

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.*



**MARCH
2021**





Elections

www.CRgov.com/elections

Guardians of Democracy

Designated Election Official

FCPA Filing Officer

2021 Redistricting

Mar 9 Election Commission approved the 2021 Election District Map

Mar 16 Election District Map presented at the Council meeting

Map updated on the website, sent to County Elections, and Community Relations will be

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



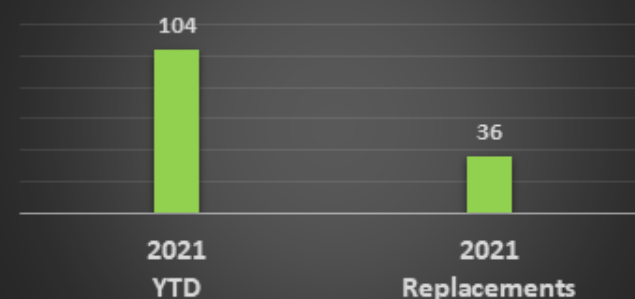
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

7,021 Total

No Knock Registrations





Liquor Licensing Authority

www.CRgov.com/liquor

Assistance to Businesses

Communications: Emails sent to all licensees providing information on COVID restriction changes and information forwarded from the State Authority.

Modifications: Extended to October 2021.

Assistance to Douglas County Liquor Licensing: They are currently reviewing their procedures for imposing penalties for violations and asked us to provide our process to them.

State waiving renewal fees for On Premise licenses until October, 2021.

Outdoor Modifications

COVID modifications extended to Oct 2021 per Exec Order

State waiving modification fees until October 2021

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

Los Santos - pending CO
Perry Street Social District - pending CO
7-11 on Lake Gulch - Hearing 4/14

Transfers

Emporium - pending
Stumpy's - pending



	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



Other Activity

COMPLETED

2021 Redistricting - Election Commission reviewed several scenarios provided by staff based on Charter requirements, Election Commission Regulations and Commission direction. Some adjustments were made and a 2021 Election District Map was approved at their March 9, 2021 Election Commission meeting ahead of the April 1, 2021 deadline. The next redistricting is required in six years in 2027.

Electronic Recording at County - Staff coordinated with Legal, DoIT, Finance and a Town-wide team to implement the process of recording Town documents with the County using their preferred vendor, Simplifile, which is used by other municipalities and Title companies in the County. This process will streamline this process and provide immediate access to recorded copies of documents.

Colorado Bureau of Investigations Audit - Staff successfully completed an audit of our Security Policy we developed for the use of their Criminal Justice Information Systems. We access this system to perform criminal background checks on our liquor licensees.

Notice of Hearing Signs - Staff worked with Public Works staff and Community Relations staff to implement printing of Hearing Signs for new liquor licenses and special event permits. This process creates more professional signs that are required to be posted for 10 days at the location of the premise to be licensed. There will be a some cost savings, staff time savings, and sign boards can be re-used multiple times.

IN PROCESS

Document Management Software - In process of working with DoIT and a Town-wide team to transition from Alchemy to Laserfiche for the Town-Wide management and archival of Town documents.

Public Records Request Software - Evaluating software to assist with automation, streamlining and improved public interface for CORA requests.

Liquor Licensing Software - Evaluating software to assist with automation, streamlining processes, and improved public interface for processing liquor licensing, automating reminders to licensees, and providing a portal for them to access their information, submitting applications, check on their status, etc.