

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.*



**JUNE
2021**





Special Event Liquor Permits

June & Upcoming Events

June 4	Town of Castle Rock, First Fridays, Festival Park
June 5	DC Fair Foundation, Elephant Rock Sunrise/Sunset, PS Miller Park
June 6	DC Fair Foundation, Elephant Rock Race, Fairgrounds
June 13	Castle Rock Rotary, Ducky Derby, Festival Park
June 17	Parks & Trails Foundation, Tunes for Trails, PS Miller Park
June 18	Classic Car Show Concert & Street Party
June 19	Classic Car Show
June 19	Town of Castle Rock, Summer Concerts, Amphitheater
June 23	ACC, Fundraiser, ACC
June 25	Douglas Land Conservancy, Art Exhibit, White Pavillion
July 2	Town of Castle Rock, First Fridays, Festival Park
July 3	Douglas County Veterans Monument Foundation, Festival Park
July 4	Live Free Foundation, Rock-it Run, Event Center
July 10	Town of Castle Rock, Summer Concerts, Amphitheater
July 15	Parks & Trails Foundation, Tunes for Trails, PS Miller Park
July 17	Dads of Castle Rock, BBQ Cookoff, All Around Auto
July 17	Winefest, Butterfield Crossing Park
July 30	Longhorn Cattle Drive, Festival Park
July 31	DMA, Boots & Brews, Festival Park
Jul 31-Aug 5	Douglas County Fair, Fairgrounds
August 5	Town of Castle Rock, Summer Concerts, Amphitheater
August 6	Town of Castle Rock, First Fridays, Festival Park
August 13	DMA, Concert Under the Lights, Festival Park
August 14	Whiskey Festival by The Whiskey Lodge - State issued Sales Room Licenses
August 19	Emmaus Anglican Church, Taste of Douglas County, Event Center
August 19	Parks & Trails Foundation, Tunes for Trails, PS Miller Park
August 20	Ducks Unlimited, Fundraiser, Kirk Hall
August 21	Dads of Castle Rock, Castle Rock Summer Jam, Amphitheater
August 28	Summer Concer Series The Denver Pops, Amphitheater
Sept 3	Town of Castle Rock, First Fridays, Festival Park
Sept 11	Town of Cstle Rock, Summer Concerts, Amphitheater
Sept 11-12	Chamber of Commerce, ArtFest, Downtown
Sept 16	Parks & Trails Foundation, Tunes for Trails, PS Miller Park
Sept 18	Oktoberfest, Downtown
October 2	Castle Rock Trail Fest, Amphitheater and Trails
October 16	Fall Festival, Festival Park
Nov 6	Pie Bake, PS Miller Park
Nov 20	Chamber of Commerce, Starlighting, Downtown & Festival Park
Dec	Storytellers and S'mores, Festival Park



Elections

www.CRgov.com/elections

Guardians of Democracy

Designated Election Official

FCPA Filing Officer

July 20: 1st reading of ordinances for potential ballot issues

August 17: 2nd reading of ordinance for potential ballot issues

August 24: Deadline to sign IGA to coordinate election with Douglas County

September 3: Deadline to certify the ballot with Douglas County

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



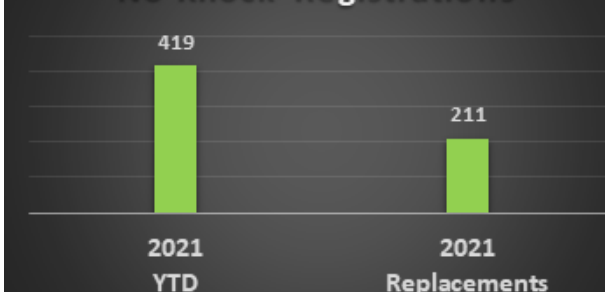
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

7,336 Total

No Knock Registrations





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID modifications extended to Oct 2021 per Exec Order

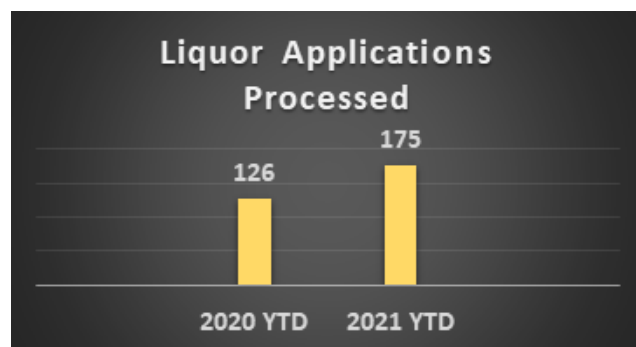
B&B Cafe	COVID Patio
Crowfoot	COVID Patio
Crush	COVID Modification
Angies	COVID Modification
Union	COVID Modification
My Cafe	COVID Modification
Whiskey Lodge	COVID Modification
Cork and Keg	COVID Modification
Z'Abbracci's	COVID Patio + Modification
Scileppi's	COVID Patio + Modification
Castle Café	COVID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

New Licenses

Sushi Castle - Issued
 Los Santos - pending CO
 Perry Street Social District - pending CO
 7-11 on Lake Gulch - pending CO
 The I.C. - pending CO
 Rock Liquors - pending CO
 Dos Santos - Hearing 8/10

Transfers

Emporium - Pending
 Stumpy's - Issued



	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

Public Records Request Software - GovQA was selected as the software to automate, streamline, and improve the public interface for CORA requests. Staff will fine tune the product and provide training to affected staff, then will begin utilizing this new product.

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, submit applications, pay fees, and check their status, etc.

Electronics Recycling Event - Hosted by the Town Clerk's Office and the Division of Innovation and Technology. We are partnering with DoIT to allow Town employees, including Town Council, to bring their electronic devices to be recycled. All computers, smart phones, etc., will have their data erased to protect your PII information.

This year, we have arranged to allow you to bring in your televisions and computer monitors for a fee payable in Cash or Check to the recycling company. It is difficult to find someone who will accept these items; so we arranged for the company we are contracting with to accept them.

The event is on August 12 from 11am-1pm. Town employees and Town Council will receive a flyer.

Updates & New Legislation:

Festival Permit: Legislation passed to allow Beer Fests, Distillery Fests, that previously only allowed wineries to hold WineFests. They are now all categorized under a Festival Permit. In addition, any on-premise license (Restaurant, Bar, Beer & Wine, etc.) may also participate and sell their liquor at these Festivals. *Effective September 7.*

State Liquor Fees Waived: State waiving New License & Renewal fees for On Premise licenses until October, 2021.

To Go Liquor: Can continue to be sold until July 2026 - Must obtain a permit from the State.

Liquor Store Deliveries: Must obtain a permit from the State.

Ranked Choice Voting: Counties will be required to obtain certified voting equipment that will perform Ranked Choice Voting and will be required to coordinate with Municipalities in November elections to conduct Ranked Choice Voting if they request it by 2023.