

2 0 2 5   Y E A R - E N D   R E P O R T

# 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.*



2 0 2 5





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

# Elections

*Guardians of Democracy  
Designated Election Official & FCPA Filing Officer*

## November 3, 2026 Coordinated Election

There was no election held in 2025.

The next Town Council election will occur on November 3, 2026.

The Town of Castle Rock will coordinate the election with Douglas County Elections.

Citizens will elect Town Council members for the Mayor and Town Council Districts 3 and 5 along with any ballot issues that may come forward.

# Records

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

Workload continues to rise with an increase in records and contracts generated by the Town.

## Initiatives

Several initiatives were undertaken by the Clerk's Office to encourage responsible recordkeeping and to ensure legal requirements are being met to protect the Town and its citizens:

- The launch of the Records Management Champions Team meeting monthly to provide training and guidance to departments
- Collaboration with IT and Legal to implement e-mail retention policy and PII guidelines
- Annual electronics recycling event
- Continual training with departments on proper contract routing and records retention
- Training at New Employee Orientation on public 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

Process recordings and agreements for Legal

# CORA Requests

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

*Provide Transparency to the Public*

CORA requests fulfilled according to state requirements.

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

# No Knock Program

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

The popularity of this program steadily increases with the number of households registered on the No Knock list. Approximately **863 new households** registered in 2025 and **482 replacement stickers** were mailed.

*Program Created in 2008  
11,315 Total registered homes*



# Liquor Licensing Authority

## New Licenses

Izumi Sushi  
Alidade Brew Pub, Distillery Pub and  
Vintners Restaurant  
The Par Club  
The Brinkherhoff  
Home Grown Tap and Dough  
Hampton Inn  
Iron Mule - Changed to Brew Pub  
Bucket List - Added Doug's Diner

## Closed Businesses / Surrendered License

Battle Mountain Brewing Co.  
Hawaii Fluid Art Castle Rock  
Genji

## Businesses that Changed Owners

Tribe transferred to Wide Awake Eatery  
Vista Vino transferred to Castle View Cafe  
Press Waffle transferred to Dae Gee  
Bubbles Liquor World  
Tiny Bubbles  
The I.C. transferred to Upland Brewing Co.  
El Meson to Chapala  
China Cafe

## Liquor Revenues

2017	\$18,270
2020	\$29,778
2021	\$30,751
2022	\$33,441
2023	\$29,230
2024	\$22,752
2025	\$33,897

