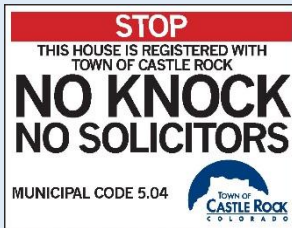


*Town Clerk's Office*  
*Year-End 2017*





## *No Knock Program*

Year to Date	949
Total Houses Registered	6,485

Solicitors must register with the Town each year and may not knock on your door if you are on the No Knock list. If you are not registered, Solicitors may knock on your door between 9am and 7pm daily.

2018 plans include automating the No Knock list on the website from the registrations entered on-line. DoIT is looking into this functionality to see if it is possible. This will save staff substantial time in updating the list with each registration and ensure the list is up-to-date real time for solicitors to reference. Staff will still need to mail stickers to the newly enrolled residents.

## *Elections*

In July 2017, staff verified 4,472 valid signatures out of 5,726 signatures submitted for a citizen-initiated petition.

The Town then coordinated a November 2017 election with Douglas County and placed the Council approved question on the ballot.

2018 plans are for staff to prepare to conduct a special election in the spring of 2018; and if approved, will work with the Election Commission to perform redistricting from 7 to 6 districts, then coordinate our regular election in November with Douglas County. The Town's practice is to coordinate or have Douglas County conduct our elections; however, based on their availability, it may require the Town to conduct the special election in the spring. If the Town conducts the election, staff must solicit bids for ballot creation and mailing, programming of the tabulation equipment, hiring elections judges, providing signature verification training, and coordinating with the County for use of their facility to count ballots, etc. Additionally, we will prepare to swear in new Councilmembers.

## *Records*

Historical Town records dating back to 1881 to the early 2000's are being scanned into the Town's document management system in order to preserve and protect historical documents and allow staff access to Town records.

2018 plans are continuing to get all Town documents scanned. After all scanning is complete, there will be a massive undertaking to organize and index all documents in the document management system to ensure accuracy and accessibility. Documents will then be analyzed for retention requirements and will then be scheduled for destruction.



# *Liquor Licensing - 2017*

Liquor licensing has increased substantially as the Town continues to grow and attract new establishments, in addition to existing businesses changing ownership. In 2017, the Clerk's Office processed 227 liquor licenses. We anticipate additional liquor license requests in 2018 with new construction and businesses coming to Castle Rock.

Requests for Special Event liquor permits have remained consistent; however, we anticipate increased requests in 2018 with the opening of Festival Park.

## **New Licenses (11):**

Zoe's Kitchen, The Urban, Zaika Indian, Crush Wine  
Astro Tap, Z'abbracco, Uncle Maddio's,  
King Soopers Promenade, The Office,  
Walmart (on/off premise), Target (pending)



## **Transfers (3)**

Outback, China Café, Old Stone Church (pending)

## **Surrenders (2):**

Walmart (switched to on/off premise), Noodles

## **Summer Patios (5):**

B&B, Crowfoot, Angie's, Castle Café, Z'Abbracci

## **Special Events (77):**

Town of Castle Rock (7), Meadows Neighborhood Company (11),  
Downtown Merchants Association (10), Chamber of Commerce (8),  
Parks and Trails Foundation (7), Douglas County Fair (7),  
Miscellaneous Organizations and Events (27)

## **All Other Applications Processed (129)**

Renewals (78), Extensions (30), Manager Changes (9), Temporary Licenses for  
Transfers (3), Conversions (2), Modifications (2), Stocking Permits for New  
Licenses (1), Changes (4)