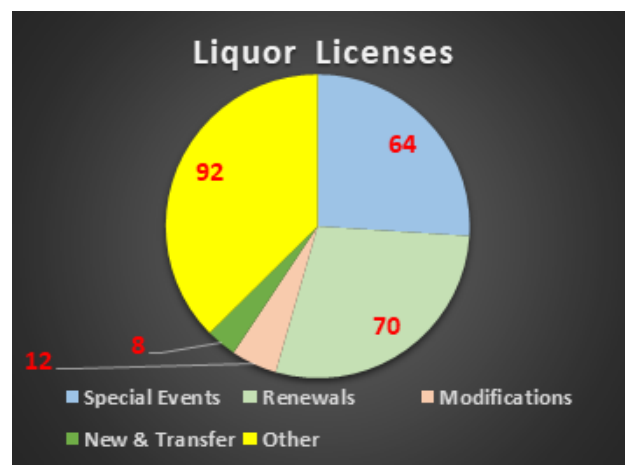
New Licenses

Pending:

Perry Street Social District - pending CO
Izumi Sushi - pending CO
Chipotle - 8/15 hearing
Bucket List Tavern - 8/15 hearing

Closed Businesses

Closed 2022 - Siena, Ohana Grille, Carlos Miguels
Surrendered 2022 - Tokyo Joe's, Qdobas



13% Increase over 2022

	2017	2018	2019	2020	2021	2022
New:	3	7	8	12	14	10
Transfers:	11	9	6	6	4	7
Special Events:	77	77	77	32	61	73
Modifications:	7	11	10	22	7	10
Other:	155	145	143	187	202	266



Happenings

Elections

- *No items on the November 2023 ballot for the Town.*
- *Amend the Election Code and incorporate any new state legislation as applicable - currently with CML liaison to review edits.*
- *Open Candidate and/or Issue Committees are on the website at crgov.com/election under Candidate Registrations and Financial Filings*

Other

- *Workload increases*
 - *Documents processed - 46% increase YTD over 2022*
 - *Liquor Licenses processed - 13% increase YTD over 2022*
 - *No Knock registrations - 38% increase YTD over 2022*
 - *CORA requests - 204.3 hours of Town staff time to date*
- *Contract Routing*
 - *Continued departmental meetings focused on contract and agreement routing procedures in coordination with Legal department*
- *Records Retention*
 - *Training departments on proper records retention of Town and department records*
 - *Monthly training at New Employee Orientation on e-mails and text messages on Town equipment subject to Open Records law*
- *Website Accessibility & Compliance – Website, Documents and CORA requests*
 - *Participating on the Team to adapt to legislative requirements*
- *Drafted Town policy guidelines for PII and PI data protection - approved by department heads*
- *Drafted Email Retention policy - currently under review*