

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.*



APRIL 2019





Noteworthy



Moving Up!

Robbie Schonher was reclassified/promoted to **Assistant Town Clerk** on May 9th during the 50th Anniversary of Municipal Clerk Week.

Robbie's duties include managing and administrating the Town-wide document management program which includes:

- Archival of Town documents according to the State Records Retention Schedule
- Contract routing of all Town documents
- CORA requests for the Town
- Codifies Town ordinances and prepares legal publications

In addition, Robbie manages Liquor license renewals, the Town No Knock program, assists with Elections, and acts in my absence.

New Laws

Citizens can find a summary of New Laws that Council passes on our website at CRgov.com/NewLaws.

New Laws

2019 Ordinances

LIQUOR	Hearing Officer	Ordinance No. 2019-091
Authorizes the Municipal Judge or Alternate Municipal Judge to serve as the Liquor License Hearing Officer. Effective March 7, 2019		

[More information](#)

[View listing](#) of all the ordinances adopted in 2019

2018 Ordinances

COUNCIL	Mayor and Six Council Districts	Ordinance No. 2018-092
Charter Amendments - Transition plan to elect an At-Large Mayor in November 2018, set boundaries for Six Council Districts, and establish qualifications for the Mayor. Passed at election on May 15, 2018		



Get Your Shred On! event

Sponsored by the Town Clerk's Office on **May 15.**

This event allowed employees to bring in their own documents containing personally identifiable information (PII) and have it shredded on-site to bring awareness about:

- House Bill 18-1128 requiring protection of PII and notification of any data breach.
- Protecting their own PII and PII of our citizens.
- Recycling.

Participants received seedling trees.

3,000 pounds of paper was shredded.

Employees from every department participated.





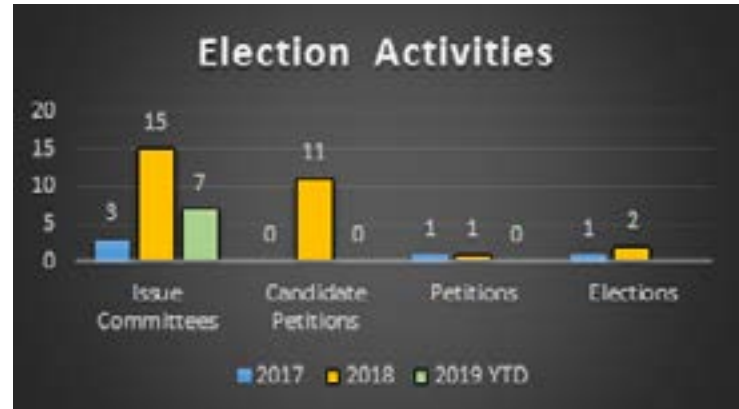
Elections

*Designated Election Official
FCPA Filing Officer*

Possible questions on the November ballot.

Seven active Candidate and Issue Committees

Interviewed candidates for four vacancies on the
Election Commission



Records

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

Route documents for approval
and archive into Alchemy –
10% increase over 2018

Publish legal notices in newspaper and on
Town website for: Ordinances, Annexations,
Liquor Licenses and Elections



CORA Requests

Coordinate with departments to fill
public records requests under
Colorado Open Records Act -
36% increase over 2018



No Knock Program

Program Created in 2008.

Total Addresses Registered - 7,287





Liquor Licensing

Local Liquor Licensing Authority

New and Transferred Licenses

Natural Grocers – New Fermented Malt Beverage License (waiting on state approval)

VistaVino – Transferred to a new owner (Peg and Paul's Kitchen LLC)

Summer Patios

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



Upcoming Special Events Liquor Permits

April 6	Zonta Club Trivia, Kirk Hall	July 13	Summer Jam, Amphitheater
April 13	Clear Sky Night, Grange	July 16	DMA Fun in the Sun, Fairgrounds
April 13	Castle Rock Water Reuse Water Wine Tasting	July 16	Liberty Fest, DCF and 105 West
May 4	Humane Society Cinco De Mayo, Outlets	July 18	Tunes for Trails, Amphitheater
May 4	Ridgeline Rampage (no alcohol)	July 20	Winefest, Butterfield Park
May 4	Granelli's Car Show (no alcohol)	July 21	Summer Concert, Amphitheater
May 11	Moms & Mimosas, Outlets	July 26	Steer Drive, Festival Park
May 12	Riley's Run, Event Center	July 26-Aug 4	Douglas County Fair and Rodeo
May 17	DMA Street Party, Wilcox	July 27	Douglas County Fair Parade
May 17	Crisis Center Bubbles Summer Sipper Soiree, Grange	July 27	DMA Boots and Brews, Festival Park
May 25	Memorial Run, Event Center	August 2	First Friday, Festival Park
May 29	Tunes for Trails, Amphitheater	August 9	DMA Street Party and Concert, Wilcox
May 31-June 1	Elephant Rock, Event Center/PSM	August 10	Maddiepalooza
June 1	Farmers Market, Festival Park (runs through September 30)	August 11	Summer Concert, Amphitheater
June 1	DMA Movie, Festival Park	August 15	Tunes for Trails, Amphitheater
June 7	First Fridays, Festival Park	August 18	DMA Sunday Dinner, Festival Park
June 8	Dumb Friends League Outdoor Adventure, Outlets	August 24	Summer Concert, Amphitheater
June 8	Ducky Derby, Festival Park	August 24	Barks and Brews, Outlets
June 14	DMA Car Show Concert, Wilcox	August 31	105 Brewfest, PSM
June 15	DMA Car Show, Wilcox	September 6	First Friday, Festival Park
June 15	Summer Concert, Amphitheater	September 7-8	Chamber Artfest, Downtown
June 15	Burly Crawfish Boil	September 15	Run for the Fallen, Downtown
June 20	Tunes for Trails, Amphitheater	September 21	DMA Art Festival, Downtown
June 21	Parker Art Guild, Court the Arts, Downtown	September 28	DMA Oktoberfest, Wilcox
July 5	First Fridays, Festival Park	October 5	Trailfest
		October 19	VetFest, Fairgrounds
		November 6	Treelighting, Outlets
		November 23	Starlighting, Downtown
		December 7	Storytellers, Festival Park

* Some are still pending