

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.*



JULY 2020





Elections

www.CRgov.com/elections

Guardians of Democracy
Designated Election Official
FCPA Filing Officer

November 3, 2020 Election Day Election of Councilmembers

Districts 1, 2, 4 and 6

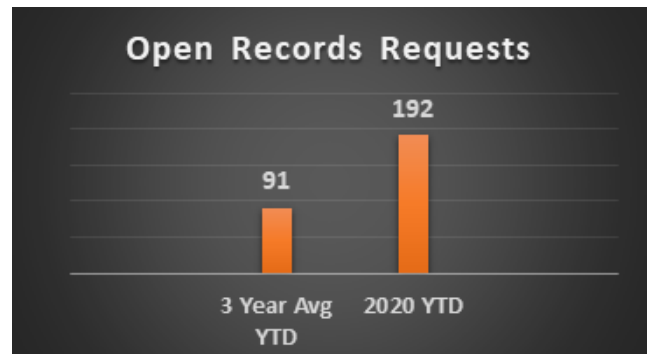
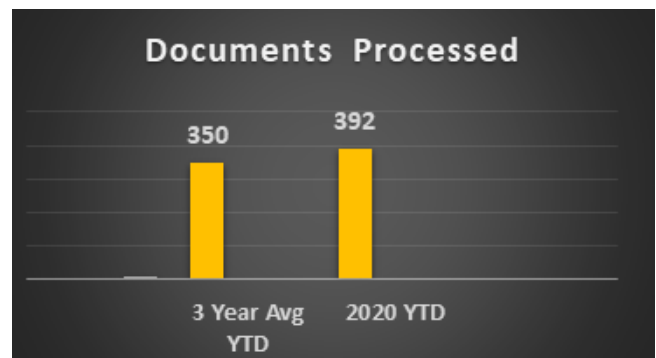
Nomination petitions - circulate August 4-24
Candidates registered for Districts 2 and 6
Seven active Candidate and Issue Committees

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

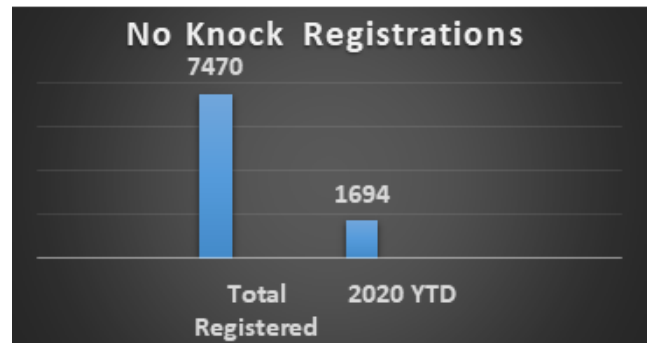


CORA Requests

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



Liquor Licensing Authority

www.CRgov.com/liquor

Assistance to Businesses

Communications: An email was sent to all licensees providing information on current Executive Orders.

New Licenses

The Oaks in Plum Creek - pending CO
Tribe in Riverwalk - pending CO
La Loma - pending CO
Sprouts - WITHDRAWN

Transfers

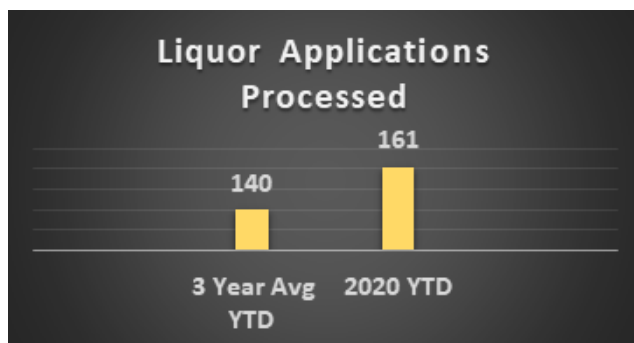
El Korita - pending
Rose's Bella Cucina - pending

Summer Patios and Outdoor Modifications

B&B Cafe Patio
Z'Abbracci's Patio + COVID modification
Scileppi's Patio + COVID modification
Crowfoot Patio
Crush COVID modification
Castle Café Patio + COVID modification
Angies COVID modification
Union COVID modification
My Cafe COVID modification
Black Eyed Pea permanent modification
Whiskey Lodge COVID modification 105
West Public Consumption Area
Cork and Keg COVID modification

Special Events

Starting June 14 - Farmers Market
July 3 - First Friday
July 18 - Winefest
July 24-Aug 2 - Douglas County Fair
Aug 7 - First Friday
Aug 20 - Miller Park Concert
Sept 4 - First Friday
Sept 17 - Miller Park Concert



New: 2017(3), 2018(7), 2019 (8)
Transfers: 2017(11), 2018(9), 2019 (6)
Special Events: 2017(77), 2018(77), 2019 (77)
Other: 2017(136), 2018(137), 2019 (154)



Election Information

November 3, 2020 Election

Conduct of Election

Town Council will consider an Ordinance on July 21 and August 18, 2020 to conduct the election as a coordinated election with Douglas County and to authorize approval of the Intergovernmental Agreement. Town Clerk will verify Candidates and nominating petitions, review FCPA reports, certify the ballot, coordinate with Douglas County and participate in the Logic and Accuracy Test, the Risk Limiting Audit, and serve on the Canvass Board.

Ballot Content

Candidates for Town Council Districts 1, 2, 4, and 6 will appear on the ballot.

Candidates

Candidates that have registered appear on our website under Elections/Financial Filings.

- 8/4-24 Candidates circulate nomination petitions
- 8/6 Candidate Orientation, 6pm, Mill House
- 10/12 Ballots begin being mailed
- 11/3 Election
- 12/1 Newly elected Council sworn in

Other Activities

Annexations

Gateway Mesa Annexation process
Memmen Parcel Annexation process

Metro Districts

Crystal Valley Metro Distrists 1 and 2 Amended Consolidated Service Plan approved by Council July 21
Castle Pines Commercial Metro Districts 1 and 4 Quinquennial Review - team reviews and reports to Council
Special District Budgets - will be presented to Council
Metro District Annual Reports due September 1 - team will review and present summary to Council

Workload

Records processed, CORA requests and liquor licensing applications continue to increase from 2019.