

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.*



**SEPTEMBER  
2021**





# Special Event Liquor Permits

## September & Upcoming Events

Sept 3	Town of Castle Rock, First Fridays, Festival Park
Sept 4	Rylie's Ark, Brewfest Under the Stars, PSM
Sept 11	Town of Castle 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 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

### Carriage Rides

Carriage Rides will be held downtown from Festival Park between 6-8pm beginning on Nov 26.

Tickets will go on sale November 10th at [www.downtowncastlerock.com/events](http://www.downtowncastlerock.com/events)



## Elections

[www.CRgov.com/elections](http://www.CRgov.com/elections)

*Guardians of Democracy*

*Designated Election Official*

*FCPA Filing Officer*

**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 & Drop Boxes open

**October 25:** Voter Service Centers Open

**November 2:** Election Day

## Records

[www.CRgov.com/municipal code](http://www.CRgov.com/municipal code)

*Historian, Archivist, Keeper of the*

*Laws, Legal Notices*

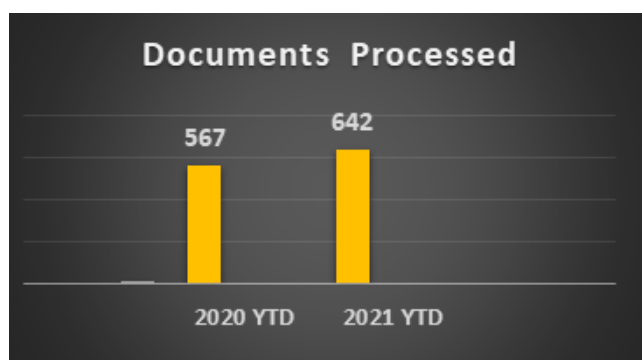
Route and execute Town documents

Codify Town laws

Archive Town records into Alchemy

Publish and post legal notices

Process recordings and agreements for Legal



## CORA Requests

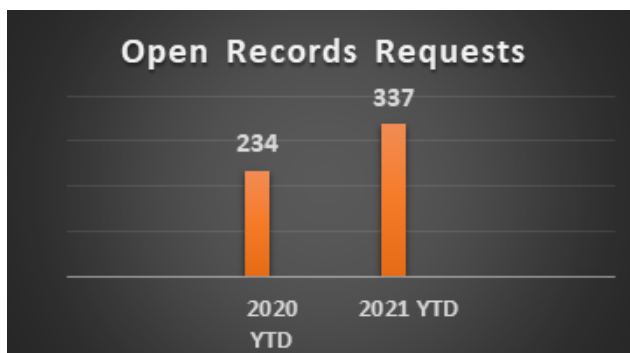
[www.CRgov.com/openrecords](http://www.CRgov.com/openrecords)

*Provide Transparency to the Public*

Coordinate with departments to fill

public records requests under

Colorado Open Records Act

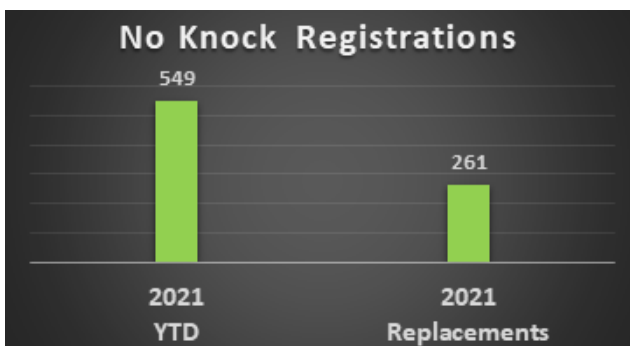


## No Knock Program

[www.CRgov.com/noknock](http://www.CRgov.com/noknock)

*Program Created in 2008*

*7,466 Total*





# Liquor Licensing Authority

[www.CRgov.com/liquor](http://www.CRgov.com/liquor)

## Outdoor Modifications

COVID modifications - State now extended to May 31, 2022

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

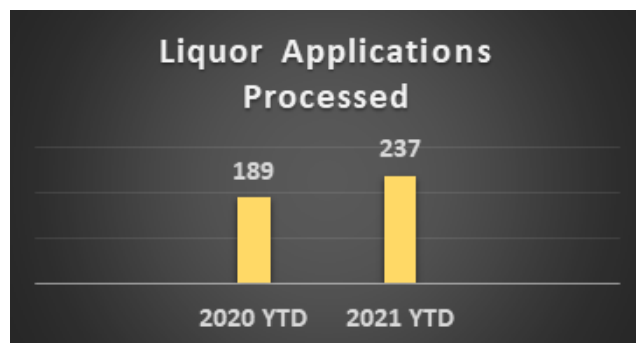
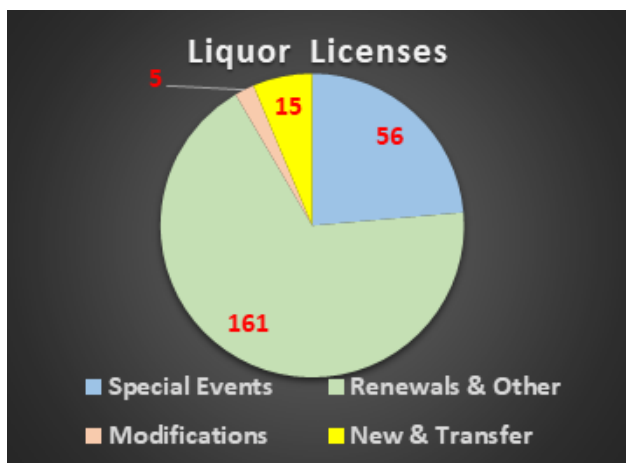
## New Licenses

State waving fees to December 7, 2021

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  
 Bella Vista Salon - 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

**2021 Election:** Information & Voter Registration can be found at [www.DouglasVotes.com](http://www.DouglasVotes.com)

**September 20 : Blue Book:** Pro Con Statements for Ballot Issues were added into the TABOR Notices that were submitted for the Blue Book that the County will mail to registered voters by the deadline of September 20.

**September 22: Logic & Accuracy Test:** The Town Clerk participated 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 mailed:** Ballots will be mailed out beginning October 8.

**October 8: Ballot drop boxes:** Drop boxes will open.

**October 25: Voter Service Centers:** Voter Service Centers and Polling Centers open.

**November 2: Election Day**

**November 16: Risk Limiting Audit:** The Town Clerk will participate in the Risk Limiting Audit 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.

### **2021 Issue Committees:**

**FireFighters for a Safer Castle Rock:** This issue committee has stated their purpose as "Advocating future public safety of Castle Rock by supporting 2A and 2D".

**Taxed Enough Already Castle Rock:** This issue committee has stated their purpose as "To oppose all four local ballot issues in Castle Rock in 2021".

**Castle Rock Can Do Better:** This issue committee has stated their purpose as "To oppose Issue 2A on the 221 Town of Castle Rock ballot".

**No on Castle Rock Tax Increase:** This issue committee has stated their purpose as "To educate the public".

**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.*