

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.*



O C T O B E R 2 0 2 1





Special Event Liquor Permits

October & Upcoming Events

Oct 23	4 Paws 4 Life Rescue, Shopping Extravaganza, Outlets
Oct 30	Ghost Town Hoedown, Event Center
Nov 6	Town, Pie Bakeoff, PS Miller Park
Nov 13	Humane Society, Treelighting, Outlets
Nov 20	Chamber, Starlighting, Downtown
Nov 25	Task Force, Turkey Rock Trot, Events Center
Dec 10	Meadows, Holiday Wine Soiree, Grange

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



Elections

www.CRgov.com/elections

Guardians of Democracy
Designated Election Official
FCPA Filing Officer

October 8: Ballots Mailed & Drop Boxes open

October 25: Voter Service Centers Open

November 2: Election Day

November 16: Risk Limiting Audit

November 19: Canvass

Records

www.CRgov.com/municipal code

*Historian, Archivist, Keeper of the
Laws, Legal Notices*

Route and execute Town documents

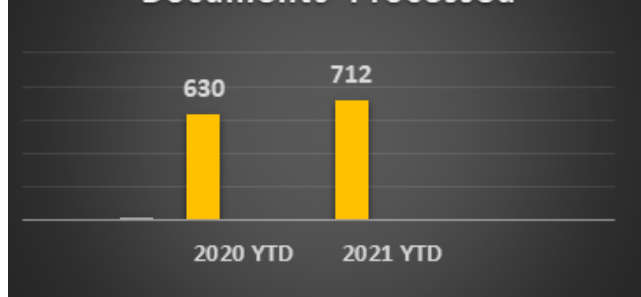
Codify Town laws

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



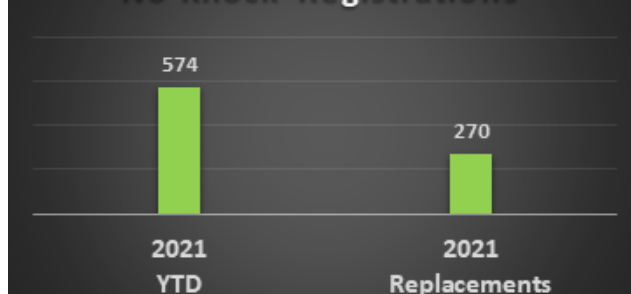
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

7,491 Total

No Knock Registrations





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID modifications - State now extended to May 31, 2022

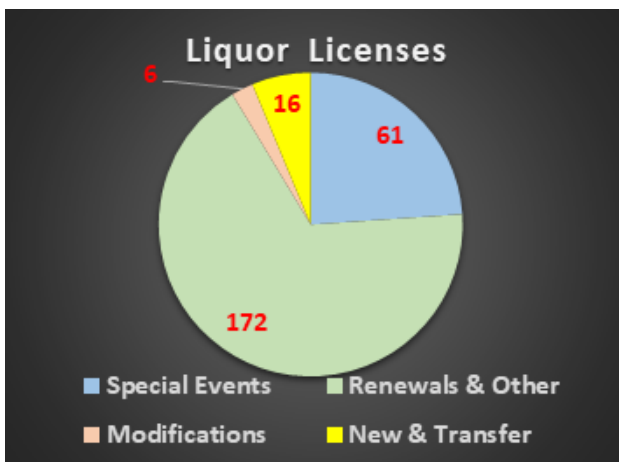
B&B Cafe	COVID Patio
Crowfoot	COVID Patio
Crush	COVID Modification
Angies	COVID Modification
Union	COVID Modification
My Cafe	COVID Modification
Whiskey Lodge	COVID Modification
Cork and Keg	COVID Modification
Z'Abbracci's	COVID Patio + Modification
Scileppi's	COVID Patio + Modification
Castle Café	COVID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

New Licenses

State waving fees to December 7, 2021

Rock Liquors - Issued Nov 5
 Perry Street Social District - pending CO
 7-11 on Lake Gulch - 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



	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

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".

Castle Rock Parks and Trails Foundation: This issue committee has stated their purpose as "To encourage voters to say Yes to 11/2021 ballot measures 2a,b,c&d".

Liquor Licensing Map - Teamed with GIS to create a map of all liquor licenses in Castle Rock. Measuring functionality was added to determine if distancing requirements are met per state statute. (see attached)

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.*

Liquor Licensing Map

Each pushpin represents a liquor license. The other icons are the preschools and K-12 schools in Town.

