

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.*



**AUGUST
2021**





Special Event Liquor Permits

August & Upcoming Events

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
Sept 18	Barks and Brews, Outlets
Sept 25	Buckers Unlimited Bull Riding, Fairgrounds
October 2	Castle Rock Trail Fest, Amphitheater and Trails
October 16	Fall Festival, Festival Park
October 30	Ghost Town Hoedown, Event Center
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

August 24: Signed the IGA to coordinate election with Douglas County

September 3: Certified the ballot with Douglas County

September 20: Deadline to file TABOR notices with the County for the Blue Book

September 22: LAT Ballot Testing

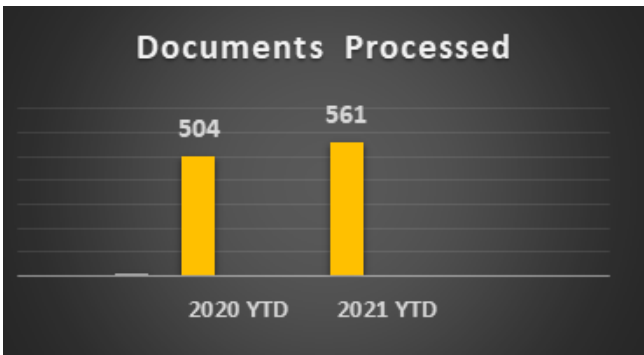
October 8: Ballots Mailed

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

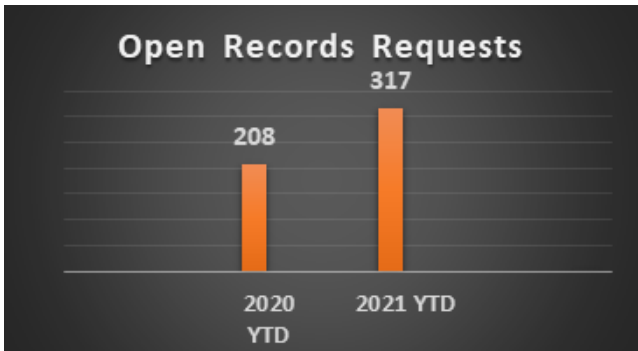


CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

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

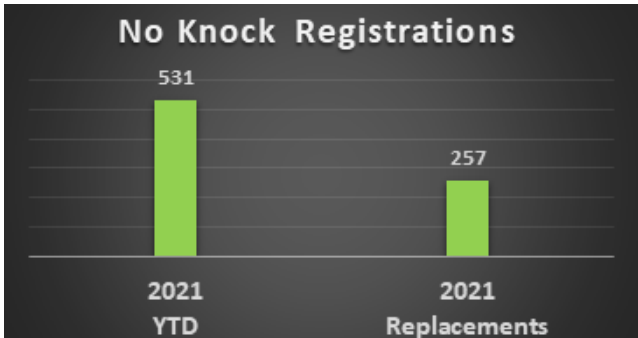


No Knock Program

www.CRgov.com/noknock

Program Created in 2008

7,448 Total





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID modifications extended to Oct 2021 per Exec Order

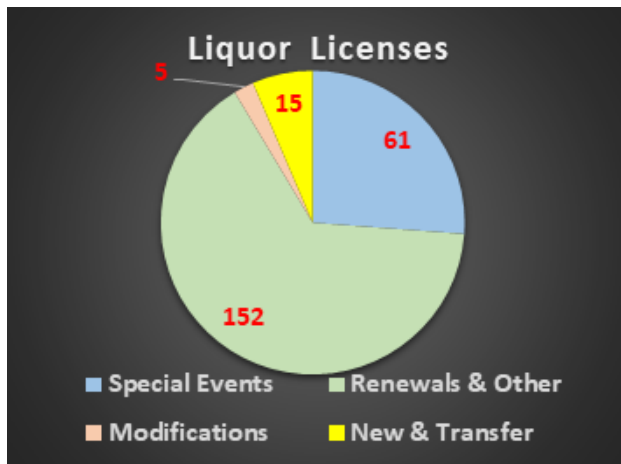
B&B Cafe	COVID Patio
Crowfoot	COVID Patio
Crush	COVID Modification
Angies	COVID Modification
Union	COVID Modification
My Cafe	COVID Modification
Whiskey Lodge	COVID Modification
Cork and Keg	COVID Modification
Z'Abbracci's	COVID Patio + Modification
Scileppi's	COVID Patio + Modification
Castle Café	COVID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

New Licenses

Los Santos - Issued
 The I.C. - Issued
 Perry Street Social District - pending CO
 7-11 on Lake Gulch - pending CO
 Rock Liquors - pending CO
 Dos Santos - pending CO
 Wingstop - hearing Nov 3
 Buffalo Wild Wings - hearing Nov 3
 Shake Shack - hearing Nov 3
 Block & Bottle - hearing Nov 3

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. *This project is put on hold as we search for other vendors.*

Electronics Recycling Event - See attached Memo.

2021 Election:

Blue Book: September 17 is the deadline for citizens to submit Pro Con Statements to be included in the Blue Book that the County will mail to registered voters. We must submit the TABOR notices which include these Pro Con Statements to the County by September 20.

September 22: The Town Clerk will participate in the Logic and Accuracy Testing at the Douglas County Elections Office which tests the accuracy of how the equipment reads the paper ballots as well as the voting machines used at the Voter Service Centers.

October 8: Ballots will be mailed out beginning October 8.

October 8: Ballot drop boxes will open

October 25: Voter Service and Polling Centers will open

November 2: Election Day

November 16: The Town Clerk will participate in the Risk Limiting Audit will be performed which randomly pulls ballots to ensure the votes were accurately recorded.

November 19: The Town Clerk will participate in the Canvassing Board and Final Certification of the Election Results.



DATE: August 16, 2021
TO: David L. Corliss, Town Manager
FROM: Lisa Anderson, Town Clerk
SUBJECT: **Town Employee Electronic Recycling Event**

Below is a summary of the recent Town Employee Electronic Recycling Event held at the Public Works Service Center on August 12th.

Robbie Schonher, Assistant Town Clerk, created this event two years ago in partnership with the Division of Innovation and Technology. The goal of the event was to offer an electronic recycling service to the Town employees to create awareness of Personally Identifiable Information and the proper removal and destruction of this data on personal devices. Additionally this event allowed Town employees to properly dispose of obsolete electronics in an environmentally conscious manner. Costs for this employee-only event were shared by DoIT and the Town Clerks office.

This was another very successful event with employee participation from all departments. This year we offered recycling of TVs and computer monitors with employees paying a small fee. It is difficult to find a place that will recycle these items and it is very expensive, so employees were very appreciative to have this option available.

Items collected:

- 24 computers (all-in-ones, desktops and laptops)
- Land line telephones, cell phones, copiers & printers and digital cameras.
- Stereo equipment, TV remotes, security system panels, paper shredder, a hover board, obsolete adding machines, calculators, and a replica Victrola.
- Several TVs and computer monitors, including a large projection TV.

A handwritten signature in blue ink that reads "Lisa Anderson".

Lisa Anderson
Town Clerk

(Pictures on next page)

