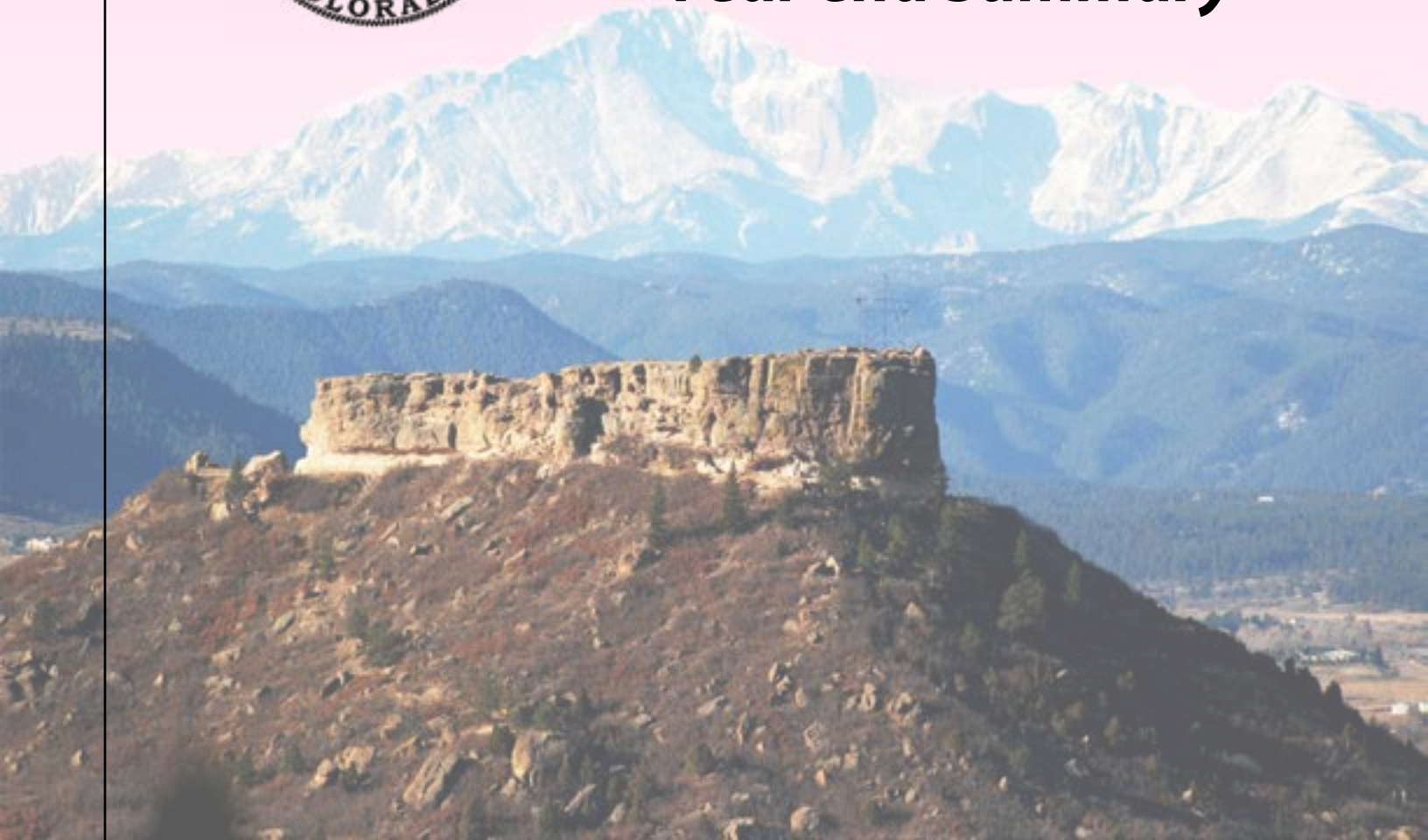

M O N T H L Y R E P O R T F O R T H E

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 2019
Year end Summary





Elections

~Guardians of Democracy~
Designated Election Official
FCPA Filing Officer

Six active Candidate and Issue Committees

Festival Park Commons (Encore) General Improvement District ballot issue in November

Records

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

Route and execute Town documents

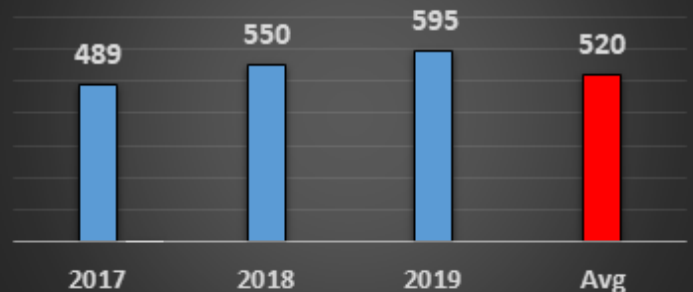
Codify Town laws

Archive Town records into Alchemy

Publish and post legal notices

Process recordings and agreements for Legal

Documents Processed

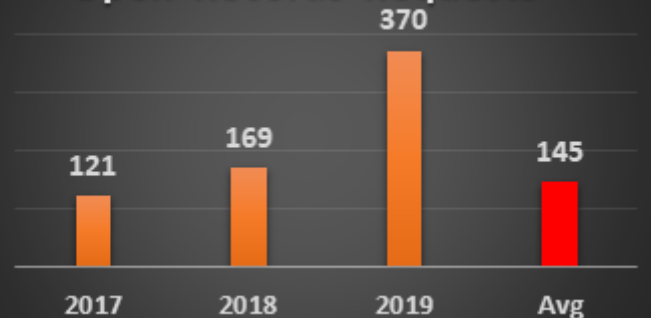


CORA Requests

*Provide Transparency
to the Public*

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

Open Records Requests

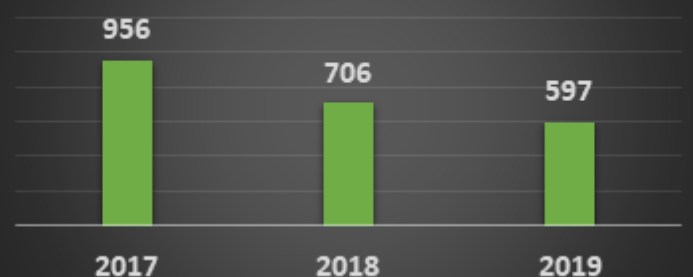


No Knock Program

Program Created in 2008.

Total Addresses Registered 5,778

No Knock Registrations





Liquor Licensing Authority

New Licenses in December

Received / Hearing to be Held

The Oaks (in Plum Creek)

Tribe (in the Riverwalk)

Crystal Valley Wine and Spirits

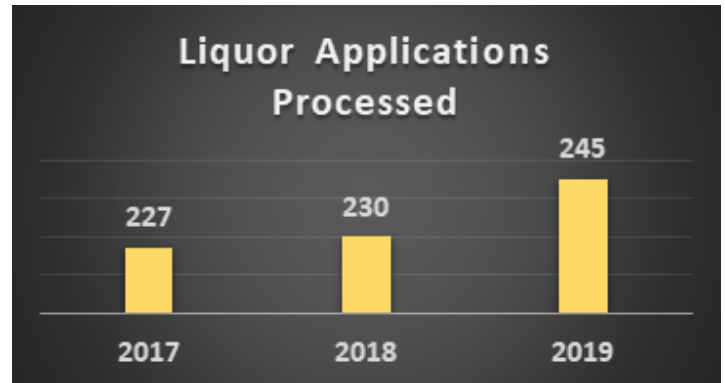
Issued in December

Creative Cork Paint and Wine

Waiting on CO to Issue:

Whole Foods (*Opening February*)

Great Divide Brewery (*Opening March*)



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)

Special Events Liquor Permits

December events



December 6	Carriage Rides
December 7	Carriage Rides
December 7	Storytellers, Festival Park
December 13	Holiday Wine Soiree, Grange
December 13	Carriage Rides
December 14	Carriage Rides
December 20	Carriage Rides
December 21	Carriage Rides
December 27	Carriage Rides
December 28	Carriage Rides



2019 - What did we do all year?

Increase in Basic Duties:

54% increase in CORA requests

8% increase in documents processed

6% increase in liquor applications processed

Elections: GID Election and Inclusion, FCPA Filings, interviewed for three Election Commission vacancies, assisted two municipalities with elections

Liquor Licensing: Regular reminders and updates sent to licensees, served on Special Event Committee to coordinate all Town events, Show Cause Hearing, Bylaw Amendment, Code amendment removing distance restriction, implementation of legislative changes

Records: Formalized CORA process and procedures, provided continual education to departments on records and CORA

Continuing Education: Assistant Clerk attended first year of certification institute, annual clerk conference, and national records association conference, Town Clerk's office took training and exam to renew notary public

Mentorship: Mentored high school senior on the Clerk's office, Town functions, and local, county and state government

Recognition: Reclassification of Administrative Assistant to Assistant Town Clerk; awarded 6 Applause Awards to GIS, DoIT Community Relations and Assistant Town Clerk; facilitated Cornerstone Tribute Award

Oath of Office: Performed for 11 Police Officers, 3 Fire Prevention Officers and Fire Chief

Recordings and Agreements: Assisted Legal with reviewing and recording documents and plats and coordinating drafting of agreements

Metro Districts: Worked on Team to develop summary of annual reports for Town Council and a quinquennial review, developed map of metro districts linking to annual reports on the website for transparency to citizens

On-Line Payments: Worked with DoIT and the State to offer on-line payments for liquor licensing and CORA requests - approximately 25% of liquor fees were paid online and 100% of CORA fees were paid on line

Council Policies: Provided current Council Policy Manual and all updated policies to be added

Shred It Event: Second Year - shredded over 3,000 pounds of paper from employees from every department

Electronics Recycling Event: First year - collected hundreds of electronic items from employees

No Knock List: Automated list - each new registered address is automatically added to website for Solicitors to reference

New Laws: Created webpage to summarize new laws passed by Council that affect citizens

Annexation Map: Developed for website to demonstrate when each area was annexed to the Town

Electronic Contract Routing: Initiated project to streamline this process of over 400 contracts routed each year - estimated implementation in early 2020