

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

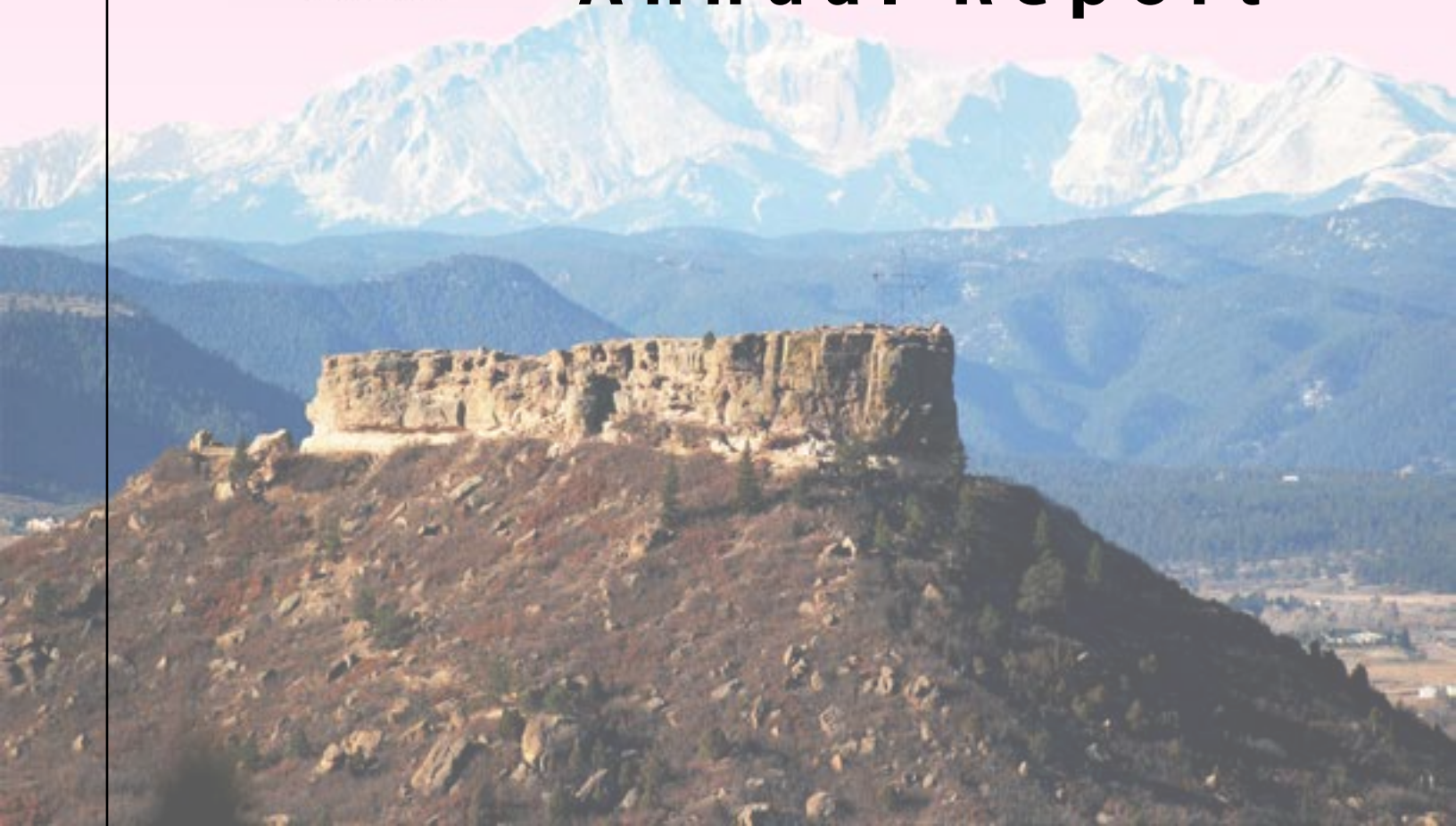
OFFICE OF TOWN CLERK

*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.*



DECEMBER 2022

Annual Report





Elections

www.CRgov.com/elections

Guardians of Democracy
Designated Election Official
FCPA Filing Officer

November 8, 2022 Regular Council Election

Mayor: 1 candidate
District 3: 2 candidates
District 5: 3 candidates
1 Issue Committee

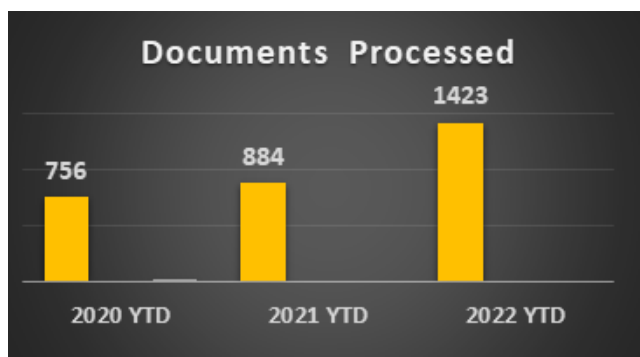
Records

www.CRgov.com/municipal code

*Historian, Archivist, Keeper of the
Laws, Legal Notices*

+61%
2021-2022

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



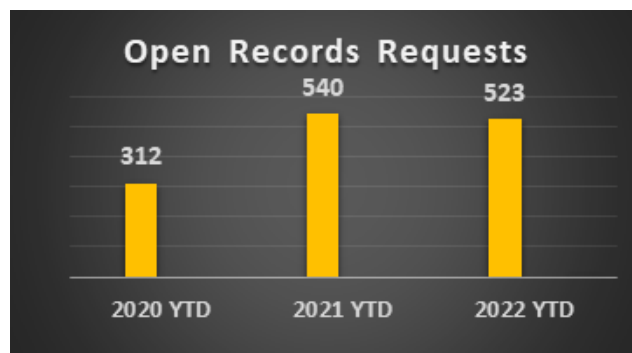
CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

-3%
2021-2022

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

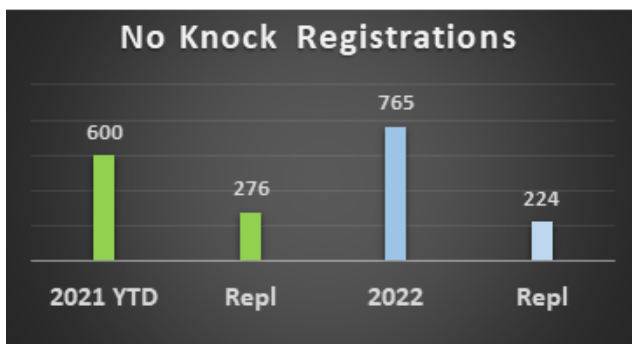


No Knock Program

www.CRgov.com/noknock

+28%
2021-2022

Program Created in 2008
8,285 Total





Liquor Licensing Authority 2022 Summary

+27%
2021-2022

(NOTE: Hearings will now be posted on the website calendar for all New Licenses and Special Event Liquor Permits as well as the required posting at the location of the premise and the newspaper for New Licenses.)

Modifications

Permanent Modifications - Outdoor Patios

B&B	Castle Café
Angies	Z'Abbracci's
Union	Provision
Guadalajara	Scileppi's
Cork & Keg	Crowfoot

New Licenses

Bear'l Cellars - Vintner Restaurant
105 West - Changed to Brew Pub
The Backyard - Change to Tavern
Luxe Liquors - Retail Liquor Store
Press Waffle - Beer and Wine
Farmgirl - Retail Liquor Store
Kum and Go - Fermented Malt Beverage
M Vince Nail Spa - Entertainment and Lodging

2022 Businesses that Changed Owners

Vista Vino	<u>Pending</u>
Colorado Cork and Keg	South Garden
Tasty House	Plum Creek Golf
Los Santos (to The Park)	Scissors and Scotch

Pending:

Perry Street Social District - pending CO
Scissors & Scotch - pending CO
Dilly Dally DIY Workshop

Events

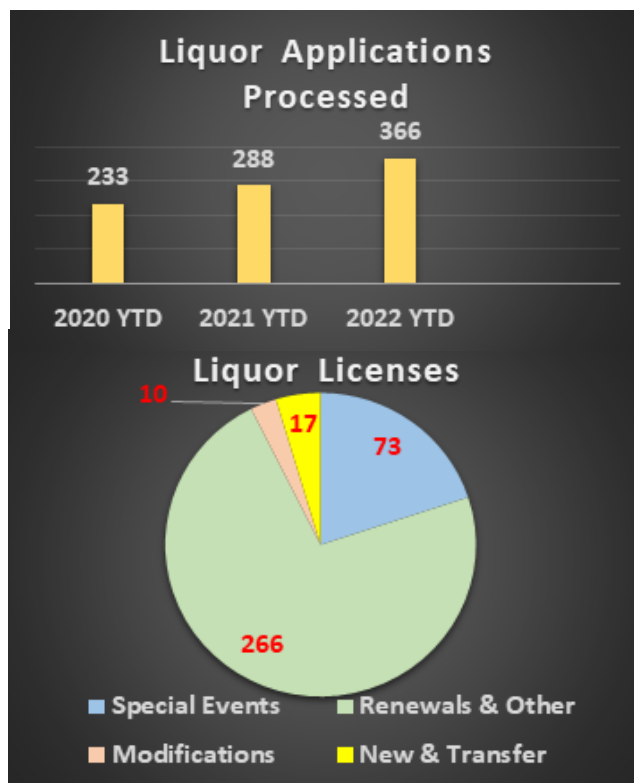
16 Town-held and Parks & Trails Events
3 Chamber Events
7 Downtown Merchants Association Events
13 Douglas County Events
34 Other

2022 Closed Businesses

Carlos Miguel's
Siena

2022 Surrendered Licenses

Tokyo Joe's
Qdoba - Allen Street and New Memphis locations



Liquor Revenues

2017	\$18,270	
2021	\$30,751	+9% 2021-2022
2022	\$33,441	

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



Year-End Summary

Statistics

- *CORA Requests - 3% decrease in number of requests and 838% increase in revenue.
* Time spent over 1 hour is charged for CORA requests - now tracked in software
2022 - 118 billable hours = \$3,968 (747 total hours of staff time)
2021 - 12 billable hours = \$423*
- *Documents processed - 61% increase from 2021 to 2022*
- *Liquor Licenses - 27% more applications processed, 9% increase in Revenue*
- *No Knock registrations - 28% increase from 2021 to 2022*

Budget:

- *Expenditures: 13% under budget*
- *Revenues: 25% over budget*

Liquor Licensing

- *Worked with applicants to convert Summer Outdoor patios and Outdoor COVID modifications to permanent modifications.*
- *Implemented posting hearings for new liquor licenses and notice of special events on public notice website calendar to increase transparency.*
- *Implemented legislative changes.*

Elections

- *Coordinated municipal election with Douglas County for three members of Town Council and managed six candidate committees and one issue committee. Participated in Logic and Accuracy Testing, Risk Limiting Audit and Canvass to certify election results. Election costs under budget.*
- *Met with Election Commission to determine the election district for newly annexed property.*
- *Began re-write of the Election Code.*

Accomplishments

- *Re-write of Boards and Commissions Code.*
- *Standardized and amended all Boards and Commissions Bylaws.*
- *Held annual Shred-It event for Town employees shredding over 4,600 pounds of paper.*
- *Attended Colorado Clerk Conference.*
- *Assistant Town Clerk obtained Certified Municipal Clerk designation.*