

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.*



SEPTEMBER 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

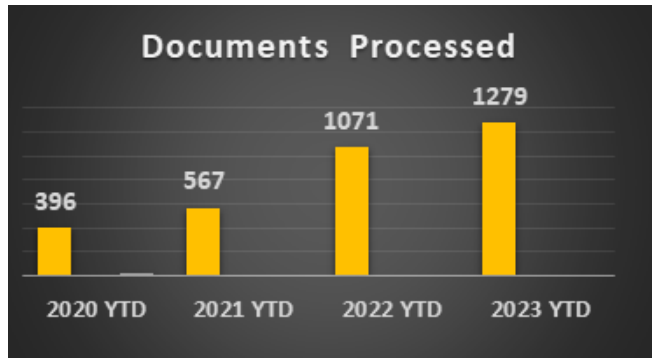
Working on amendments to Election Code

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



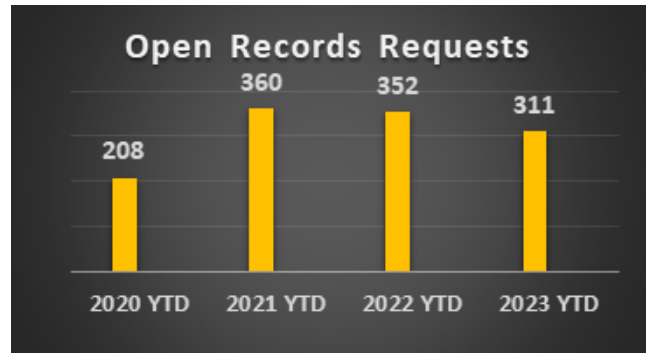
Process recordings and agreements for Legal
20% Increase over 2022 Codify Town laws

CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

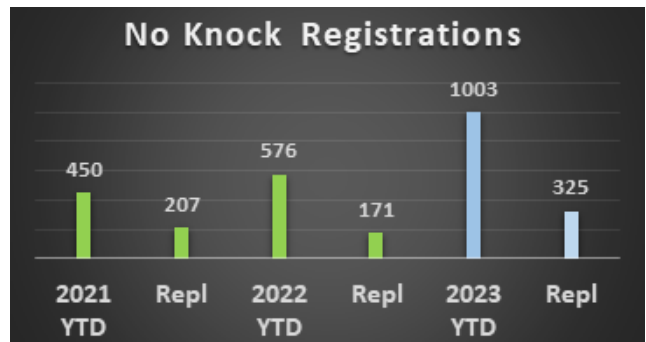
Coordinate with departments to fill public records requests under Colorado Open Records Act



No Knock Program

www.CRgov.com/noknock

Program Created in 2008



74% Increase over 2022

9,288 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 (3) CVS
 Kum and Go Whole Foods
 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
 Maverik

Upcoming Events

10/7 Outdoorfest, Outlets
 10/21 Ghost Town Hoedown, Event Center
 10/22 Fall Festival, Festival Park
 10/28 Murder Mystery Dinner, Grange
 11/11 Holly Jolly Happy Hour, Grange
 11/11 Treelighting, Outlets
 12/2 Wine Soiree, Grange

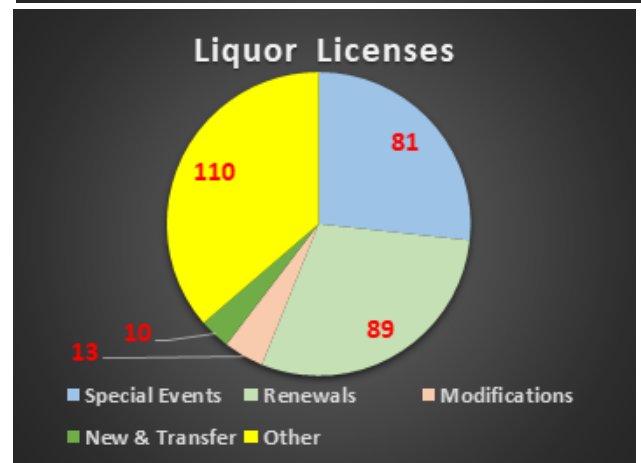
New Licenses

Pending:

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

Closed Businesses

Closed 2023 Brews & Q's, 2022 - Siena, Ohana Grille,
 Carlos Miguels
 Surrendered 2023 Wingstop, 2022 - Tokyo Joe's,
 Qdobas



Liquor Revenues

2017	\$18,270
2021	\$30,751
2022	\$33,441
2023 YTD	\$24,402

22% 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 - 20% increase YTD over 2022*
 - *Liquor Licenses processed - 22% increase YTD over 2022*
 - *No Knock registrations - 74% increase YTD over 2022*
- *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*
- *Town policy guidelines for PII and PI data protection - approved by department heads, Website privacy policy being amended*
- *Drafted Email Retention policy - currently under review*