

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.*



D E C E M B E R 2 0 2 1





2021 Summary

Statistics:

- **Records** processed increased by **+17%**
- **CORA Requests** increase by **+32%**
- **Liquor Applications** increased by **+14%**
- **No Knock** program **+603** new registrations

Various Accomplishments:

- 2021 Election
 - Four Ballot Issues
 - Five Issue Committees
 - Coordinated Blue Book for Ballot Issues
 - Logic and Accuracy Test
 - Risk Limiting Audit
 - Canvass Board
 - Recount for Castle Pines
- 2021 Redistricting
- Automation and Efficiencies
 - Electronic Recording with County for Town documents
 - New Town-wide Document Management System
 - Public Records Request Software Portal
 - Liquor Licensing Map to locate, identify, and perform distance requirement measurements for all liquor licenses
 - Hearing Sign printing and posting process improved
 - Electronics Recycling Event
- Assisted restaurants with outdoor modifications
- Successful Colorado Bureau of Investigation Background Audit
- Review and implementation of new legislation:
 - New Festival Permit
 - State liquor fees waived
 - To Go Liquor continued to July 2026
 - Liquor Store Delivery permits
 - Ranked Choice Voting available beginning 2024



Elections

www.CRgov.com/elections

Guardians of Democracy

Designated Election Official

FCPA Filing Officer

November 8, 2022 Regular Council Election

Mayor-at-Large

Councilmember District 3

Councilmember District 5

*August 1-29 - Council Candidates circulate
petitions to appear on the ballot*

August 29 - Candidate Petitions are due

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

Documents Processed



CORA Requests

www.CRgov.com/openrecords

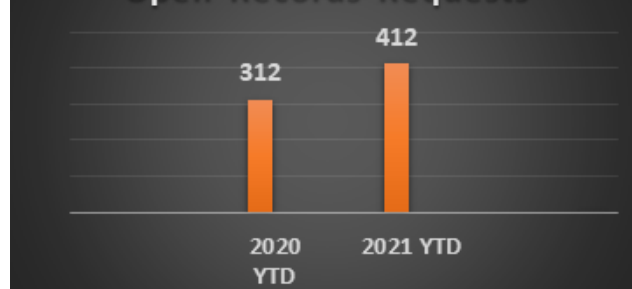
Provide Transparency to the Public

Coordinate with departments to fill

public records requests under

Colorado Open Records Act

Open Records Requests



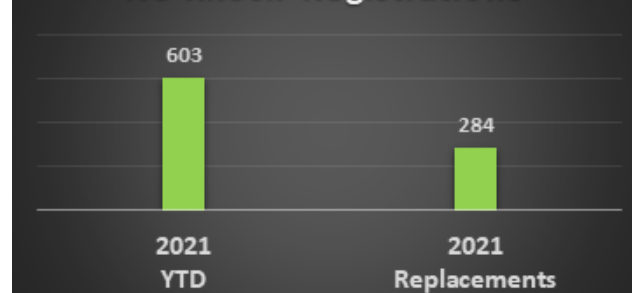
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

7,520 Total

No Knock Registrations





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID Modifications - State Extended to May 31, 2022

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

New Licenses

Issued:

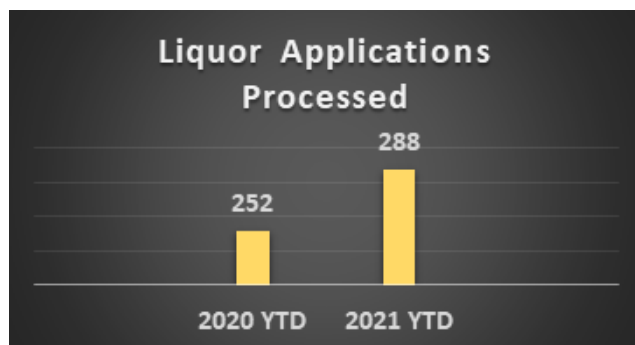
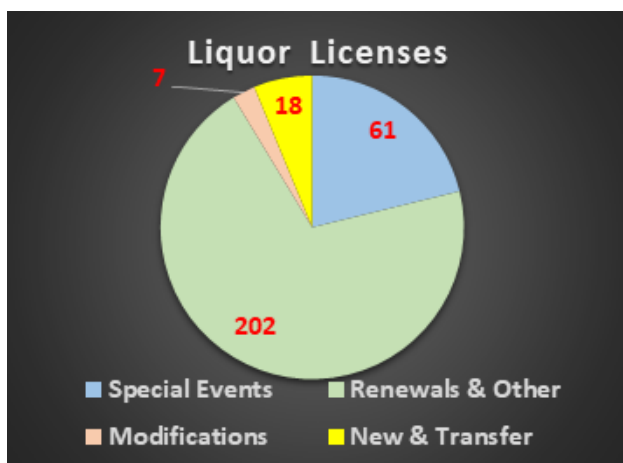
Bella Vista Salon
Ubergrippen Art Gallery Permit
7-11 on Lake Gulch
Dos Santos

Perry Street Social District - pending CO
Wingstop - pending CO
Buffalo Wild Wings - pending CO
Shake Shack - pending CO
Block & Bottle - pending CO

M Vince Nail Spa - Hearing February 2

December Events

Dec 10 Meadows, Holiday Wine Soiree, Grange
Dec 11 Skurlick Memorial Fund, Kirk Hall



	2017	2018	2019	2020
New:	3	7	8	12
Transfers:	11	9	6	6
Special Events:	77	77	77	32
Modifications:	7	11	10	22
Other:	155	145	143	187