

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 2020**





## Elections

[www.CRgov.com/elections](http://www.CRgov.com/elections)

*Guardians of Democracy*  
Designated Election Official  
FCPA Filing Officer

**November 3, 2020 Election Day**

**Election of Councilmembers**

**District 1** - Wade, Brier, Hollingshead

**District 2** - Weaver, Doheney, Godfrey, Cavey

**District 4** - LaFleur, Shepherd

**District 6** - Dietz, Hernandez, Katona

17 Open Candidate and Issue Committees

FCPA reporting due October 1

## Records

[www.CRgov.com/municipal code](http://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](http://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](http://www.CRgov.com/noknock)

*Program Created in 2008*

This database was recently cleaned up removing duplicate entries and addresses that are not within the Town of Castle Rock.

Communications were sent out and a new video was released promoting the program which has added over 1,000 new addresses to the list.



# Liquor Licensing Authority

[www.CRgov.com/liquor](http://www.CRgov.com/liquor)

## Assistance to Businesses

**Communications:** Emails sent to all licensees providing information on current Executive Orders.

**Modifications:** All COVID modifications were extended to the end of the year.

### New Licenses

Los Santos - hearing 9/28  
The Oaks in Plum Creek  
Tribe in Riverwalk - pending CO  
La Loma - pending CO

### Transfers

El Korita  
Maddie's - pending  
Rose's Bella Cucina - pending

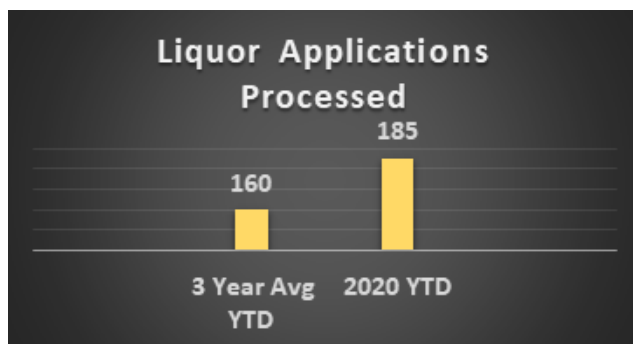
## Summer Patios and Outdoor Modifications

*NOTE: All COVID modifications have been extended to the end of the year or until the state order is lifted*

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

### Special Events

Starting June 14 - Farmers Market  
Aug 7 - First Friday  
Aug 23 - Ducky Derby  
Aug 20 - Miller Park Free Concert  
Aug 21 - Summer Concert at PSM  
Aug 29 - Summer Concert at PSM  
Sept 4 - First Friday  
Sep 12 - Summer Concert at PSM  
Sept 13 & 14 - ArtFest  
Sept 17 - Miller Park Free Concert  
Sept 19 - Barks and Brews at Outlets



New: 2017( 3), 2018(7), 2019 (8)  
Transfers: 2017(11), 2018(9), 2019 (6)  
Special Events: 2017(77), 2018(77), 2019 (77)  
Other: 2017(136), 2018(137), 2019 (154)



# Election Information

## **November 3, 2020 Election**

### **Conduct of Election**

Town Council approved the Ordinance to coordinate the election with Douglas County and authorizes approval of the Intergovernmental Agreement. The Ballot was certified with the County along with the address list and boundary map. Town Clerk will review FCPA reports, coordinate with Douglas County and participate in the Logic and Accuracy Test, the Risk Limiting Audit, and serve on the Canvass Board.

### **Ballot Content**

Candidates for Town Council Districts 1, 2, 4, and 6 will appear on the ballot.

### **Candidates**

Candidates that have registered appear on our website under Elections/Financial Filings.

District 1 - Robert Wade, Geneva Brier, Ryan Hollingshead

District 2 - Stephen Weaver, Keegan Doheney, Gary Godfrey, Laura Cavey

District 4 - Desiree LaFleur, Preston Shepherd

District 6 - Tim Dietz, Gregory K. Hernandez, Matt Katona

10/12 Ballots mailed

11/3 Election

12/1 Newly elected Council sworn in

## Other Activities

### **Annexations**

Memmen Parcel Annexation process

### **Metro Districts**

Crystal Valley Metro Districts 1 and 2 Amended Consolidated Service Plan approved by Council July 21

Castle Pines Commercial Metro Districts 1 and 4 Quinquennial Review - team reviews and reports to Council

Special District Budgets - will be presented to Council

Metro District Annual Reports due September 1 - Delinquent Metro Districts will be sent a letter requiring reports to be filed within 30 days or Council can take action. Team will review and present summary to Council

### **Workload**

Records processed, CORA requests and liquor licensing applications continue to increase from 2019.