

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.*



AUGUST 2019





~NOTEWORTHY~

Farewell to Jennifer King, Hello Shannon

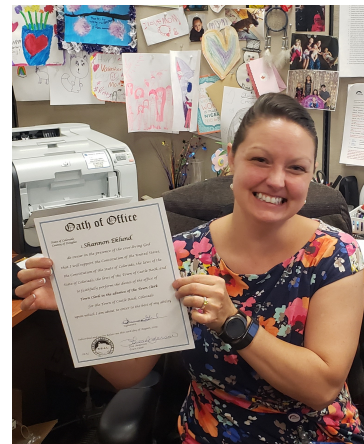
The Town Clerk may deputize trusted individuals to act in her absence to Attest the Mayor or Town Manager signatures on Town documents, assist with elections, etc. Currently, **Assistant Town Clerk, Robbie Schonher** and **Senior Legal Specialist, Jennifer King** are deputized. Jennifer has been a valuable resource to the Town Clerk's Office over the years with her helpful can-do attitude, vast knowledge and professionalism. With Jennifer's departure, the Town Clerk has deputized **Executive Assistant, Shannon Eklund** to be available in the absence of the Town Clerk and Assistant Town Clerk.

Note: The Town Clerk's Office will be handling **County Recordings** and coordinating **agreement review** with Jennifer during the transition.



Best Wishes to Jennifer!
We will miss you!

Thank you for stepping up Shannon!



Summary

The Town Clerk and Legal department are working on the **Festival Park Commons General Improvement District** items, bringing an Ordinance Accepting the Petition to Include the third parcel into the GID and Resolutions for posting of public notices, approving the Encore Redevelopment and Financing Agreement, and Calling the Election to increase the property tax mill levy from 30 to 45 mills. The Town Clerk's Office will be conducting the election.

The Town Clerk is part of the **Special District Review Team** that evaluates the Metro District Annual Reports which are due on September 1 each year and reviews applications for quinquennial findings.

The **Election Commission** had its first meeting on August 21st. There are no requirements of the Commission until the 2021 Redistricting, so the Commissioners have elected to do a review of the Election Commission Regulations, the Town Code and Town Charter for any recommended or needed revisions in regards to election matters.

There has been a **278% increase in CORA** open records requests. These requests take a substantial amount of time from the Clerk's Office and departments coordinating and reviewing these documents.

There is a slight elevation of a **12% increase in documents processed** which requires reviewing, routing for approval, executing, and archiving.

We have seen a **decrease in new and transfers of liquor licenses** this year from 16 in 2018 to 10 in 2019. There may still be applications that come in before year-end, but none that we have seen to date.

The Town Clerk sits on the **Special Events Committee** comprised of staff from Parks, Police, Fire, and Public Works to coordinate support and safety of all events held in the Town of Castle Rock. Special Event liquor permits are reduced by 29%; however, the Town increased their number of permits from 2018. We only expect 2-4 more permits this year.



Elections

~Guardians of Democracy~
Designated Election Official
FCPA Filing Officer

Seven active Candidate and Issue Committees

Festival Park Commons (Encore) General Improvement District ballot issue in November

Records

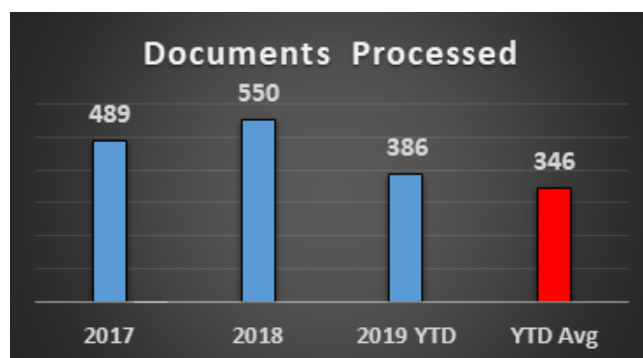
*Historian, Archivist, Keeper of the
Laws, Legal Notices*

Route and execute Town documents

Codify Town laws

Archive Town records into Alchemy

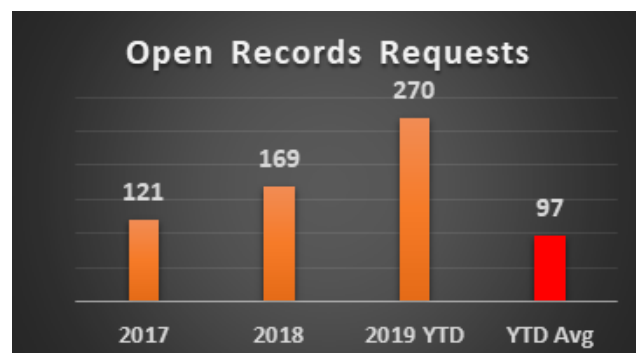
Publish and post legal notices for
Ordinances, Annexations,
Liquor Licenses and Elections



CORA Requests

*Provide Transparency
to the Public*

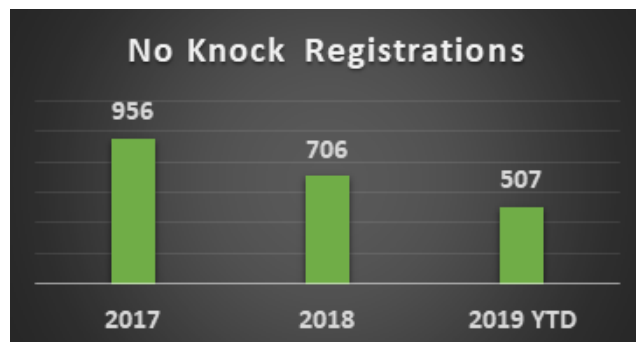
Coordinate with departments to fill
public records requests under
Colorado Open Records Act



No Knock Program

Program Created in 2008.

Total Addresses Registered 5,688





Liquor Licensing Authority

New FMB License

Whole Foods (*Opening TBD*)

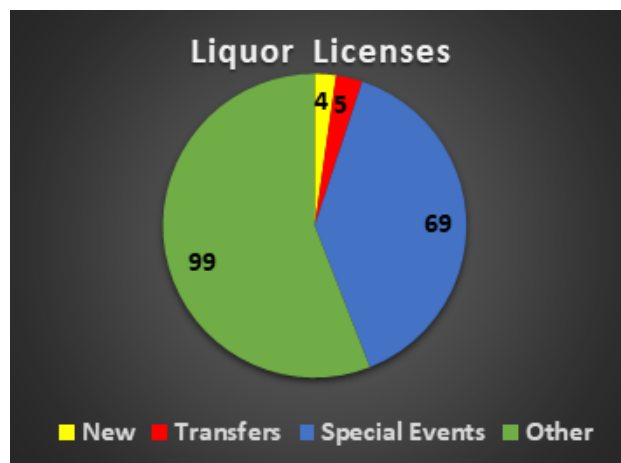
Summer Patios

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

Average Annual Licenses

New: 5
Transfers: 10
Special Events: 77
Other: 136

August YTD



Upcoming Special Events Liquor Permits

August 2	First Friday, Festival Park
August 4	Farmers Market, Festival Park
August 9	DMA Street Party and Concert, Wilcox
August 10	Maddiepalooza
August 11	Farmers Market, Festival Park
August 11	Summer Concert, Amphitheater
August 15	Tunes for Trails, Amphitheater
August 16	Ducks Unlimited Banquet, Kirk Hall
August 17	Parrish Park Opening
August 18	Farmers Market, Festival Park
August 18	DMA Sunday Dinner, Festival Park
August 23	Colo Vets Man Vs. Elk, Kirk Hall
August 24	Summer Concert, Amphitheater
August 24	Barks and Brews, Outlets
August 24	Pride Festival, Fairgrounds
August 25	Farmers Market, Festival Park
August 31	105 Brewfest, PSM
September 1	Farmers Market
September 6	First Friday, Festival Park
September 7-8	Chamber Artfest, Downtown
September 8	ZP3 Softball Tournament, Fairgrounds

September 9	Lip Sync Watch Party, Festival Park
September 14	Human Society Wine Tasting, Outlets
September 15	Farmers Market, Festival Park
September 15	Run for the Fallen, Downtown
September 21	DMA Art Festival, Downtown
September 21	AIM2Cure Sip2Cure, Grange
September 22	Farmers Market, Festival Park
September 25	Bubbles Wine Education, Grange
September 26	Fall Love Birds Painting, Grange
September 28	DMA Oktoberfest, Wilcox
September 29	Farmers Market, Festival Park
October 5	Trailfest
October 17	Boo! Halloween Painting, Grange
October 19	VetFest, Fairgrounds
November 2	Murder Mystery Dinner, Grange
November 6	Treelighting, Outlets
November 23	Starlighting, Downtown
December 7	Storytellers, Festival Park
December 13	Holiday Wine Soiree, Grange
<i>Not applied for yet</i>	