



## Castle Rock Downtown Alliance

*A partnership between the Downtown Development Authority and Downtown Merchants Association*

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### **Downtown Development Authority**

18 S. Wilcox Ste. 202  
Castle Rock, CO 80104

October 30, 2015

Honorable Mayor Donahue and Castle Rock Town Council

CC: Town Manager, Dave Corliss

Town of Castle Rock

100 N. Wilcox St.

Castle Rock, CO 80104

Dear Mayor Donahue and Town Council,

I am pleased to present the Downtown Development Authority's Budget Message for 2016:

In 2016, the Downtown Development Authority (DDA) is excited to continue to pursue the agreed upon focus, which was jointly agreed upon by the DDA and Town Council. As discussed, the DDA has two primary goals for the future: 1) Focus on physical development projects in the core of Downtown, prioritizing development with retail, restaurants and residence; 2) Finance an expansion and enhancement of Festival Park with Sales Tax TIF dollars in partnership with the Town Parks and Recreation Department. In addition, the DDA will continue with its programs that enhance Downtown Castle Rock making it a more attractive place to visit, dine and shop, which include: partnering with the private sector to improve important building façades, beautification in the summer with flower boxes and street side patios, in addition to managing the Rink at the Rock ice skating rink in the winter with the goal of attracting people to Downtown.

The DDA is aware that attracting development in any downtown presents many challenges and can be difficult in the best of times. The DDA is realistic in knowing that it takes significant time for a developer to properly plan an exciting development and acquire the land, and for the Town and DDA to pursue bonds or financing related to TIF revenue streams and structure a deal with a developer with the engagement of the public. However, with increased focus on development, a strong partnership with the Town and Sales Tax TIF to finance development projects, the DDA is optimistic that additional developments can be advanced in 2016, that build on the expansion of Festival Park, the Mercantile Commons project and several potential opportunities for Downtown Castle Rock that are being pursued.

The 2016 DDA Budget includes 2 funds, the DDA Operating Fund and the Ice Rink Fund. The Operating Fund will continue to cover the expenses of operating the DDA in addition to funding the programs and projects mentioned above, with the goal of transitioning the funding of programs and projects outlined in the Plan of Development to Tax Increment Financing funding sources as is possible as suggested in statute. The Rink Fund accounts for the general operation of the Rink at the Rock. With major strategic investments made in first 3 seasons, the 2016 Budget for the Rink fund has fewer expenses than prior years. Overtime with strategic investments in equipment that was previously rented such as the roof structure and Zamboni, rental expenses will be decreased.

The DDA will continue to maintain full transparency in its use of public tax dollars and maintain disclosure in a public friendly accounting system in accordance with accounting and auditing standards.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Tilson". The signature is fluid and cursive, with the first name "Kevin" and last name "Tilson" clearly distinguishable.

Kevin Tilson  
Director, Castle Rock Downtown Development Authority

**DRAFT Castle Rock DDA Budget for 2016**

**Operating Fund**

	<u>2014 Actuals</u>	<u>Amended 2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Budget</u>
<b>Income</b>				
Mill Levy	\$ 126,750	\$ 124,235	\$ 124,235	\$ 140,760
Specific Ownership Tax	4,471	8,000	8,000	5,000
Town Mill Levy Match	123,309	124,235	124,288	140,760
Flower Box and Patio	11,545	12,396	11,500	4,500
Misc. Other	12	-	843	-
<b>Total Income</b>	<b>266,087</b>	<b>268,866</b>	<b>268,866</b>	<b>291,020</b>
<b>Expenses</b>				
Personnel	141,796	165,000	165,000	180,000
Office Admin.	15,534	25,000	22,000	32,000
Professional Services - Acct., Audit, Legal	16,904	18,000	15,000	20,000
Programs - Trolley	2,000	5,000	2,000	2,000
Programs - Façade Improvement Program	14,000	10,000	-	12,000
Programs - Flower Box and Patio	14,450	26,000	26,000	15,000
Marketing and Websites	4,468	6,000	6,500	12,000
Rent Expense	18,785	13,000	13,000	-
Capital	5,000	-	-	5,000
Contingency Expenses	-	-	-	10,000
<b>Total Expenses</b>	<b>232,937</b>	<b>268,000</b>	<b>249,500</b>	<b>288,000</b>
<b>Beginning Fund Balance</b>	<b>199,383</b>	<b>158,576</b>	<b>158,576</b>	<b>147,942</b>
<b>Transfer In/Out</b>	<b>(73,957)</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(24,000)</b>
<b>Net Activity</b>	<b>33,150</b>	<b>866</b>	<b>19,366</b>	<b>3,020</b>
<b>Estimated Ending Fund Balance</b>	<b>\$ 158,576</b>	<b>\$ 129,442</b>	<b>\$ 147,942</b>	<b>\$ 126,962</b>

This is a draft budget that has not yet been reviewed and approved by Town Council, the Downtown Development Authority Board or the public. Upon their review changes may occur.

**DRAFT Castle Rock DDA Budget for 2016**

**Ice Rink Fund**

		<u>2014 Actuals</u>	<u>Amended 2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Budget</u>
<b>Income</b>					
	Debt revenue-Loan from the Town	\$ -	\$ -	\$ -	\$ -
	Sponsorships	35,504	30,000	25,000	25,000
	Skating Admissions	64,426	64,000	75,000	60,000
	Skating Rentals	27,690	26,000	20,000	25,000
	<b>Total Income</b>	<b>127,620</b>	<b>120,000</b>	<b>120,000</b>	<b>110,000</b>
<b>Expenses</b>					
	Administration	5,412	3,000	18,000	20,000
	Programs / Operations / Personnel	72,608	80,000	85,000	90,000
	Roof Lease	32,517	-	-	-
	Marketing	2,158	3,500	4,000	4,000
	IGA with Town - Loan repayment including	34,178	28,000	-	-
	Equipment	104,399	22,000	22,000	20,000
	<b>Total Expenses</b>	<b>251,272</b>	<b>136,500</b>	<b>129,000</b>	<b>134,000</b>
	Beginning Fund Balance	2,340	(19,698)	(19,698)	1,302
	Transfer In/Out	101,614	30,000	30,000	24,000
	Net Activity	(123,652)	(16,500)	(9,000)	(24,000)
	<b>Estimated Ending Fund Balance</b>	<b>\$ (19,698)</b>	<b>\$ (6,198)</b>	<b>\$ 1,302</b>	<b>\$ 1,302</b>

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