

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.*



MARCH 2023





Elections

www.CRgov.com/elections

Guardians of Democracy
Designated Election Official
FCPA Filing Officer

No Planned Election in 2023 at this time

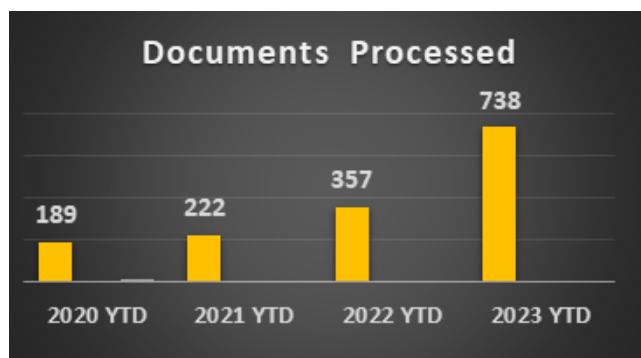
Open Candidate and/or Issue Committees are on the website at crgov.com/election under Candidate Registrations and Financial Filings

Records

www.CRgov.com/municipal code

Historian, Archivist, Keeper of the Laws, Legal Notices

Route and execute Town documents
Codify Town laws
Archive Town records into Alchemy
Publish and post legal notices
Process recordings and agreements for Legal

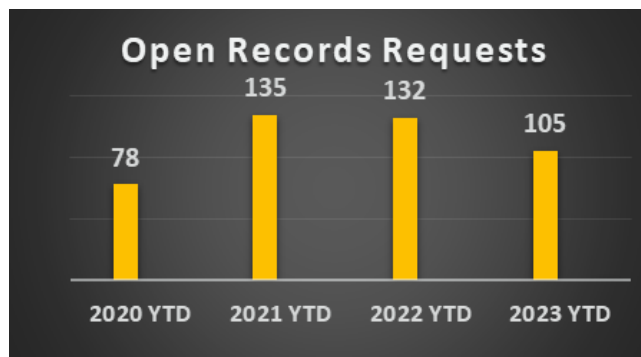


CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

Coordinate with departments to fill public records requests under Colorado Open Records Act

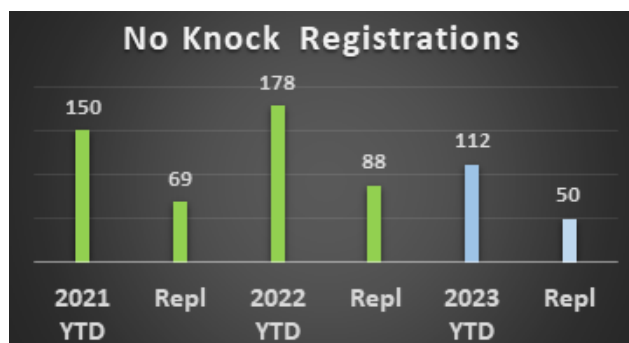


No Knock Program

www.CRgov.com/noknock

Program Created in 2008

8, '97 Total





Liquor Licensing Authority

Hearings for all New licenses and Special Event permits are on the Public Notice calendar on the website and posted at the location for 10 days.

All Hearings for New licenses are posted in the newspaper at least 10 days prior to the hearing.

Modifications

Safeway for Wine Sales - Issued
 King Soopers on Ridge Road for Wine Sales - Issued
 Walmart for Wine Sales - Issued
 CVS for Wine Sales - Issued
 Kum and Go for Wine Sales - In process
 Maverik for Wine Sales - In process

New Licenses

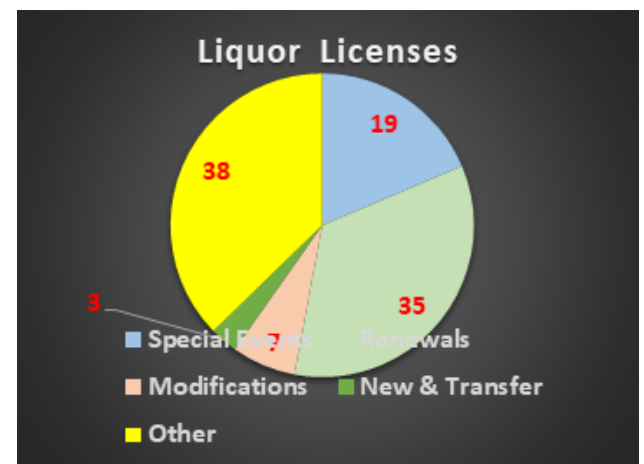
Dilly Dally Scissors & Scotch
 Pending:
 Perry Street Social District - pending CO
 Courtyard Social - Hearing 4/20

Businesses that Changed Owners

Plum Creek Golf Pending
 South Garden
 Scissors and Scotch
 Crave
 Castle Rock Liquors

Upcoming Events

04-21 - Water Commission, Mill House
 04-22 - DCVMF Side by Side Fury
 04-22 - Town Earth Day, Festival Park
 05-14 - Rylie's Run Fairgrounds
 05-20 - DMA Concert
 06-03 - DMA Movie
 06-11 - Ducky Derby
 06-16 - DMA Car Show Concert
 06-17 - DMA Car Show
 07-29 - DMA Boots and Brews
 08-18 - Ducks Unlt, Kirk Hall
 08-19 - DMA Concert
 09-16 - DMA Oktoberfest



Closed Businesses

Siena

Liquor Revenues

2017 \$18,270
 2021 \$30,751
 2022 \$33,441

	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

- *Re-write of the Election Code and currently with CML liaison to review edits. Will also adjust to legislation currently being proposed in the state legislature.*
- *Open Candidate and/or Issue Committees are on the website at crgov.com/election under Candidate Registrations and Financial Filings*

Other

- *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*
- *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*
- *Town Clerk on FMLA leave and working remotely*