

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.*



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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

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

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

CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

Coordinate with departments to fill

public records requests under

Colorado Open Records Act

CORA requests fulfilled according to state requirements.

No Knock Program

www.CRgov.com/noknock

Program Created in 2008

11,315 Total registered homes

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.*



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