

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.*



**JULY
2021**





Special Event Liquor Permits

July & Upcoming Events

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	Town of Castle Rock, Castle Rock Summer Jam, Amphitheater
August 28	Summer Concert Series The Denver Pops, Amphitheater
Sept 3	Town of Castle Rock, First Fridays, Festival Park
Sept 4	Rylie's Ark, Brewfest Under the Stars, PSM
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

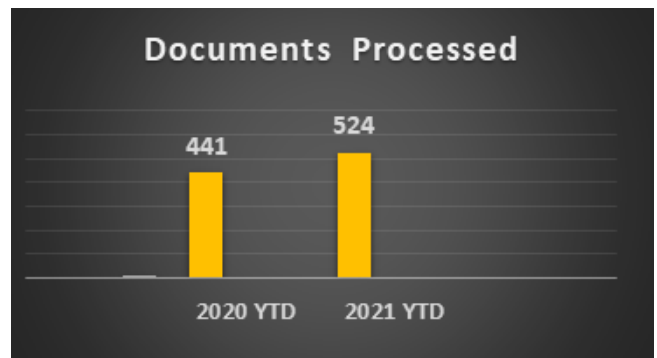
July 20: 1st reading of ordinances for potential ballot issues
August 17: 2nd reading of ordinance for potential ballot issues
August 24: Deadline to sign IGA to coordinate election with Douglas County
September 3: Deadline to certify the ballot with Douglas County

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

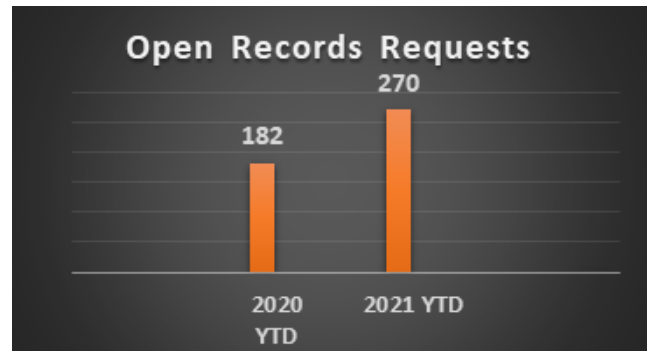


CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

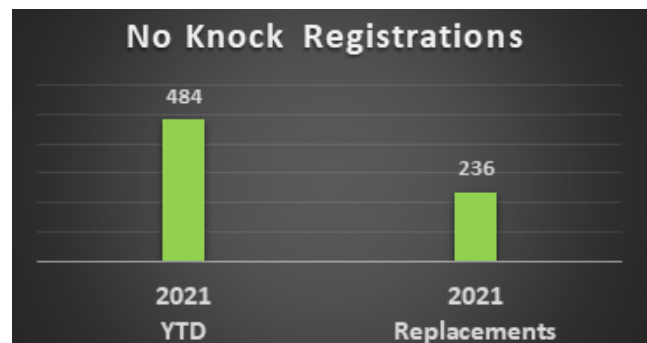
Coordinate with departments to fill public records requests under Colorado Open Records Act



No Knock Program

www.CRgov.com/noknock

Program Created in 2008
7,401 Total





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID modifications extended to Oct 2021 per Exec Order

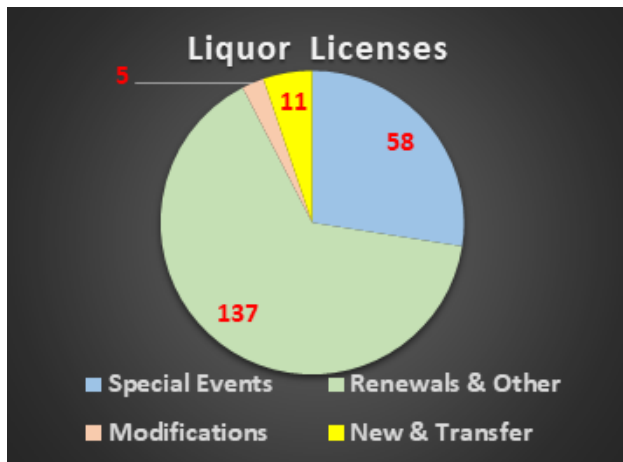
B&B Cafe	COVID Patio
Crowfoot	COVID Patio
Crush	COVID Modification
Angies	COVID Modification
Union	COVID Modification
My Cafe	COVID Modification
Whiskey Lodge	COVID Modification
Cork and Keg	COVID Modification
Z'Abbracci's	COVID Patio + Modification
Scileppi's	COVID Patio + Modification
Castle Café	COVID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

New Licenses

Los Santos - Issued
 Perry Street Social District - pending CO
 7-11 on Lake Gulch - pending CO
 The I.C. - pending CO
 Rock Liquors - pending CO
 Dos Santos - pending CO

Transfers

Emporium - 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

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.