

2 0 2 4 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 5, 2024 Council Election

The Town of Castle Rock coordinated the election with Douglas County. We presented 9 candidates for Town Council Districts 1, 2, 4 and 6 and one ballot issue requesting a Public Safety sales and use tax increase.

Election Results

District 1 - Ryan Hollingshead

District 2 - Laura Cavey (elected Mayor Pro Tem)

District 4 - Mark Davis

District 6 - Tim Dietz

Ballot Issue - Passed by 55%

Candidate Financial Report Filings

There were 13 initial Candidate Committees and 3 Issue Committees for the November 5, 2024 Election. All FCPA reports were filed and posted on our website. All committees have been terminated.

Election Costs

The election was budgeted for \$80,000; however, costs were reduced and the final cost was \$42,780.

www.CRgov.com/municipal code

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

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:

- Annual electronics recycling event
- Annual Shred-It event and protection of PII
- 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

Workload continues to rise with an increase in public records requests.

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

No Knock Program

www.CRgov.com/noknock

Program Created in 2008

The popularity of this program steadily increases with the number of households registered on the No Knock list. Approximately **1,100 new households** registered in 2024.

10,453 Total



Liquor Licensing Authority

Legislative Changes

- Public hearings are no longer required for new applications unless there is an objection.
- Licensees can renew licenses every two years.
- Tastings expanded service times from 10am to 9pm with 156 tastings per year.

Summary of other changes to legislation:

- Lodging and Entertainment licenses are now two separate licenses.
- Festival Permits can be obtained and applied to at the state 30 calendar days in advance.
- Retail Establishment permits and Chamber of Commerce special event permits were established.
- Liquor can now be sold in stores on Christmas day.
- Catering licenses were established and are applied for through the state.
- Take-out and Delivery permits allow third parties to deliver.
- Retail licensees can now purchase up to \$7,000 from a retail store for their inventory.
- Liquor stores that close can sell their inventory to another liquor store.

New Licenses

Ito Sushi
AMC Castle Rock 12
Izumi Sushi - pending CO

Closed Businesses / Surrendered License

Dilly Dally DIY Workshop
CVS
Cork and Keg
The Famous Steakhouse
Farmgirl: Food, Wine & Spirits
Crush Wine Bar

Businesses that Changed Owners

Tasty House

Liquor Revenues

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

	2017	2018	2019	2020	2021	2022	2023	2024
New:	3	7	8	12	14	10	5	3
Transfers:	11	9	6	6	4	7	5	3
Special Events:	77	77	77	32	61	73	85	71
Modifications:	7	11	10	22	7	10	13	3
Other:	155	145	143	187	202	266	128	74

