

Town Clerk's Office
December/Year-End 2018



Elections

Special Election – May 15, 2018

Redistricting from 7 to 6 Districts – Automated process - June 11, 2018

Regular Election – November 6, 2018 – Coordinated with County, Petitions & FCPA

GID Election – November 6, 2018

Open Issue and Candidate Committees – Financial Filings due 1st of each quarter.

Charter Amendments – Identified needed amendments for appointing Election Commission members and new Council structure.

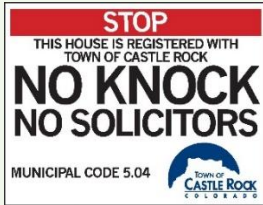
Records

Town Records – All Town records scanned into Alchemy and being indexed, continual scanning of current Town documents. Contracts routed for approval. Public legal notices.

CORA Requests - Staff coordinates with departments to fill public records requests under Colorado Open Records Act. Developed formal CORA policy and procedures.

2018 YTD CORA Requests	169
2017 Total CORA Requests	121

No Knock Program



2018 Year to Date Registrations	706
2017 Total Registrations	956
December Registrations	13
Total Houses Registered	7,199

~ Program Created in 2008 ~

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.

Curfew - There is currently no curfew/restriction on times that Solicitors can contact residents due to the outcome of the Aptive litigation.

No Knock Stickers - Mailed to enrolled residents and added to No Knock List on our website.

Completed Projects

Monthly Reports – Monthly Department reporting to Council

Metro Districts – Team reviews reports and prepares annual summary for Council.

Metro Districts Map – Map of Metro Districts with links to Annual Reports on our website

Annexation Map – Map and dates of all Annexations on website.

Archival of Town Documents – Scanned documents back to 1881.

CORA Policy – Formal policies and procedures developed with legal staff and Town departments.

Liquor Licensing



Applications Processed / Licenses Issued Year-To-Date (230 YTD)

New Liquor Licenses	9
Transfer of Liquor Licenses	7
Temporary for Transfer – Vista Vino, Castle Rock Liquors	5
Tastings Permits at Liquor Stores – King Soopers	2
Conversion to 3.2% Off Premise	1
Surrender of Liquor License	1
Renewals – Tokyo Joes, Sushi Castle, Seven Star	82
Modification of Premise – Loaf & Jug	7
Manager Registrations – Mt. Fuji	2
Extensions for Late Renewals – Tokyo Joe's	19
Corporate, Manager, Name, Address Changes	12
Corner Store 666, Corner Store 4059, Mt. Fuji	
Summer Patios	4
Special Events	77

Pending State Approval (16)

New Licenses - Sinners & Saints, CVS Pharmacy, Cuba Cuba, Castle Rock Chophouse*	4
Transfer - 7-11 on Aloha, Dos Amigos, Mt. Fuji, Vista Vino, Castle Rock Liquors	5
Location Change – Fowl Line (hearing 4/19)* [<i>*pending possession of premise</i>]	1
Renewals - Yolanda's, Famous Steak House, Uncle Maddios, Rose's, Maverik, Loaf N' Jug	6

Special Events

January 26 Fire Department Annual Banquet, Kirk Hall

Upcoming Hearings

January 23: Cuba Cuba, Hotel and Restaurant Liquor License

March 27: Show Cause Hearing

Changes in Local Liquor Laws

Increased application and renewal fees

Eliminated distance requirement for new schools after October 31, 2018

Amended Bylaws to reflect Hearing Officer vs. citizen board

Appointed Municipal Judge as alternate Hearing Officer

Amended Code with Statute Title changes and to set fees administratively

Changes in State Liquor Laws

Liquor statutes moved to Title 44

Fees - Lowered to reduce uncommitted reserves

3.2% Beer – No % limit and prior 3.2% licenses converted to Fermented Malt Beverage (FMB), can only sell 8am-midnight and not on Christmas

New FMB licenses - Distance requirements from schools, RLS or LLDS

Age of Servers for FMB, RLS and LLDS – 18 years old can sell and dispense without supervision

Tastings - Days and hours increased (must amend ordinance to increase)

Liquor at Charitable Events – Now allowed for auctions

Background Checks – New fingerprint process implemented