

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.*



**MAY 2019**





# Noteworthy

## District 5 Open House

The Clerk's Office worked with Community Relations to develop boards for the Open House in an effort to raise awareness of Voter Registration and the Town of Castle Rock No Knock program.

We spoke with several residents who signed up for the No Knock program.

**TOWN OF CASTLE ROCK**

## ELECTIONS



**Get out and vote!**

**You are eligible to vote if you:**

- Will be 18 years of age or older at the time of the election
- Are a United States citizen
- Have lived in the district you will be voting in for at least 22 days prior to the election

**To register or update information**

- Online: [www.GoVoteColorado.com](http://www.GoVoteColorado.com)
- In Person: Douglas County Elections, 125 Stephanie Place

**November Even Years - Regular Town Elections**  
Coordinated with Douglas County to elect Council and vote on any ballot questions

**November Odd Years - Town Elections**  
Coordinated with County to vote on any ballot questions

**Council**

- Can serve two consecutive four-year terms
- 2020 - Election of Councilmembers for Districts 1, 2, 4 and 6
- 2022 - Election of Mayor and Councilmembers for Districts 3 and 5

Come in, Walk around and join the conversation, Ask questions, Town staff is here to assist with any questions you might have.

**TOWN OF CASTLE ROCK**

## No Knock policy

**STOP**  
THIS HOUSE IS REGISTERED WITH TOWN OF CASTLE ROCK

### NO KNOCK NO SOLICITORS

MUNICIPAL CODE 5.06

**SOLICITOR -**  
anyone who attempts to make contact to sell goods or services door-to-door.

If you are registered on the **No Knock list**, solicitors are prohibited from knocking on your door.

Solicitors must be registered with the Town of Castle Rock, and must display an official Town issued photo ID card.

**Go to [CRgov.com/NoKnock](http://CRgov.com/NoKnock) to register online.**

**What do I do if a solicitor knocks on my door?**  
Call the non-emergency line at the Castle Rock Police Department, 303-663-6100, and give a complete description. The police will attempt to make contact and appropriately cite the solicitor.

**Exemptions:**  
Canvassers non-profit group providing information or asking for donations (political, religious, Girl Scout cookies, etc.)

**Fliers** left at the front door are allowed, along with door hangers

Come in, Walk around and join the conversation, Ask questions, Town staff is here to assist with any questions you might have.

## No Knock List Automation

DoIT assisted the Clerk's Office in automating the No Knock List procedure to update the web listing automatically with each new registration.

Solicitors will have access to an up-to-date list immediately so as not to disturb residents that have signed up for this program.

Automation of this process will save time and effort on behalf of the Clerk's Office, especially during busy summer months when the No Knock registrations typically increase.

## New Legislation - Drivers Licenses for Undocumented Residents

New legislation SB19-139 allows undocumented residents to obtain Drivers Licenses.

We researched this and discussed with Douglas County Elections to ensure there would be no confusion with Voter Registration.

These licenses identify they may not be used for Federal Identification, Voting, or Public Benefit Purposes.





## Elections

*Designated Election Official  
FCPA Filing Officer*

Seven active Candidate and Issue Committees

Possible questions on the November ballot.

Filled 3 vacancies on the Election Commission

### Election Activities



## 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

### Documents Routed



## CORA Requests

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

Surpassed 2018 requests

### Open Records Requests



## No Knock Program

*Program Created in 2008.*

Total Addresses Registered 5,344

*Note: Duplicate addresses were removed  
after automation*

### New No Knock Registrations







# Liquor Licensing Authority

## New Licenses

### Issued

Natural Grocers

Fermented Malt

Beverage

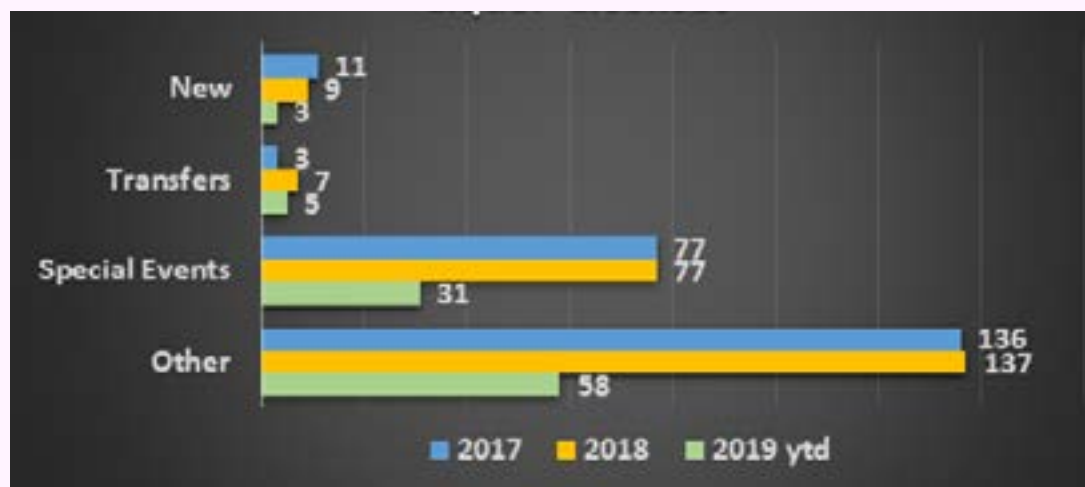
Cuba Cuba

Hotel & Restaurant

## Summer Patios

B&B, Castle Café,

Z'Abbracci's, Angie's



# Upcoming Special Events Liquor Permits

May 4	Humane Society Cinco De Mayo, Outlets	July 16	DMA Fun in the Sun, Fairgrounds
May 4	Ridgeline Rampage (no alcohol)	July 16	Liberty Fest, DCF and 105 West
May 4	Granelli's Car Show (no alcohol)	July 18	Tunes for Trails, Amphitheater
May 11	Moms & Mimosas, Outlets	July 20	Winefest, Butterfield Park
May 12	Riley's Run, Event Center	July 21	Summer Concert, Amphitheater
May 17	DMA Street Party, Wilcox	July 26	Steer Drive, Festival Park
May 17	Crisis Center Bubbles Summer Sipper Soiree, Grange	July 26-Aug 4	Douglas County Fair and Rodeo
May 25	Memorial Run, Event Center	July 27	Douglas County Fair Parade
May 29	Tunes for Trails, Amphitheater	July 27	DMA Boots and Brews, Festival Park
May 31-June 1	Elephant Rock, Event Center/PSM	August 2	First Friday, Festival Park
June 1	Farmers Market, Festival Park (runs through September 30)	August 9	DMA Street Party and Concert, Wilcox
June 1	DMA Movie, Festival Park	August 10	Maddiepalooza
June 7	First Fridays, Festival Park	August 11	Summer Concert, Amphitheater
June 8	Dumb Friends League Outdoor Adventure, Outlets	August 15	Tunes for Trails, Amphitheater
June 8	Ducky Derby, Festival Park	August 18	DMA Sunday Dinner, Festival Park
June 14	DMA Car Show Concert, Wilcox	August 24	Summer Concert, Amphitheater
June 15	DMA Car Show, Wilcox	August 24	Barks and Brews, Outlets
June 15	Summer Concert, Amphitheater	August 31	105 Brewfest, PSM
June 15	Burly Crawfish Boil	September 6	First Friday, Festival Park
June 20	Tunes for Trails, Amphitheater	September 7-8	Chamber Artfest, Downtown
June 21-22	Douglas Land Conservancy Art Reception, White Pavilion	September 15	Run for the Fallen, Downtown
June 22	United Way Whiskey & Beer Tasting, Grange	September 21	DMA Art Festival, Downtown
July 5	First Fridays, Festival Park	September 28	DMA Oktoberfest, Wilcox
July 13	Summer Jam, Amphitheater	October 5	Trailfest
		October 19	VetFest, Fairgrounds
		November 6	Treelighting, Outlets
		November 23	Starlighting, Downtown
		December 7	Storytellers, Festival Park

\* Some are still pending