



Town Council Agenda - Final-Amended

Mayor Jason Gray
Mayor Pro Tem Laura Cavey
Councilmember Ryan Hollingshead
Councilmember Kevin Bracken
Councilmember Mark Davis
Councilmember Max Brooks
Councilmember Tim Dietz

Tuesday, November 18, 2025

6:00 PM

Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
www.CRgov.com/CouncilMeeting

This meeting is open to the public. All times indicated on the agenda are approximate. Town Council Meetings are also streamed online in real time at www.CRgov.com/WatchCouncil, and are broadcast for Comcast Cable subscribers on Channel 22 (please note there is a delay to the broadcast). Public Comments may also be submitted in writing online at www.CRgov.com/CouncilComments by 1:00 p.m. November 18, 2025, to be included in the public record. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at www.CRgov.com/A11yRequest

5:00 pm COUNCIL DINNER & INFORMAL DISCUSSION

6:00 pm INVOCATION

6:05 pm CALL TO ORDER / ROLL CALL

- PLEDGE OF ALLEGIANCE

- COUNCIL COMMENTS

- 1. [APPT 2025-008](#) Douglas County Open Space Advisory Committee (COSAC)
Nomination: Patti Hostetler
- 2. [APPT 2025-009](#) Appointment: Public Safety Commission

- UNSCHEDULED PUBLIC APPEARANCES

Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- TOWN MANAGER'S REPORT

- 3. [ID 2025-126](#) Update: Calendar Reminders
- 4. [ID 2025-127](#) Update: Monthly Department Reports
- 5. [ID 2025-128](#) Update: Election District Designation for Annexed Properties

6. [ID 2025-129](#) Update: Third Quarter Financial Review, Period Ending September 30, 2025
7. [ID 2025-130](#) Presentation: Water Quality Maintenance
8. [ID 2025-131](#) Development Services Project Updates
9. [ID 2025-132](#) Update: Quasi-Judicial Projects

- **TOWN ATTORNEY'S REPORT**

- **ACCEPTANCE OF AGENDA**

If there are no changes, additions or deletions to the agenda, a motion to accept the agenda as presented will be accepted.

- **CONSENT CALENDAR**

These items are generally routine in nature or have been previously reviewed by Town Council and will be voted on in a single motion without discussion. Any member of Town Council may remove an item from the Consent Calendar.

10. [RES 2025-142](#) Resolution Accepting the Offer from Symetra Life Insurance Company to the Town of Castle Rock for Stop Loss Insurance Coverage for Calendar Year 2026
11. [RES 2025-143](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Services Agreement with Burns & McDonnell Engineering Company, Inc. [1282 Castle Oaks Dr., Castle Rock CO 80104]
12. [RES 2025-144](#) Resolution Approving the 2026 Spot Water Lease Agreement between the Town of Castle Rock and Dakan Ranch II LLC [Plum Creek Water Reclamation Authority, Douglas County]
13. [RES 2025-145](#) Resolution Approving the Second Amendment to the 2025 Spot Water Lease Agreement Between the Town of Castle Rock and the Central Colorado Water Conservancy District [Chatfield Reservoir, Douglas County]
14. [RES 2025-146](#) Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source and Approving an Equipment and Services Agreement with Core & Main LP, for Water Meters and Related Infrastructure Delivery
15. [MIN 2025-022](#) Minutes: November 4, 2025 Town Council Meeting

- **ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS**

Public comment will be taken on items and limited to four (4) minutes per speaker.

16. [DIR 2025-033](#) Discussion/Direction of the Public Safety Commission's Recommendations for the 2026 Philip S. Miller Resource Grant Program, Eight Applications
17. [DIR 2025-034](#) Discussion/Direction: Nonprofit Grant Programs
18. [RES 2025-147](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Logical Systems, LLC
19. [RES 2025-148](#) Resolution of Town of Castle Rock Authorizing the Plum Creek Water Reclamation Authority to Enter into a Loan Agreement, Construction Contract, and Construction Management Services Contract for the PCWRA Reuse Reservoir and Pump Station [4255 N US Highway 85, Castle Rock CO]

- **ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

The Council has reserved this time only if the original 30 minutes allocated for Unscheduled Public Appearances as an earlier part of this agenda has been fully exhausted and speakers who signed up to speak were unable to be heard during the original 30 minutes allocated this topic. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- **ADJOURN TO EXECUTIVE SESSION - NOT TO RETURN**

20. [EXEC 2025-005](#) Executive Session: 1) To discuss legal issues relating to the Craig & Gould North Project and determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing the Town's negotiators, under C.R.S. §24-6-402(4)(e); and, 2) Possible Town property acquisition for possible open space and negotiation position for possible acquisition cost (Jobe property adjacent to Lost Canyon Ranch), under C.R.S. §24-6-402(4)(a).



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 1. **File #:** APPT 2025-008

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Jeff Brauer, Director of Parks and Recreation

Douglas County Open Space Advisory Committee (COSAC) Nomination: Patti Hostetler

Executive Summary

The purpose of this agenda item is to nominate Patti Hostetler for reappointment to continue serving as the Castle Rock member of the Douglas County Open Space Advisory Committee (COSAC). Patti is the current incumbent and has successfully completed her first term. This action seeks approval to extend her service for a second term. The committee must include one member each from Castle Rock, Castle Pines, Lone Tree and Parker, one member from the Douglas County Planning Commission, one member with a professional background in land planning and one at-large member. Municipal representatives are appointed by their respective Town Councils to the Douglas County Board of County Commissioners.

Patti Hostetler is retired from the Douglas Land Conservancy (DLC) after having served as the Executive Director for 22 years. DLC is dedicated to the protection and conservation of the natural character, habitat and open space of the central Front Range region of Colorado, including Douglas County and surrounding areas. In addition, Patti served as a board member and treasurer of the Castle Rock Parks and Trails Foundation.

When Patti started in 2000, DLC had preserved a total of 5,700 acres of land in Douglas County. Today, DLC is a nationally accredited and state certified land trust, having preserved over 26,757 acres, while also adding conserved properties in Elbert and Jefferson Counties to their portfolio.

Patti also received the honor of a Lifetime Achievement Award from Keep it Colorado, the statewide coalition for Colorado land trusts. The following statements were noted at the ceremony:

"Patti's leadership has increased the number of conserved acres of Douglas Land Conservancy by almost five-fold. Markers of her success go beyond acres conserved. Among landowners, partners, community members, volunteers, and her staff and board, Patti has a reputation for cultivating meaningful relationships that make every person feel valued and trusted. Her vision for community engagement has led to significant fundraising results, and to programming that attracts nature-loving

Item #: 1. File #: APPT 2025-008

supporters and friend groups from across the Front Range. Her partnership-building skills have led to a long-standing relationship with Douglas County Open Space - one that is recognized by many as one of the strongest government-land trust partnerships in the state."

Patti's ongoing commitment and dedication to parks, open space and trails makes her the ideal nominee to continue representing Castle Rock on COSAC, and this action will endorse her reappointment for a second term.

Proposed Motion

"I move to nominate Patti Hostetler to serve as the Castle Rock member of the Douglas County Open Space Advisory Committee to the Douglas County Board of County Commissioners."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 2. **File #:** APPT 2025-009

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Shannon Eklund, Executive Assistant

Appointment: Public Safety Commission

Executive Summary

The Public Safety Commission received the resignation of Mike Miller, leaving a vacancy. After reviewing the candidate pool, the commission is recommending the appointment of Steven Goedecke. Steven was interviewed during the annual recruitment in April-May, by a panel consisting of the commission Chair, Council Liaison and staff liaison.

The interview panel is unanimously recommending the appointment of Steven Goedecke to the Public Safety Commission for a partial term ending May 31, 2027.

The Public Safety Commission makes recommendations to Town Council related to a variety of local public safety issues and community needs. Meetings are open to the public, and are held on the first Thursday of each month at 3:00 p.m., in the Police Station Courtroom, 100 Perry St.

Proposed Motion

"I move to approve the appointment of Steven Goedecke to the Public Safety Commission for a partial term ending May 31, 2027."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 3. **File #:** ID 2025-126

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Calendar Reminders

Executive Summary

Attached is an outline of upcoming items of general interest.

TOWN COUNCIL MEETING

TOWN MANAGER'S REPORT

DAVID L. CORLISS, TOWN MANAGER
NOVEMBER 18, 2025



UPCOMING CALENDAR ITEMS

27-28
NOV **Thanksgiving Holiday Observed – Town Offices Closed**
Rec Center, MAC and Cantril School: closed on Thursday, Normal hours on Friday

2
DEC **Town Council Meeting, 6 p.m. (dinner at 5 p.m.)**
Town Hall Council Chambers

11
DEC **Douglas County 2025 State of the County event, 5-9 p.m.**
Marriott South at Park Meadows, 10345 Park Meadows Drive, Lone Tree

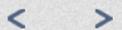
12
DEC **Toys for Tots event by Douglas County Living, 5:30-8 p.m.**
Cielo at Castle Pines, 485 W Happy Canyon Road

16
DEC **Town Council Meeting, 6 p.m. (dinner at 5 p.m.)**
Town Hall Council Chambers

24
DEC **Christmas Eve Holiday – Town Offices close at 12 p.m.**
Recreation Center and MAC open 5 a.m. to 2 p.m.

25-26
DEC **Christmas Holiday – Town Offices closed**
Recreation Center and MAC closed

1
JAN **New Year's Day Holiday – Town Offices closed**
Recreation Center and MAC closed



NEIGHBORHOOD MEETINGS

**17
NOV**

Fire Station 156 and Logistics Facility, 6:00 p.m. @ CR Public Safety Training Facility North, 1st Meeting

A proposed new 27,600-square-foot fire station and logistics facility on two Town-owned parcels located southeast of the intersection of Castle Oaks Drive and Pleasant View Drive.

**4
DEC**

***Canyons Far South Site Development Plan, 6:00 p.m. @ TBD, 4th Meeting**

A proposed residential and commercial development on 410-acre site to align with the recent annexation and zoning approval for 515 residential homes, 12.5 acres of commercial and 220+ acres of open space. Generally located southeast of the intersection of Crowfoot Valley Road and Founders Parkway.

**15
JAN**

***The Learning Experience early childhood facility, 6:00 p.m. @ TBD, 1st Meeting**

A proposed site development plan for an approximate 10,000-square-foot facility with a 5,400-square-foot outdoor playground and is located at 468 Ridge Road.

OTHER MEETINGS

**17
NOV**

CDOT Mobility Hub Open House, 4:00 p.m., Philip & Jerry Miller Library, Event Hall B

The Colorado Department of Transportation Mobility Hub open house will share an overview of potential Castle Rock hub locations and initial design concepts, a look at how the potential mobility hub sites are being evaluated and results from the recent public survey shared earlier this year.

*tentative

HIGHLIGHTS from CRgov.com/Events

22
NOV

Castle Rock Starlighting, 2 to 6 p.m.
Downtown Castle Rock

5 & 6
DEC

Festival Park Starlight Market, Friday 3 to 8 p.m.; Saturday 11 a.m. to 7 p.m.
Festival Park, 300 Second St.

6
DEC

Reindeer Games, 1 to 4 p.m.
Amphitheater at Philip S. Miller Park, 1375 W. Plum Creek Parkway

13
DEC

Storytellers & S'mores, 5 to 7 p.m.
Festival Park, 300 Second St.

MON & TUES
THRU DEC 30

Downtown Trolley Rides, 5:30 to 7:30 p.m.
Pickup locations: Encore Parking Garage & Third and Perry Streets

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Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 4. **File #:** ID 2025-127

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Shannon Eklund, Executive Assistant

Update: Monthly Department Reports

Executive Summary

Attached are the Monthly Department Reports for activity in October 2025.

Development Services

October 2025 Monthly Report



Inside this issue:

Page 2: Employee Recognition

Page 4: New Land Use Submittals

Page 5: Actions and Updates

Page 8: Development Snapshot

Find more information on our [Development Activity](#) page.



Site inspection performed by a Development Services Building Inspector.

| | |
|---|---------------------------|
| DISTINCT TOWN IDENTITY | RESPONSIBLE GROWTH |
| TOWN OF CASTLE ROCK F O U R CORNERSTONES | |
| COMMUNITY SERVICES | THRIVING ECONOMY |

News from the Director

Managing building or home projects in Castle Rock is easier with eTRAKiT, the Town’s online permitting and planning system. Homeowners, contractors and developers can use eTRAKiT to apply for permits, pay fees, schedule inspections, respond to plan review comments and track project progress all in one convenient place.



Tara Vargish, PE
Director
Development Services

The system helps projects move forward efficiently while ensuring they meet Town safety and building standards. eTRAKiT also connects to the Development Activity Map, offering an up-to-date view of current and upcoming public and private projects across Castle Rock. View the map on a desktop or mobile device at CRgov.com/DevelopmentActivityMap.

Residents can also use eTRAKiT to report neighborhood concerns, such as construction noise or property maintenance issues.

Learn more about the Town’s building and permitting process at CRgov.com/Building.

 100 N. Wilcox Street
Castle Rock, CO 80104
720-733-2200

 Subscribe now to get [Monthly Development Highlights](#) in your inbox!

 View [past issues](#) of the Development Highlights Newsletter.

 We’d like to hear from you! You could win a **\$25 gift card** for completing our [Customer Service Survey](#).



Staff Anniversaries



Congratulations to Brad Boland on 9 years with the Town and his promotion to **Planning Manager!**



Congratulations to Tammy King, Zoning Manager, on 9 years with the Town!

Customer Service Survey

Fill out our Customer Feedback Survey to let us know how we are doing! Your participation will automatically enter you into a drawing for a **\$25 gift card** to a local Castle Rock business. Feedback Surveys can be found [online](#) and at the bottom of staff email signatures.

542 surveys distributed
22 October responses

You may also receive an email requesting feedback after we complete your services. Your feedback is valuable to us! All responses are anonymous unless you request to be contacted. [Fill out a survey today!](#)

Here are some comments from our customers in October:

- **"Tammy King** was very helpful and quick to respond to information requests."
- "Great to work with"
- "Thank you for your time"
- "You guys make it easy, thanks!"
- **"Tammy King** has always been helpful, supportive and informative."
- **"Diane Maki** was excellent to work with. I submitted my first permit for Castle Rock a couple weeks ago and ran into a couple issues with my water calculations. Diane not only responded to my emails quickly, but she also called me to walk me through the form I was having trouble with. She was very kind, patient, and easy to communicate with."
- **"Tammy King** is an excellent assistant. Thank you!"



Staff Kudos

- “Thank you for your continued support in every way, **Diane Maki**. You are a treasure to our team and greatly value how communicative you’ve been and the commitment you’ve shown to our homebuilder community.” – Rose R.



Diane Maki, CRW
Plan Review
Technician

Rock Star Award



Jay Jensma—August Rock Star Award!

Applause Award



Carissa Ahlstrom, Administrative Assistant,
and Santi Smith, Technical Operations
Supervisor

Santi Smith and Carissa Ahlstrom were recognized for their exceptional dedication and adaptability during a period of transition within the department. With a key role temporarily unfilled, both Santi and Carissa stepped up without hesitation—quickly learning new software, processes, and accounting functions essential to daily operations, including processing deposits and ensuring timely bill payments.

Their expertise and willingness to take on additional responsibilities proved especially valuable during month-end deadlines, when reports and newsletters were due. Throughout it all, they remained a joy to work with and consistently went the extra mile for the DS team, all while managing the demands of their regular roles.

When challenges extended unexpectedly, their contributions became even more critical. We are deeply grateful for their continued support and commitment to the success of our DS family.

Administrative Projects

Administrative land use submittals are reviewed and processed by staff, according to Municipal Town Code, and do not require public hearings. All land use submittals go through a rigorous review by Development Services, Castle Rock Water, Public Works, Fire, and Parks and Recreation.

607 Sixth Street

Lot line vacation to combine lots 5A and 6A into one lot.

803 Cinnamon Court

Administrative variances for side setback and height.

Castle Oaks Church

Site development plan to expand the parking lot and facility, located at 826 Park Street.

Crystal Valley Ranch, Filing 12

Construction documents for HOA drainage remediation, located at War Knot Lane and Shadow Creek Drive.

Founders Village, Filing 25

Construction documents for Xcel North Trail, phase 1, tract A, located between Blue Teal Drive and Heritage Avenue.

Maher Ranch

Plat to create new single-family residential lot, located southwest of the intersection of Sapphire Point Boulevard and Neon Way.

Meadows, Filing 17

Site development plan to construct two, single-story commercial buildings, located east of the intersection of Meadows Parkway and Prairie Hawk Drive.

Meadows, Filing 21

Plat to subdivide property to create separate lot for a future medical office building, located at 3737 New Hope Way.

Milestone

Erosion control plans for Walmart pavement rehabilitation and ADA ramps rebuild, located at 133 Sam Walton Lane.



Town project, Parks & Rec

Erosion control plans for the Creekside Trailhead located in Lost Canyon Ranch Open Space.



Town project, Parks & Rec

Erosion control plans for the Cattleman's Trailhead located in Lost Canyon Ranch Open Space.

Small cell pole

Construction documents for new small cell pole located in the right-of-way on South Street and Burgess Drive.

Small cell pole

Construction documents for new small cell pole located in the right-of-way on Foothills Drive and Opportunity Drive.



Boards and Commissions

Development Services manages five boards and commissions for building appeals, variance hearings, and land use cases. Comprised of local residents and business owners appointed by the Town Council, they make community-driven decisions aligned with local interests, contributing to balanced local development initiatives



Board of Adjustment

October 3, 2025

Meeting canceled.



Design Review Board

October 8, 2025

Meeting canceled.

October 22, 2025

Meeting canceled.



Historic Preservation Board

October 1, 2025

Meeting canceled.

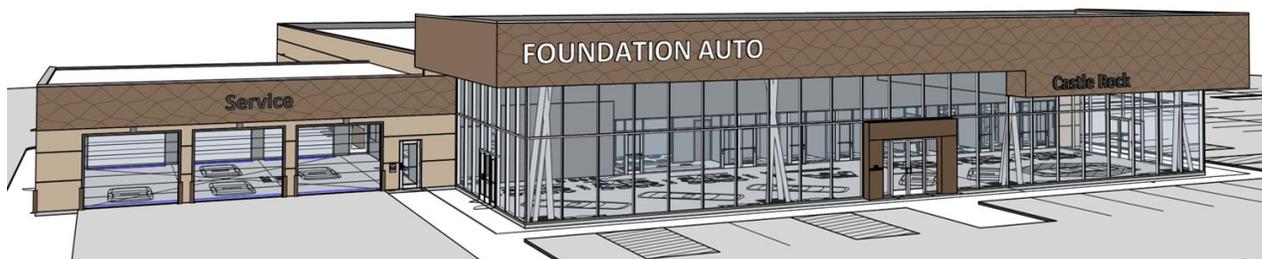


Planning Commission

October 9, 2025

The Planning Commission held its regularly scheduled meeting and heard a proposal for a Site Development Plan for a new 32,826-square-foot auto dealership and service on South Wilcox Street. The proposal includes a showroom, service bays, and 385 parking spaces on a 6.34-acre site.

The Commission recommended approval to Town Council with a vote of 5 to 0.



Rendering of Foundation Auto Dealership and service center.

October 23, 2025

Meeting canceled.



Town Council

Development Services presents land development projects that require public hearings for decision by Town Council for approval following a thorough staff review and recommendations from our Boards and Commissions.

October 7, 2025

Town Council held its regularly scheduled meeting and approved a resolution approving a site development plan for the **Brickyard mixed-use development** with a vote of 7 to 0.

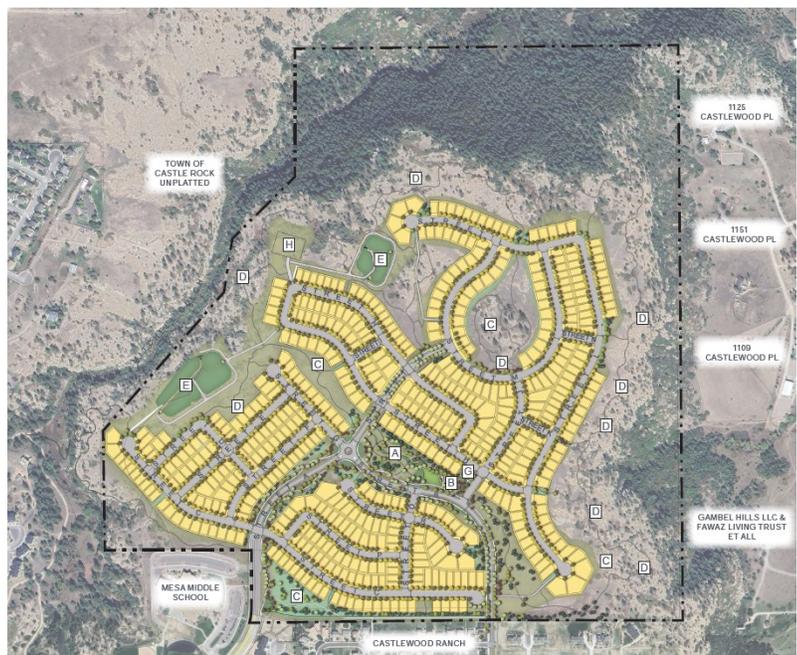
The 21.14-acre site is located at 401 Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The plan includes 384 multifamily dwelling units; a 123-room hotel with conference space; approximately 263,000 square feet of retail, office, restaurant and entertainment space; and 5.49 acres of open space. The property was annexed into the Town in 1973 and zoned General Industrial in 1974, allowing uses such as asphalt or concrete plants, manufacturing, warehousing, etc. The Brickyard planned development plan and zoning regulations were approved in February 2025, changing the uses to allow a mix of residential, commercial, restaurant and entertainment.

On a vote of 7 to 0, Town Council approved a resolution approving a site development plan called **Bella Mesa North**, with conditions regarding where rock blasting cannot occur. The project is located on 293.21 acres northeast of Mitchell Street and Mikelson Boulevard.

The plan includes 525 single-family detached residential units, 174.18 acres of proposed public and private open space, a centrally located 3.99-acre park and trail improvements. The property was originally annexed into the Town in 1985 as part of Founders Village. In 2015, an additional piece of property was annexed into the Town and the entire area was rezoned, reducing the allowed number of dwelling units by approximately 900 from the initial zoning.



Rendering of the Brickyard Site Development Plan.



Illustrative site plan of Bella Mesa North.

Town Council

Development Services presents land development projects that require public hearings for decision by Town Council for approval following a thorough staff review and recommendations from our Boards and Commissions.

October 21, 2025

Town Council held its regularly scheduled meeting and, on a vote of 6 to 1, approved a resolution of a 21-acre parcel in **Crystal Valley Ranch Filing 14, Block 2, Lot 1** that returns the parcel to its original developer, Maple Grove Land Limited Partnership.

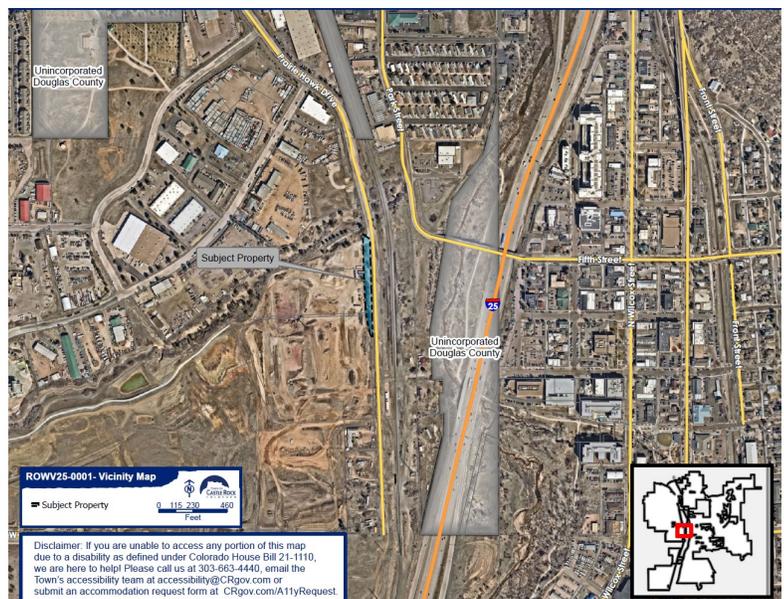
The land had been held by the Town as a potential school site under a Development Agreement. Following a formal declaration by the Douglas County School District that the site is no longer needed, the Town will re-convey the property and relocate existing disc golf amenities. The developer will pay \$500,000 to the school district and work with the Town on a new development plan that includes added buffers and cul-de-sacs near existing homes.

Council also approved on first reading, an ordinance vacating a 0.42-acre portion of **Prairie Hawk Drive** to support the Brickyard mixed-use development by Confluence Companies with a vote of 7 to 0.

The vacation will allow for consistent right-of-way alignment in this area. Future improvements to Prairie Hawk Drive will include curb, gutter, sidewalk, lighting, and on-street parking. A temporary utility easement will remain in place until final platting is completed.



Vicinity map of Crystal Valley Ranch Filing 14, Block 2, Lot 1.



Vicinity map of Prairie Hawk Drive Right-of-Way.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2025



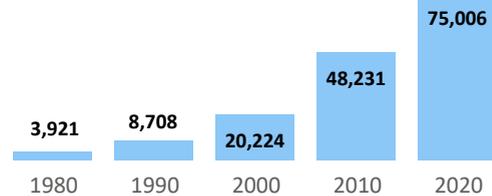
Population

87,968

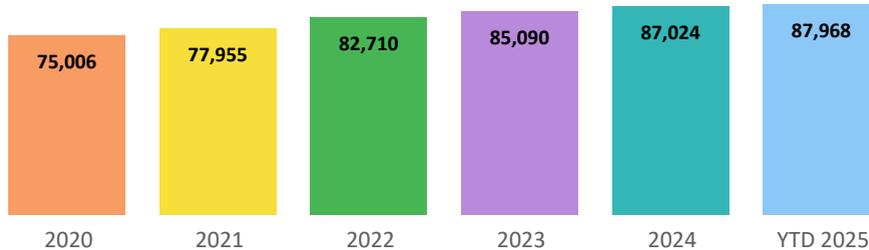
Estimated Population based on the total number of occupiable residential units



Historic Population



Recent Population



Zoning Division

Zoning staff process numerous code enforcement actions each month, from rubbish, abandoned vehicles and setback encroachments to illegal uses. They respond to complaints from the community, visit sites to determine compliance and issue Notices of Violation as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-way. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance.

10 Sign Permits Issued **7** Temporary Use Permits Issued **37** Code Compliance Cases Opened



- Sign Compliance Responses 4
- Signs Removed from the Right of Way 439
- Site visits 127
- Notices of Violation Sent 25
- Business Licenses Reviewed 31

Planning/Development Review

The Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including projects that go through public hearings and projects that are under administrative review.

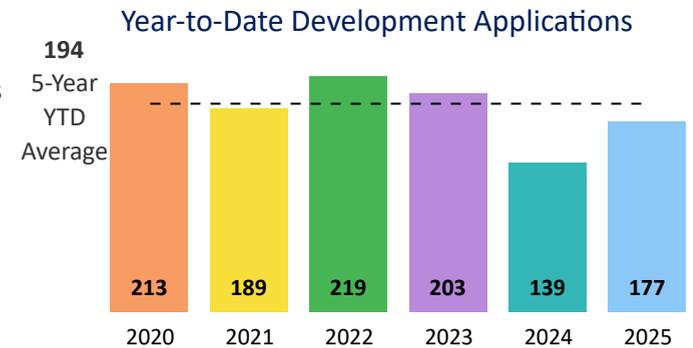
Pre-Applications

5 New Pre-Applications This Month
90 Year-to-Date Pre-Applications
29% Pre-Applications that advanced as new projects over the previous 12 months

A pre-application meeting is required prior to any land-use submittal. Meeting may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

New Development Applications

19 New Development Project Applications this Month
3 Other Project Applications this Month

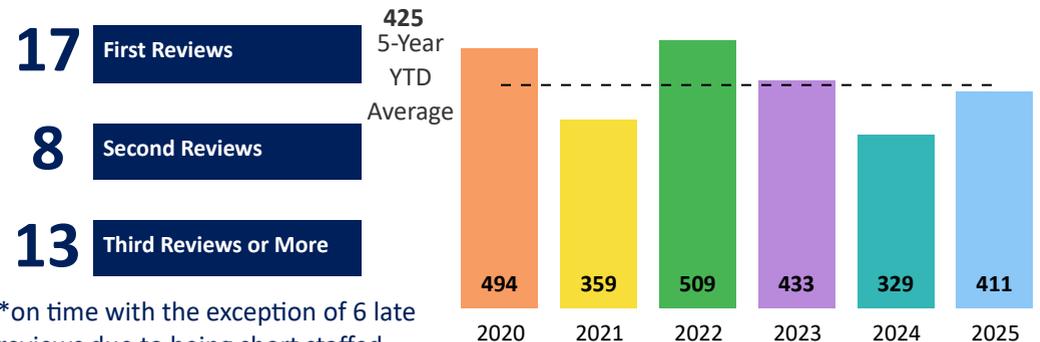


Development Reviews

Monthly Reviews Completed

17 First Reviews
8 Second Reviews
13 Third Reviews or More

Year-to-Date Planning/Development Reviews



*on time with the exception of 6 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2025



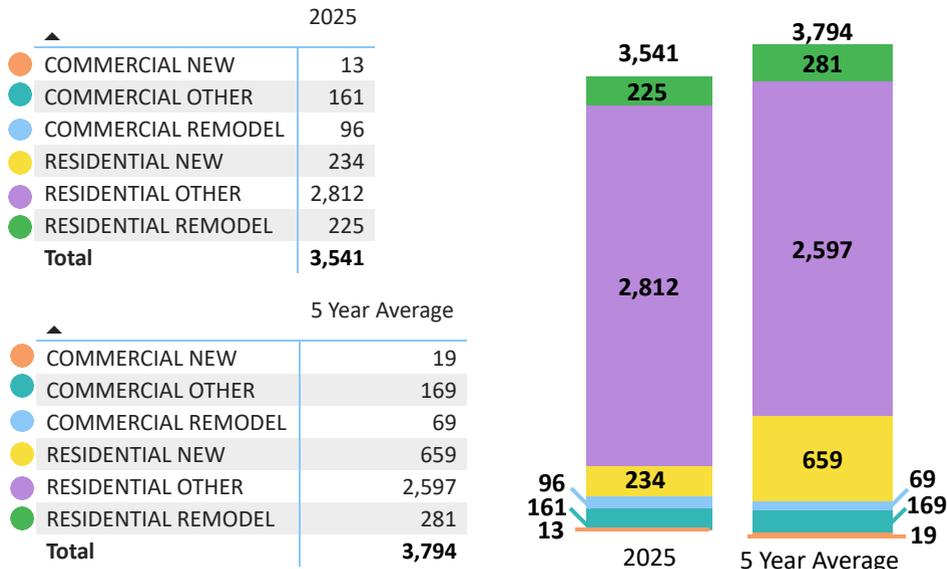
Building Division

Building Division staff process hundreds of building permits a month, ranging from simple permits like a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service monthly, although they are just a snapshot of some of the work we do.

Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found on our webpage at CRgov.com.

Building Permit Applications Received

Year-To-Date Building Permit Applications Received



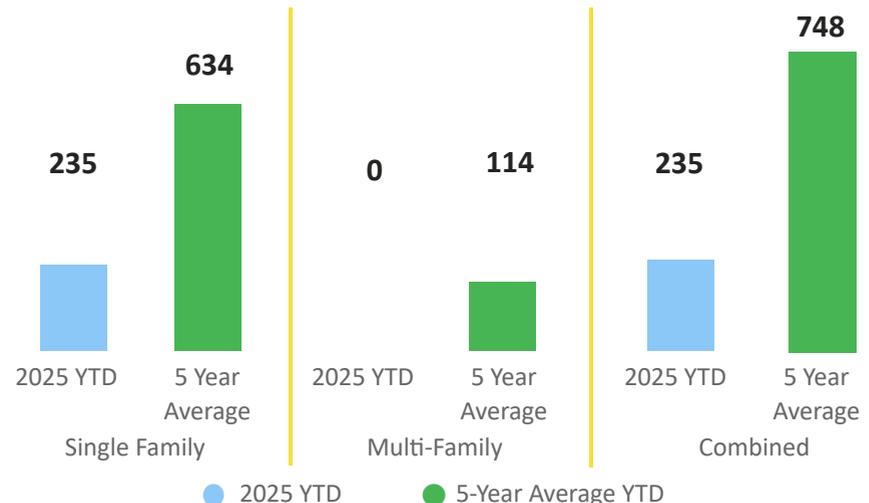
185
426
1,450

- Building Fees Calculated: 183 Within 3 days**
- Building Permits Issued**
- Inspections Completed: 1,447 Within 24 Hours**

Building Permits Issued

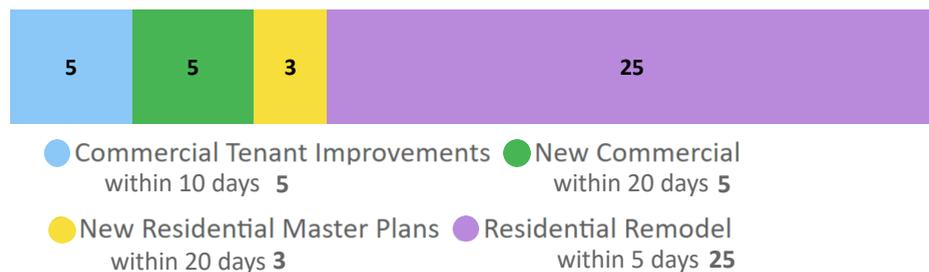


↓56% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average



Building Permits Reviewed

Monthly Building Permit Reviews by Type



MONTHLY REPORT

OCTOBER

Monthly Updates of the Finance Department for the Town of Castle Rock.





How Does it Work?

Finance Department



Accounting

The Accounting Team offers financial services, including accounts payable and receivable, investments, and capital asset reporting, ensuring transactions comply with the Town’s Municipal Code, Governmental Accounting Standards, and relevant laws and regulations.



Payroll

The Payroll Team handles employee compensation, processing benefits, deductions, and all aspects of pay, while staying current with complex federal and state payroll and tax regulations. They uphold strict confidentiality and deliver excellent customer service.



Revenue

The Revenue Team offers exceptional customer service and education while licensing businesses and collecting sales tax, fostering a "hometown" atmosphere. They collaborate with economic development, the Downtown Development Authority, and the Urban Renewal Authority to align with the Town’s vision.



Budget

The Budget Team assists departments with budgeting and financial planning to achieve short- and long-term strategic priorities, while actively monitoring, analyzing, and reporting on the Town’s financial activity year-round.

Our Mission

Through exceptional customer service and effective partnerships, we deliver accurate and timely financial services.

Our Vision

The Finance Department will provide financial solutions and services in support of the Town’s vision and community objectives through: proactive education, purposeful planning, excellent communication and fiscal accountability.

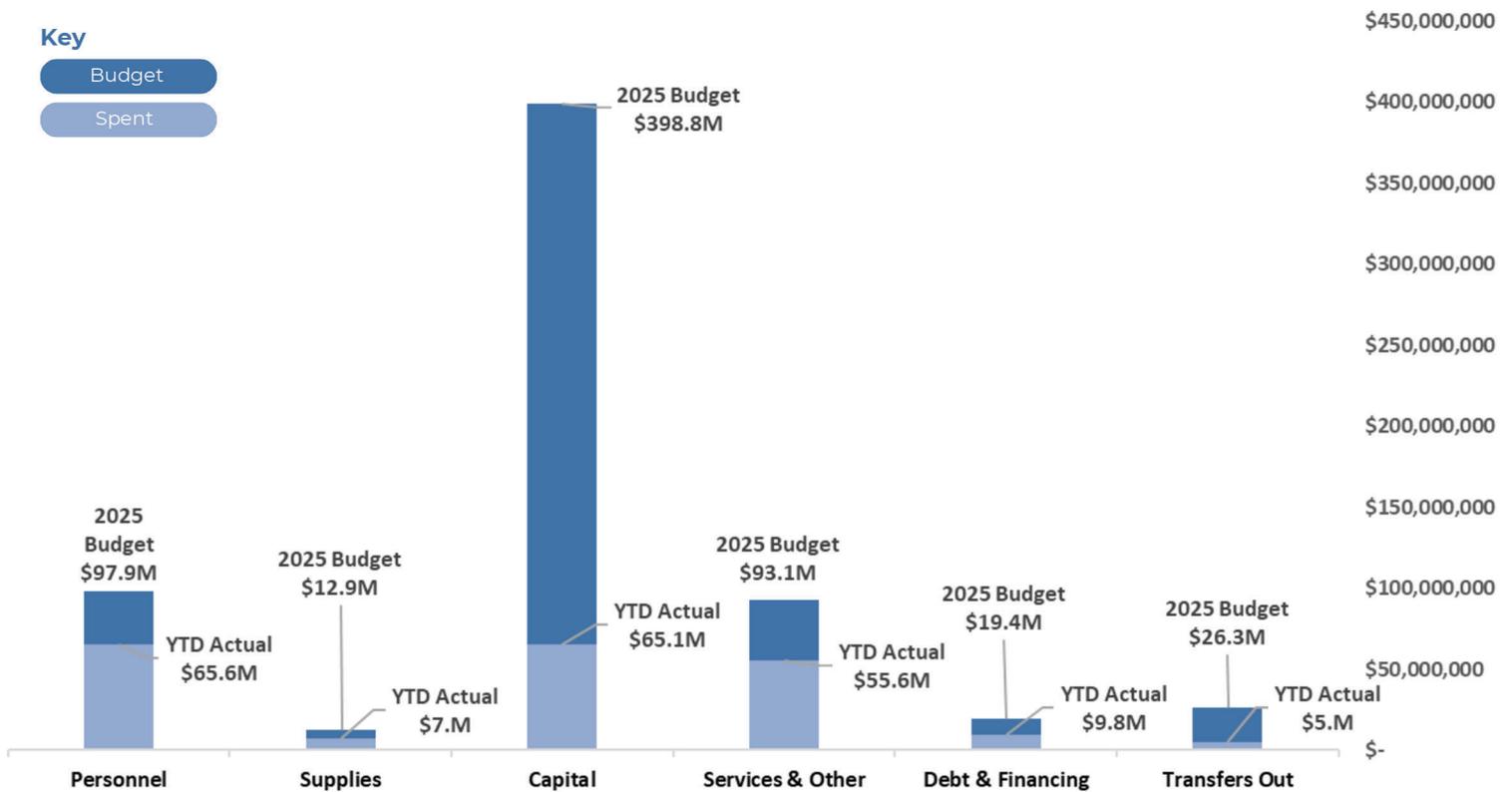


Budget Updates

Finance Department

Preliminary Town Wide Expenditures by Category

Through September 2025



💡 Did You Know?

Did you know there are 100 light bulbs in the Star that shines atop our famous rock? The Star is still cared for by Castle Rock Fire and Rescue. Each year, the Castle Rock Chamber of Commerce hosts the annual Starlighting celebration on the Saturday before Thanksgiving. After the first lighting, a sensor automatically turns the Star on each evening around sunset.

To discover more about the Star's history, visit the Castle Rock website: <https://www.crgov.com/2548/The-Star>



New in Town

Finance Department



194

Total businesses licensed in October



31

Businesses licensed in Castle Rock



61

Businesses licensed in Colorado but outside of Castle Rock



102

Businesses licensed out-of state

New in Castle Rock!

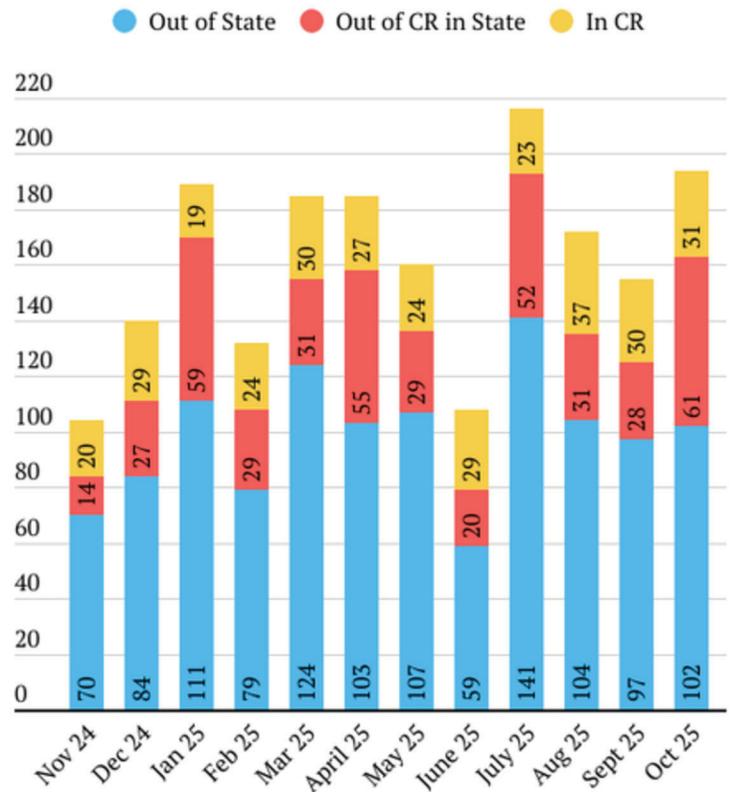


Relaxing news for Castle Rock! Elements Massage has a new owner, but the same rejuvenating experience you know and love!

With the holidays right around the corner, it's the perfect time to give (or get!) the gift of relaxation. Treat yourself or someone special this season!

Location: 323 Metzler Dr Ste 105

Business Licenses Issued Per Month by Area



Visit www.CRgov.com for more information on new Castle Rock businesses.

Businesses Licensed in Castle Rock October 2025

| | |
|--------------------------------------|---|
| AdventHealth Hematology and Oncology | Medical Practice providing on site infusion services |
| Barnes Construction Services LLC | Residential and commercial exterior features repair and restoration |
| Colorado Shutters | Window coverings |
| Cutters 102 LLC | Rental Property |
| Elements Massage Castle Rock | Massage and Skin Care |
| Elizabeth Gifts Inc | Gift Items |
| Erika Zane Photography | Photography |
| Flywheel Business Advisors | Business Consulting Service |
| Francis Hat Co | Custom Hat Making |
| Gaining Health Chiropractic | Health Care, Chiropractic Care |
| Gameshow All-Stars | Gameshow experience for Entertainment |
| Heather Haven | Jewelry |
| Homes for Hire | Short Term Rental |
| InkFeather Notary Services | Notarizations, Signing Agent, and Field Inspections |
| Izumi Sushi | Sushi Restaurant |
| Karena Moss LLC | Homeschool Books, Supplies and Apparel |
| KP Uno Realty LLC | Rental Property |
| Liatana | Cleaning Services |
| Newell Brands Distribution LLC | Sale of Durable Consumer Goods |
| Portland Leather | Leather Handbags |
| ReVibe Facilities LLC | Commercial and Residential Cleaning Services |
| Rock-Keys LLC | Vehicle Rental |
| Rodgers Bookkeeping | Bookkeeping |
| Sean Lyons | Rental Property |
| Southwest Imports | Clothing Sales |
| Taylor-Made Gutter Co | Gutter Cleanings |
| Top Finish Surface LLC | Epoxy Floor |
| Tori Meyer Art LLC | Art Prints |
| Trendy Wellness | Fitness, Health and Wellness Items |
| True North Hauling & Services LLC | Junk Hauling and Disposal |
| True to Heart Conseling | Coloring Books and Journal |



Revenue Updates

Finance Department



\$106,552

Collected from delinquent accounts in October for the month of August.



\$761,128

Year-to-date delinquent account collections.



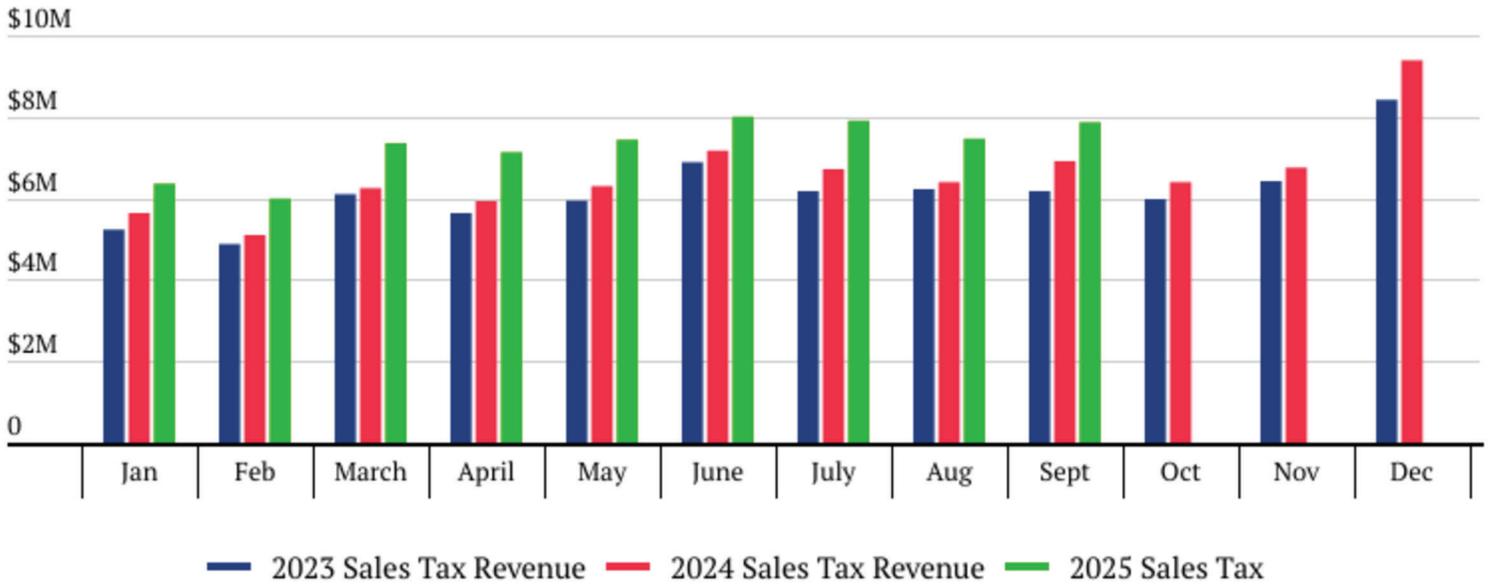
123

Audits in process



\$181,608

Audit revenue collected for the month of September.



| September | Gross Sales Tax Collections | Town Audit Revenue and Amounts Collected | Net Collections | YTD | Gross Sales Tax Collections | Town Audit Revenue and Amounts Collected on Behalf of Others | Net Collections |
|----------------|-----------------------------|--|-----------------|----------------|-----------------------------|--|-----------------|
| 2024 | \$6,977,082 | \$628,965 | \$6,348,117 | 2024 YTD | \$56,945,745 | \$4,446,411 | \$52,499,334 |
| 2025 | \$7,869,245 | \$552,116 | \$7,317,129 | 2025 YTD | \$66,018,163 | \$4,953,565 | \$61,064,598 |
| Dollar +/- | \$892,163 | \$ (76,849) | \$969,012 | Dollar +/- | \$9,072,418 | \$507,154 | \$8,565,264 |
| Percent Change | 12.8% | -12.2% | 15.3% | Percent Change | 15.9% | 11.4% | 16.3% |

Sales tax collections for September were up **12.8 percent, or up \$892,163** compared to September 2024. Year-to-date (YTD) collections are up **\$9,072,418 or 15.9 percent** compared to the same time frame in 2024. Staff will continue to monitor this very important revenue stream for the Town and inform as needed.



How Can My Voice Be Heard?

Finance Department

Finance Tentative Town Council Schedule.

This schedule is not finalized and is subject to change.

NOV

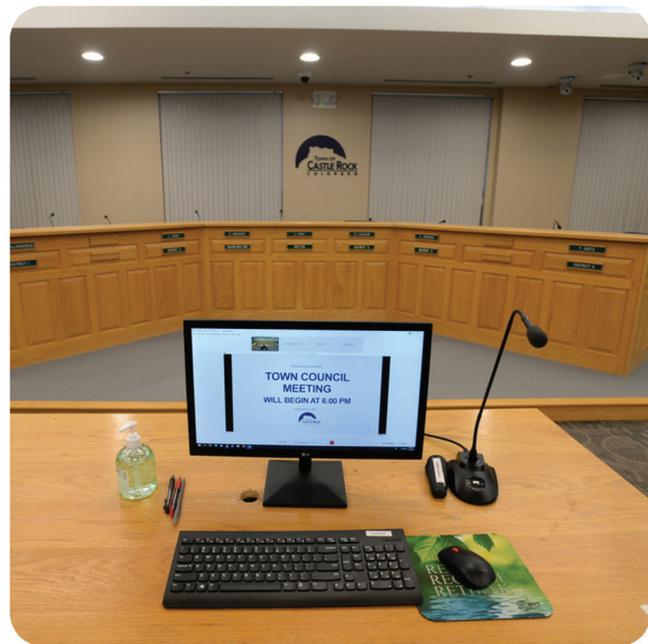
- 2026 Philip S. Miller Grant
- Quarter Three - Financial Review

DEC

- ToCR Mill Levy (Second Reading)
- DDA Mill Levy (Second Reading)
- 2025 Community Council Grant Program

Your Voice. Your Town. Your Future.

Speak up at the next Town Council meeting and be the change you want to see!



Questions or Concerns?

Citizens are always encouraged to attend upcoming Town Council Meetings! See calendar below for upcoming events.

2025 November

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--------------------|-----------|----------|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 TOWN COUNCIL | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 TOWN COUNCIL | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

2025 December

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--------------------|-----------|----------|--------|----------|
| | 1 | 2 TOWN COUNCIL | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 TOWN COUNCIL | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



Team Updates

Finance Department



2

New Hires for Month of October



7

Interviews Conducted in the Month of October



1

Current Job Openings



17

Total Candidates Hired to Date

October brought a steady rhythm - a month of connection and focus!

With fall in full swing, our team took a moment to step away from routine and enjoy some time together on a haunted tour through Castle Rock. It was a fun way to mark the season and get to know each other outside of work.

Otherwise, October was a calm and productive month. We kept projects moving, refined processes, and continued to build on the structure we've been shaping over the past few months.

As we head into the final stretch of the year, we're in a good place - balanced, focused, and ready for what's ahead!



Thank you for reading the Finance Department's monthly report!
To see previous issues check out CRgov.com or email Finance@crgov.com.



Trish Muller, CPA
Finance Director



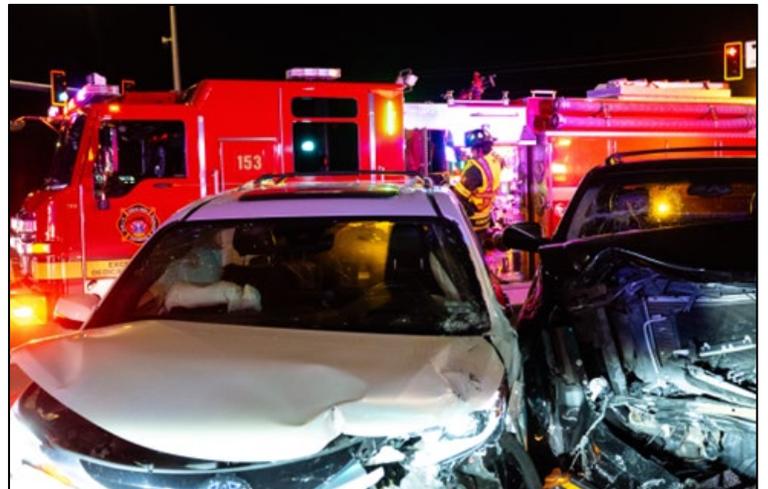
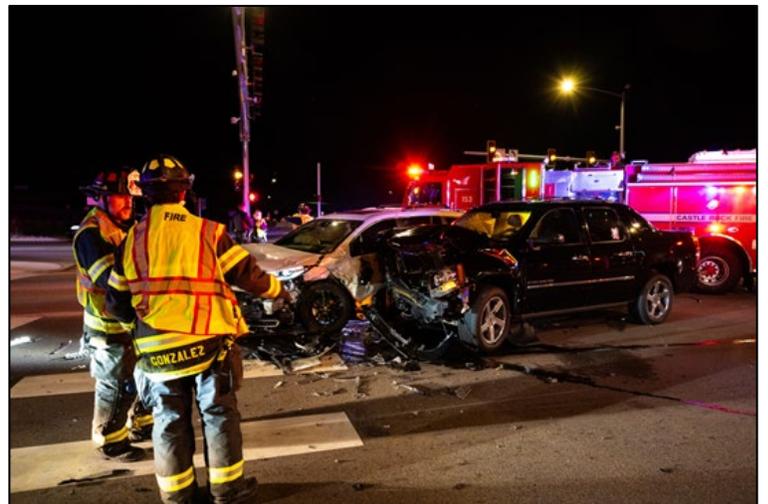
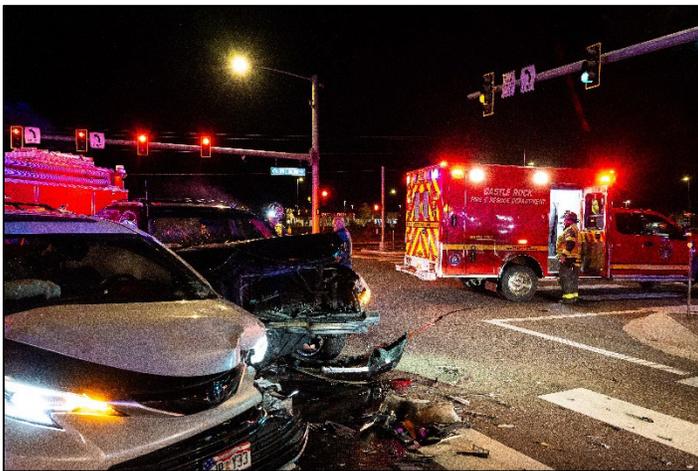
Castle Rock Fire and Rescue Department



An Internationally Accredited Fire Rescue Agency Since 2012

October 2025 Monthly Report

Department News: A motor vehicle crash with minor injuries.



Vision - To Be The Best - at providing emergency and prevention services
Mission - High Customer Satisfaction - through quality preparation and excellent service
Values - Strength, Honor, Integrity, Excellence, Leadership, Dedication, Service

Operations Division:

Deputy Chief Oren Bersagel-Briese

Deputy Chief Commentary:

After many months of planning, discussion, and extensive feedback from the line members, we shared the high-level details for upcoming changes to how we staff certain stations for Special Operations incident responses. The plan is rooted in the thoughtful input from our members and prioritizes crew continuity, incident response needs, and professional/career development. There are more details to be worked through, but the plan will go into full effect mid-July 2026, and it features a consolidation of equipment, people, and training to certain fire stations.

EMS: Congratulations to Lauren Wendland and Coby Petau on their graduation from paramedic school and we are excited to have you back! The EMS Leadership Team and the Fire Chief successfully interviewed and selected Dr. Brendan McDaniel as the new Medical Director for the department. Dr. McDaniel's background and approach align well with our goals, and his addition marks an important step for the future of our EMS program. We look forward to integrating him into our system and introducing him to everyone over the next few months. We continue to work with Banyan Treatment Center and the doctor offices in the Alexander and Briscoe buildings to ensure that the right services are being asked for at the right times. There has been good collaboration and we continue to see improvements in our responses to those locations. Thank you to Cody Derington, Zac Pelster, and Tommy Gamboa and Dr. Kempema (from Advent Castle Rock) for leading this month's EMS Skills Rodeo. We'd like to also acknowledge Kyle Flores for taking over the EMS training cache and beginning the process to repair and upgrade some of our training equipment. Lastly, several members have begun piloting the new AI integration into the ImageTrend ePCRs, and we are working to implement it around the first of the year.

Special Operations: HM153 represented the department in a metro area UASI NCR exercise where the crew worked fluidly with other area agencies. The relationships among the regional fire department teams remain positive and productive. The Wildland Team returned from the most recent deployment to California, and there will be extensive rehab and maintenance work on the brush truck after the summer deployment season. Comprehensive equipment inventory audits were completed for all Special Operations apparatus. This process helped identify minor areas for adjustment, and we will work to resolve those items through the budget. New Level-A suits were added to HM153 (thank you to Kevin Travis), and a specialized remote anchor picket system was added to SQ155. Finally, the Special Operations training prop is nearing completion at Station 155.

Pipes and Drums: The band and E153 represented the department at the LODD funeral for Arvada Firefighter Kevin Jacovetta.

Apparatus: Engine 156 began its build process and is still on track for completion in January. We are also working on some issues with the Brush truck slated for Station 156 and receiving two new medic units.

We are currently working on the following projects:

- Station 156 design
- SOG/Admin Directive updates
- Station 155 updates for M155
- New reserve engine in-service process
- Updating our bunker gear spec
- 2026 training plans for EMS/SpecOps

We also:

- Attended a FSRI meeting
- Completed a ride-along with A-Shift
- Attended and presented at the Fire Leadership Challenge
- Participated in several team meetings throughout the month
- Completed the annual medical physicals

Customer Service:

Measurable Outcomes - Rating of 4 or better on customer survey cards 100% of the time
October 2025...100%

Of the 23 customer survey cards we received in October, one had an overall rating of 4, and 22 had an overall rating of 5. Some of the comments we received were: *“We are forever grateful to CR Fire & Rescue for saving his life August 10th! He would not be alive today if not for you. Also thanks for your care and understanding of wife as she navigated this anaphylaxis crisis! Also, thanks for shutting the door and locking up the house.”* Another read; *“In a very scary time, we felt very well taken care of – all of us (patient, parents, sibling). Thank you!!”*

Operations Response Information

| Report Key: | |
|------------------------------------|---|
| BC = Battalion Chief | CH = Chief Officer |
| Q = Quint | SQ = Squad (rope and water rescue) |
| E = Engine | BR = Brush Truck |
| M = Medic | SMFR = South Metro Fire and Rescue |
| SAFE = Safety and Training Officer | FLSD = CRFD Fire and Life Safety Division |

Call Statistics:

For October, we responded to 677 calls for service. For the year, we have now responded to 6,104 calls, which is 213 more than at the same point in 2024. We averaged 22 calls per day for the month.

Of the 677 calls this month, 7 were fire-related, 34 were motor vehicle crashes, 82 were service in nature, 356 were EMS calls, 71 were good intent calls, 65 were alarms, and the remaining were miscellaneous. In October, we transported 286 patients to area hospitals, with 233 transported to Castle Rock, 50 to Sky Ridge, and 3 to other facilities.

| Busiest Fire Station | Busiest Engine/Quint | Busiest Medic Unit |
|---------------------------|----------------------|---------------------|
| Sta151 with 474 responses | Q151 with 216 calls | M151 with 189 calls |

For a more detailed breakdown of our operational data, [\[click here\]](#)

Significant Incidents:

In October, CRFD responded to 14 cardiac arrests.

A- Shift:

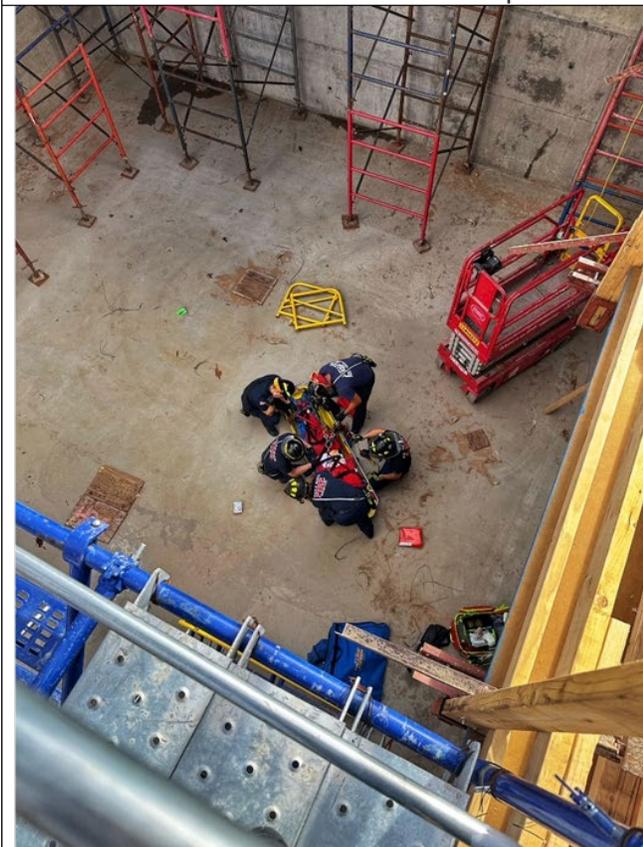
- October 23: BC151, CH151, Q151, Q155, E152, E153, M151, M153, SAFE151, BUR159 responded to a residential structure fire.



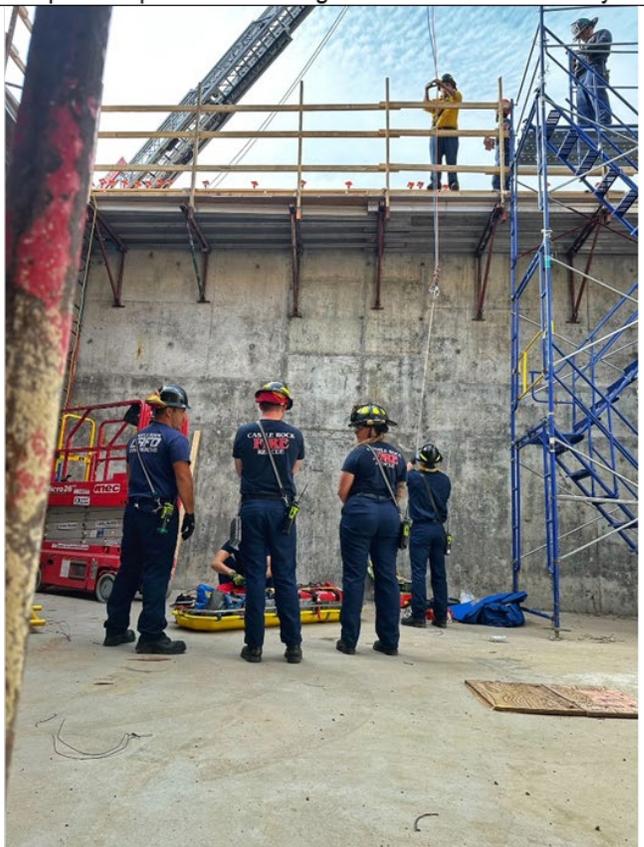
Clinical Save Award for CPR save in September



Special Operations training at water treatment facility



Special Operations training at water treatment facility



Special Operations training at water treatment facility

Administration Division:

Fire Chief Norris Croom

Key Admin Issues:

Congratulations to Lt. Matt Osborn on being awarded a Certificate of Commendation from the American Legion Harry C. Miller Post 1187. This is an annual award where Post 1187 recognizes a member from CRFD, CRPD, and DCSO. Matt was recognized for his overall contributions to the Town and Department, and especially for his efforts working with the Koldeway family and the department during Andrew's sudden illness and subsequent passing. Congratulations Matt!

Interviews were held for the Division Chief vacancies in the Fire and Life Safety Division as well as Logistics in late September. After completing a rigorous process, Assistant Fire Marshal Kevin "Sully" Sullivan was selected to be promoted to Division Chief / Fire Marshal. For the position of Logistics Chief, Jeff Wenzel, from Rio Rancho, New Mexico, has been offered and accepted the position. Sully's promotion was effective October 11, and Jeff's start date is January 5, 2026. Jeff has two kids in school in New Mexico and has to relocate as well. Figuring in the upcoming holidays, this gives him time to relocate, get his kids enrolled in schools, and be ready to go without commuting back and forth in the meantime.

With Sully's promotion, this leaves an opening in the Assistant Fire Marshal position. With the need to hire an additional Fire Prevention Officer after January 1 (thanks 2A!) and still trying to fill the Fire Plans Examiner, we are going to hold off on this position for now to focus on getting these other positions filled. Look for more info on this after the first of the year.

The admin remodel started in August, continued through September, and pretty much wrapped up in October. This was done to better utilize our space at admin with the addition of new positions and to be able to accommodate additional positions in the future. We have a few minor punch list items to finish, but are substantially complete as of the end of October.

A local contractor completed wildland mitigation on 7.2 acres of Centennial Park. This area was identified in the CWPP as a "Very High" risk, and we were finally able to work to reduce the risk. We also started some mitigation work in Escavera on about 3 acres of town property, and we are working with the Colorado State Forest Service to develop a scope of work for mitigation of about 20 acres of the forested portion of the Metzler Family Open Space along Crowfoot Valley Road.

Fire Chief Commentary:

Design work is substantially done for Station 156 and Logistics, and we have finalized a detailed budget of almost \$21 million. We are in the process of replatting the site and are working with the architect, surveyor, and Town to make this happen. A Pre-Application meeting was held in early October where the Town advised of any concerns or issues. Since this meeting, we have submitted formal plans for review to begin the land use and construction processes. Our neighborhood

meeting is scheduled for November 17 at 1800 at the PSTF North, 301 Malibu Street, a Public Hearing sign has been placed on site, a “Coming Soon” sign should go up in early November, and we are working to schedule Council approval on the first phase of the project to begin dirt work. Things are beginning to move more quickly now.

Coming Soon...

Castle Rock Fire Station 156 & Logistics Center



On October 21, Town Council approved the purchase of two new Pierce engines as part of the fleet replacement schedule. We received permission to move these engines up in the replacement cycle from 2028 to now due to the extended delivery time. Each engine costs \$1,356,915.50, and the estimated delivery is 51 to 54 months, so we won't see them until late 2029 or early 2030.

As a municipality, we are participating in the Douglas County Hazard Mitigation Plan update. This plan identifies risks associated with natural and human-made disasters, and how to mitigate the risk. This is a cooperative effort between the County, the municipalities, and numerous special districts. This plan is updated every five years, and we will adopt the final version in 2026.

Finally, I attended the groundbreaking for the Sports Development Center and the Brickyard. The sports center will be approx. 145,000 square feet, and is the first new recreation center in the Town since 1988. Congrats to Parks and Rec!

Fire and Life Safety Division:

Division Chief Kevin Sullivan



Fire and Life Safety Division Summary:

October 2025 reflected continued community growth and collaboration. Major occupancies like *The View* and *Castle Rock Pediatrics* demonstrate strong partnership between developers and FLSD in supporting safe, compliant openings. The Division sustained steady inspection throughput, deepened public engagement, and upheld its commitment to proactive fire and life safety education across Castle Rock.

Division Overview

October was a productive and highly visible month for the Fire and Life Safety Division (FLSD). Staff supported community events for Fire Prevention Week, advanced construction projects, and continued proactive public education outreach.

Two major community milestones that occurred this month:

- **The View** opened with a *Temporary Certificate of Occupancy* for several floors and amenities, marking a significant downtown development achievement.
- **Castle Rock Pediatrics** officially opened its doors to patients, following months of inspection and plan-review support from FLSD staff.

Inspection and Plan Review Activity

The Division completed 169 inspections—75 construction, 88 business, 4 mobile food vendor, and 2 special event inspections.

A total of 144 plan reviews were processed (104 development services, 39 system-specific fire protection, 1 special event).

Public Education and Community Outreach

Life Safety Educators connected with 2,641 community members across 19 events totaling 23 hours of education.

October's campaign, "*Charge into Fire Safety: Lithium-ion batteries in your home,*" anchored **Fire Prevention Week 2025 (Oct 5–11)**.

Key highlights:

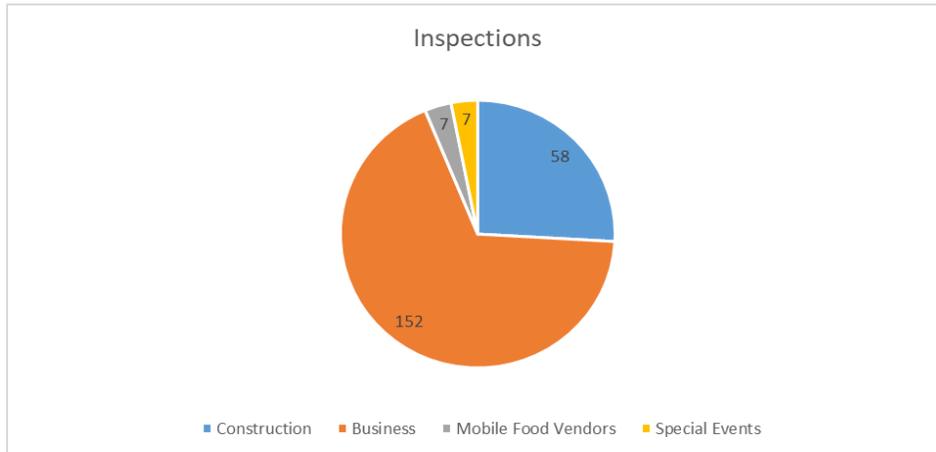
- Town Council Fire Prevention Week Proclamation
- CRFD x Domino's Smoke Alarm Campaign (10/6) – three homes visited, alarms tested, and "free pizza for safety" awarded
- 26th Annual Coloring Contest: 7 schools participated; 5 winners announced across 3 schools
- Additional events: Story Time at Philip S. Miller Library, school visits, Career Day, Benefits Fair, and multiple Halloween safety outreach events

Car Seat Safety

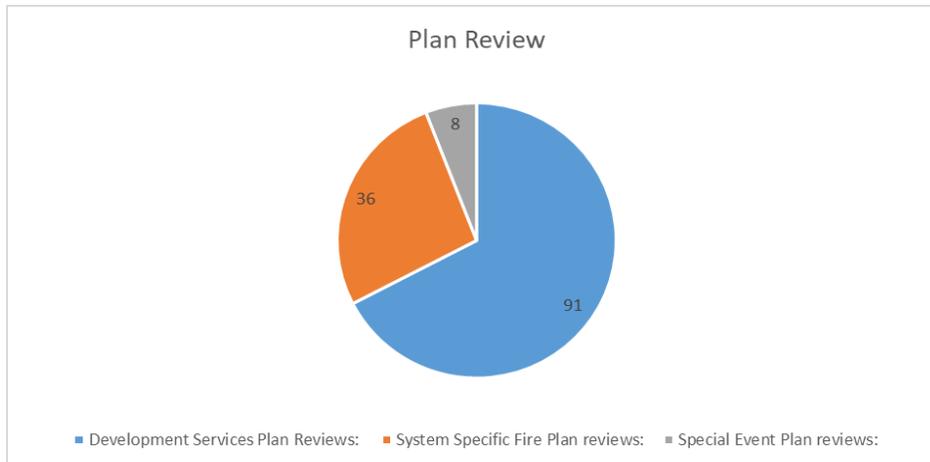
20 car seat checks completed (17 rear-facing, 3 forward-facing); 14 installation errors corrected. 17 appointments and 3 line/shift checks were performed.

Community Engagement

- **PulsePoint Users (Sept data):** 7,084 MAUs with 2,006 CPR alert followers
- **Social Media Reach (Sept data):** 261,699 people reached; 1,670 engagements – top posts featured major incident responses and wildfire deployment.

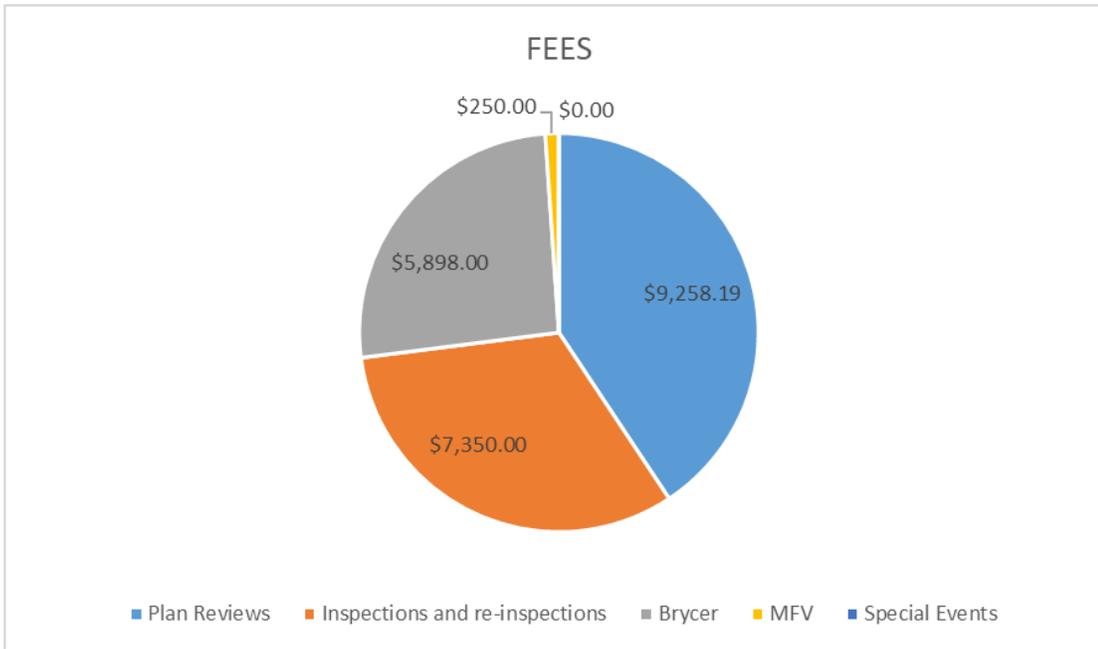


| | |
|---------------------|------------|
| Construction | 58 |
| Business | 152 |
| Mobile Food Vendors | 7 |
| Special Events | 7 |
| TOTAL | 224 |



| | |
|------------------------------------|------------|
| Development Services Plan Reviews: | 91 |
| System Specific Fire Plan reviews: | 36 |
| Special Event Plan reviews: | 8 |
| TOTAL | 135 |

FEEES BROUGHT IN FROM THE DIVISION:



| FEES RECEIVED | |
|--------------------------------|--------------------|
| Plan Reviews | \$9,258.19 |
| Inspections and re-inspections | \$7,350.00 |
| Brycer | \$5,898.00 |
| MFV | \$250.00 |
| Special Events | \$0.00 |
| TOTAL | \$22,756.19 |

SQ FT Inspected: 2,547,625

Complaints: 0 Citations: 0 CWPP contact hours: 1

CORA Requests: 17 Fire Prevention Customer Inquiries: Ongoing

Fire / Investigation Responses: 7 Responses and follow-ups

Unmanned Aerial Vehicle Flights: 12

Development Services Meetings: 23

Stop Work Orders: 0

Fire Watch: 2

Permits Issued: 27

Permits Closed: 25

Life Safety Educators

For the month of October, CRFD made contact with

- 2641 people through 19 different public education and community events totaling 23 hours of education. Of the citizens we made contact with in October- 1829 were children (18 years of age or younger) and 812 were adults.
- 15,104 digital contacts were made during the month.

October Public Education Highlights

- FLSE Duncan and FLSE Sanderlin and Sparky helped kick off fire prevention week by helping Town Council members sign a Fire Prevention Week Proclamation at the start of the Town Council meeting on 10/7
- Outlets at Castle Rock electronic billboard
 - In collaboration with the Town Communications department and the Outlets at Castle Rock, CRFD created a digital billboard ad for Fire Prevention Month. This digital sign was on display for the month of October and was seen by thousands of cars on the I-25 corridor through Town every day.
- CRFD and Domino's Delivery Smoke Alarm Campaign (10/6)
 - FLSD members FPO Thomas, FPO Harris, FLSE Duncan and FLSE Sanderlin helped deliver three Domino's orders to homes in Castle Rock.
 - During the delivery, CRFD checked smoke alarms in the homes where the orders were delivered and where working smoke alarms were found, the pizza was free!
- 26th Annual Coloring Contest
 - CRFD hosted its 26th annual fire safety coloring contest. This event encouraged kids to creatively communicate the message of "Charge into Fire Safety: Lithium-ion batteries in your home" by making a poster to illustrate the theme.
 - The contest was open to 3rd through 6th students in Castle Rock.
 - 7 area schools participated in the contest, 5 winners from 3 schools were selected.
 - Chief Croom and FLSEs utilized a standardized rubric and anonymous selection process to select the winners.
 - 3 of the 5 Presentations took place on 10/30 at Clear Sky Elementary School, which had 3 winners this year! The other 2 presentations will take place on 11/3.
 - Winning classes enjoyed treats for their entire class and had the opportunity to place their drawing onto the side of a fire apparatus where it will ride for a year.
 - Winning students also had the chance to meet Sparky!
- Other events throughout the month included:
 - Story time at Philip S. Miller Library with Chief Sullivan and Sparky in attendance
 - Visits to 6 different preschools and kindergarten classes throughout the month
 - Castle Rock Home School Co-op Career Exploration Day
 - Town of Castle Rock Benefits Fair
 - Hands Only CPR at World Compass Academy
- Wrapped up Fire Prevention Month by sharing educational messaging, along with candy at several area Halloween Celebrations throughout the Town:
 - KinderCare Trunk or Treat

10

- Aspen View Academy Trunk or Treat
- Boo Bash with Outlets at Castle Rock

PulsePoint Monthly Active Users (MAUs)

During September 2025 (reporting is one month in arrears), 2,006 users following CRFD on the PulsePoint app enabled CPR alerts and there were 7,084 Monthly Active Users. MAUs represent individuals actively following CRFD on the app during the reported month.

Social Media

During the month of September (reporting is one month in arrears), the CRFD Facebook page reached 261,699 people. Posts were shared 25 times during the month and post engagements came in at 1,670.

Our three highest reaching posts were about the crew’s response to a paraglider crash, a structure fire in Diamond Ridge/Sapphire Point, and a wildfire deployment.

Picking up pizza for the smoke alarm campaign



Sparky at the Town Council meeting for the Proclamation reading



Training Division:

Division Chief Jeff Hood



Division Commentary and Happenings: October was a strong month for the Training Division as we continued progress on several major initiatives, including oversight of recruits at the West Metro Fire Academy, development of the upcoming Transition Academy, and planning for both the Acting Lieutenant and Acting Engineer schools. Work also advanced on expanding live fire training opportunities through the construction of new burn cells. As a department, we logged 2,426 training hours.

Lieutenant Promotional Process with CPS: The Training Division completed the Lieutenant promotional process in partnership with CPS HR Consulting, the first time the fire department has used an outside agency for this type of process. The collaboration brought valuable expertise and objectivity, and feedback from both internal participants and external evaluators was positive. While minor opportunities for improvement were identified, we are proud that the process was viewed as fair, transparent, and well-structured.

Aerial High-Point Bulletin: A new Safety & Training Bulletin was released as part of our standardization efforts. The bulletin established department-wide guidelines for Aerial Highpoint and Aerial Crane Operations (Static & Dynamic). It included links to updated training videos and resources covering aerial operations, change of directions, and force multipliers.

Hands-On Aerial Operations Training: Building on the new bulletin, the Training Division worked with the Water Department to provide hands-on training at the Water Treatment Plant off Liggett Road. The location offered excellent below-grade access, allowing crews to practice aerial high-point and crane operations in realistic rescue scenarios.

Extrication Technician Training: The extrication team leads hosted a technical training that included the use of a newly acquired jersey barrier and eight vehicles. Students worked through rescue scenarios utilizing all of our extrication equipment. We are proud that the tech class provided practical, realistic training at our own training facility.

Live Burn Cell Construction: The department's new burn cells are nearing completion. These structures will provide future department-wide live burn and fire behavior training opportunities. A huge thank you to the members of the tower maintenance team, whose work has been invaluable to the project's success.

STOs: Among many other tasks and responsibilities, the STOs continued to provide and support hundreds of hours of training throughout the month, including department-wide hoarder house search drills, commercial roof operations, and extrication training.

Other Division Happenings:

- Training provided at the Chameleon Gymnastics Academy to coordinate how to best extricate a patient from their foam pit with potential spine injuries.
- Confirmed that retired FDNY Captain Mike Dugan will present to CRFD at the conclusion of the Transition Academy
- Collaborating with South Metro Fire to develop an Acting STO class
- Ongoing development of elevator rescue and sprinkler system training for 2026
- Coordinating with the Town's legal department to obtain two additional RQI skill stations to better support CPR certification

Aerial high-point training



Gymnastics extrication training



Commercial roof ventilation



Extrication tech team school





Continuous Quality Improvement: **Accreditation Manager Katt Walsh**

The CPSE (Center for Public Safety Excellence) Excellence Conference will be held at the Caribe Royale in Orlando, Florida from March 10-13, 2026. Join industry leaders, experts, and professionals dedicated to advancing excellence in public safety at the CPSE Excellence Conference. This dynamic program features inspiring keynote presentations, interactive workshops, and meaningful networking opportunities designed to foster collaboration and innovation. Attendees will discover best practices, emerging trends, and proven strategies to elevate standards and strengthen the effectiveness of public safety services.

If you're interested in learning more about the accreditation process or exploring educational opportunities that support high-performing fire departments and emergency service professionals, this conference is an excellent opportunity to deepen your understanding and commitment to continuous improvement. Training requests are due to Battalion Chiefs/Supervisors by 11/24/2025.

Request for Input:

As part of our ongoing analysis, I'm currently gathering medic depletion data for the 3rd quarter of 2025 through ImageTrend and will do the same for the 4th quarter.

While the data analytics are crucial for helping us make fact-based decisions, improve efficiency, and better understand both agency and community needs, the insight from those on the line is equally important.

I'm very interested in hearing how line personnel are experiencing and interpreting workload and medic depletion circumstances following the implementation of Medic 155.

Your firsthand perspectives help complete the picture — providing the context and nuance that numbers alone can't capture. Please share your thoughts, observations, or specific examples related to your workload, call volume, unit distribution, or overall system performance.

Please feel free to stop by my office, or email me, kwalsh@crgov.com. If logistically it's best to have me come to your station, we can schedule a time! Thank you for taking the time to provide your input — it makes a real difference in shaping how we move forward as an agency and community.

This is a snapshot of our numbers, and not the whole picture! Please follow the link below to see all the October 2025 stats.

Link to the draft monthly statistics: [ImageTrend monthly data](#)



Castle Rock
**PARKS &
RECREATION**
October 2025
Monthly Report



UPCOMING

Events

View up-to-date information at CRgov.com/Events.

NOVEMBER
22

Starlighting
2 to 6 p.m.
Downtown Castle Rock

NOVEMBER
27

Thanksgiving holiday closure
All day
Cantril School, Castle Rock Recreation Center, Miller Activity Complex

DECEMBER
5

Festival Park Starlight Market
3 to 8 p.m.
Festival Park

DECEMBER
6

Festival Park Starlight Market
11 a.m. to 7 p.m.
Festival Park

DECEMBER
6

Reindeer Games
1 to 4 p.m.
Philip S. Miller Park

DECEMBER
13

Storytellers and S'mores
5 to 7 p.m.
Festival Park

CAPITAL PROJECT UPDATES

Parks, Open Space and Trails

The following updates summarize general progress that occurred throughout the month on capital projects managed through the Parks and Recreation department; for background information and additional details visit CRgov.com/ProjectUpdates.

Construction officially underway for Town's new indoor recreation center

The Town of Castle Rock's much-anticipated, state-of-the-art indoor recreation facility, the Castle Rock Sports Center, is officially under construction in the Brickyard development. The 145,000-square-foot facility will create a premier destination for sports, recreation and community wellness in Castle Rock.

After more than five years of planning and partnership, the Town celebrated the official groundbreaking on Tuesday, Oct. 28. The ceremony was held at the 10.1-acre project site off of Prairie Hawk Drive, the location of the former Acme Brick factory. The facility is expected to open in summer 2027.

The Castle Rock Sports Center will feature two competition gymnasiums for basketball, pickleball and volleyball, a 25-yard by 25-meter pool and a warm-up pool, indoor fitness areas with group exercise rooms and a spinning studio, a child watch area, meeting and party rooms, an indoor walking track, and modern locker rooms. The project also includes a new trail that will link the Brickyard area to Downtown Castle Rock and Philip S. Miller Park.

"This facility will be a game-changer for Castle Rock," said Mayor Jason Gray. "The Castle Rock Sports Center reflects years of planning and community input, and it's being built through strong public and private partnerships that will benefit our residents for generations."

The Sports Center addresses a long-identified community need for additional indoor recreation space. The Town has not constructed a new gymnasium or competitive pool since 1988, when the Town only had about 8,000 residents.

Beginning in 2021, the Parks and Recreation department initiated an Indoor Recreation Feasibility Study and public engagement process to collect input. Through surveys, open houses and stakeholder meetings, residents helped identify preferred locations, as well as features and amenities desired in a new recreation facility.

Because the Town had limited suitable sites for a facility of this size, it issued a Request for Proposals seeking a partner that



could contribute land and help advance the project. Confluence Companies responded with a proposal to build the Sports Center as part of the Brickyard redevelopment, a 31-acre mixed-use project that will revitalize an abandoned industrial property east of Interstate 25.

The start of Phase 1 construction — which includes the Sports Center — marks a key milestone in bringing new economic opportunity to Castle Rock while meeting growing recreational needs and maintaining a high quality of life. Construction of the Sports Center is possible thanks to a public-private partnership between the Town of Castle Rock, Confluence Companies and Saunders Construction.

The approximately \$75 million project cost will be funded through growth-related revenues such as impact fees and future sales and lodging taxes generated by the Brickyard development. The Town's participation is also supported through the Castle Rock Urban Renewal Authority, which helps facilitate redevelopment of underused areas through tax-increment financing. This funding plan allows the Town to expand recreational opportunities responsibly, while maintaining fiscal sustainability.

To learn more about the project and sign up to receive project updates, visit CRgov.com/CastleRockSportsCenter.

OPERATIONAL UPDATES

and local impact



Castle Rock Parks and Recreation Director Jeff Brauer honored with statewide award

From scenic open spaces to award-winning trails, parks and recreation centers, much of what makes Castle Rock such a vibrant and connected community can be traced to the vision and guidance of Parks and Recreation Director Jeff Brauer.

The Colorado Parks and Recreation Association recently honored Brauer with its top professional service award in October. The 2025 Fellow Award recognizes an individual who has demonstrated exceptional leadership, longstanding dedication and meaningful contributions to the advancement of parks and recreation in Colorado.

Brauer has devoted over 30 years to the field, including more than two decades of service to the Town of Castle Rock. During that time, he has transformed the Town's parks and recreation system into a nationally recognized model of excellence, earning two National Recreation and Park Association Gold Medal Awards in 2012 and 2018, and achieving accreditation through NRPA's Commission for Accreditation of Park and Recreation Agencies in 2015, with re-accreditation in 2020.

"Jeff's vision, dedication and ability to foster collaboration have shaped Castle Rock into one of the most desirable and active communities in Colorado," said Mayor Jason Gray. "This award is a well-deserved honor that reflects not only his outstanding leadership, but also the positive, lasting impact he's made for our residents."

During his time with the Town, Brauer has overseen the creation, preservation and redevelopment of Castle Rock's most beloved community spaces, including Philip S. Miller Park and the Miller Activity Complex, Festival Park, Deputy Zack S. Parrish III Memorial Park, Metzler Family Open Space, Butterfield Crossing Park and the inclusive Possibilities Playground, as well as numerous neighborhood parks and local trails.

Most recently, Brauer has spearheaded collaborative efforts with both private and public partners to preserve and activate the historic Cantril School in Downtown as an arts and enrichment hub; complete Castle Rock's segments of the regional Colorado Front Range Trail; acquire and complete the master planning process for the 681-acre Lost Canyon Ranch Open Space; and break ground on a new indoor recreation facility, the Castle Rock Sports Center, within the Brickyard project.

Through innovation, collaboration and a steadfast commitment to excellence, Brauer leads a dedicated Parks and Recreation team that will continue to enhance the quality of life for Castle Rock residents for years to come.

Learn more about the Parks and Recreation department and all it offers Castle Rock at CRgov.com/ParksandRec.

OPERATIONAL UPDATES

and Local Impact

Town Council approved Art and Culture Grant Program applications

Town Council has approved the 2025–2026 Art and Culture Grant Program recommendations as presented by the Public Art Commission and Town staff. Funded through the Public Art Fund, this annual program supports local art and cultural initiatives that enhance creativity, education, and community engagement in Castle Rock.

For the 2025–2026 cycle, 17 applications were submitted. After review, six projects were selected for funding, totaling \$30,683.15. These grants span across program, project, and educator categories, reflecting a diverse range of artistic disciplines and community impact.

Approved recipients include:

- AerialWorks – A \$5,000 project grant for a Día de los Muertos-inspired aerial theater performance
- Castle Rock Band – A \$4,968 program grant supporting free community concert performances
- Castle Rock Music – A \$5,000 project grant for completing a new downtown Community Stage
- Castle Rock Parks and Trails Foundation – A \$4,715 project grant for a carved public art sculpture along Hangman’s Gulch Trail
- Tri Arts Project (TAP) – A \$10,000 program grant to host quarterly art exhibitions and community talks at the Conril School Building
- William Faber – A \$1,000 educator grant for a community songwriting workshop series

The review panel noted strong alignment with the Town’s cultural goals among approved applicants. To support future applicants, the panel will refine guidelines, host an informational session and adjust the next application window to open in winter 2025 for the 2026-2027 cycle.

Teen Advisory Group: Empowering youth voices

The department’s Teen Advisory Group (TAG) continues to give local youth a meaningful voice in shaping Parks and Recreation programs and community events. Open to students in grades seven through twelve, TAG members play an active role in planning, preparing and organizing activities that make Castle Rock a vibrant and welcoming place. From lending ideas to major community celebrations like Spooktacular and Climb4Change to providing input on Town initiatives, TAG members serve as a bridge between their peers and Town leadership.



For the 2025–2026 school year, the newly established Teen Advisory Group includes ten dedicated members — five middle school students and five high school students — who bring energy and creativity to every meeting.

Their next project aims to spread holiday cheer. Starting Nov. 23, residents can visit the Recreation Center to take part in the Giving Tree, which is a heartwarming initiative organized by the Teen Advisory Group. Each ornament on the tree holds a gift card request for a local family or individual in need. Simply take a tag, attach it to your donated gift card and return it by Dec. 5.

Last year, our community donated 95 gift cards totaling more than \$2,300. With the help of TAG and our generous residents, let’s see if we can top that total this season! Learn more about the Teen Advisory Group and their community projects at CRgov.com/TAG.

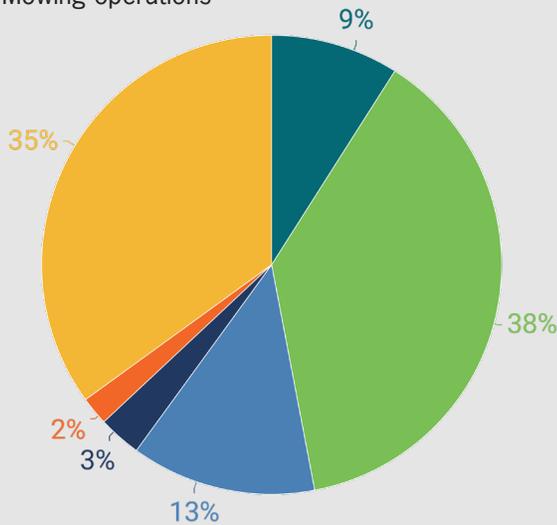
OCTOBER OPERATIONS

By the Numbers

Parks Maintenance and Operations

This chart provides a breakdown of Parks Maintenance and Operations activities and areas of focus for the month.

- Field maintenance
- Holiday lighting
- Irrigation operations
- Construction and special projects
- Weed management
- Mowing operations



RockREC Registrations

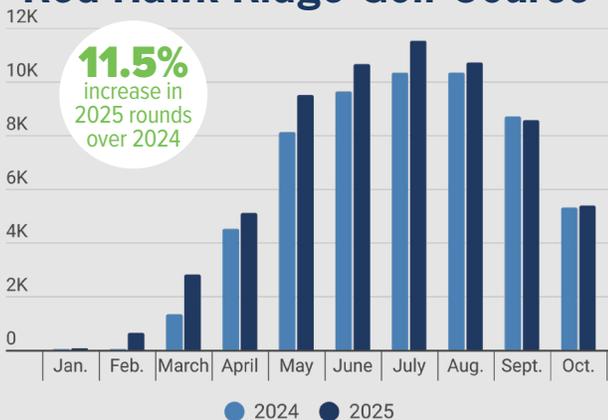


This data represents the number of online program registrations completed via the RockREC app or the desktop version of the site, Recreation.CRgov.com

POST Partners Volunteer Program



Red Hawk Ridge Golf Course



Park Pavilion and Trolley Rentals

The Town Trolley is available for rent for a variety of events, including field trips, historic landmark tours, weddings, nights on the town and special event parking transportation.



Pavilions at Town parks are also available for rent throughout the year, with the rest being available on a first-come, first-served basis.



SOCIAL MEDIA

Summary

Social Media Overview

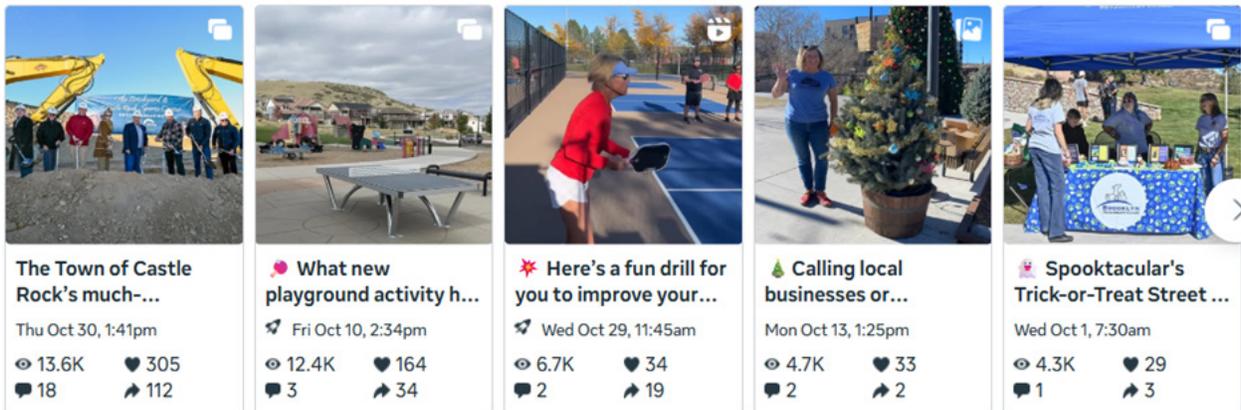
Social media remains a key outreach tool for the department, elevating program visibility, event promotion and community engagement. Content is shared through both the Town's Facebook and Instagram platforms and the department's Instagram platform, in coordination with the Communications division, to ensure consistent and strategic messaging.

In October 2025, Parks and Recreation content saw substantial year-over-year growth across platforms. On the Town's Facebook page, Parks and Recreation-related content reached 208,600 users, a significant increase from 65,100 in October 2024. This jump reflects strong community interest in programs, capital projects and seasonal activities.

On Instagram, the department published 91 posts, reels or stories in October 2025, up from 79 during the same month in 2024. Engagement also increased meaningfully: link clicks rose from 240 in October 2024 to 784 in October 2025, indicating higher user interaction with program information, facility updates and event details. This growth highlights the continued impact of the department's dedicated social media content creator, who celebrated her one-year anniversary in August and has significantly strengthened the channel's reach and engagement.

Top performing content

The department's highest-viewed Instagram content in October centered on the Castle Rock Sports Center groundbreaking event, court sports and fall special events. These results show that timely updates related to major projects and seasonal programming continue to drive strong organic visibility.

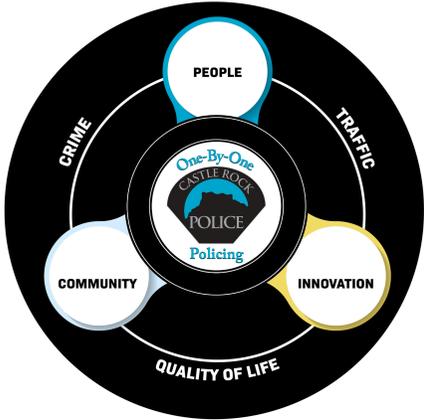


Audience growth

Instagram follower growth remained steady throughout 2025. The department's account increased from 4,260 followers in April 2025 to 5,536 followers in October 2025, reflecting growing community interest and strong engagement across video and photo-based content.



Monthly report: October 2025 ▶ SPOTLIGHT ◀



A message from
Chief of Police
Jack Cauley



Castle Rock continues to be one of the safest and fastest-growing communities in the country. To achieve this, we build upon our One-By-One Policing philosophy through our three strategic pillars:

People: We invest in our team members by providing quality training and the best equipment available. We are laser-focused on creating a healthy organizational culture where our members can thrive.

Innovation: The ability to innovate is key. We embrace the latest technology and best practices to solve problems and address crime.

Community: Policing is a team effort. Creating safe communities must involve trust and partnerships. We are grateful for Castle Rock's support and don't take it for granted.

CRPD advances innovation, community engagement and national leadership in October

- CRPD welcomed K9 Riddick, a 22-month-old German Shepherd who is dual-certified in narcotics detection and patrol work. His handler is Officer Casey Beatty. Officer Beatty and Riddick will support our officers as members of the Strategic Response Team.
- On October 16, CRPD and Flock Safety held a press conference highlighting the Drones as First Responders program and its impact on public safety.
- Chief Cauley and Command staff attended the annual IACP Conference in Denver, where Chief Cauley presented on "The Infinite Game of Policing" and "Using AI in Candidate Selection, Promotions, and Annual Reviews." The conference drew an attendance of over 16,000 law enforcement and industry professionals.
- At the IACP Conference, CRPD and Flock Safety also stood up a Real-Time Crime Center, which was very well attended and received strong interest from attendees.
- CRPD partnered with the DEA to host a Drug Take Back event on October 25, where community members safely disposed of 198 lbs. of unused, unwanted, and expired medications.

Castle Rock Police Department

VISION: To serve people one-by-one so together, we can create environments that are safe and secure, and where people can thrive.

MISSION: The Castle Rock Police Department is dedicated to excellence through community safety, innovation, and public trust. Our goal is to provide for the safety and welfare of both the citizens and visitors of the Town of Castle Rock utilizing effective community-policing philosophies, including crime prevention, traffic enforcement, criminal investigation, crime analysis and community involvement.



@CRpoliceCo | Police@CRgov.com | TipLine 720.733.3517

Leading with success



95
sworn officers



34
support staff

Crime: Person*

Crime: Property*

Crime: Total offenses

| Crime | Sept. 2025 | 2025 Total YTD | 2024 Total YTD |
|--------------------|------------|----------------|----------------|
| Sex offenses | 3 | 16 | 11 |
| Aggravated assault | 0 | 12 | 8 |

| Crime | Sept. 2025 | 2025 Total YTD | 2024 Total YTD |
|--------------------------|------------|----------------|----------------|
| Burglary | 2 | 22 | 40 |
| Robbery | 0 | 0 | 3 |
| Motor vehicle theft | 4 | 27 | 29 |
| Theft from motor vehicle | 4 | 46 | 45 |

| Crime | Sept. 2025 | 2025 Total YTD | 2024 Total YTD |
|-----------------|------------|----------------|----------------|
| Persons crimes | 28 | 212 | 182 |
| Property crimes | 84 | 770 | 904 |
| Society crimes | 22 | 123 | 167 |
| Total | 134 | 1,105 | 1,253 |

*Persons and Property crimes are reported for the previous month due to the transition to NIBRS reporting.

Total calls for service



Priority 1 calls



Priority 1 calls for service are incidents requiring an emergent response where an immediate threat or risk to life exists.



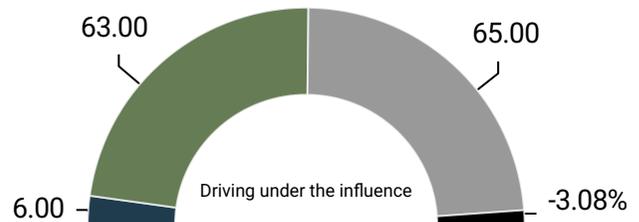
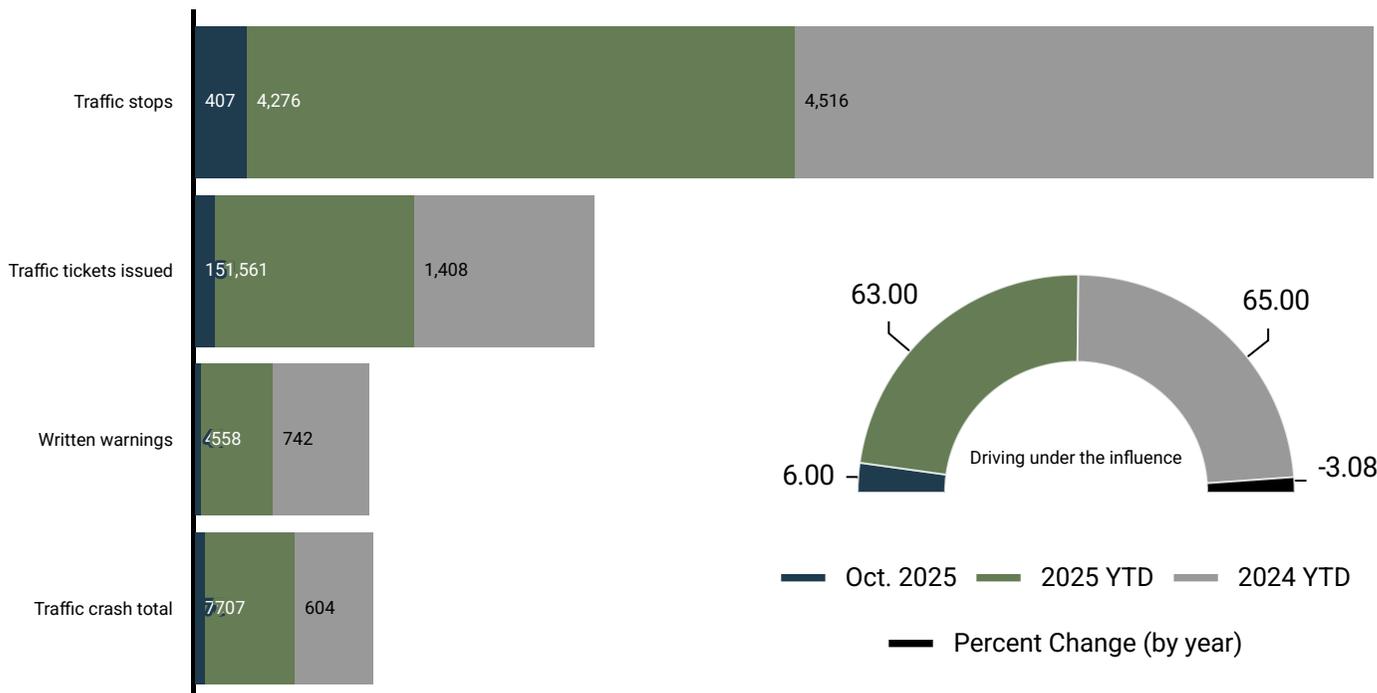
101 Total Priority 1 calls for the month



6:45 Average time dispatch to arrival

Traffic safety

Oct. 2025 | 2025 YTD | 2024 YTD



Oct. 2025 | 2025 YTD | 2024 YTD

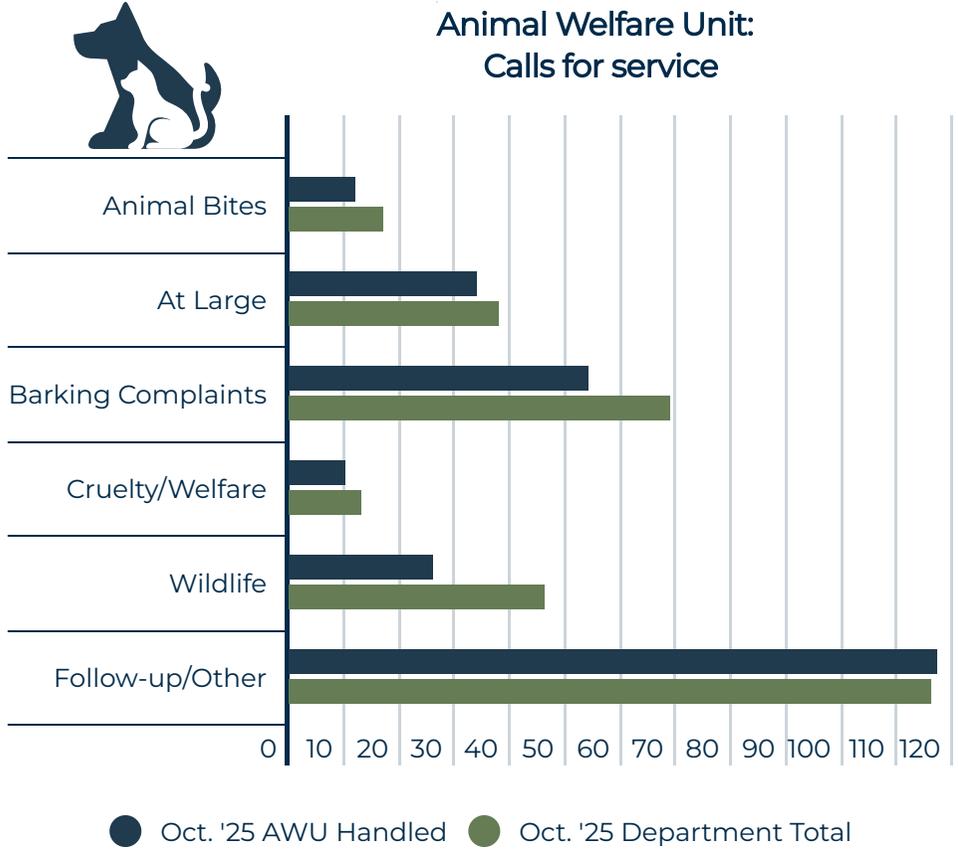
Percent Change (by year)

Additional Performance Measures

Community Response Team: Calls for service

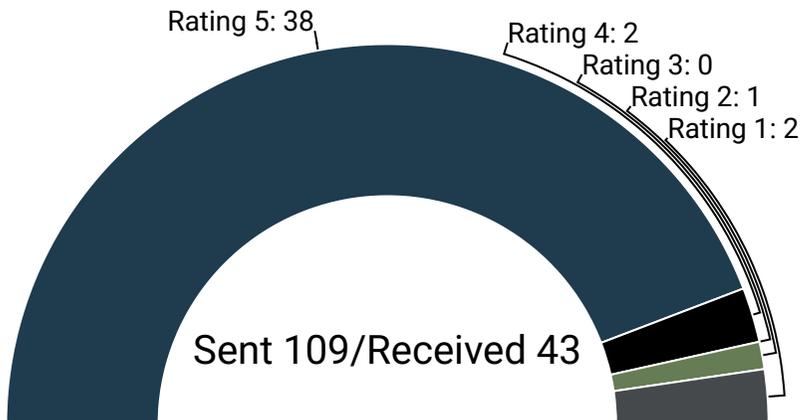


Animal Welfare Unit: Calls for service



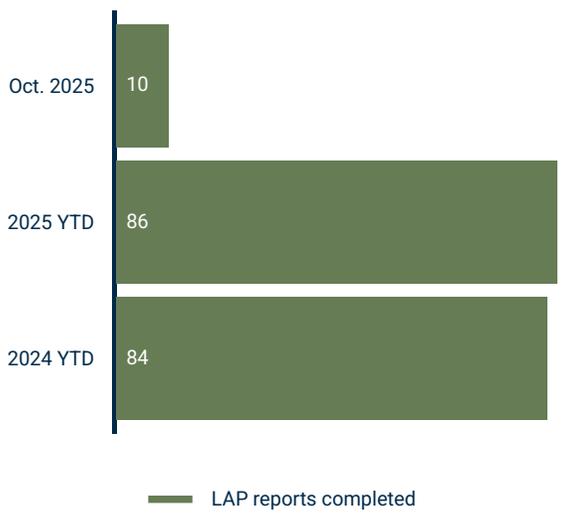
Customer survey results

CRPD utilizes a survey tool which measures customer service on select non-violent or property crime calls for service. Citizens receive a short text survey and may also leave comments. Results are listed in the graph below.



Domestic violence lethality assessment

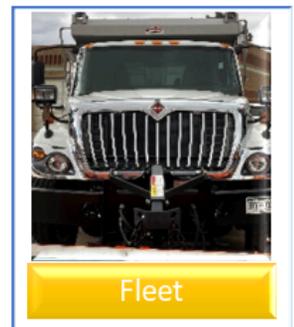
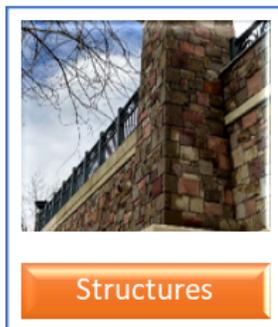
The Lethality Assessment Program (LAP) tool is designed to reduce risks, save lives and involves an assessment by policing personnel to determine risks in collaboration with community-based victim service providers. More information can be found at LethalityAssessmentProgram.org.





Monthly Report

October 2025



Capital Improvement Program projects

Crystal Valley interchange

Work continues on the retaining wall along the East Frontage Road, with lane closures implemented as needed.



Foundation work for the bridge associated with South I-25 on ramp began. Work continues on the approaches to the bridge along with the curb and gutter on the bridge deck. Paving operations continue on the west and east sides of the project, including placing the wearing course on the bridge deck. Traffic signal and streetlight installation are ongoing.

Project Phase: Construction

Targeted Construction Completion: Summer of 2027

Fifth Street Widening

Construction has begun, with initial activities taking place near the Fifth Street & Woodlands Boulevard intersection to construct a new water quality detention pond. Long lead material procurement began for wall material, and the signal equipment at the Valley Drive intersection. Castle Rock Water's Fifth Street Utilities project nears completion, with sanitary sewer installation expected to be complete the first week of November.



Project Phase: Phase 1 – Construction, Phase 2 – initiate Design and ROW acquisition in 2027

Targeted Construction Completion: Phase 1 - Late 2026, Phase 2 – Late 2029

*Note: Phase 2 dates may change dependent of annual budget approvals

Crowfoot Valley Road Widening

The new traffic signal at Crowfoot and Sapphire Pointe became operational on October 29th. The Knobcone Drive access is substantially completed with new asphalt, curb and gutter, and sidewalk

Project Phase: Construction

Targeted Construction Completion: Fall of 2026



Relocation of Dawson Ridge Blvd and West Frontage Rd



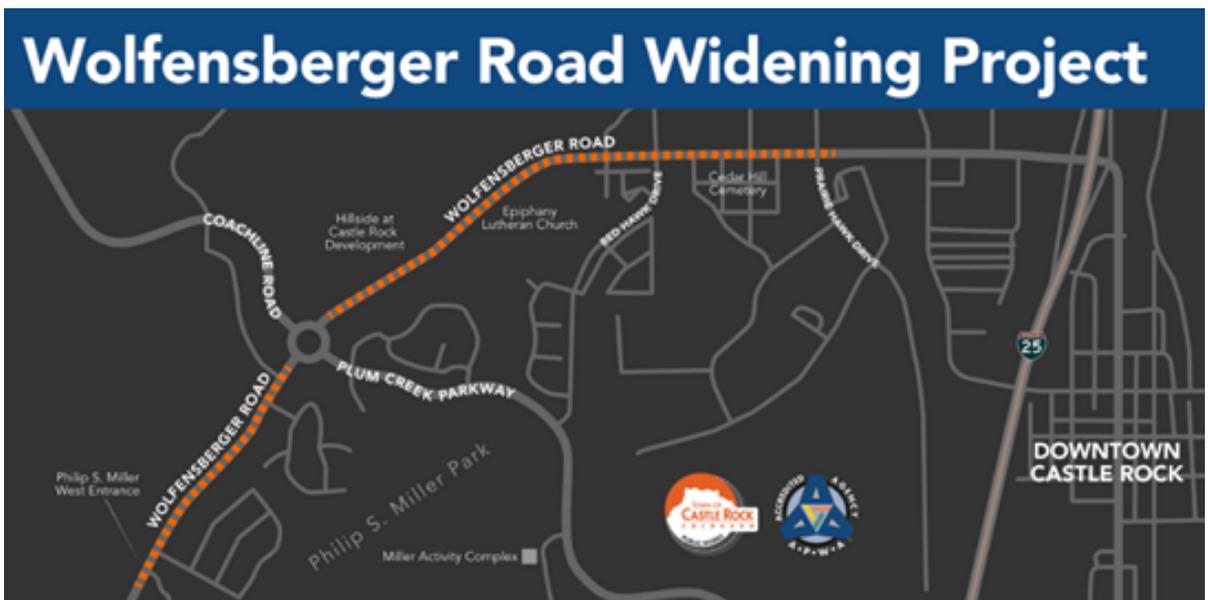
Roadway is paved out and final pavement markings are underway. Developer continues to construct as much infrastructure as possible prior to the roadway opening.

Project Phase: Construction

Targeted Construction Completion: Fall of 2025

Wolfensberger Widening improvements project

Right of way (ROW) acquisition efforts are ongoing, with offers extended and Purchase & Sale Agreements currently under review by property owners.



Project Phase: ROW Acquisition

Targeted Construction Completion: Fall of 2031

Pavements

Staff continues to advance pavement maintenance efforts, focusing on pavement replacement and rehabilitation within the Pavement Maintenance Program (PMP) Central Region. Paving operations have been completed in the Woodlands neighborhood, along with Castle Oaks Drive. Paving activities have started in the Red Hawk area.



Large asphalt patches were completed utilizing 78.1 tons of hot mix asphalt. Some of the areas include High St., Castle Rock Parkway, Limelight Ave., McCracken, Rocky View, and more. Additionally, just over two tons of cold mix asphalt was used to repair the equivalent of over 278 potholes.

AM Downtown sweeping operations as well as the Town Wide fall sweep operations have been in full effect. Over 259 lane miles of roadways have been cleaned, removing 140 Cubic Yards of material off of the roadways.

Sidewalks

Curb, Gutter, and Sidewalk Project

The Town has identified approximately 12,400 linear feet of sidewalk and 11,500 square yards of handicap ramps for replacement in 2025 across several neighborhoods, including The Woodlands, Red Hawk, Craig and Gould, and others.

Much of this work is necessary to address safety concerns such as cracking, uneven surfaces, and trip hazards. Another key driver is compliance with the Americans with Disabilities Act (ADA), which establishes strict design standards to ensure sidewalks and ramps are safe and accessible for all users.

Staff continues to make progress on the Street Repairs and Safety Project. The contractor has completed the safety improvements along Front Street and is currently repairing concrete sidewalks and completing ADA upgrades throughout Town.



Structures

2025 Bridge Maintenance Program

The Castle Rock Parkway/US 85 Interchange bridge maintenance has been completed

Emergency repairs identified on the Castle Oaks Drive bridge near the Rocky View Road intersection, have been completed and reopened 10 days early.



Traffic signals

October saw minor improvement of level of service for the operations of traffic signal system. Progress continues for new traffic signal installations and safety projects at key locations.

Monthly asset highlights

- Total # of Work Zone Traffic Control reviews completed: 40
- 1.71 Travel Time Index, -1.7%
- School crossing pedestrian advisory signage tasks completed.



Project highlights

- Construction underway for a new signal at Prairie Hawk Dr. & Low Meadow Blvd; and for 2 new signals on Crystal Valley Pkwy west of I-25.
- New signal turned on at Crowfoot Valley Rd. & Sapphire Pt. Blvd.
- Design continuing for new signal at Founders Pkwy / Crimson Sky Dr.
- Structural inspections were completed on 25% of all traffic signal poles, with no critical findings.



Traffic Control (signs, markings, beacons)

October saw continued decreases in level of service to the operations of beacons. Progress continues for safety improvements at key locations, including the changeout of speed limit signs all along Crystal Valley Pkwy. The team completed over 200 maintenance tasks, including support of two special events.

Monthly Asset Highlights

- Markings: 27 tasks, 99% complete
- Long line: 100% complete
- Sign repairs: 187 tasks, 49% complete
- Flashing Beacons Operational: -2%
- RRFB install project: 98% complete



Street Lights

October saw decreases in level of service to the operations of streetlights. Structural inspections were completed on 25% of all pole structures, a majority of which are for streetlights. There were no critical findings.

Solar streetlights were received for two future lighting installs. One near the Castle Rock History Museum on Elbert St. The other two are for a safety project at Enderud Blvd. and Heritage Ave.

Monthly Asset Highlights

- Streetlight repair: three tasks
- 95% Streetlights Operational: 0%



Fleet

Shop Productivity and Availability

There were fewer work orders in October at 149 completed for 90 assets. Asset availability Town wide remained steady at 97% for October. Staff had fast turnaround times for most vehicles with 60% completed within 24 hours. The Preventative Maintenance (PM) program is seeing a significant rise in compliance from all departments. We will continue to educate the users about the importance of the PM program and how it can extend the life of vehicles and lower the total life cycle cost. Technician productivity was very high in October at 83% of available time and 677 total direct labor hours. This is a result of departments delivering their vehicles for scheduled maintenance PM's and being fully staffed. Staff have done a fantastic job getting the vehicles in and out in a timely manner.



Shop Support

Expenditures during October was just over \$61k. A shipment of capital equipment for new police vehicles was received, driving this cost up slightly compared to previous months. Fuel usage was over 17K gallons. Parts requests continue to remain high as more vehicles are being dropped off for service. Nicole Lund has done a tremendous job managing the parts requisitions and work order management for the shop. Eric Waterbury has stepped up as the interim Fleet Services Supervisor and has kept the shop work flowing.

Vehicle Acquisitions

Six (6) new assets were received in October. Two new ambulances and an admin. truck were received for the Fire Department, A new F150 was received for the Police Department Animal Welfare officer, a new service truck for the Water Department was received, and a new chassis for our newly designed dump/snowplow truck was received for the Streets Division. All of these new assets will go into service over the next two months. There have been 15 new assets added, and 20 replacements in 2025. The Water Department's new vac truck is the only vehicle that has not been received this year. The three (3) fire trucks continue to have multiple year delays. Sourcing and acquisitions for 2026 have begun.

Verge

Late season mowing and verge maintenance continued as vegetation continued to grow. The crews mowed, trimmed and sprayed 48.5 edge line miles of verge area in addition to conducting trash removal operations along 114 edge line miles of roadway.





Town Manager's Office Monthly Report October 2025

Under the direction and guidance of the Town Manager and Assistant Town Managers, each division within the Town Manager's Office has established performance objectives, generally linked to the Town's long-term Vision. This report highlights the divisions' performance relative to their objectives, as well as other key accomplishments.

Facilities Maintenance - Provides a safe, clean, positive environment at all municipal facilities, for both employees and the public.

Division of Innovation and Technology - Partners with departments Townwide to strategically implement technology that is secure and well-supported.

Municipal Court - Committed to the administration of justice with equality, fairness and integrity, in an expeditious and timely manner, for the people of Castle Rock.

Communications - Facilitates community outreach and involvement for departments Townwide

Human Resources - Serves as an internal consulting resource, provides innovative programs in support of the Town's values and fosters positive work relationships.

Youth Commission - The Youth Commission provides a means for youth in the Town of Castle Rock to learn more about their local government, participate in the process, and represent and articulate the needs of our community's youth.

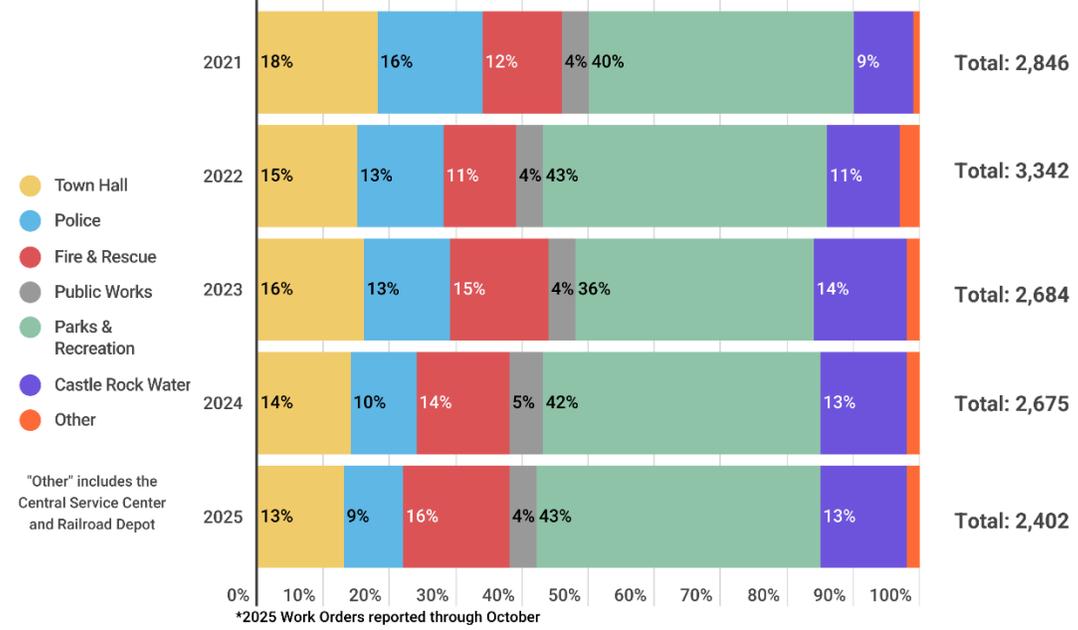
Facilities Maintenance

Key Accomplishments

- In October, the Facilities team completed **237** work orders including **91** preventative maintenance activities and **13** custodial inspections. There were no emergency work orders in October
- Year-to-day work orders are trending **11%** higher than the same period of 2024
- Hired HVAC Specialist and Maintenance Technician positions – Welcome Cory Miller and Chris Dumas!
- Completed Public Safety Training Facility renovation to add secure storage for Castle Rock Police
- Continued renovation projects Fire Station #155 and Water O&M facilities – anticipated completion in November
- Completed backflow testing for fire service lines in Town buildings
- Ongoing design coordination for future stair and parking enhancements at the Police Department building
- Supported continued planning and design efforts for the Fire Station #156 project

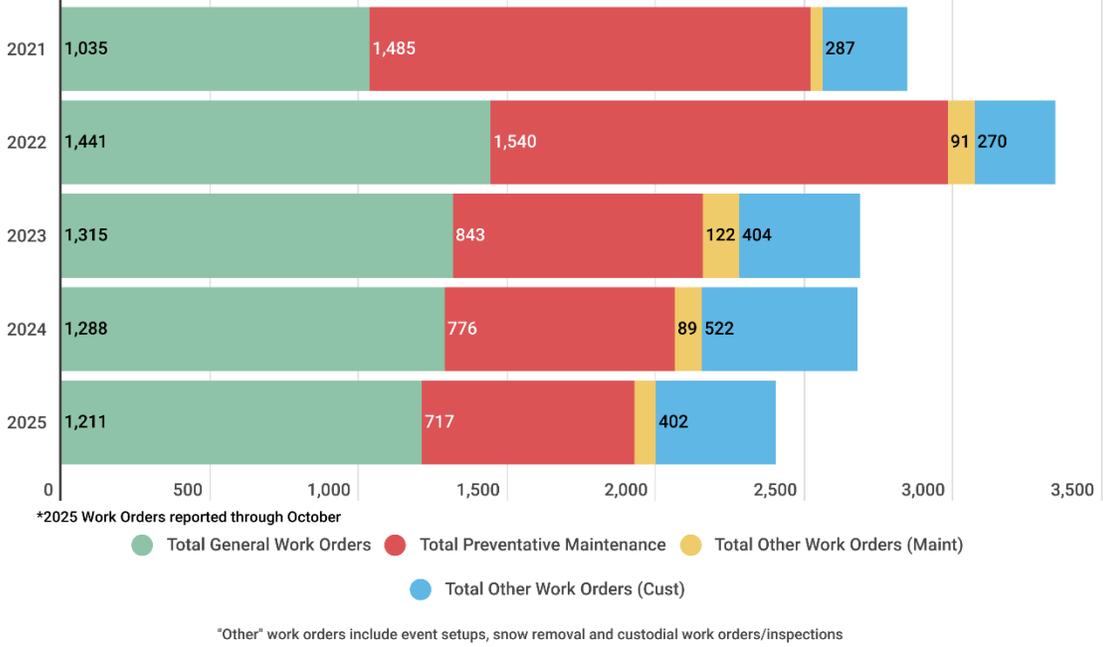
Facilities Division

Work Order % by Department



Facilities Division

Work Orders by Type



Division of Innovation and Technology

Key Accomplishments

- Migrated shared mailboxes to Microsoft Exchange online
- Replaced end of life traffic switches
- Updated GIS maps for Pine Canyon
- Patched a critical vulnerability in the Town's backup system
- Installed fiber optic cabling for Tank 17 connection

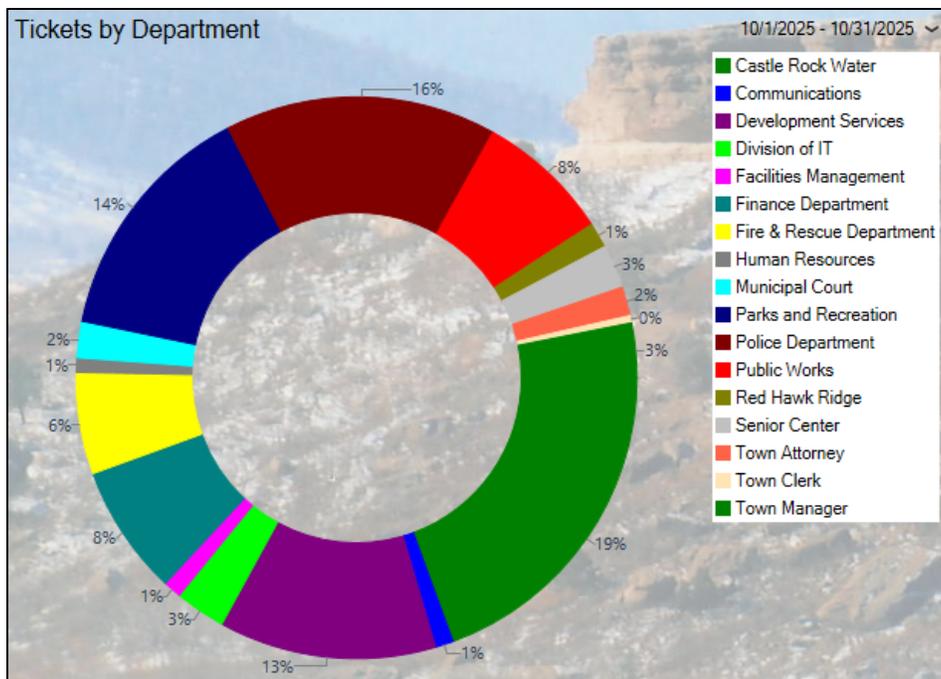
Addressed **460** total tickets, with an average time to resolve of **47** hours

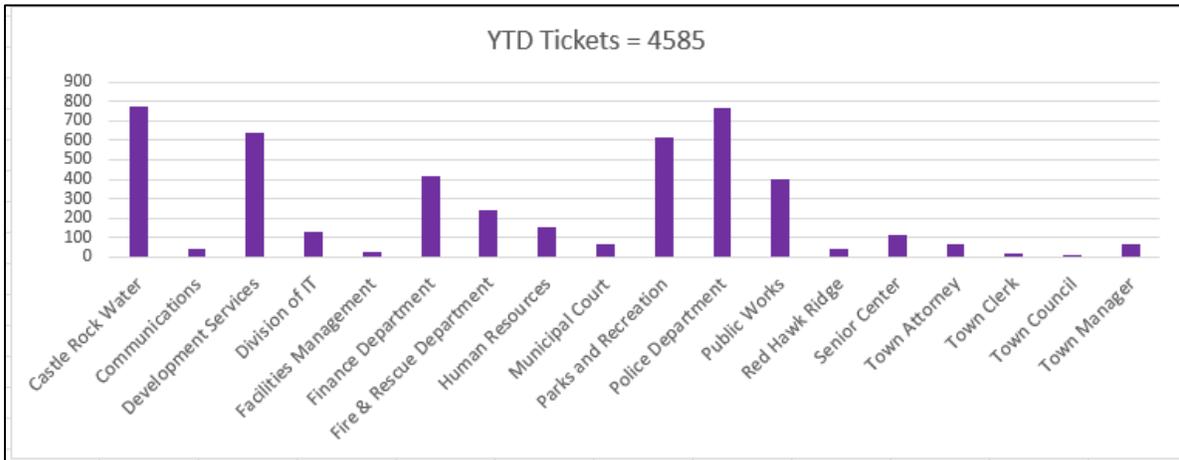
- There were **two** emergency tickets this month, 100% of which were resolved within 24 hours (100% is the goal)
- There were **31** urgent priority tickets this month, 100% of which were resolved within two calendar days (85% is the goal)
- There were **360** medium priority tickets this month, 99% of which were resolved within 10 calendar days (90% is the goal)

Geographic Information Systems (GIS)

- Addressed **19** total tickets, with an average time to resolve of **80** hours
- There was **one** annexation in October (100%), which was reflected within the GIS database map within one week of receipt; the goal is to have 90% of annexations reflected within that timeframe
- There were **three** zoning changes in October (100%), which were reflected within the GIS database map within two weeks of receipt; the goal is to have 90% of zoning changes reflected within that timeframe
- There was **one** parcel update in October (100%), which was reflected within the GIS database map within four weeks of receipt; the goal is to have 90% of parcel changes reflected within that timeframe

Metrics



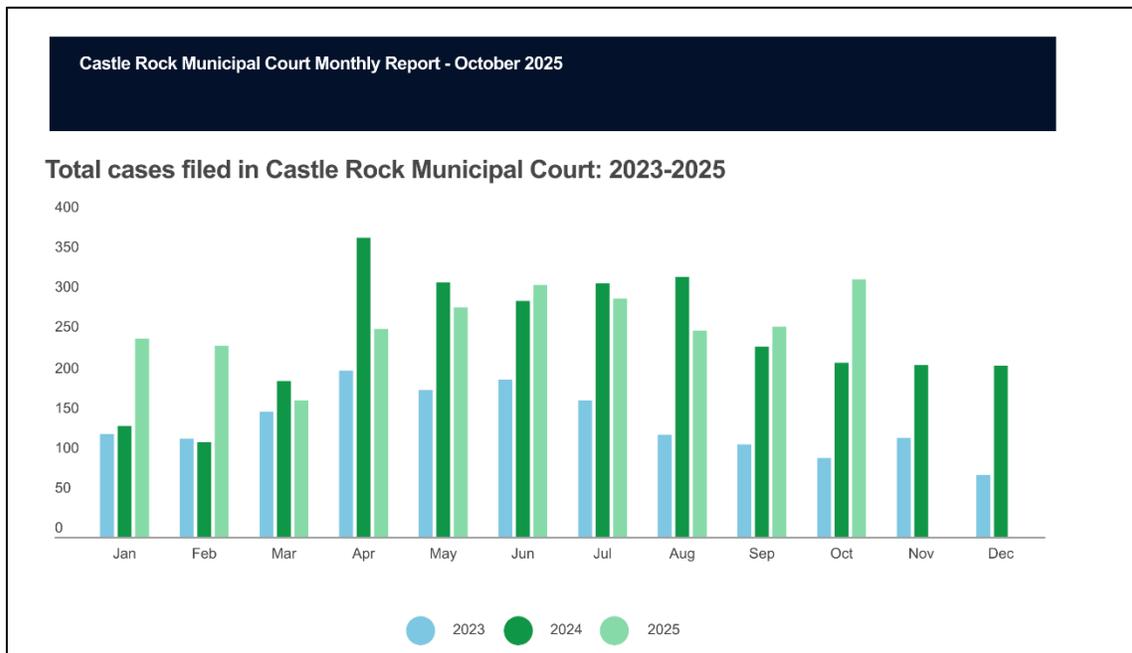


Municipal Court

Key Accomplishments

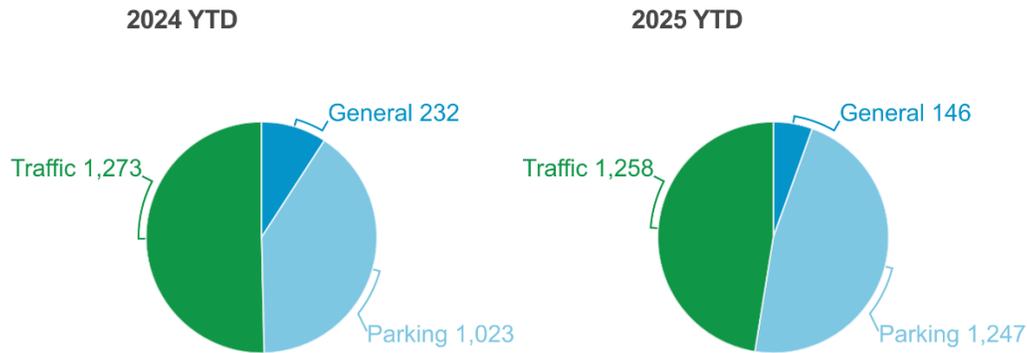
- Teen Court held **three** hearings in October
- The Municipal Court assisted in distributing wish lists to 17 schools in Castle Rock as part of the Police Department’s Heroes and Helpers program. The Court then compiled all the requests – representing more than 130 children – into a comprehensive spreadsheet to support the program’s coordination efforts
- The Municipal Court is in the process of cleaning and updating several tables within its database. Given that the system is over 25 years old, these updates are necessary to better align with the Court’s current procedures and workflows

Metrics



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 128 | 122 | 156 | 207 | 183 | 196 | 170 | 127 | 115 | 98 | 123 | 77 | 1702 |
| 2024 | 138 | 118 | 194 | 373 | 317 | 294 | 316 | 324 | 237 | 217 | 214 | 213 | 2955 |
| 2025 | 247 | 238 | 170 | 259 | 286 | 314 | 297 | 257 | 262 | 321 | | | 2651 |

Total cases filed in CR Municipal Court by type YTD: October 2024 vs. October 2025



Communications

Key Accomplishments

- In October, the Communications Division supported the District 5 open house and the Castle Rock Sports Center groundbreaking.
- Staff also completed **two** publications: Fifth Street widening postcard and Your Town Talk newsletter.

Staff during October issued news releases about:

- [Construction officially underway for Town’s new indoor recreation center](#)
- [Provide input on Community Development Block Grant accomplishments and expenditures Nov. 10](#)
- [Castle Rock Parks and Recreation Director Jeff Brauer honored with statewide award](#)
- [Call for applications: America 250 – Colorado 150 Community Organization Grants](#)
- [Calling all bakers: it’s time to prove you’re the top crust Nov. 8](#)
- Castle Rock firefighters deliver safety with your Domino’s pizza
- ‘CHARGE into fire safety’ for Fire Prevention Week Oct. 5 to Oct. 11
- Oct. 7 Council update

Hyperlinked items were available as of Nov. 6

Metrics



Human Resources

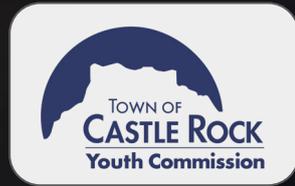
Key Accomplishments

- HR attended **10** interview panels, totaling **28** interviews:
 - Technology Operations Supervisor: 1
 - GIS Technician: 1
 - OT Systems Administrator: 2
 - Stormwater Inspector: 1
 - Signs and Markings: 1
 - Street Maintenance Technician: 7
 - Water Resources Project Manager: 1
 - Fleet Supervisor: 3
 - Accounts Payable Technician: 6
 - Stormwater Supervisor: 5
- **Employee Orientation:** **7** new full-time employees and **12** part-time or seasonal employees came on board in October
- **Separations:** HR separated **7** full-time employees and **43** part-time or seasonal employees in October
- **Performance Evaluations:** In October, HR reviewed **48** performance evaluations prior to their filing to ensure comments were consistent with ratings and that the Town's performance management standards were being met
- **Employee Recognition:** There were **four** recognitions in October
- **Training and Recruitment:** HR attended **four** career fairs in October; Highlands Ranch High School Career Fair, Career Explorations Day: Douglas County Library, Douglas County High School, and MSU Career Fair

Youth Commission

Key Accomplishments

- Due to Douglas County Schools fall break, the October meeting was cancelled
- **Four** Commissioners volunteered at the annual Spooktacular event on Oct. 15 and helped young residents enjoy festive games, hand out prizes, and spread Halloween cheer throughout the community
- **Seven** Commissioners attended the annual Boards and Commissions Appreciation Night held at The Oaks on Oct. 20 and connected with other members in the community
- **Five** Commissioners teamed up with the Douglas County Youth Commission on Oct. 25 to help clean up leaves at the Wilcox Building. It was a great way to give back to the community



October Meeting Cancelled

Due to Douglas County Schools fall break, the Youth Commission did not hold a regular meeting in October. The next meeting will be held on Nov. 10 in Council Chambers. at 6:30 p.m.

Boards & Commissions Appreciation

Evan, Lilianna, Chris, Jake, Yusuf, Ryan and Matthew represented the Youth Commission at the annual Boards and Commissions Appreciation Night held at The Oaks on October 20. Commissioners had the opportunity to connect with other Town board and commission members, learn about their roles in the community and share the Youth Commission's goals and areas of focus for the upcoming year. It was also a great way to build connections. Check out more [photos](#) of this event.

Upcoming Events [See the full calendar.](#)

- ★ 11/10 Youth Commission Meeting 6:30 p.m.
- ★ 11/13 Project Linus 5:00–7 p.m. at the Castle Rock Library, Conference Room F
 - [Sign up to help out!](#)
- ★ Thanksgiving Break (Nov. 24–28)
- ★ Festival of Trees - Replenish Schedule
 - [Sign up to help out!](#)

Spooktacular

Youth Commissioners Matthew, Jake, Chris and Abigail joined forces with the Teen Advisory Group (TAG) to volunteer at Castle Rock's annual Spooktacular event on October 15. They helped young residents enjoy festive games, hand out prizes, and spread Halloween cheer throughout the community. Check out more [photos](#) of this event.

County-Wide Leadership Cleanup

Abigail, Evan, Lilianna, Matthew and Yusuf teamed up with the Douglas County Youth Commission on October 25 to help clean up leaves at the Wilcox Building. This collaboration gave commissioners the chance to connect with peers from across the county, exchange ideas, and learn from one another's experiences while giving back to the community. Check out more [photos](#) of this event.



CASTLE ROCK WATER

OCT 2025 MONTHLY REPORT

301.8^{MG}

WATER DEMAND
TOTAL

39.3%

RENEWABLE
WATER SUPPLIES

3.0

WATER SUPPLY
INDEX

SYSTEM INTEGRITY

2 leaks

WATER QUALITY SAMPLING

0 issues

CUSTOMER ACCOUNTS

28,179



Additional features
available online

[View report online](#)

WHAT WE ARE UP TO

Chlorination Facility at Tank 17

The Tank 17 Booster Facility is a chemical storage and feed facility installed at the Tank 17 site. The purpose of the booster facility is to dose sodium hypochlorite and liquid ammonium sulfate (LAS) into the tanks to maintain water quality (chlorine residual, prevent nitrification, etc.) in the Meadows Red Zone. The facility includes a new structure, chemical storage tanks, chemical metering skids, and water quality analyzers that allow for real-time monitoring of chlorine residual inside the 17 tanks. This project also included the installation of PAX Mixer in each tank to improve mixing of chemicals being injected into the tanks.

Plant Maintenance was tasked with upgrading the booster station to meet Colorado Department of Public Health and Environment requirements. The project involved venting the chemical storage tanks to the atmosphere and installing 24-mesh screens on the vent pipes to prevent debris from entering. In addition, Plant Maintenance fabricated and installed transfer pump systems for both chemical tanks, enabling safe and efficient filling during chemical deliveries.



Tank 17 Booster Facility chemical storage shed



Venting of chemical storage tank



Transfer pump system fabrication

STAFF RECOGNITION

CERTIFICATIONS



Adrianna Alfaro
Treatment D and
Distribution 1



Aracelis Paul
Qualified Water Efficient
Landscape Certification



Will Brown
Qualified Water Efficient
Landscape Certification



Joe Faraone
Collection
Operator 3



Joshua Martinez
Treatment
Operator 2



Mitch Horner
Distribution
Operator 3



Jacob Benson
Distribution
Operator 1

STAFF RECOGNITION

NEW HIRES

Welcome!



Gonzalo Muniz
Treatment Plant Operator II



Jack Naperola
SCADA OT Systems
Administrator



Jason Ingenthron
Senior Stormwater Inspector



Makenna DiDonato
GIS Technician (PT)

STAFF RECOGNITION



Hannah Branning Great work in directing the WQ/Regulatory team in responding to nitrification issues and extra effort put in to overseeing the team in conducting significant amounts of additional water sampling and completing evaluation, the trending of results to assist operations, and leadership in making important decisions to ensure a high level of water quality was maintained.

Thomas Craig
Jeff Lehman Great work in all the extra effort in conducting significant amounts of additional water sampling and analysis to respond to nitrification issues. The extra work put in by Thomas and Jeff was critical to ensuring that we main a high standard of water quality and preventing further issues.

Colin Champine
Brandon Luke Colin and Brandon responded to a customer call who claimed a loose bag blew down into the storm inlet. It turned out to be more than a bag, but 3 bags full of unknown contents, which were extremely pungent. Despite the smell, they persevered and removed the bags, with minimal complaint, to keep the storm sewer clear.



WATER STAR AWARD

Mark Billman, EHS Program Manager

I am honoring Mark for his consistent dedication to safety, teamwork, and exceptional service to others. He goes above and beyond in assisting everyone across the department with all kinds of tasks—big and small. From protecting the customer service team from spiders, to wrangling wasps (just before the entire staff comes bursting out the door during a fire drill) to helping me find the elusive mud daubers and choosing a new first aid vendor. He is always ready to lend a hand. He never hesitates to take on the most random or challenging requests, and he always does so with a positive attitude and genuine willingness to help. What truly stands out is his unwavering attention to safety. He continuously watches for environmental hazards, suspicious activity, and potential risks to ensure the well-being of all employees. His proactive nature and commitment to keeping the workplace safe demonstrates an exceptional level of care and professionalism. His actions create a safer, more supportive environment for everyone and exemplify the spirit of the Water Star Award.



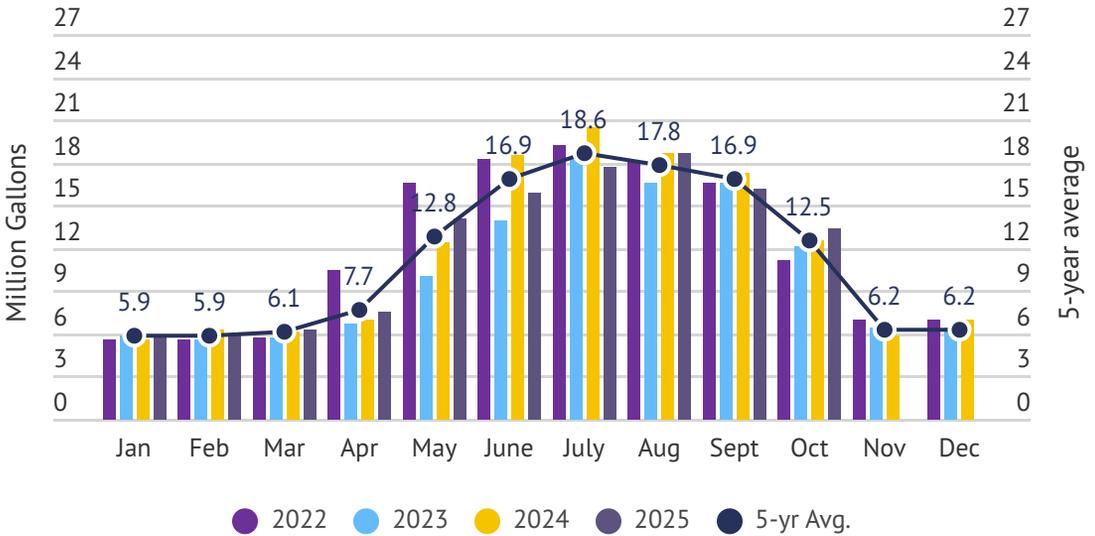
WATER RESOURCES

WATER DEMAND

Maximum demands inform us of the size of the infrastructure necessary to provide water service over short periods of time and help us to plan future water resources needs.

DAILY MAXIMUM DEMAND

- 13.4 million gallons/day (MGD)
- 5-year average: 12.5 MGD
- 7% higher than the 5-year average



MONTHLY DEMAND

- The water demand total for October was 301.8 million gallons (MG) [926.3 acre-feet (AF)]
- 20% higher than the September 2025 total of 375.8 MG
- 4% increase from the previous year's October 2024 demand of 289.8 MG

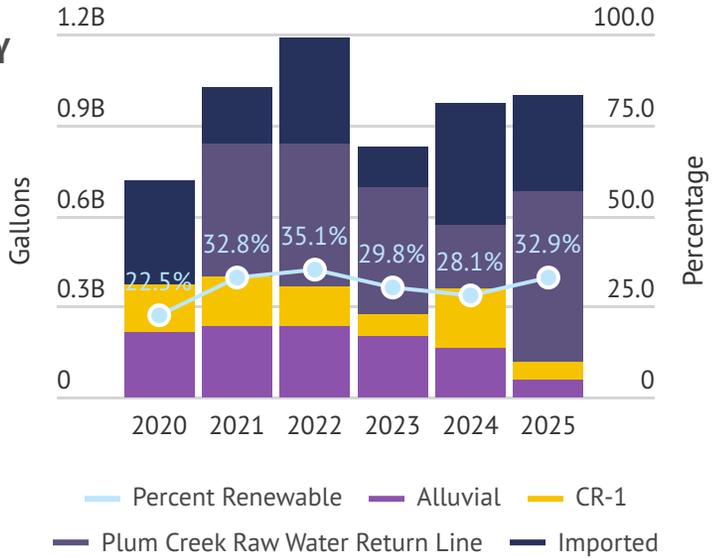
WATER RESOURCES

RENEWABLE WATER SUPPLY

Renewable supplies are those water sources that are replenished by precipitation.

39.3%
OCT.

2065 goal: 100%



In total, renewable supplies accounted for 39.3% of the total water supply for the month (105.5 MG of 268.4 MG) and 32.9% of the annual water supply (997.6 MG of 3,034 MG)

- The CR-1 diversion produced an average of 0.0 MGD
- The PC diversion produced an average of 2.76 MGD
- The 14 alluvial wells produced an average of 0.12 MGD
- The renewable water production average was 3.4 MGD

REUSABLE SUPPLIES

Reusable supplies are waters that are either from the non-tributary Denver Basin (deep wells) or imported supplies (such as WISE) that can be used over and over, to extinction.

56%
Oct. 2025

STORAGE

- Chatfield Reservoir: 1390.7 AF
- Rueter-Hess Reservoir: 545.4 AF
- Castle Rock Reservoir No. 1 (CRR1): 0 AF
- Castle Rock Reservoir No. 2 (CRR2): 200.5 AF
- Walker Reservoir: 46 AF

WATER RESOURCES

EAST PLUM CREEK FLOWS

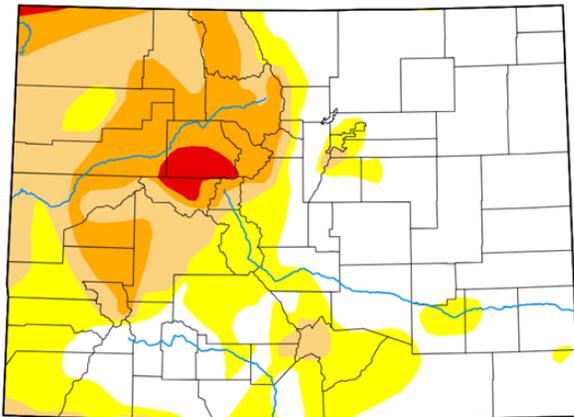
The hydrograph indicates the estimated flow in East Plum Creek basin.

- Flows ranged from 3.1 to 9.3 cubic feet per second (cfs)
- The monthly average streamflow was 4.4 cfs
- The 26-year mean is 5.8 cfs



DROUGHT

According to the most recent U.S. Drought Monitor maintained by the United States Department of Agriculture (USDA), northern Douglas County is experiencing abnormally dry and moderate drought conditions.



Map released: Thurs. October 30, 2025

Data valid: October 28, 2025 at 8 a.m. EDT

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

United States and Puerto Rico Author(s):

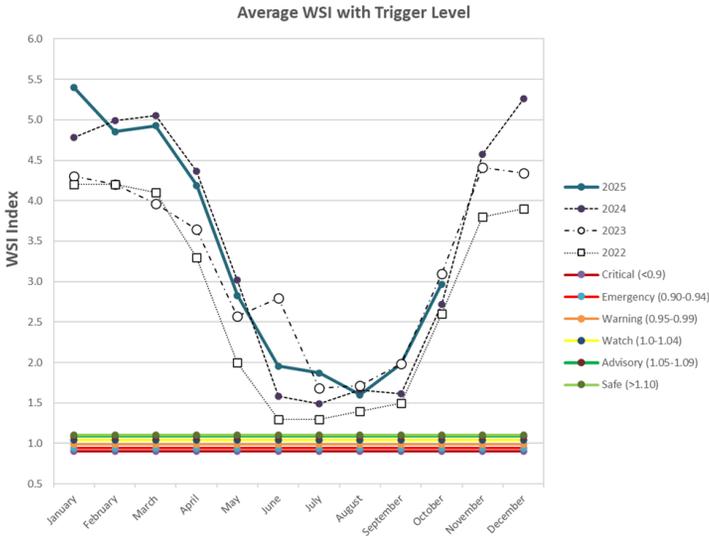
[Richard Tinker](#), NOAA/NWS/NCEP/CPC

Pacific Islands and Virgin Islands Author(s):

[Denise Gutzmer](#), National Drought Mitigation Center

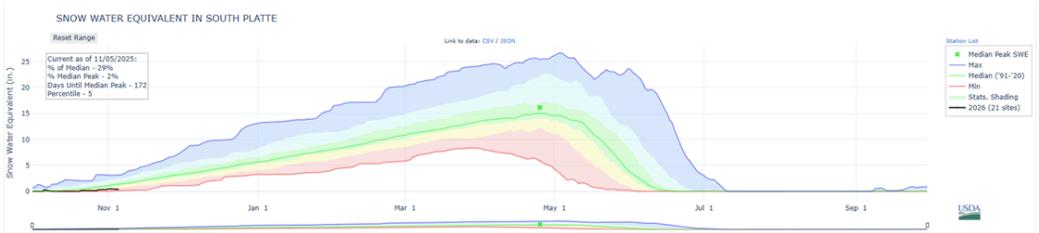
WATER SUPPLY INDEX

3.0
WSI



The Town of Castle Rock’s Drought Management Plan uses a Water Supply Index (WSI) for the Town that accounts for local conditions relative to the Town’s capability to address our water resources and daily water demands. Anything below 1.1 will trigger a drought stage relative to its severity.

SOUTH PLATTE RIVER BASIN SNOW PACK



- Year-to-date precipitation at 58% of median
- Snow Water Equivalent (SWE) at 29% of median

BUSINESS SOLUTIONS

CUSTOMER SERVICE



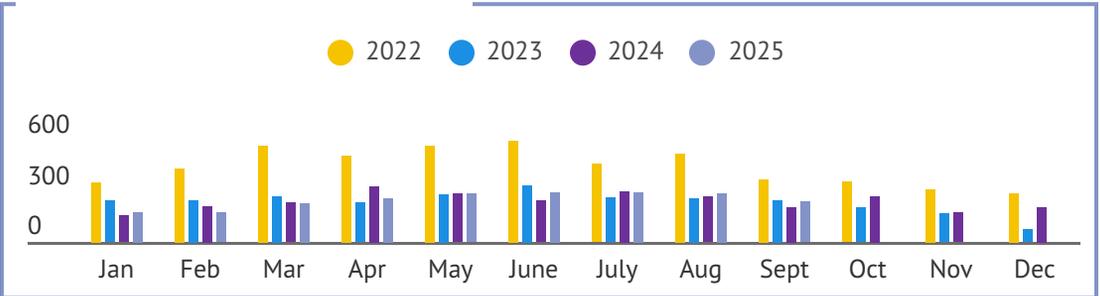
CUSTOMER ACCOUNTS
28,127

Customers with an
online account: 58%



TRANSFER OF SERVICE

Transfers of service represents the start/stop for service for new properties and those changing ownership.



CUSTOMER OUTREACH

| OUTLET | POST | REACH | | |
|---------------|---------|---------------|----------------|-----------|
| Facebook | 5 posts | 30.7k reach | 79 engagements | 8 shares |
| NextDoor | 2 posts | | | |
| LinkedIn | 4 posts | 2.5k reach | 29 engagements | 84 clicks |
| Instagram | 1 post | 852 reach | 7 engagement | 5 shares |
| Customer mail | 12,607 | 57% open rate | | |
| HOA mail | 119 | 55% open rate | | |

TOPICS
Water Door Tags
Shower Better Month

METER SERVICES

Skipped reads

2.35%

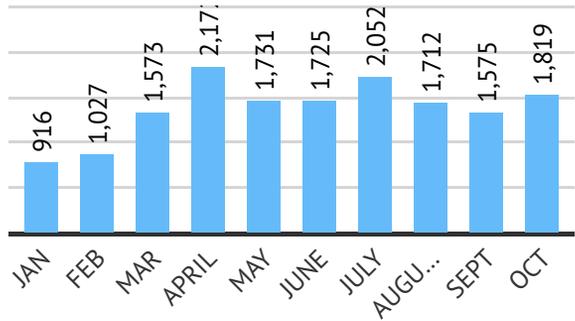
Above industry average of 2% due to smoothing out new AMI processes.

About 80% of the 28,000 customer connections have been upgraded to Advanced Metering Infrastructure technology.

Measuring skipped reads is a strong indication of the level of preventative maintenance being done by our team.

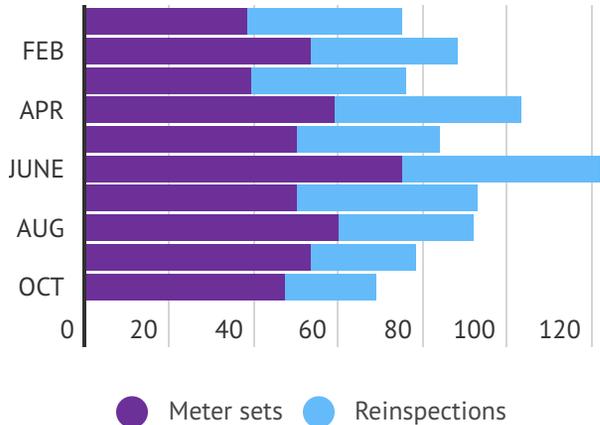
ALL SERVICE WORK ORDERS

Standard work orders include meter replacement and AMI upgrade, bulk hydrant move-outs, curb stop maintenance, MXU installation, flow detection and pressure checks.



METER SET INSPECTIONS

Meter set inspections, to ensure code compliance, are required on all new meters installed. At the time of the inspection, the curb stop is tested for operability and the MXU is installed which provides reading capability for our drive by technology.



OPERATIONS

0

OUTAGES

GOAL: <5 % of our customers will experience water outage for one or more events totaling more than 30 hours per year.

0

PRESSURE

GOAL: 1% of our customers will experience less than 43 pounds per square inch (psi) of pressure at the meter during normal operations.

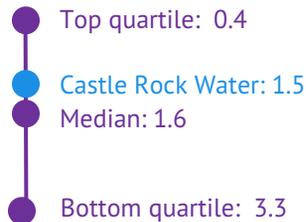
0

OVERFLOWS

GOAL: Prevent 100% of sewer system overflows with line inspections and cleaning.

SANITARY SEWER OVERFLOWS

AWWA Index: SSO rate/100 mi



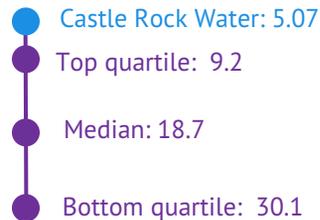
2

LINE BREAKS

GOAL: Remain in the top quartile for AWWA benchmarking for leaks and breaks through regular maintenance and rehabilitation.

WATER SYSTEM INTEGRITY

AWWA Index: Leaks and breaks/100 mi



1,238
UTILITY LOCATES

SEWER
67.72 mi LINES CLEANED
LINES INSPECTED 13.39 mi

OPERATIONS

A planned repair of a leaking hydrant valve on Front Street, which happened in May, was completed. This had to be done during an off-peak schedule, due to a lane closure being necessary, to impact the least amount of traffic. It was found that all but one of the valve bonnet bolts were completely rusted, and there were no heads or nuts left, the gasket was also ripped and needed replacement. The repairs of the gasket and 8 bolts were completed without impacting water service for anyone.



The distribution team repaired a service line leak on Ash Ave, which was identified as a leaking coupler. There were three homes without water for 35 minutes during the repair.



A water main leak on Tee Lane was repaired on 8" DIP next to the bell. There were 49 homes without water for about three hours.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 5. File #: ID 2025-128

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Lisa Anderson, Town Clerk

Update: Election District Designation for Annexed Properties

Executive Summary

Per Town Code Section 2.01.100(c), the Election Commission, upon the annexation of territory into the Town, shall determine into which district such territory shall be included; provided, however, that no such determination shall be made within the one hundred twenty (120) days before a regular Town election. The next full redistricting is to occur in April of 2027.

The following properties have been annexed into the Town over the last year:

- Pine Canyon, 535 acres
- Lost Canyon, 661.07 acres
- Four Corners - 8 parcels, 1.36 acres (Town-owned right of way)
- South Ridge 1 - Enderud, .12 acres (Town-owned right of way)
- South Ridge 2 - Plum Creek, .02 acres (Town-owned right of way)
- Gilbert and Plum Creek, .27 acres (Town-owned right of way)

The only parcel that will have future residents is Pine Canyon; however, no homes will be built before the next redistricting. Staff obtained data on estimated new homes built by 2027 across the Town and estimated two registered voters per home.

| | Voters <u>as of 10/25</u> | Projected <u>by 2027*</u> |
|------------|------------------------------|------------------------------|
| District 1 | 10,416 | 10,416 |
| District 2 | 11,572 | 11,638 |
| District 3 | 11,401 | 12,277 |
| District 4 | 9,642 | 9,642 |
| District 5 | 10,246 | 10,556 |
| District 6 | 12,989 | 13,901 |

Item #: 5. File #: ID 2025-128

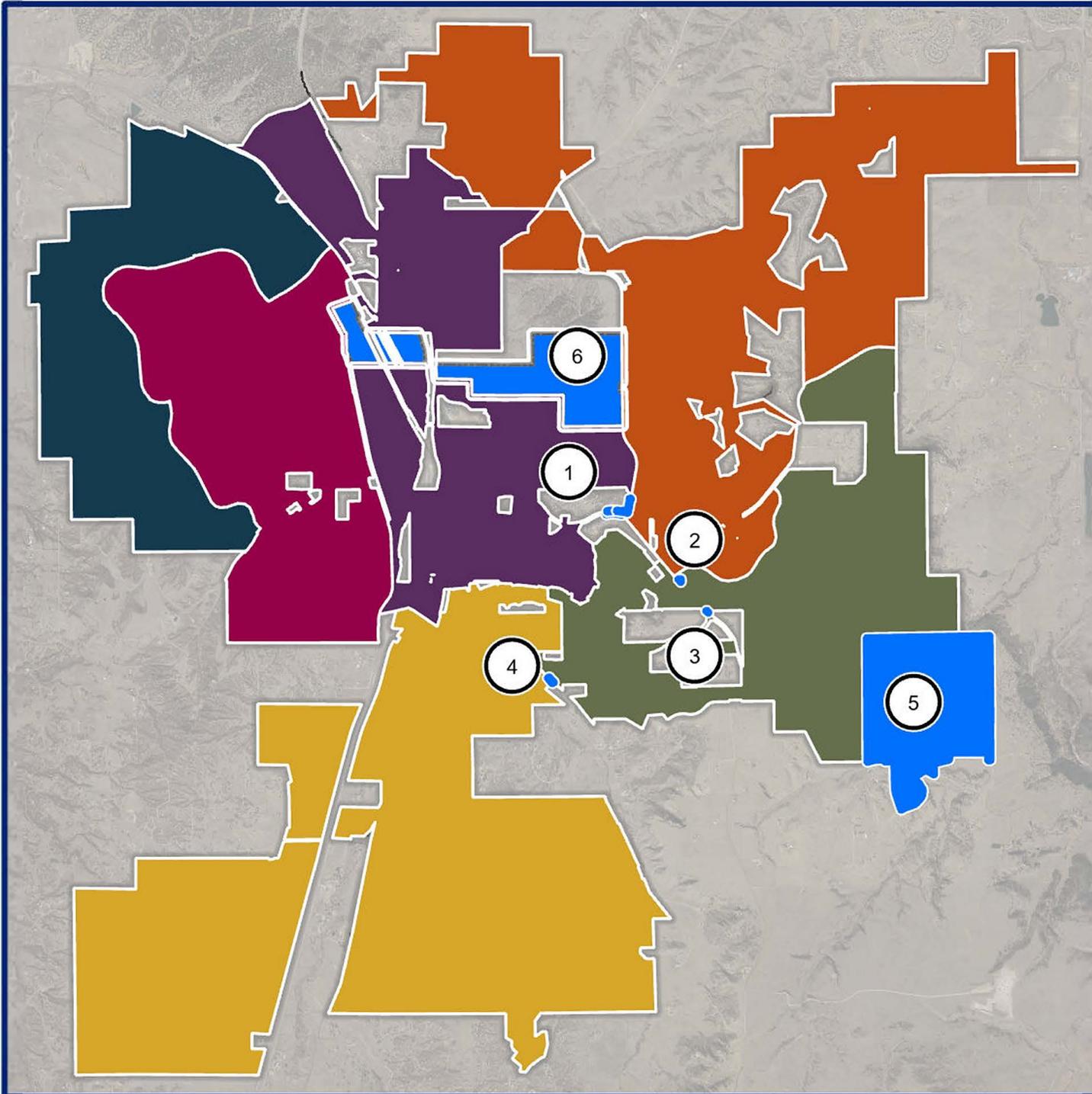
On October 27, 2025; the Election Commission consisting of Chair Arvidson, Vice Chair Fletcher, and Commissioners Bonham, Bellis and Jensen met to determine which Election District each parcel would reside in. Drew Anderson, GIS Specialist, assisted with developing maps of the annexed properties and Town Attorney Mike Hyman was available to address any questions.

Election Commission Determinations

| | |
|----------------------------|------------|
| Pine Canyon | District 4 |
| Lost Canyon | District 5 |
| Four Corners | District 4 |
| South Ridge 1 - Enderud | District 5 |
| South Ridge 2 - Plum Creek | District 5 |
| Gilbert and Plum Creek | District 5 |

Attachments

| | |
|--------------|-------------------------------|
| Attachment A | Map of Annexations Reviewed |
| Attachment B | Revised Election District map |



Current Annexations

- (1.) Four Corners - 1.36 Acres
- (2.) South Ridge 1 - 0.12 Acres
- (3.) South Ridge 2 - 0.02 Acres
- (4.) Gilbert and Plum Creek - 0.27 Acres
- (5.) Lost Canyon - 681.07 Acres
- (6.) Pine Canyon - 535 Acres

Legend

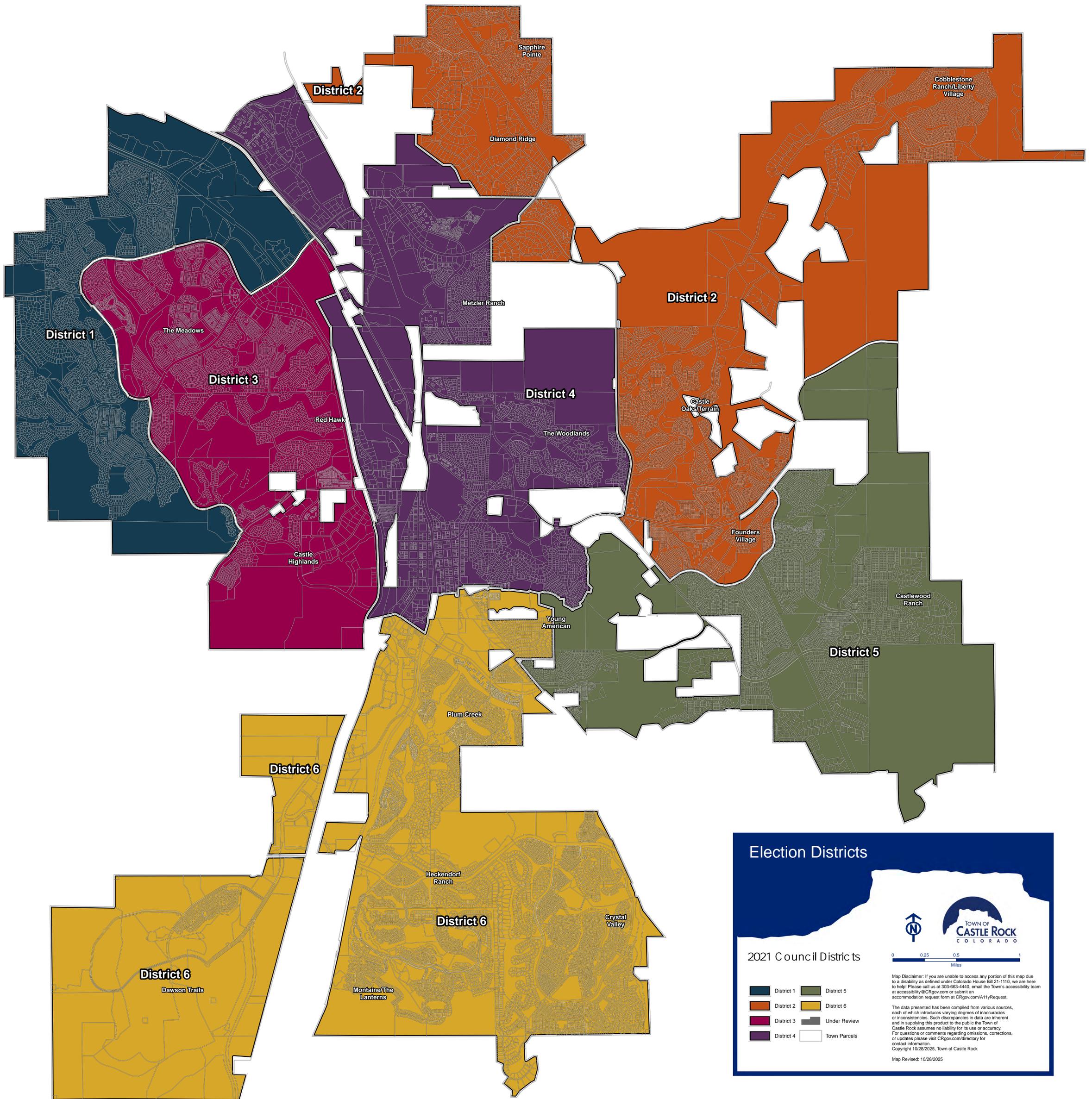
District Number -
2025 Registered Voters

- 1 - 10,416
- 2 - 11,572
- 3 - 11,401
- 4 - 9,642
- 5 - 10,246
- 6 - 12,989



If you are unable to access any portion of this map due to a disability as defined under Colorado House Bill 21-1110, we are here to help! Please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

Creation Date: 10/22/2025



Election Districts

2021 Council Districts

| | | | |
|--|------------|--|--------------|
| | District 1 | | District 5 |
| | District 2 | | District 6 |
| | District 3 | | Under Review |
| | District 4 | | Town Parcels |

0 0.25 0.5 1
Miles

Map Disclaimer: If you are unable to access any portion of this map due to a disability as defined under Colorado House Bill 21-1110, we are here to help! Please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product to the public the Town of Castle Rock assumes no liability for its use or accuracy. For questions or comments regarding omissions, corrections, or updates please visit CRgov.com/directory for contact information.

Copyright 10/28/2025, Town of Castle Rock
Map Revised: 10/28/2025



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 6. File #: ID 2025-129

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Update: Third Quarter Financial Review, Period Ending September 30, 2025

Executive Summary

The following discussion and financial information reflect the positive financial condition of the Town and highlights the continued focus on strategic priorities established by Town Council. Financial reporting for the Town takes a team effort between Finance, Department Heads, and staff. Reporting helps to keep departments apprised of potential revenue shortages that could trigger budget adjustments.

As demonstrated by the following information, departments continue effective and responsible management of the Town's finances while working towards accomplishing community priorities. The overall financial position of the Town remains positive with all funds expected to be on track for the year.

Some highlights contained in this report include:

- Gross sales tax revenue was up 16.3 percent through September compared to 2024, this increase includes the .2% public safety sales tax as approved by voters
- General Fund expenditures are 20 percent under the year to date budget for 2025 largely due to a timing of Public Safety expenses and Parks trail improvements.
- Capital expenditures make up 62 percent, or \$398.8 million, of the amended 2025 budget for the Town; through the third quarter of 2025, \$65.1 million has been expended
- Development activity for single family and multi-family permits are trending below 2024 year to date, however, multi-family is anticipated to come in at budget or higher and single family is expected to remain below budget for the rest of 2025

The financial information in this report includes:

- Highlights of seasonally adjusted year to date revenue and expenditures including financial summaries by major category for each Town fund
- Status updates related to community priorities
- Discussion and financial summaries by major category for each fund

- Incorporation of the second amendment the 2025 budget as approved by Town Council

Proposed Motion

This memo is intended for discussion purposes only.

Attachments

Attachment A: 2025 Year End Financial Reports

- Schedule AA - Townwide Summary
- Schedule A - General Fund
- Schedule B - Development Services Fund
- Schedule C - Water Fund
- Schedule D - Water Resources Fund
- Schedule E - Stormwater Fund
- Schedule F - Wastewater Fund
- Schedule G - Transportation Fund
- Schedule H - Transportation Capital Fund
- Schedule I - Fleet Services Fund
- Schedule J - Fire Capital Fund
- Schedule K - Police Capital Fund
- Schedule L - Police Forfeiture Fund
- Schedule M - Parks and Recreation Capital Fund
- Schedule N - Conservation Trust Fund
- Schedule O - Lodging Tax Fund
- Schedule P - Community Center Fund
- Schedule Q - Golf Course Fund
- Schedule R - Economic Development Fund
- Schedule S - Downtown Development TIF Fund
- Schedule T - Philip S. Miller Trust Fund
- Schedule U - Public Art Fund
- Schedule V - Municipal Facilities Capital Fund
- Schedule W - General Long Term Planning Fund
- Schedule X - Employee Benefits Fund
- Schedule Y - Parking Fund
- Schedule Z - Tabor Fund
- Schedule ZZ - Public Safety Fund

Attachment B: Sales Tax Collections by Category and Geographical Area

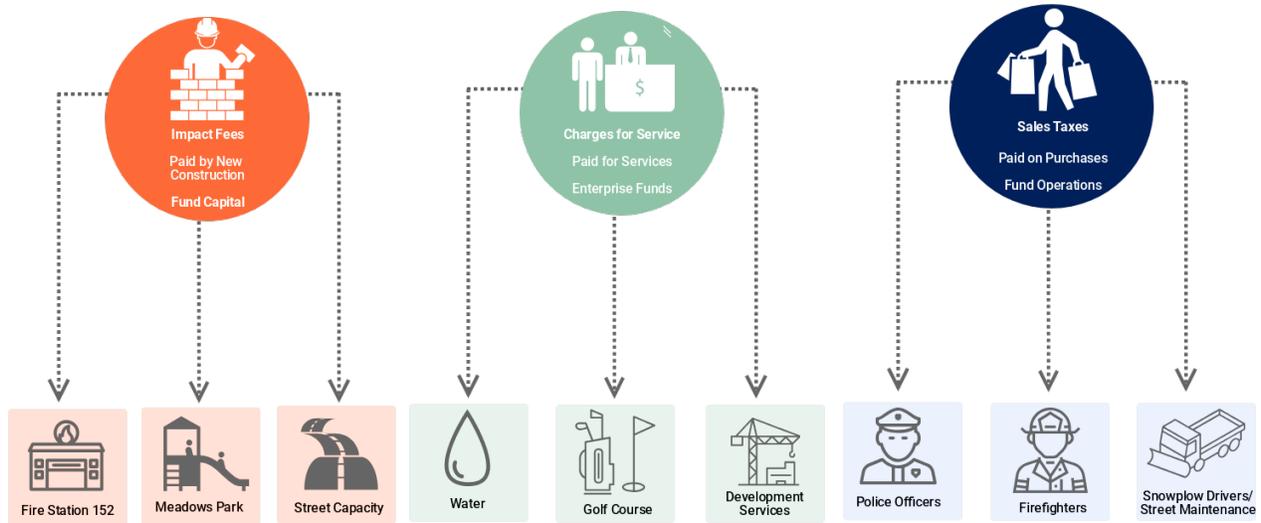
Attachment C: Investment Summary

Financial Reporting

Town of Castle Rock financial management and reporting involves numerous complexities and requires Townwide effort of departments and staff. This 2025 Third Quarter Financial Review includes revenue, expenditure, fund balance, and reserve information by fund as well as on a Townwide perspective. The Town’s budget includes 27 different funds with a variety of revenue sources, of which, several have restrictions for how the funds can be spent. The Town’s revenue sources, and their respective uses, are represented below for reference.

Review of the Town's finance structure:

For a review of the Town’s Finance Structure- watch this [video](#)



* The Community Center Fund, which supports the Rec Center and MAC, receives both charges for service and sales tax revenue

The following pages provide a summary of the Town’s financial performance through the third quarter of 2025 and detailed financial schedules in Attachment A, Sales Tax collections by category and geographic area in Attachment B, and the Town’s investment summary in Attachment C.

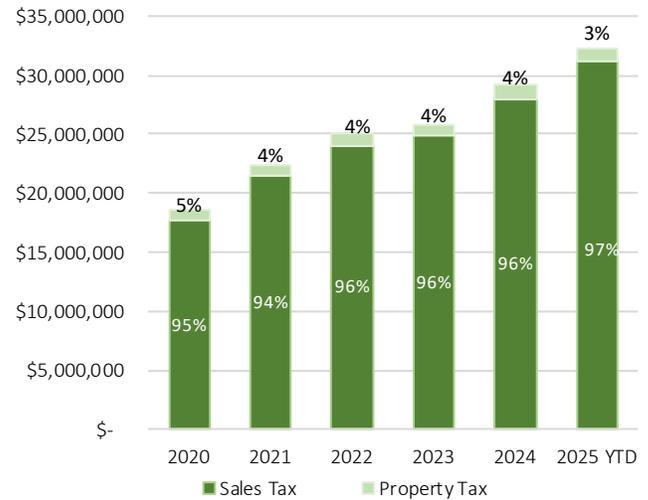
| | | | |
|-------------------------------------|---|--|--|
| <p>What sources generate funds?</p> | <ul style="list-style-type: none"> •Sales tax overview •Townwide revenue summary | <p>How is the Town focusing resources on priorities?</p> | <ul style="list-style-type: none"> •Ensuring our Water Future •Enhancing our Transportation •Ensuring our Public Safety •Maintaining strong Parks and Recreation |
| <p>How is the Town growing?</p> | <ul style="list-style-type: none"> •Development related revenue •Development services department overview | <p>How does the Town manage finances conservatively?</p> | <ul style="list-style-type: none"> •Active Financial Monitoring •Future Planning •TABOR •Transparency |

What sources generate funds?

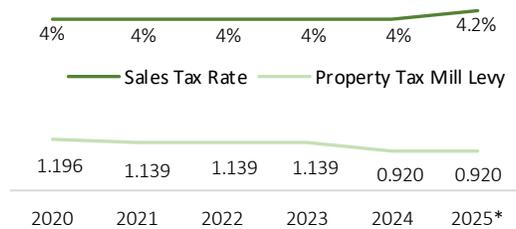
Sales and property tax

- Gross Town collected sales tax reported from licensed businesses through September 30, 2025 was 16.3 percent greater than 2024, this increase includes the .2% public safety sales tax as approved by voters. Information related to historical, geographical, and industry sales tax collections can be found in Attachment B
- The top three geographic areas for sales tax were Out of State, Milestone/Metzler, and the Promenade, making up about 46 percent of sales tax collections
- The top three industries for sales tax remittance for the third quarter of 2025 include miscellaneous retail, food and general merchandise, and restaurants and bars, making up approximately 61 percent of sales tax collections
- There were 8,757 active business licenses issued by the Town as of September 30, 2025, 27 percent of which are located in Castle Rock
- Property tax collections for 2025 reflect a mill levy assessment of .920 mills

General Fund Sales vs. Property Tax Collections
Period Ending September 30, 2025



Sales Tax and Property Tax Rate
2020 through 2025



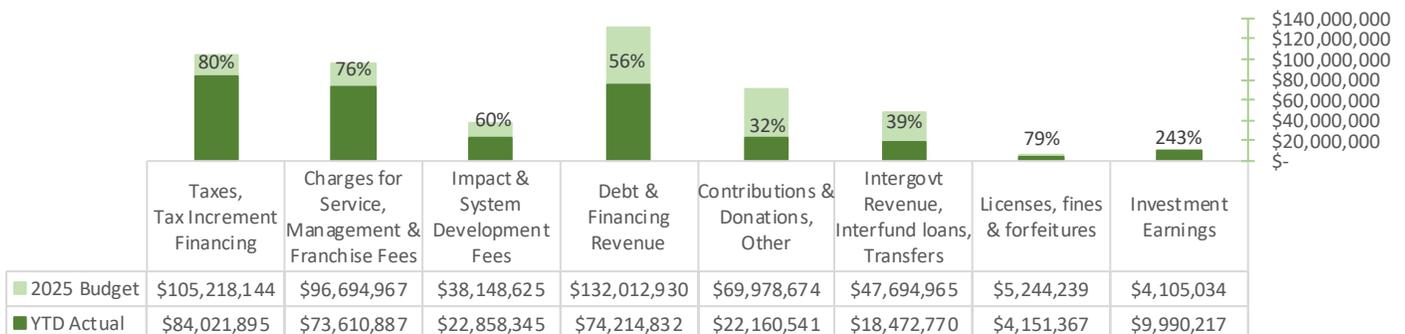
Detailed financial information, including the Town's various revenue sources, can be found in the schedules in Attachment A.

*Beginning in 2025 the voters approved an increase to the sales and use tax rate of 0.2% which is set aside for public safety expenditures

Townwide Revenue

Tax revenues including sales, property, use, motor vehicle, and other taxes, make up about 21 percent of the Townwide 2025 revenue budget, with Town collected sales tax making up 79 percent of the total tax revenue budget. However, there are several other revenue sources, such as water fees, that support Town services. Through the third quarter of 2025, Townwide revenues are about 38 percent under budget, which is mainly attributable to planned debt issuances for Castle Rock Water and Interfund Loan transfers that do not occur until the end of the year.

2025 Townwide Revenue By Category

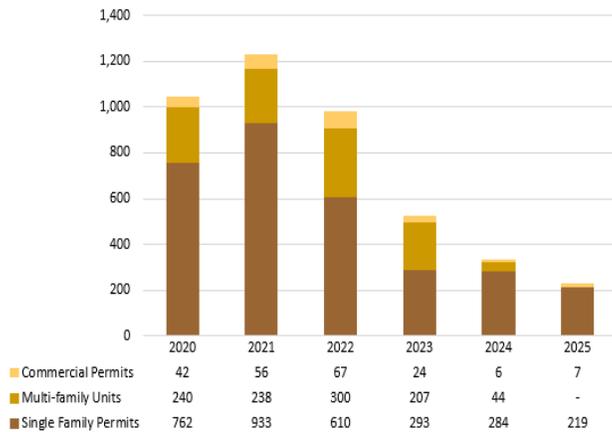


How is the Town Growing?



Revenues earned from development in Castle Rock are generally used to help fund growth related projects across the Town. The 2025 Budget for development-related revenue was based on 400 single family permits, 110 multi-family units, and 80,000 sq ft of commercial projects. The expected number of single family, multi-family, commercial, and other development permits issued determine budget amounts for growth related revenues such as impact fees, system development fees, building use tax and (water) tap fees. Actual development revenue received by fund varies based on the number and type of permits issued and the size, type, value, and water need of the specific project. Through the third quarter of 2025, the Town has issued 219 single family permits, 0 multi-family permits, and 7 commercial project permits.

Building Permit Issuance Through Q3 2020-2025

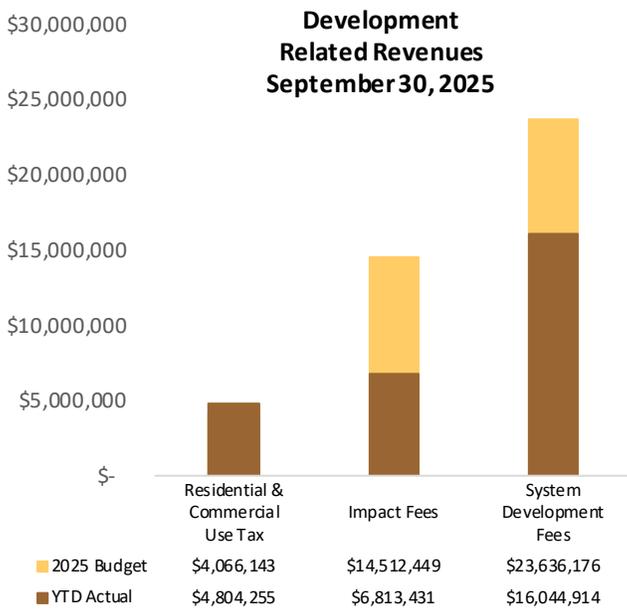


Building use tax is levied at 4.2 percent on materials used in construction. The 4 percent general allocation of residential use tax is received into the Transportation, Transportation Capital, General Long-Term Planning, and Community Center Funds while commercial use tax is received into the Economic Development Fund. The .2 percent allocation of sales tax is received into the Public Safety Fund and set aside for public safety expenditures.

Impact fees and system development fees are charged as part of the building permit process and is used to fund needs related to growth, including Municipal Facilities, Parks and Recreation, Fire, Police, Transportation, and Castle Rock Water. As of September 30, 2025 single family permits and multi-family permits are under the YTD budget.

Actual development related revenue received varies based on type, size, valuation, tap size, and other factors. This chart displays the actual revenue received in 2025 for these fees. Impact fees and system development fees are all under the YTD budget due to lower than estimated licenses and permits, however, use tax is trending above the YTD budget due to the higher than anticipated valuation of the residential and commercial permits. These fees and taxes are one-time revenues for capital expenditures as they do not support reoccurring expense.

The Development Services Department oversees development in Castle Rock. This department is funded partially in the General Fund and General Fund expenses are 1 percent under the YTD budget for 2025. The Development Services Enterprise Fund's revenue is trending over the YTD budget by about 30 percent which can be attributed to higher than anticipated plan reviews and inspections. Development Services Fund expenditures are 21 percent under the YTD budget, which is due to savings in vacant positions within the department, services & other, and supplies.



Development Services Enterprise Expense

| | YTD Actual | 2025 Budget |
|--|-------------|-------------|
| | \$4,589,284 | \$7,874,547 |

To see more detailed financial information about Development Services, please see Schedules A and B in Attachment A.

How is the Town focusing resources on priorities in 2025?



Ensuring our water future

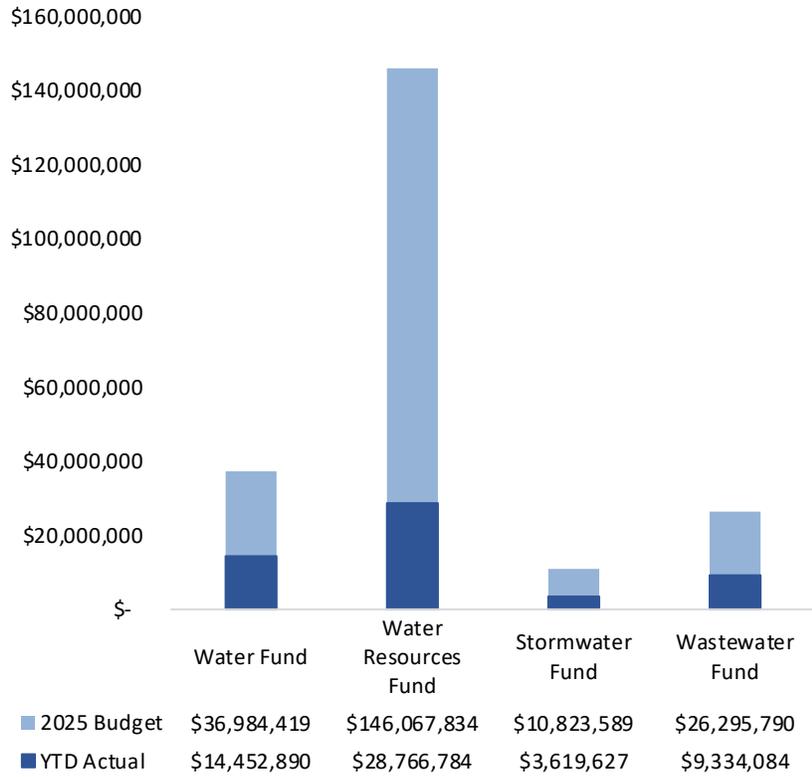
Castle Rock Water is comprised of four enterprise funds – Water, Water Resources, Stormwater, and Wastewater. Existing and new users support these funds. Revenues in these funds are seasonal and highly variable based on temperature and precipitation throughout the year. Expenditures in these funds include operational costs and significant capital projects to accommodate infrastructure maintenance and needs in our growing community. Capital expenditures make up 74 percent of the total Castle Rock Water annual expenditure budget.

Through September 30, 2025, total revenues for Castle Rock Water Funds combined are 4 percent over the YTD budget due to charges for service which can be attributed to higher seasonal water usage, as well as higher than expected investment earnings. Total expenses in the four Castle Rock Water Funds are 62 percent under YTD budget for 2025, mainly due to timing of multiple water capital projects, listed below. Capital projects often take multiple years to complete due to the timing of the project or the size and scope of the project.

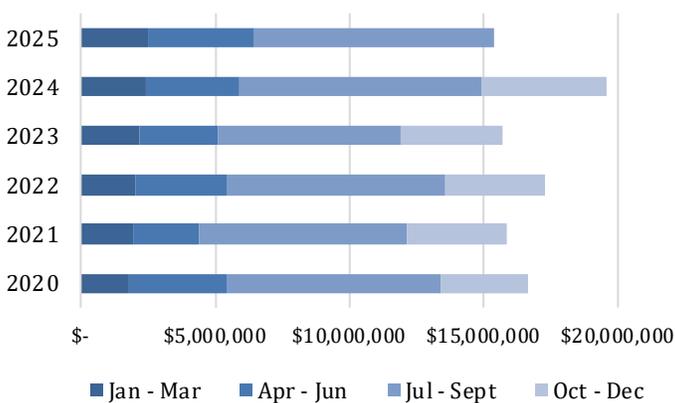
Significant 2025 Castle Rock Water projects include:

- Design of the Plum Creek to Rueter-Hess Pipeline \$180,000,000
- Continued WISE infrastructure design and construction
- Platte Valley Water Partnership Water rights acquisition \$160,000,000
- Construction of the Castle Rock Reservoir expansion \$140,000,000
- Reconstruction of Diversion and Stream stabilization along East Plum Creek \$120,000,000
- Design of the Sedalia Lift Station and Force – Main Hwy 85 \$100,000,000
- Design of the Front Street to Downtown Waterline \$80,000,000

Castle Rock Water Funds Expense
Period Ending September 30, 2025



2020-2025 Metered Water Sales by Quarter



To see more detailed financial information about Castle Rock Water, please see Schedules C-F in Attachment A.



Enhancing our transportation

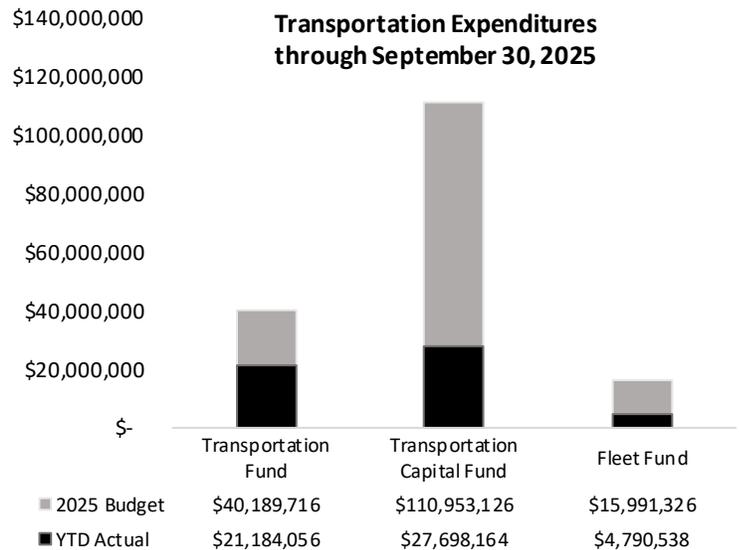
The Public Works Department manages Castle Rock transportation infrastructure, with budgeted expenditures in the Transportation (general operational costs) and Transportation Capital funds (one-time growth related projects). The Transportation Fund supplements the capital fund to support the construction of growth-related projects when appropriate and funds are available. Transportation expenditures tend to be seasonal, related to construction seasons for both maintenance and new construction.

Total expenditures through the third quarter of 2025 in the Transportation Fund were 26 percent under the YTD budget, this is mainly attributable to the timing of expense for the Pavement Maintenance Program and the Traffic Signal Program. The Transportation Capital Fund expenditure are approximately 66 percent under the YTD budget, this to the timing of capital projects listed below.

Significant ongoing projects include:

- Crystal Valley Interchange
- 5th Street widening
- Wolfensberger Widening
- Improvements at Highway 86 and 5th Street
- Crowfoot Valley Rd Widening

Transportation Fund revenues include sales tax, Highway User Tax, residential use tax, and other resources. Total Transportation Fund revenues through the third quarter is about 10 percent over the YTD budget while the Transportation Capital Fund revenues are 47 percent under the YTD budget, this can mainly be attributed to the timing of revenue for the Crystal Valley Interchange. (See *schedules G and H in Attachment A for more detailed financial information for transportation.*)



The Parking Fund was created in 2020 to fulfill the Town's obligation to fund 308 public parking spaces within the Encore parking garage and other future town parking projects. This fund is overseen by the Finance Department. See *schedules Y in Attachment A for more detailed financial information.*

The Public Works Department also manages the Town's Fleet Fund. This internal service fund maintains 600 vehicles and pieces of equipment. Annually staff evaluates and monitors vehicles to determine optimal replacement schedules. Through the third quarter of 2025, 13 new vehicles and 18 replacement vehicles were purchased and of those 24 were placed into service. Funds are accumulated from user departments over time to pay for vehicle replacements while capital funds are typically used for the initial purchase of a new vehicle. Fleet Fund expenditures are 60 percent under the YTD budget which is due to the timing of new and replacement vehicle purchases. Revenue in the Fleet Fund is about 7 percent under the YTD budget due to the timing of transfers in to the Fleet fund for new vehicle purchases.

To see more detailed information about the Fleet Fund, see Schedule I of Attachment A.

Ensuring our Public Safety

The Police and Fire departments operate within the General Fund while growth-related Police and Fire capital expenses are included in the Police and Fire Capital Funds. Replacement items for public safety are expensed out of the General Long Term Planning Fund (GLTP), and the TABOR Fund will provide funding for future public safety projects. The Police and Fire departments also benefit from the Public Safety Fund which was established in the 2024 election to account for the additional .2% Sales and Use Tax to be used exclusively for public safety expenditures. Charts on this page represent public safety operations within the General Fund based on 2025 financial information.

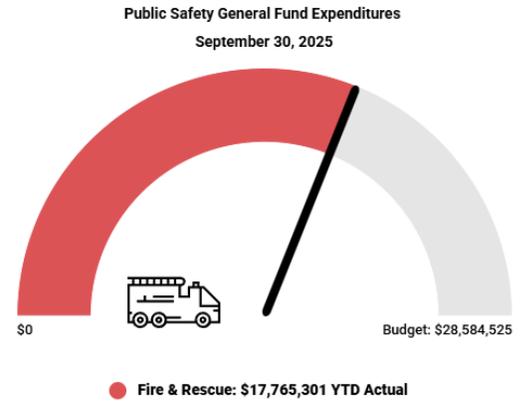
Public safety operations



The Fire Department 2025 Budget includes:

- The design and partial funding of construction costs of Fire Station 156 in the Fire Capital Fund.

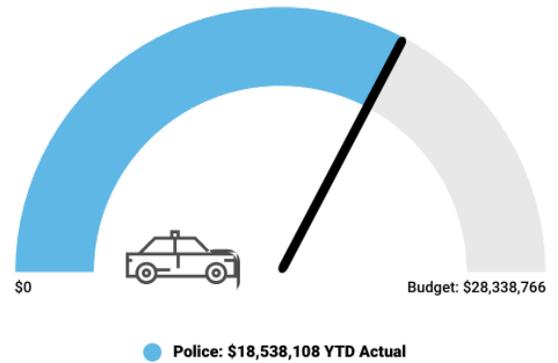
General Fund Fire and Rescue expenditures are 10 percent under the YTD budget.



The Castle Rock Police Department 2025 Budget includes funding for:

- Radios for the department funded through a transfer from General fund into General Long Term Planning fund

General Fund Police Department expenditures are 9 percent under the YTD budget.



Capital funds

Capital expenditures related to growth for public safety are funded through the Fire Capital and Police Capital Funds using impact fee revenue received from new development in Castle Rock. Expenses in Fire Capital are 93 percent under the YTD budget. This is primarily due to the timing of the design and construction of the new Fire Station. Expenses in the Police Capital Fund are on track with the YTD budget.

Learn more about public safety financial performance, and view the detailed financial schedules as of September 30th, 2025 in Attachment A – Schedules A, J, K, L, and ZZ.



Fire Station 156



Castle Rock Police Department



Maintaining strong parks and recreation

Castle Rock Parks and Recreation oversees Town open space, developed parks, Red Hawk Ridge Golf Course, the Miller Activity Complex (MAC), Recreation Center, outdoor pools, and special events. Budgets for these areas are included in multiple funds discussed below. Various revenues including sales tax, user fees, statewide lottery distributions, Douglas County shareback funds and grants, as available and awarded, support Parks and Recreation.

Parks operations

The General Fund includes ongoing parks maintenance and operations. Parks General Fund through the third quarter is 58 percent under the YTD budget, this is mainly due to the timing of trail improvements.

Parks Projects

Parks and Recreation also utilize Conservation Trust and Parks and Recreation Capital funds for projects. The capital fund can only be used for growth-related projects. The Parks and Recreation Capital Fund through the third quarter is 4 percent under the YTD budget due to the timing of one-time expense related to the new Sports Development Center. The Conservation Trust Fund, supported by state lottery proceeds and field rental revenue, is 43 percent under the YTD budget due to timing of multiple park improvements that are planned throughout Town.

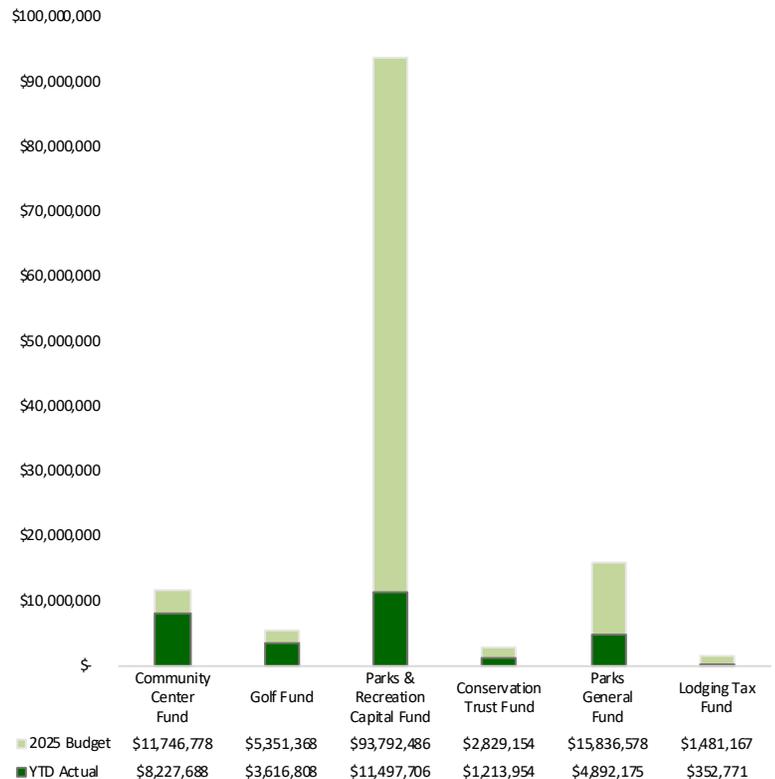
Recreation

The Community Center Fund accounts for operations at the Recreation Center, MAC, and outdoor pools. Visits to the Recreation Center through the third quarter totaled 177,861, an increase of 9 percent compared to 2024, while MAC visits totaled 41,915 a decrease of 18 percent from third quarter of 2024. A significant portion of these variations can be attributed to the 2024 closure of the Recreation Center Leisure Pool. During this closure Recreation Center members and pass holders could use their Recreation Center passes at the MAC. Current expenditures are 17 percent over the YTD budget while revenues are 25 percent under YTD the budget. A budget amendment to account for the increase in expense was presented to Council in October.

Golf

The Golf Fund is an enterprise fund that does not receive tax revenue. Through the third quarter of 2025, expenditures are on track with the YTD budget, while revenue is 15 percent over the YTD budget. Through the third quarter 59,515 rounds of golf were played which is an increase of 12.5 percent from third quarter of 2024.

**Parks & Recreation Expenditures
As of September 30, 2025**



Detailed financial information for Parks and Recreation can be found in Attachment A-Schedules A, M, N, O, P, and Q.

Other Town funds and Initiatives

In addition to the specific priorities previously discussed, the Town manager utilizes other funds that help support economic development, community character, long-term municipal facility funding, and employee benefits. These funds support Town Council direction and responsible long-term Town management.

Supporting economic development



The Town’s Economic Development Fund is supported by commercial building use tax and focuses on creating primary employment jobs, expanding the tax base, and maintaining an outstanding business climate in Town. Economic Development Fund revenue is 94 percent over the YTD budget mainly due to higher than estimated valuation of commercial permits. Expenditures are 13 percent under the YTD budget.

Tax-increment funds (TIF) from Downtown Castle Rock fund the Downtown Development Authority Tax Increment Financing Fund (DDA TIF) which is used to support downtown improvements. The DDA TIF Fund revenue is 3 percent under the YTD budget due to timing of accounting distributions for the fund. Expenditures are 41 percent under the YTD budget mainly due to timing of projects such as The View and Downtown Improvements. Current initiatives funded by these areas include:

- | | |
|--|---|
| <i>Economic Development Fund (Attachment A – Schedule R):</i> | <i>DDA TIF Fund (Attachment A – Schedule S):</i> |
| <ul style="list-style-type: none"> • Saunders incentive agreements • Castle Rock Outlet Mall – Infrastructure upgrades | <ul style="list-style-type: none"> • Encore/Downtown parking garage maintenance • The View Economic Assistance payments • Mercantile |

Community character



Funding from the Philip S. Miller Trust, received into the Philip S. Miller Trust (*Attachment A - Schedule T*) and the Public Art (*Attachment A - Schedule U*) funds, supports, and maintains Castle Rock’s character. Philip S. Miller Trust funds support special community events managed by Parks and Recreation, provide non-profit grant funding, produce annual firework show display at Independence Day and Starlighting events (weather permitting), and fund service contracts with the Castle Rock Museum and Senior Center. Revenue in the Philip S. Miller Trust is 2 percent under the YTD budget and expenditures are 4 percent under the YTD budget. The Town utilizes the Public Art Fund to support projects recommended by the Public Art Commission which includes the annual Art Encounters program that leases new artwork on an annual basis for display around the community and for purchasing artwork.



Art Frame by the Rec Center

Town facility and employee support

An important part of ongoing Town management consists of supporting Town facilities and employees. As the Town grows, the need for facility space grows. The Municipal Facilities Capital Fund (*Attachment A – Schedule V*) uses impact fee revenue received from new development to support facility growth. Revenues are 32 percent under the YTD budget through the third quarter of 2025 and there have been no expenditures in the Fund through the third quarter. The General Long-Term Planning Fund (*Attachment A – Schedule W*) supports general Town facility and asset replacement. Revenue in the fund is 47 percent over the YTD budget through the third quarter due to higher than expected use tax. Expenditures are 63 percent under the YTD budget due to timing for projects such as parking lot repairs, Police drone replacements, and emergency medical services equipment for the Fire Department.

The Employee Benefits Fund serves to administer the Town’s medical, dental, and vision health benefit plans – including employee contributions, premium, and claim costs – and the employee wellness program, all in support of approximately 635 benefit eligible employees. Revenue is 8 percent over the YTD budget and expenditures are on trend with the YTD budget. *For more financial information about this fund, see Attachment A – Schedule X.*

How does the Town manage finances conservatively?

The Town continually works to manage Town finances conservatively and ensure that taxpayer funds are prudently expended in support of Town priorities. This multifaceted effort includes:

- Ongoing monitoring of revenues and expenditures
- Future budgeting and long-term planning
- Taxpayer Bill of Rights (TABOR) assessment
- Financial transparency

Financial monitoring

In addition to quarterly reporting, Finance Department staff:

- Reviews line-item financial information each month
- Analyzes performance compared to budget
- Reconciles Town accounts monthly
- Performs periodic audits to ensure accuracy and appropriate use of funds
- Collaborates with departments to manage

Future planning and investments



Long-term financial planning is incorporated into Town decision-making and is included in the Town’s budget process. Each year, the Town adopts a one-year budget and approves a five-year balanced financial plan and five-year capital improvement program. The longer-term plans guide future decision-making and are based on projected available resources. The 2025 Budget was adopted by Town Council on September 17th, 2024 and can be found [here](#). The 2026 Budget was adopted by Town Council on October 21, 2025 and can be found [here](#).

Townwide investment earnings increased \$2,709,146 in the third quarter of 2025 for a total of \$7,870,164 total investment earnings year to date which reflects \$65,071 in investment professional service costs. Information about the Town’s

investments can be found in Attachment C, this information may vary from other reported investment information due to timing differences between budget and cash investment reporting.

TABOR

Voters approved a temporary, 10-year timeout of the State’s TABOR revenue restriction, to allow the Town to use any “excess” funds through 2030 solely for police, fire and roads. This is especially important to the Town’s ability to construct the needed interchange at Interstate 25 and Crystal Valley Parkway. In 2024, the Town had a surplus of over \$93M.

Did you know ...

The Taxpayers Bill of Rights (TABOR), Amendment X of the Colorado Constitution, restricts the Town’s revenue collection. Amendment X specifically and significantly addresses the following issues:

- 1) imposes revenue limits
- 2) requires elections for tax changes and increases or new bonded debt
- 3) requires emergency reserves, and
- 4) prohibits multiple fiscal year financial obligations.

Transparency

The Town’s financial information is available for review on the Town’s Transparency Portal (CRgov.com/transparency).

The Financial Information section includes:

- Annual budgets, including previous years
- Capital fund reporting (impact fees)
- Financial reporting
- Check and vendor listings
- Pay table information
- Unclaimed property
- Stale-dated check

For questions about Town financial information, please contact finance@CRgov.com

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Townwide Summary

| Category | For the 9 Months Ended | | | | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|--|------------------------|-----------------------|-----------------------|-----------------------|------------------------|----------------------------------|-----------------------------------|---|
| | 2024 Audited Actual | 2025 Amended Budget | September 30, 2025 | 2025 YTD Budget* | | | | |
| Revenues | | | | | | | | |
| Town Taxes | | | | | | | | |
| Property | \$ 1,646,477 | \$ 1,543,823 | \$ 1,580,813 | \$ 1,543,823 | \$ 36,990 | \$ 1,580,813 | \$ 36,990 | |
| Use | 6,984,443 | 4,066,143 | 4,804,255 | 3,153,458 | 1,650,797 | 6,322,398 | 2,256,255 | |
| Sales | 76,119,681 | 82,735,774 | 66,460,046 | 61,697,974 | 4,762,072 | 87,970,009 | 5,234,235 | |
| Motor Vehicle | 10,423,816 | 12,318,250 | 8,124,881 | 9,238,688 | (1,113,807) | 10,817,140 | (1,501,110) | |
| Other | 392,228 | 437,483 | 287,193 | 328,112 | (40,919) | 408,205 | (29,278) | |
| Property Tax TIF | 1,926,009 | 1,657,508 | 1,954,582 | 1,594,740 | 359,842 | 2,300,647 | 643,139 | |
| Sales Tax TIF | 2,465,924 | 1,559,087 | 309,525 | 1,132,454 | (822,929) | 1,008,674 | (550,413) | |
| Property Tax GID | - | 230,381 | - | - | - | 230,381 | - | |
| Lodging | 665,223 | 669,695 | 500,600 | 502,271 | (1,671) | 676,149 | 6,454 | |
| Franchise Fees | 2,811,444 | 3,162,381 | 1,874,023 | 2,371,786 | (497,763) | 2,498,697 | (663,684) | |
| Licenses & Permits | 4,484,160 | 4,518,958 | 3,548,866 | 3,389,219 | 159,647 | 4,235,920 | (283,038) | |
| Intergovernmental | 34,167,553 | 28,745,067 | 17,601,062 | 12,605,307 | 4,995,755 | 34,094,147 | 5,349,080 | |
| Charges for Service | 85,411,502 | 88,847,388 | 68,223,187 | 64,527,503 | 3,695,684 | 87,650,304 | (1,197,084) | |
| Management Fees | 4,548,730 | 4,685,198 | 3,513,677 | 3,513,899 | (222) | 4,685,198 | - | |
| Fines & Forfeitures | 728,818 | 725,281 | 602,501 | 543,962 | 58,539 | 844,682 | 119,401 | |
| Investment Earnings | 12,654,086 | 4,105,034 | 9,990,217 | 3,078,759 | 6,911,458 | 7,888,855 | 3,783,821 | |
| Contributions & Donations | 26,437,299 | 64,797,275 | 18,455,097 | 48,430,353 | (29,975,256) | 59,888,755 | (4,908,520) | |
| Transfers In | 14,502,589 | 16,225,931 | 433,076 | 435,194 | (2,118) | 16,119,229 | (106,702) | |
| Interfund Loan Revenue | 1,537,216 | 2,723,967 | 438,632 | 424,549 | 14,083 | 3,984,329 | 1,260,362 | |
| Debt & Financing Revenue | 261,195 | 132,012,930 | 74,214,832 | 74,198,220 | 16,612 | 132,012,930 | - | |
| Other Revenue | 9,594,204 | 5,181,399 | 3,705,444 | 2,827,301 | 878,143 | 3,738,265 | (1,443,134) | |
| Total Revenues (Excluding One-Time) | \$ 297,762,597 | \$ 460,948,953 | \$ 286,622,509 | \$ 295,537,571 | \$ (8,915,062) | \$ 468,955,727 | \$ 8,006,774 | |
| Impact Fees | 13,300,175 | 14,512,449 | 6,813,431 | 11,319,403 | (4,505,972) | 9,446,126 | (5,066,323) | |
| System Development Fees | 22,934,438 | 23,636,176 | 16,044,914 | 18,755,306 | (2,710,392) | 23,673,871 | 37,695 | |
| Total Revenues (Including One-Time) | \$ 333,997,210 | \$ 499,097,578 | \$ 309,480,854 | \$ 325,612,280 | \$ (16,131,426) | \$ 502,075,724 | \$ 2,978,146 | |
| Expenditures | | | | | | | | |
| Personnel | \$ 86,239,991 | \$ 97,851,486 | \$ 65,606,646 | \$ 71,626,855 | \$ 6,020,209 | \$ 94,702,226 | \$ 3,149,260 | |
| Services & Other | 83,540,202 | 93,128,922 | 54,789,987 | 66,817,108 | 12,027,121 | 91,420,422 | 1,708,500 | |
| Supplies | 11,064,415 | 12,907,580 | 7,010,658 | 9,620,521 | 2,609,863 | 11,768,317 | 1,139,263 | |
| Debt & Financing | 10,342,046 | 19,366,981 | 9,816,071 | 9,816,071 | - | 21,653,656 | (2,286,675) | |
| Interfund Loan | 6,996,716 | 2,382,209 | 438,632 | 331,757 | (106,875) | 2,175,236 | 206,973 | |
| Transfers Out | 14,726,399 | 23,924,585 | 4,604,128 | 4,622,807 | 18,679 | 24,381,225 | (456,640) | |
| Total Expenditures (Excluding One-Time) | \$ 212,909,769 | \$ 249,561,763 | \$ 142,266,122 | \$ 162,835,119 | \$ 20,568,997 | \$ 246,101,082 | \$ 3,460,681 | |
| Capital | 119,416,158 | 398,829,007 | 65,133,796 | 230,927,382 | 165,793,586 | 303,103,362 | 95,725,645 | |
| Total Expenditures (Including One-Time) | \$ 332,325,927 | \$ 648,390,770 | \$ 207,399,918 | \$ 393,762,501 | \$ 186,362,583 | \$ 549,204,444 | \$ 99,186,326 | |
| Net Revenues/Expenditures | 1,671,283 | (149,293,192) | 102,080,936 | (68,150,221) | 170,231,157 | (47,128,720) | 102,164,472 | |
| Beginning Funds Available | 304,426,524 | 306,097,807 | 306,097,807 | 306,097,807 | | 306,097,807 | | |
| Ending Funds Available | \$ 306,097,807 | \$ 156,804,615 | \$ 408,178,743 | \$ 237,947,586 | | 258,969,087 | | |
| Less Reserves & Designations: | | | | | | | | |
| Contractual Reserve | | 300,000 | 300,000 | | | 300,000 | | |
| Revenue Stabilization Reserve | | 7,948,067 | 7,948,067 | | | 11,372,336 | | |
| Catastrophic Events Reserve | | 12,959,902 | 12,959,902 | | | 12,959,902 | | |
| Capital Reserve | | 59,962,610 | 59,962,610 | | | 135,793,611 | | |
| Opportunity/Econ. Dev. Reserve | | 1,948,717 | 1,948,717 | | | 1,948,717 | | |
| Future Incentive Obligation | | 5,566,594 | 5,566,594 | | | 5,566,594 | | |
| TABOR Reserve | | 2,451,193 | 2,451,193 | | | 2,451,193 | | |
| Committed for Fund Purpose | | 26,239,733 | 26,239,733 | | | 32,385,220 | | |
| Operating Designation | | 6,279,883 | 6,279,883 | | | 6,279,883 | | |
| Debt Service Reserve | | 500,815 | 500,815 | | | 500,815 | | |
| Medical Claims Reserve | | 2,077,804 | 2,077,804 | | | 2,077,804 | | |
| Dental Claims Reserve | | 174,177 | 174,177 | | | 174,177 | | |
| Health Care Cost Reserve | | 2,386,775 | 2,386,775 | | | 1,776,732 | | |
| Total Reserves & Designations | | 128,796,270 | 128,796,270 | | | 213,586,984 | | |
| Projected Ending Funds Available | | \$ 28,008,346 | \$ 279,382,474 | | | \$ 45,382,104 | | |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: General Fund Summary
Department: All

Attachment A
Schedule A

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|----------------------|----------------------|---|----------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Property | \$ 1,646,477 | \$ 1,543,823 | \$ 1,580,813 | \$ 1,543,823 | \$ 36,990 | \$ 1,580,813 | \$ 36,990 |
| Sales | 57,082,449 | 59,041,866 | 47,618,226 | 43,950,765 | 3,667,461 | 62,769,518 | 3,727,652 |
| Motor Vehicle | 6,310,815 | 7,524,454 | 4,716,494 | 5,643,341 | (926,847) | 6,288,659 | (1,235,795) |
| Other | 392,228 | 437,483 | 287,193 | 328,112 | (40,919) | 408,205 | (29,278) |
| Franchise Fees | 2,811,444 | 3,162,381 | 1,874,023 | 2,371,786 | (497,763) | 2,498,697 | (663,684) |
| Licenses & Permits | 103,438 | 181,209 | 123,837 | 135,907 | (12,070) | 144,836 | (36,373) |
| Intergovernmental | 10,306,596 | 5,926,307 | 1,195,063 | 1,193,480 | 1,583 | 5,686,630 | (239,677) |
| Charges for Service | 4,369,126 | 3,260,796 | 3,342,035 | 2,445,597 | 896,438 | 4,932,338 | 1,671,542 |
| Management Fees | 4,548,730 | 4,685,198 | 3,513,677 | 3,513,899 | (222) | 4,685,198 | - |
| Fines & Forfeitures | 279,854 | 216,946 | 227,908 | 162,710 | 65,198 | 301,424 | 84,478 |
| Investment Earnings | 1,495,066 | 640,180 | 1,153,694 | 480,135 | 673,559 | 1,248,813 | 608,633 |
| Contributions & Donations | 980,230 | 51,503 | 37,718 | 38,627 | (909) | 49,218 | (2,285) |
| Transfers In | 738,729 | 4,764,172 | - | - | - | 5,368,279 | 604,107 |
| Interfund Loan Revenue | 1,214,244 | 1,260,245 | 328,466 | 328,466 | - | 2,515,393 | 1,255,148 |
| Other Revenue | 660,577 | 296,700 | 161,680 | 142,525 | 19,155 | 263,963 | (32,737) |
| Total Revenues | \$ 92,940,003 | \$ 92,993,263 | \$ 66,160,827 | \$ 62,279,173 | \$ 3,881,654 | \$ 98,741,984 | \$ 5,748,721 |
| Expenditures | | | | | | | |
| Town Council | \$ 464,541 | \$ 496,437 | \$ 401,536 | \$ 370,118 | \$ (31,418) | \$ 496,418 | \$ 19 |
| Town Manager | 1,166,740 | 1,411,086 | 961,361 | 1,035,061 | 73,700 | 1,389,327 | 21,759 |
| Human Resources | 752,658 | 1,014,926 | 667,889 | 748,883 | 80,994 | 961,314 | 53,612 |
| Communications | 896,420 | 1,116,118 | 694,744 | 824,807 | 130,063 | 978,969 | 137,149 |
| DoIT | 3,845,493 | 4,928,486 | 2,773,053 | 3,411,660 | 638,607 | 4,327,976 | 600,510 |
| Facilities | 1,630,376 | 1,877,794 | 1,056,277 | 1,386,222 | 329,945 | 1,586,939 | 290,855 |
| Town Attorney | 1,265,806 | 1,389,175 | 928,486 | 1,019,277 | 90,791 | 1,356,809 | 32,366 |
| Town Clerk | 386,084 | 463,483 | 253,147 | 288,483 | 35,336 | 361,079 | 102,404 |
| Municipal Court | 431,679 | 489,197 | 310,191 | 359,860 | 49,669 | 457,594 | 31,603 |
| Finance | 3,304,033 | 4,881,509 | 2,987,809 | 3,600,622 | 612,813 | 4,608,246 | 273,263 |
| Police | 25,339,583 | 28,338,766 | 18,538,108 | 20,380,583 | 1,842,475 | 28,331,744 | 7,022 |
| Fire & Rescue | 23,844,451 | 28,584,525 | 17,765,301 | 19,800,751 | 2,035,450 | 27,366,695 | 1,217,830 |
| Development Services | 545,965 | 683,694 | 440,014 | 444,907 | 4,893 | 565,598 | 118,096 |
| Parks & Recreation | 21,639,588 | 15,836,578 | 4,892,175 | 11,734,463 | 6,842,288 | 10,190,077 | 5,646,501 |
| Non-Departmental | 3,503,203 | 3,495,226 | 1,724,711 | 2,490,953 | 766,242 | 3,563,382 | (68,156) |
| Total Expenditures | \$ 89,016,620 | \$ 95,007,000 | \$ 54,394,802 | \$ 67,896,650 | \$ 13,501,848 | \$ 86,542,167 | \$ 8,464,833 |
| Net Revenues/Expenditures | 3,923,383 | (2,013,737) | 11,766,025 | (5,617,477) | 17,383,502 | 12,199,817 | 14,213,554 |
| Beginning Funds Available | 33,279,228 | 37,202,611 | 37,202,611 | 37,202,611 | | 37,202,611 | |
| Ending Funds Available | \$ 37,202,611 | \$ 35,188,874 | \$ 48,968,636 | \$ 31,585,134 | | \$ 49,402,428 | |
| Less Reserves & Designations: | | | | | | | |
| Contractual Reserve | | 300,000 | 300,000 | | | 300,000 | |
| Revenue Stabilization Reserve | | 2,227,451 | 2,227,451 | | | 2,227,451 | |
| Catastrophic Events Reserve | | 1,407,100 | 1,407,100 | | | 1,407,100 | |
| Capital Reserve | | 4,027,430 | 4,027,430 | | | 4,027,430 | |
| Opportunity/Econ. Dev. Reserve | | 1,948,717 | 1,948,717 | | | 1,948,717 | |
| TABOR Reserve | | 2,451,193 | 2,451,193 | | | 2,451,193 | |
| Projected Ending Funds Available | \$ 37,202,611 | \$ 22,826,983 | \$ 36,606,745 | | | \$ 37,040,537 | |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---------------------------|----------------------|----------------------|------------------------|----------------------|----------------------------------|-----------------------------------|---|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Property | \$ 1,646,477 | \$ 1,543,823 | \$ 1,580,813 | \$ 1,543,823 | \$ 36,990 | \$ 1,580,813 | \$ 36,990 |
| Sales | 57,082,449 | 59,041,866 | 47,618,226 | 43,950,765 | 3,667,461 | 62,769,518 | 3,727,652 |
| Motor Vehicle | 6,310,815 | 7,524,454 | 4,716,494 | 5,643,341 | (926,847) | 6,288,659 | (1,235,795) |
| Other | 392,228 | 437,483 | 287,193 | 328,112 | (40,919) | 408,205 | (29,278) |
| Franchise Fees | 2,811,444 | 3,162,381 | 1,874,023 | 2,371,786 | (497,763) | 2,498,697 | (663,684) (1) |
| Licenses & Permits | 103,438 | 181,209 | 123,837 | 135,907 | (12,070) | 144,836 | (36,373) |
| Intergovernmental | 10,306,596 | 5,926,307 | 1,195,063 | 1,193,480 | 1,583 | 5,686,630 | (239,677) |
| Charges for Service | 4,369,126 | 3,260,796 | 3,342,035 | 2,445,597 | 896,438 | 4,932,338 | 1,671,542 (2) |
| Management Fees | 4,548,730 | 4,685,198 | 3,513,677 | 3,513,899 | (222) | 4,685,198 | - |
| Fines & Forfeitures | 279,854 | 216,946 | 227,908 | 162,710 | 65,198 | 301,424 | 84,478 (3) |
| Investment Earnings | 1,495,066 | 640,180 | 1,153,694 | 480,135 | 673,559 | 1,248,813 | 608,633 (4) |
| Contributions & Donations | 980,230 | 51,503 | 37,718 | 38,627 | (909) | 49,218 | (2,285) |
| Transfers In | 738,729 | 4,764,172 | - | - | - | 5,368,279 | 604,107 |
| Interfund Loan Revenue | 1,214,244 | 1,260,245 | 328,466 | 328,466 | - | 2,515,393 | 1,255,148 |
| Other Revenue | 660,577 | 296,700 | 161,680 | 142,525 | 19,155 | 263,963 | (32,737) |
| Total Revenues | \$ 92,940,003 | \$ 92,993,263 | \$ 66,160,827 | \$ 62,279,173 | \$ 3,881,654 | \$ 98,741,984 | \$ 5,748,721 |

(1) Franchise Fees are under the YTD budget due to the timing of when revenues are received.

(2) Charges for Service are trending over the YTD budget due to EMS transport fees coming in higher than anticipated.

(3) Fines & Forfeitures is trending over the YTD budget due to increased traffic and court fines.

(4) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.

Expenditures - Town Council

| | | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------|
| Personnel | 95,125 | 114,906 | 81,719 | 83,970 | 2,251 | 112,997 | 1,909 |
| Services & Other | 364,065 | 378,311 | 318,903 | 283,733 | (35,170) | 382,423 | (4,112) |
| Supplies | 5,351 | 3,220 | 914 | 2,415 | 1,501 | 998 | 2,222 |
| Subtotal Town Council | \$ 464,541 | \$ 496,437 | \$ 401,536 | \$ 370,118 | \$ (31,418) | \$ 496,418 | \$ 19 |

Expenditures - Town Manager

| | | | | | | | |
|------------------------------|---------------------|---------------------|-------------------|---------------------|------------------|---------------------|------------------|
| Personnel | 1,097,269 | 1,209,239 | 823,138 | 883,675 | 60,537 | 1,209,147 | 92 |
| Services & Other | 64,080 | 187,781 | 130,648 | 140,836 | 10,188 | 166,198 | 21,583 |
| Supplies | 5,391 | 6,800 | 3,193 | 5,100 | 1,907 | 6,716 | 84 |
| Capital | - | 7,266 | 4,382 | 5,450 | 1,068 | 7,266 | - |
| Subtotal Town Manager | \$ 1,166,740 | \$ 1,411,086 | \$ 961,361 | \$ 1,035,061 | \$ 73,700 | \$ 1,389,327 | \$ 21,759 |

Expenditures - Human Resources

| | | | | | | | |
|---------------------------------|-------------------|---------------------|-------------------|-------------------|------------------|-------------------|------------------|
| Personnel | 583,192 | 640,186 | 446,421 | 467,828 | 21,407 | 628,504 | 11,682 |
| Services & Other | 151,686 | 367,440 | 214,342 | 275,580 | 61,238 | 323,975 | 43,465 (5) |
| Supplies | 17,780 | 7,300 | 7,126 | 5,475 | (1,651) | 8,835 | (1,535) |
| Subtotal Human Resources | \$ 752,658 | \$ 1,014,926 | \$ 667,889 | \$ 748,883 | \$ 80,994 | \$ 961,314 | \$ 53,612 |

(5) Human Resources Services & Other is under the YTD budget due to timing of town-wide training and employee recognition.

Expenditures - Communications

| | | | | | | | |
|--------------------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel | 593,381 | 638,692 | 452,548 | 466,736 | 14,188 | 644,021 | (5,329) |
| Services & Other | 293,811 | 470,258 | 235,560 | 352,694 | 117,134 | 323,854 | 146,404 (6) |
| Supplies | 9,228 | 5,090 | 4,734 | 3,818 | (916) | 11,094 | (6,004) |
| Capital | - | 2,078 | 1,902 | 1,559 | (343) | - | 2,078 |
| Subtotal Communications | \$ 896,420 | \$ 1,116,118 | \$ 694,744 | \$ 824,807 | \$ 130,063 | \$ 978,969 | \$ 137,149 |

(6) Communications Services & Other is under the YTD budget due to the timing of expense for Professional Services related to the Town's website.

Expenditures - DoIT

| | | | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|-------------------|
| Personnel | 3,013,716 | 3,364,734 | 2,076,234 | 2,458,844 | 382,610 | 2,954,748 | 409,986 |
| Services & Other | 697,057 | 1,204,938 | 573,627 | 683,704 | 110,077 | 1,166,554 | 38,384 |
| Supplies | 114,853 | 313,570 | 79,079 | 235,178 | 156,099 | 161,430 | 152,140 (7) |
| Capital | - | 29,540 | 32,334 | 22,155 | (10,179) | 29,540 | - |
| Transfers Out | 19,867 | 15,704 | 11,779 | 11,779 | - | 15,704 | - |
| Subtotal DoIT | \$ 3,845,493 | \$ 4,928,486 | \$ 2,773,053 | \$ 3,411,660 | \$ 638,607 | \$ 4,327,976 | \$ 600,510 |

(7) DoIT Supplies is under the YTD budget due to the timing of software purchases.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|--|----------------------|----------------------|---|----------------------|----------------------------------|-----------------------------------|---|
| Expenditures - Facilities | | | | | | | |
| Personnel | \$ 922,380 | \$ 1,150,496 | \$ 626,195 | \$ 840,747 | \$ 214,552 | \$ 917,247 | \$ 233,249 (8) |
| Services & Other | 504,123 | 516,826 | 289,527 | 387,620 | 98,093 | 465,426 | 51,400 (9) |
| Supplies | 126,717 | 118,930 | 70,307 | 89,198 | 18,891 | 114,604 | 4,326 |
| Capital | - | 5,628 | 5,812 | 4,221 | (1,591) | 3,752 | 1,876 |
| Transfers Out | 77,156 | 85,914 | 64,436 | 64,436 | - | 85,910 | 4 |
| Subtotal Facilities | \$ 1,630,376 | \$ 1,877,794 | \$ 1,056,277 | \$ 1,386,222 | \$ 329,945 | \$ 1,586,939 | \$ 290,855 |
| (8) Facilities Personnel is under the YTD budget due to vacancy savings. | | | | | | | |
| (9) Facilities Services & Other is under the YTD budget due to the timing of building repairs and maintenance. | | | | | | | |
| Expenditures - Town Attorney | | | | | | | |
| Personnel | 1,093,830 | 1,175,410 | 803,055 | 858,953 | 55,898 | 1,175,255 | 155 |
| Services & Other | 164,776 | 200,953 | 120,605 | 150,715 | 30,110 | 172,472 | 28,481 |
| Supplies | 7,200 | 9,500 | 2,253 | 7,125 | 4,872 | 2,524 | 6,976 |
| Capital | - | 3,312 | 2,573 | 2,484 | (89) | 6,558 | (3,246) |
| Subtotal Town Attorney | \$ 1,265,806 | \$ 1,389,175 | \$ 928,486 | \$ 1,019,277 | \$ 90,791 | \$ 1,356,809 | \$ 32,366 |
| Expenditures - Town Clerk | | | | | | | |
| Personnel | 327,474 | 344,728 | 243,797 | 251,917 | 8,120 | 345,114 | (386) |
| Services & Other | 57,672 | 117,755 | 8,991 | 35,816 | 26,825 | 15,488 | 102,267 (10) |
| Supplies | 938 | 1,000 | 359 | 750 | 391 | 477 | 523 |
| Subtotal Town Clerk | \$ 386,084 | \$ 463,483 | \$ 253,147 | \$ 288,483 | \$ 35,336 | \$ 361,079 | \$ 102,404 |
| (10) Town Clerk Services & Other is under the YTD budget due to the timing of software purchases. | | | | | | | |
| Expenditures - Municipal Court | | | | | | | |
| Personnel | 383,924 | 394,534 | 248,901 | 288,313 | 39,412 | 361,871 | 32,663 |
| Services & Other | 39,782 | 79,615 | 52,786 | 59,711 | 6,925 | 82,398 | (2,783) |
| Supplies | 7,973 | 15,048 | 8,504 | 11,836 | 3,332 | 13,325 | 1,723 |
| Subtotal Municipal Court | \$ 431,679 | \$ 489,197 | \$ 310,191 | \$ 359,860 | \$ 49,669 | \$ 457,594 | \$ 31,603 |
| Expenditures - Finance | | | | | | | |
| Personnel | 2,477,153 | 3,146,569 | 1,844,335 | 2,299,416 | 455,081 | 2,785,965 | 360,604 (11) |
| Services & Other | 785,579 | 1,683,842 | 1,099,997 | 1,262,882 | 162,885 | 1,765,131 | (81,289) |
| Supplies | 41,301 | 38,630 | 34,175 | 28,973 | (5,202) | 44,682 | (6,052) |
| Capital | - | 12,468 | 9,302 | 9,351 | 49 | 12,468 | - |
| Subtotal Finance | \$ 3,304,033 | \$ 4,881,509 | \$ 2,987,809 | \$ 3,600,622 | \$ 612,813 | \$ 4,608,246 | \$ 273,263 |
| (11) Finance Personnel is under the YTD budget due to vacancy savings. | | | | | | | |
| Expenditures - Police | | | | | | | |
| Personnel | 19,671,245 | 23,027,080 | 15,081,983 | 16,827,482 | 1,745,499 | 22,483,957 | 543,123 |
| Services & Other | 1,873,450 | 1,832,106 | 1,677,957 | 1,374,080 | (303,877) | 2,479,260 | (647,154) (12) |
| Supplies | 1,843,740 | 2,022,707 | 1,089,496 | 1,517,030 | 427,534 | 1,898,767 | 123,940 (13) |
| Capital | 20,000 | 69,716 | 78,968 | 52,287 | (26,681) | 82,603 | (12,887) |
| Transfers Out | 1,931,148 | 1,387,157 | 609,704 | 609,704 | - | 1,387,157 | - |
| Subtotal Police | \$ 25,339,583 | \$ 28,338,766 | \$ 18,538,108 | \$ 20,380,583 | \$ 1,842,475 | \$ 28,331,744 | \$ 7,022 |
| (12) The Police department Services & Other is over the YTD budget mainly due to the timing of software maintenance agreements such as camera licensing. | | | | | | | |
| (13) The Police department Supplies is under the YTD budget due to timing of computer hardware and operating supply purchases. | | | | | | | |
| Expenditures - Fire & Rescue | | | | | | | |
| Personnel | 17,679,568 | 20,729,437 | 13,661,169 | 15,148,435 | 1,487,266 | 20,137,625 | 591,812 |
| Services & Other | 1,724,542 | 2,173,543 | 1,345,165 | 1,630,157 | 284,992 | 1,924,997 | 248,546 |
| Supplies | 1,131,114 | 1,299,369 | 937,213 | 974,527 | 37,314 | 1,241,460 | 57,909 |
| Capital | 323,722 | 398,592 | 73,066 | 298,944 | 225,878 | 79,029 | 319,563 (14) |
| Transfers Out | 2,985,505 | 3,983,584 | 1,748,688 | 1,748,688 | - | 3,983,584 | - |
| Subtotal Fire & Rescue | \$ 23,844,451 | \$ 28,584,525 | \$ 17,765,301 | \$ 19,800,751 | \$ 2,035,450 | \$ 27,366,695 | \$ 1,217,830 |
| (14) The Fire department is under the YTD budget in Capital due to timing of projects associated with Station 155. | | | | | | | |
| Expenditures - Development Services | | | | | | | |
| Personnel | 430,645 | 408,905 | 298,215 | 298,815 | 600 | 423,987 | (15,082) |
| Services & Other | 107,886 | 265,800 | 134,930 | 139,350 | 4,420 | 138,499 | 127,301 |
| Supplies | 2,168 | 6,520 | 2,065 | 4,890 | 2,825 | 2,721 | 3,799 |
| Capital | - | 2,078 | 4,511 | 1,559 | (2,952) | - | 2,078 |
| Transfers Out | 5,266 | 391 | 293 | 293 | - | 391 | - |
| Subtotal Development Services | \$ 545,965 | \$ 683,694 | \$ 440,014 | \$ 444,907 | \$ 4,893 | \$ 565,598 | \$ 118,096 |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|--|----------------------|----------------------|------------------------|----------------------|----------------------------------|-----------------------------------|---|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Expenditures - Parks & Recreation | | | | | | | |
| Personnel | \$ 3,047,460 | \$ 3,194,787 | \$ 2,191,933 | \$ 2,334,652 | \$ 142,719 | \$ 3,092,705 | \$ 102,082 |
| Services & Other | 1,995,095 | 2,040,927 | 1,451,427 | 1,530,695 | 79,268 | 1,999,267 | 41,660 |
| Supplies | 461,477 | 434,230 | 329,341 | 325,673 | (3,668) | 418,196 | 16,034 |
| Capital | 15,391,996 | 9,664,252 | 624,220 | 7,248,189 | 6,623,969 | 4,177,523 | 5,486,729 (15) |
| Interfund Loan | 133,630 | 137,131 | 21,313 | 21,313 | - | 137,130 | 1 |
| Transfers Out | 609,930 | 365,251 | 273,941 | 273,941 | - | 365,256 | (5) |
| Subtotal Parks & Recreation | \$ 21,639,588 | \$ 15,836,578 | \$ 4,892,175 | \$ 11,734,463 | \$ 6,842,288 | \$ 10,190,077 | \$ 5,646,501 |
| (15) Parks & Recreation is under the YTD budget in Capital due to the timing of expenses related to trail improvements. | | | | | | | |
| Expenditures - Non-Departmental | | | | | | | |
| Personnel | 9,306 | - | 87,532 | - | (87,532) | 87,532 | (87,532) |
| Services & Other | 1,416,970 | 1,724,829 | 1,108,480 | 1,293,622 | 185,142 | 1,609,652 | 115,177 |
| Supplies | 292,749 | 515,000 | 21,901 | 386,250 | 364,349 | 517,151 | (2,151) (16) |
| Capital | 598,637 | 581,953 | 132,182 | 436,465 | 304,283 | 574,431 | 7,522 (17) |
| Interfund Loan | 695,000 | - | - | - | - | - | - |
| Transfers Out | 490,541 | 673,444 | 374,616 | 374,616 | - | 774,616 | (101,172) |
| Subtotal Non-Departmental | \$ 3,503,203 | \$ 3,495,226 | \$ 1,724,711 | \$ 2,490,953 | \$ 766,242 | \$ 3,563,382 | \$ (68,156) |
| (16) Non-Departmental Supplies is trending under the YTD budget due to the timing of expenditures in operating supplies. | | | | | | | |
| (17) Non-Departmental Capital is under the YTD budget due to the timing of expense related to the Downtown Quiet Zone. | | | | | | | |
| Total Expenditures | \$ 89,016,620 | \$ 95,007,000 | \$ 54,394,802 | \$ 67,896,650 | \$ 13,501,848 | \$ 86,542,167 | \$ 8,464,833 |
| Net Revenues/Expenditures | 3,923,383 | (2,013,737) | 11,766,025 | (5,617,477) | 17,383,502 | 12,199,817 | 14,213,554 |
| Beginning Funds Available | 33,279,228 | 37,202,611 | 37,202,611 | 37,202,611 | | 37,202,611 | |
| Ending Funds Available | \$ 37,202,611 | \$ 35,188,874 | \$ 48,968,636 | \$ 31,585,134 | | \$ 49,402,428 | |
| Less Reserves & Designations: | | | | | | | |
| Contractual Reserve | | 300,000 | 300,000 | | | 300,000 | |
| Revenue Stabilization Reserve | | 2,227,451 | 2,227,451 | | | 2,227,451 | |
| Catastrophic Events Reserve | | 1,407,100 | 1,407,100 | | | 1,407,100 | |
| Capital Reserve | | 4,027,430 | 4,027,430 | | | 4,027,430 | |
| Opportunity/Econ. Dev. Reserve | | 1,948,717 | 1,948,717 | | | 1,948,717 | |
| TABOR Reserve | | 2,451,193 | 2,451,193 | | | 2,451,193 | |
| Projected Ending Funds Available | \$ 37,202,611 | \$ 22,826,983 | \$ 36,606,745 | | | \$ 37,040,537 | |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Development Services Fund
Department: Development Services

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|---------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Licenses & Permits | \$ 4,153,332 | \$ 4,186,519 | \$ 3,201,458 | \$ 3,139,889 | \$ 61,569 | \$ 3,802,873 | \$ (383,646) |
| Charges for Service | 1,992,433 | 1,760,017 | 2,479,452 | 1,320,013 | 1,159,439 | 3,417,056 | 1,657,039 (1) |
| Investment Earnings | 160,112 | 30,688 | 150,267 | 23,016 | 127,251 | 185,689 | 155,001 (2) |
| Other Revenue | 3,224 | - | - | - | - | 300 | 300 |
| Total Revenues | \$ 6,309,101 | \$ 5,977,224 | \$ 5,831,177 | \$ 4,482,918 | \$ 1,348,259 | \$ 7,405,918 | \$ 1,428,694 |
| Expenditures | | | | | | | |
| Personnel | \$ 5,631,314 | \$ 6,397,011 | \$ 3,772,677 | \$ 4,674,739 | \$ 902,062 | \$ 5,210,192 | \$ 1,186,819 |
| Services & Other | 855,753 | 1,111,772 | 661,728 | 833,829 | 172,101 | 902,506 | 209,266 (3) |
| Supplies | 66,732 | 202,040 | 25,731 | 151,530 | 125,799 | 28,187 | 173,853 (3) |
| Capital | - | 48,704 | 42,882 | 42,882 | - | 4,156 | 44,548 |
| Transfers Out | 125,177 | 115,020 | 86,266 | 86,266 | - | 115,020 | - |
| Total Expenditures | \$ 6,678,976 | \$ 7,874,547 | \$ 4,589,284 | \$ 5,789,246 | \$ 1,199,962 | \$ 6,260,061 | \$ 1,614,486 |
| Net Revenues/Expenditures | (369,875) | (1,897,323) | 1,241,893 | (1,306,328) | 2,548,221 | 1,145,857 | 3,043,180 |
| Beginning Funds Available | 4,773,575 | 4,403,700 | 4,403,700 | 4,403,700 | | 4,403,700 | |
| Ending Funds Available | \$ 4,403,700 | \$ 2,506,377 | \$ 5,645,593 | \$ 3,097,372 | | \$ 5,549,557 | |
| Less Reserves & Designations: | | | | | | | |
| Revenue Stabilization Reserve | | 2,506,377 | 5,645,593 | | | 5,549,557 | |
| Projected Ending Funds Available | \$ 4,403,700 | \$ - | \$ - | | | \$ - | |

(1) Charges for Service are trending over the YTD budget due to higher than anticipated plan reviews and inspection fees.
(2) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(3) Services & Other and Supplies are trending under the YTD budget due to the timing of expense related to software maintenance, training, and the purchase of computer software and hardware.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Water Fund
Department: Castle Rock Water

Attachment A
Schedule C

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|----------------------|----------------------|------------------------|----------------------|----------------------------------|-----------------------------------|---|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Intergovernmental | \$ 450,700 | \$ 300,700 | \$ (100,000) | \$ 225,525 | \$ (325,525) | \$ 200,700 | \$ (100,000) (1) |
| Charges for Service | 20,555,638 | 22,288,478 | 16,023,212 | 14,120,513 | 1,902,699 | 22,300,974 | 12,496 |
| Fines & Forfeitures | 316,544 | 320,300 | 249,366 | 240,225 | 9,141 | 355,223 | 34,923 |
| Investment Earnings | 537,866 | 359,143 | 437,561 | 269,357 | 168,204 | 362,458 | 3,315 (2) |
| System Development Fees | 3,727,993 | 3,462,242 | 2,046,641 | 2,747,289 | (700,648) | 3,499,937 | 37,695 (3) |
| Contributions & Donations | (168,687) | - | - | - | - | - | - |
| Transfers In | 4,820,000 | - | - | - | - | - | - |
| Other Revenue | 1,053,197 | 248,987 | 129,994 | 186,740 | (56,746) | 462,732 | 213,745 (4) |
| Total Revenues | \$ 31,293,251 | \$ 26,979,850 | \$ 18,786,774 | \$ 17,789,649 | \$ 997,125 | \$ 27,182,024 | \$ 202,174 |
| Expenditures | | | | | | | |
| Personnel | \$ 5,572,373 | \$ 6,047,756 | \$ 4,391,256 | \$ 4,419,514 | \$ 28,258 | \$ 6,280,990 | \$ (233,234) |
| Services & Other | 8,765,002 | 8,620,172 | 5,007,518 | 6,465,129 | 1,457,611 | 9,720,616 | (1,100,444) (5) |
| Supplies | 2,269,662 | 2,042,568 | 682,208 | 1,531,926 | 849,718 | 2,074,789 | (32,221) (6) |
| Capital | 8,673,768 | 17,789,838 | 3,899,433 | 14,638,183 | 10,738,750 | 13,953,770 | 3,836,068 (7) |
| Debt & Financing | 681,842 | 689,000 | 48,400 | 48,400 | - | 689,400 | (400) |
| Interfund Loan | - | 1,250,523 | 54,225 | 54,225 | - | 1,250,523 | - |
| Transfers Out | 638,352 | 544,562 | 369,850 | 369,850 | - | 544,562 | - |
| Total Expenditures | \$ 26,600,999 | \$ 36,984,419 | \$ 14,452,890 | \$ 27,527,227 | \$ 13,074,337 | \$ 34,514,650 | \$ 2,469,769 |
| Net Revenues/Expenditures | 4,692,252 | (10,004,569) | 4,333,884 | (9,737,578) | 14,071,462 | (7,332,626) | 2,671,943 |
| Beginning Funds Available | 11,353,803 | 16,046,055 | 16,046,055 | 16,046,055 | | 16,046,055 | |
| Ending Funds Available | \$ 16,046,055 | \$ 6,041,486 | \$ 20,379,939 | \$ 6,308,477 | | \$ 8,713,429 | |
| Less Reserves & Designations: | | | | | | | |
| Operating Designation | | 1,392,541 | 1,680,164 | | | 1,392,541 | |
| Catastrophic Events Reserve | | 2,662,301 | 2,662,301 | | | 2,662,301 | |
| Revenue Stabilization Reserve | | 1,000,000 | 1,254,552 | | | 1,000,000 | |
| Capital Reserve | | - | 14,782,922 | | | 3,658,587 | |
| Projected Ending Funds Available | \$ 16,046,055 | \$ 986,644 | \$ - | | | \$ - | |

(1) Intergovernmental is showing a negative amount due to an accounting entry made to correct an overstatement in 2024.
(2) Investment earnings are trending over YTD budget due to the change in the fair market value of the Town's securities during the third quarter.
(3) System Development Fees are trending below the YTD budget due to delayed building permit activity.
(4) Other revenue is under YTD budget due to timing of receiving reimbursement for tower leases and the timing of water rights payments received as cash in lieu.
(5) Services & Other is under the YTD budget due to timing of repair and maintenance for pipelines.
(6) Supplies is under the YTD budget due to timing of chemical and fertilizer expenses.
(7) Capital expenditures are under the YTD budget due to the seasonality of multiple projects and timing of such expenditures.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Water Resources Fund
Department: Castle Rock Water

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|----------------------|-----------------------|------------------------|----------------------|----------------------------------|-----------------------------------|---|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Licenses & Permits | \$ 2,811 | \$ 5,000 | \$ 1,148 | \$ 3,750 | \$ (2,602) | \$ 5,000 | \$ - |
| Intergovernmental | 50,000 | - | - | - | - | - | - |
| Charges for Service | 14,113,165 | 14,878,794 | 10,885,751 | 11,159,096 | (273,345) | 14,878,794 | - |
| Fines & Forfeitures | 132,420 | 187,985 | 125,227 | 140,989 | (15,762) | 187,985 | - |
| Investment Earnings | 4,490,339 | 1,219,795 | 3,251,000 | 914,846 | 2,336,154 | 1,219,795 | - (1) |
| System Development Fees | 16,258,709 | 16,600,235 | 12,100,444 | 13,172,286 | (1,071,842) | 16,600,235 | - |
| Interfund Loan Revenue | 133,630 | 186,389 | 21,313 | 21,313 | - | 146,603 | (39,786) |
| Debt & Financing Revenue | 261,195 | 55,512,930 | 151,310 | 134,698 | 16,612 | 55,512,930 | - |
| Other Revenue | 6,278,332 | 2,191,658 | 600,962 | 743,744 | (142,782) | 425,471 | (1,766,187) |
| Total Revenues | \$ 41,720,601 | \$ 90,782,786 | \$ 27,137,155 | \$ 26,290,722 | \$ 846,433 | \$ 88,976,813 | \$ (1,805,973) |
| Expenditures | | | | | | | |
| Personnel | \$ 3,251,615 | \$ 3,968,471 | \$ 2,637,524 | \$ 2,900,037 | \$ 262,513 | \$ 3,788,167 | \$ 180,304 |
| Services & Other | 12,576,020 | 10,031,612 | 5,444,708 | 7,523,709 | 2,079,001 | 9,858,522 | 173,090 (2) |
| Supplies | 706,597 | 969,974 | 514,882 | 727,481 | 212,599 | 800,761 | 169,213 (2) |
| Capital | 23,531,279 | 123,098,880 | 18,389,554 | 83,357,694 | 64,968,140 | 122,280,505 | 818,375 (3) |
| Debt & Financing | 5,642,108 | 7,718,050 | 1,776,638 | 1,776,638 | - | 10,003,925 | (2,285,875) |
| Transfers Out | 9,397 | 280,847 | 3,478 | 3,478 | - | 279,299 | 1,548 |
| Total Expenditures | \$ 45,717,016 | \$ 146,067,834 | \$ 28,766,784 | \$ 96,289,037 | \$ 67,522,253 | \$ 147,011,179 | \$ (943,345) |
| Net Revenues/Expenditures | (3,996,415) | (55,285,048) | (1,629,629) | (69,998,314) | 68,368,685 | (58,034,366) | (2,749,318) |
| Beginning Funds Available | 96,470,204 | 92,473,789 | 92,473,789 | 92,473,789 | | 92,473,789 | |
| Ending Funds Available | \$ 92,473,789 | \$ 37,188,741 | \$ 90,844,160 | \$ 22,475,475 | | \$ 34,439,423 | |
| Less Reserves & Designations: | | | | | | | |
| Operating Designation | | 2,495,010 | 1,432,852 | | | 2,495,010 | |
| Catastrophic Events Reserve | | 3,541,199 | 3,541,199 | | | 3,541,199 | |
| Capital Reserve | | 31,152,532 | 85,870,109 | | | 28,403,214 | |
| Projected Ending Funds Available | \$ 92,473,789 | \$ - | \$ - | | | \$ - | |

(1) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(2) Services & Other and Supplies are under the YTD budget due to the seasonality of multiple projects and timing of such expenditures.
(3) Capital expenditures are under the YTD budget due to the timing of planned multi-year capital projects.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Stormwater Fund
Department: Castle Rock Water

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------------------|---------------------|--|--|--|
| | | | Months Ended September 30, 2025 | | | | |
| Revenues | | | | | | | |
| Charges for Service | \$ 4,333,227 | \$ 4,595,172 | \$ 3,411,685 | \$ 3,446,379 | \$ (34,694) | \$ 4,567,921 | \$ (27,251) |
| Fines & Forfeitures | - | 25 | - | 19 | (19) | 25 | - |
| Investment Earnings | 300,444 | 127,493 | 233,943 | 95,620 | 138,323 | 127,493 | - (1) |
| System Development Fees | 1,042,524 | 1,496,036 | 774,958 | 1,187,105 | (412,147) | 1,496,036 | - (2) |
| Contributions & Donations | 871,161 | 2,315 | - | 1,736 | (1,736) | 2,315 | - |
| Other Revenue | 117,889 | 170,086 | 653,379 | 127,565 | 525,814 | 362,007 | 191,921 (3) |
| Total Revenues | \$ 6,665,245 | \$ 6,391,127 | \$ 5,073,965 | \$ 4,858,424 | \$ 215,541 | \$ 6,555,797 | \$ 164,670 |
| Expenditures | | | | | | | |
| Personnel | \$ 2,334,920 | \$ 2,538,599 | \$ 1,692,013 | \$ 1,855,130 | \$ 163,117 | \$ 2,309,421 | \$ 229,178 |
| Services & Other | 1,467,710 | 1,092,059 | 425,496 | 819,044 | 393,548 | 1,016,922 | 75,137 (4) |
| Supplies | 115,994 | 133,365 | 90,468 | 100,024 | 9,556 | 121,268 | 12,097 |
| Capital | 881,127 | 5,760,530 | 1,209,873 | 3,900,803 | 2,690,930 | 4,961,997 | 798,533 (5) |
| Debt & Financing | 1,144,323 | 1,157,200 | 95,400 | 95,400 | - | 1,157,200 | - |
| Transfers Out | 211,411 | 141,836 | 106,377 | 106,377 | - | 141,836 | - |
| Total Expenditures | \$ 6,155,485 | \$ 10,823,589 | \$ 3,619,627 | \$ 6,876,778 | \$ 3,257,151 | \$ 9,708,644 | \$ 1,114,945 |
| Net Revenues/Expenditures | 509,760 | (4,432,462) | 1,454,338 | (2,018,354) | 3,472,692 | (3,152,847) | 1,279,615 |
| Beginning Funds Available | 6,356,109 | 6,865,869 | 6,865,869 | 6,865,869 | | 6,865,869 | |
| Ending Funds Available | \$ 6,865,869 | \$ 2,433,407 | \$ 8,320,207 | \$ 4,847,515 | | \$ 3,713,022 | |
| Less Reserves & Designations: | | | | | | | |
| Operating Designation | | 627,337 | 367,996 | | | 627,337 | |
| Catastrophic Events Reserve | | 1,204,962 | 1,204,962 | | | 1,204,962 | |
| Capital Reserve | | 601,108 | 6,747,249 | | | 1,880,723 | |
| Projected Ending Funds Available | \$ 6,865,869 | \$ - | \$ - | | | \$ - | |

- (1) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
- (2) System Development Fees are under the YTD budget due to delayed building permit activity.
- (3) Other Revenue is trending over the YTD budget due to fee reimbursement for engineering design of the South Tributary Project.
- (4) Services & Other is trending under the YTD budget due to the seasonality of multiple projects and timing of such expenditures.
- (5) Capital expenditures are under the YTD budget due to the timing of planned stream stabilization projects.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Wastewater Fund
Department: Castle Rock Water

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|----------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Intergovernmental | \$ 770,111 | \$ 6,700,000 | \$ 394,544 | \$ 345,000 | \$ 49,544 | \$ 6,714,545 | \$ 14,545 |
| Charges for Service | 12,214,747 | 12,283,835 | 9,359,872 | 9,212,876 | 146,996 | 8,315,192 | (3,968,643) |
| Fines & Forfeitures | - | 25 | - | 19 | (19) | 25 | - |
| Investment Earnings | 1,121,883 | 537,919 | 832,739 | 403,439 | 429,300 | 537,919 | (1) |
| System Development Fees | 1,905,212 | 2,077,663 | 1,122,871 | 1,648,626 | (525,755) | 2,077,663 | (2) |
| Contributions & Donations | 29,510 | 29,510 | - | - | - | 29,510 | - |
| Interfund Loan Revenue | - | 1,250,523 | 54,225 | 73,892 | (19,667) | 1,250,523 | - |
| Other Revenue | (3,865) | 98,795 | 303,535 | 74,096 | 229,439 | 98,795 | (3) |
| Total Revenues | \$ 16,037,598 | \$ 22,978,270 | \$ 12,067,786 | \$ 11,757,948 | \$ 309,838 | \$ 19,024,172 | \$ (3,954,098) |
| Expenditures | | | | | | | |
| Personnel | \$ 2,037,530 | \$ 2,361,533 | \$ 1,847,621 | \$ 1,725,736 | \$ (121,885) | \$ 2,617,210 | \$ (255,677) |
| Services & Other | 6,921,670 | 7,544,698 | 4,604,047 | 5,658,524 | 1,054,477 | 7,439,956 | 104,742 |
| Supplies | 436,427 | 683,738 | 405,101 | 512,804 | 107,703 | 560,589 | 123,149 (4) |
| Capital | 1,914,863 | 15,245,458 | 2,370,723 | 10,323,621 | 7,952,898 | 8,425,284 | 6,820,174 (4) |
| Transfers Out | 195,565 | 460,363 | 106,592 | 125,272 | 18,680 | 412,993 | 47,370 |
| Total Expenditures | \$ 11,506,055 | \$ 26,295,790 | \$ 9,334,084 | \$ 18,345,957 | \$ 9,011,873 | \$ 19,456,032 | \$ 6,839,758 |
| Net Revenues/Expenditures | 4,531,543 | (3,317,520) | 2,733,702 | (6,588,009) | 9,321,711 | (431,860) | 2,885,660 |
| Beginning Funds Available | 24,783,448 | 29,314,991 | 29,314,991 | 29,314,991 | | 29,314,991 | |
| Ending Funds Available | \$ 29,314,991 | \$ 25,997,471 | \$ 32,048,693 | \$ 22,726,982 | | \$ 28,883,131 | |
| Less Reserves & Designations: | | | | | | | |
| Operating Designation | | 1,764,995 | 1,142,795 | | | 1,764,995 | |
| Catastrophic Events Reserve | | 2,342,480 | 2,342,480 | | | 2,342,480 | |
| Capital Reserve | | 21,889,996 | 28,563,418 | | | 24,775,656 | |
| Projected Ending Funds Available | \$ 29,314,991 | \$ - | \$ - | | | \$ - | |

(1) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(2) System Development Fees are under the YTD budget due to delayed building permit activity.
(3) Other Revenue is over the YTD budget due to a reimbursement for the Malibu sewer upsizing as part a part of the Brickyard development agreement obligations.
(4) Supplies and capital expenditures are under the YTD budget due to the timing of chemical fertilization purchases, as well as the seasonality of multiple projects and timing of expenditures such as SCADA system improvements.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Transportation Fund
Department: Public Works

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------------------|----------------------|--|--|--|
| | | | Months Ended September 30, 2025 | | | | |
| Revenues | | | | | | | |
| Use | \$ 2,252,505 | \$ 1,380,523 | \$ 1,471,940 | \$ 1,077,360 | \$ 394,580 | \$ 1,937,265 | \$ 556,742 (1) |
| Sales | 15,071,344 | 15,797,155 | 12,742,125 | 11,847,866 | 894,259 | 16,982,121 | 1,184,966 |
| Motor Vehicle | 3,493,928 | 3,555,668 | 2,558,525 | 2,666,751 | (108,226) | 3,396,267 | (159,401) |
| Intergovernmental | 9,792,398 | 10,375,821 | 8,415,068 | 7,781,866 | 633,202 | 10,281,935 | (93,886) |
| Investment Earnings | 876,032 | 51,291 | 632,091 | 38,468 | 593,623 | 788,286 | 736,995 (2) |
| Interfund Loan Revenue | - | - | 33,750 | - | 33,750 | 45,000 | 45,000 (3) |
| Other Revenue | 35,102 | 202,954 | 27,557 | 152,216 | (124,659) | 9,431 | (193,523) |
| Total Revenues | \$ 31,521,309 | \$ 31,363,412 | \$ 25,881,056 | \$ 23,564,527 | \$ 2,316,529 | \$ 33,440,305 | \$ 494,586 |
| Expenditures | | | | | | | |
| Personnel | \$ 5,838,686 | \$ 6,541,710 | \$ 4,239,554 | \$ 4,780,480 | \$ 540,926 | \$ 6,139,169 | \$ 402,541 |
| Services & Other | 18,162,670 | 25,035,519 | 13,790,786 | 18,776,639 | 4,985,853 | 23,983,685 | 1,051,834 (4) |
| Supplies | 912,006 | 1,046,424 | 671,080 | 784,818 | 113,738 | 966,137 | 80,287 |
| Capital | 1,367,707 | 3,782,580 | 879,020 | 2,836,935 | 1,957,915 | 2,580,862 | 1,201,718 (4) |
| Debt & Financing | 904,038 | 905,000 | 842,000 | 842,000 | - | 905,000 | - |
| Transfers Out | 4,931,197 | 2,878,483 | 761,616 | 761,616 | - | 2,878,483 | - |
| Total Expenditures | \$ 32,116,304 | \$ 40,189,716 | \$ 21,184,056 | \$ 28,782,488 | \$ 7,598,432 | \$ 37,453,336 | \$ 2,736,380 |
| Net Revenues/Expenditures | (594,995) | (8,826,304) | 4,697,000 | (5,217,961) | 9,914,961 | (4,013,031) | 4,813,273 |
| Beginning Funds Available | 16,746,779 | 16,151,784 | 16,151,784 | 16,151,784 | | 16,151,784 | |
| Ending Funds Available | \$ 16,151,784 | \$ 7,325,480 | \$ 20,848,784 | \$ 10,933,823 | | \$ 12,138,753 | |
| Less Reserves & Designations: | | | | | | | |
| Revenue Stabilization Reserve | | 414,295 | 414,295 | | | 414,295 | |
| Catastrophic Events Reserve | | 1,801,860 | 1,801,860 | | | 1,801,860 | |
| Projected Ending Funds Available | \$ 16,151,784 | \$ 5,109,325 | \$ 18,632,629 | | | \$ 9,922,598 | |

(1) Residential Use Tax is trending over YTD budget due to higher than estimated valuation of residential permits.

(2) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.

(3) Interfund Loan Revenue is over the YTD budget due to interest payments for an interfund loan between the Transportation Fund and the Transportation Capital Fund related to the Crystal Valley Interchange not being included in the original 2025 budget.

(4) Services & Other and Capital expenditures are under the YTD budget due to the seasonality of multiple projects and timing of expenditures such as the Pavement Maintenance Program and the Traffic Signal Program.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Transportation Capital Projects Fund
Department: Public Works

Attachment A
Schedule H

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------------------|----------------------|--|--|--|
| | | | Months Ended September 30, 2025 | | | | |
| Revenues | | | | | | | |
| Use | \$ 1,686,975 | \$ 1,044,868 | \$ 1,104,245 | \$ 815,415 | \$ 288,830 | \$ 1,343,158 | \$ 298,290 (1) |
| Intergovernmental | 8,317,934 | 3,500,000 | 7,146,672 | 2,625,000 | 4,521,672 | 10,646,672 | 7,146,672 (2) |
| Investment Earnings | 1,504,467 | 141,169 | 1,254,704 | 105,877 | 1,148,827 | 1,375,014 | 1,233,845 (3) |
| Impact Fees | 7,421,620 | 8,641,377 | 3,792,516 | 6,856,933 | (3,064,417) | 5,312,918 | (3,328,459) (4) |
| Contributions & Donations | 22,455,243 | 62,182,486 | 16,744,648 | 46,636,865 | (29,892,217) | 57,491,814 | (4,690,672) (5) |
| Transfers In | 3,000,000 | 1,000,000 | - | - | - | 1,000,000 | - |
| Other Revenue | 74,984 | - | - | - | - | - | - |
| Total Revenues | \$ 44,461,223 | \$ 76,509,900 | \$ 30,042,785 | \$ 57,040,090 | \$ (26,997,305) | \$ 77,169,576 | \$ 659,676 |
| Expenditures | | | | | | | |
| Capital | \$ 47,511,007 | \$ 107,690,377 | \$ 26,505,096 | \$ 80,767,783 | \$ 54,262,687 | \$ 37,650,696 | \$ 70,039,681 (6) |
| Debt & Financing | 362,787 | 1,262,749 | 1,086,193 | 1,086,193 | - | 1,263,149 | (400) |
| Interfund Loan | 97,500 | - | 106,875 | - | (106,875) | 142,500 | (142,500) (7) |
| Transfers Out | - | 2,000,000 | - | - | - | 1,800,000 | 200,000 |
| Total Expenditures | \$ 47,971,294 | \$ 110,953,126 | \$ 27,698,164 | \$ 81,853,976 | \$ 54,155,812 | \$ 40,856,345 | \$ 70,096,781 |
| Net Revenues/Expenditures | (3,510,071) | (34,443,226) | 2,344,621 | (24,813,886) | 27,158,507 | 36,313,231 | 70,756,457 |
| Beginning Funds Available | 39,644,841 | 36,134,770 | 36,134,770 | 36,134,770 | | 36,134,770 | |
| Ending Funds Available | \$ 36,134,770 | \$ 1,691,544 | \$ 38,479,391 | \$ 11,320,884 | | \$ 72,448,001 | |
| Less Reserves & Designations: | | | | | | | |
| Capital Reserve | | 1,691,544 | 38,479,391 | | | 72,448,001 | |
| Projected Ending Funds Available | \$ 36,134,770 | \$ - | \$ - | | | \$ - | |

(1) Residential Use Tax is trending over YTD budget due to higher than estimated valuation of residential permits.
(2) Intergovernmental revenue is trending over YTD budget due to the timing of reimbursements received for the Crystal Valley Interchange project.
(3) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the second quarter.
(4) Impact Fee revenue is trending below the YTD budget due to lower than anticipated building permits activity.
(5) Contributions & Donations are trending below the YTD budget due to the timing of reimbursements for the Crystal Valley Interchange project.
(6) Capital is trending below the YTD budget due to the timing of ongoing capital projects such as the Crystal Valley Interchange.
(7) Interfund Loan expense is over budget due to interest payments for an interfund loan between the Transportation Fund and the Transportation Capital Fund for the Crystal Valley Interchange not being included in the original 2025 budget.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Fleet Services Fund
Department: Public Works

Attachment A
Schedule I

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|----------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Charges for Service | 6,999,714 | 6,815,323 | 5,070,232 | 5,111,492 | (41,260) | 6,755,585 | (59,738) |
| Investment Earnings | 555,590 | 75,579 | 366,608 | 56,684 | 309,924 | 488,916 | 413,337 ⁽¹⁾ |
| Transfers In | 868,013 | 2,737,296 | - | - | - | 2,737,296 | - |
| Other Revenue | 142,171 | 1,329,288 | 270,533 | 996,966 | (726,433) | 360,734 | (968,554) ⁽²⁾ |
| Total Revenues | \$ 8,565,488 | \$ 10,957,486 | \$ 5,707,373 | \$ 6,165,142 | \$ (457,769) | \$ 10,342,531 | \$ (614,955) |
| Expenditures | | | | | | | |
| Personnel | \$ 853,160 | \$ 891,107 | \$ 609,018 | \$ 651,194 | \$ 42,176 | \$ 865,529 | \$ 25,578 |
| Services & Other | 362,450 | 427,075 | 381,187 | 320,306 | (60,881) | 465,999 | (38,924) |
| Supplies | 540,919 | 502,906 | 316,655 | 377,180 | 60,525 | 426,827 | 76,079 |
| Capital | 6,722,605 | 14,131,883 | 3,454,911 | 10,598,912 | 7,144,001 | 8,468,664 | 5,663,219 ⁽³⁾ |
| Transfers Out | 43,830 | 38,355 | 28,767 | 28,766 | (1) | 38,355 | - |
| Total Expenditures | \$ 8,522,964 | \$ 15,991,326 | \$ 4,790,538 | \$ 11,976,358 | \$ 7,185,820 | \$ 10,265,374 | \$ 5,725,952 |
| Net Revenues/Expenditures | 42,524 | (5,033,840) | 916,835 | (5,811,216) | 6,728,051 | 77,157 | 5,110,997 |
| Beginning Funds Available | 12,495,952 | 12,538,476 | 12,538,476 | 12,538,476 | | 12,538,476 | |
| Ending Funds Available | \$ 12,538,476 | \$ 7,504,636 | \$ 13,455,311 | \$ 6,727,260 | | \$ 12,615,633 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 7,504,636 | 13,455,311 | | | 12,615,633 | |
| Projected Ending Funds Available | \$ 12,538,476 | \$ - | \$ - | | | \$ - | |

(1) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(2) Other Revenue is under the YTD budget due to the timing of revenue received for the salvage value of vehicles that have been replaced.
(3) Capital is under the YTD budget due to the timing of purchasing new and replacement vehicles.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Fire Capital Fund
Department: Fire Department

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|-----------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Investment Earnings | \$ 47,472 | \$ 149,752 | \$ 43,786 | \$ 112,314 | \$ (68,528) | \$ 54,190 | \$ (95,562) (1) |
| Impact Fees | 724,169 | 727,219 | 360,913 | 577,048 | (216,135) | 452,851 | (274,368) (2) |
| Transfers In | - | 6,000,000 | - | - | - | 6,000,000 | - |
| Other Revenue | 1 | - | - | - | - | 7,000 | 7,000 |
| Total Revenues | \$ 771,642 | \$ 6,876,971 | \$ 404,699 | \$ 689,362 | \$ (284,663) | \$ 6,514,041 | \$ (362,930) |
| Expenditures | | | | | | | |
| Capital | 123,423 | 7,693,655 | 383,516 | 5,770,241 | 5,386,725 | 7,693,655 | - (3) |
| Interfund Loan | 608,374 | 349,475 | - | - | - | 2 | 349,473 |
| Total Expenditures | \$ 731,797 | \$ 8,043,130 | \$ 383,516 | \$ 5,770,241 | \$ 5,386,725 | \$ 7,693,657 | \$ 349,473 |
| Net Revenues/Expenditures | 39,845 | (1,166,159) | 21,183 | (5,080,879) | 5,102,062 | (1,179,616) | (13,457) |
| Beginning Funds Available | 1,788,454 | 1,828,299 | 1,828,299 | 1,828,299 | | 1,828,299 | |
| Ending Funds Available | \$ 1,828,299 | \$ 662,140 | \$ 1,849,482 | \$ (3,252,580) | | \$ 648,683 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 662,140 | 1,849,482 | | | 648,683 | |
| Projected Ending Funds Available | \$ 1,828,299 | \$ - | \$ - | | | \$ - | |

(1) Investment Earnings are trending under the YTD budget due to a lower than anticipated fund balance.
(2) Impact Fee revenue is trending below the YTD budget due to lower than anticipated building permits activity.
(3) Capital is under the YTD budget due to the timing of the design and construction of Fire Station 156.

TOWN OF CASTLE ROCK
 2025 Third Quarter Financial Review
 Fund: Police Capital Fund
 Department: Police Department

Attachment A
 Schedule K

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|-------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Investment Earnings | \$ 15,590 | \$ 16,703 | \$ 10,025 | \$ 12,527 | \$ (2,502) | \$ 13,197 | \$ (3,506) |
| Impact Fees | 374,687 | 382,918 | 193,827 | 303,845 | (110,018) | 312,206 | (70,712) ⁽¹⁾ |
| Total Revenues | \$ 390,277 | \$ 399,621 | \$ 203,852 | \$ 316,372 | \$ (112,520) | \$ 325,403 | \$ (74,218) |
| Expenditures | | | | | | | |
| Interfund Loan | 194,016 | 195,417 | 16,736 | 16,736 | - | 195,417 | - |
| Transfers Out | 622,749 | 768,604 | - | - | - | 768,604 | - |
| Total Expenditures | \$ 816,765 | \$ 964,021 | \$ 16,736 | \$ 16,736 | \$ - | \$ 964,021 | \$ - |
| Net Revenues/Expenditures | (426,488) | (564,400) | 187,116 | 299,636 | (112,520) | (638,618) | (74,218) |
| Beginning Funds Available | 1,075,280 | 648,792 | 648,792 | 648,792 | | 648,792 | |
| Ending Funds Available | \$ 648,792 | \$ 84,392 | \$ 835,908 | \$ 948,428 | | \$ 10,174 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 84,392 | 835,908 | | | 10,174 | |
| Projected Ending Funds Available | \$ 648,792 | \$ - | \$ - | | | \$ - | |

(1) Impact Fees are trending below the YTD budget due to lower than anticipated building permits activity.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
 **Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
 2025 Third Quarter Financial Review
 Fund: Police Forfeiture Fund
 Department: Police Department

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Investment Earnings | \$ 15 | \$ 46 | \$ 8 | \$ 17 | \$ (9) | \$ 12 | \$ (34) |
| Total Revenues | \$ 15 | \$ 46 | \$ 8 | \$ 17 | \$ (9) | \$ 12 | \$ (34) |
| Expenditures | | | | | | | |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Revenues/Expenditures | 15 | 46 | 8 | 17 | (9) | 12 | (34) |
| Beginning Funds Available | 1,501 | 1,516 | 1,516 | 1,516 | | 1,516 | |
| Ending Funds Available | \$ 1,516 | \$ 1,562 | \$ 1,524 | \$ 1,533 | | \$ 1,528 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 1,562 | 1,524 | | | 1,528 | |
| Projected Ending Funds Available | \$ 1,516 | \$ - | \$ - | | | \$ - | |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Parks & Recreation Capital Fund
Department: Parks and Recreation

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|----------------------|----------------------|---|----------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Investment Earnings | \$ 670,284 | \$ 71,220 | \$ 961,483 | \$ 53,415 | \$ 908,068 | \$ 625,930 | \$ 554,710 (1) |
| Impact Fees | 4,533,920 | 4,510,916 | 2,339,876 | 3,383,187 | (1,043,311) | 3,196,790 | (1,314,126) (2) |
| Transfers In | 1,700,000 | - | - | - | - | - | - |
| Interfund Loan Revenue | 55,500 | - | - | - | - | - | - |
| Debt & Financing Revenue | - | 76,500,000 | 74,063,522 | 74,063,522 | - | 76,500,000 | - |
| Other Revenue | 341,120 | - | - | - | - | - | - |
| Total Revenues | \$ 7,300,824 | \$ 81,082,136 | \$ 77,364,881 | \$ 77,500,124 | \$ (135,243) | \$ 80,322,720 | \$ (759,416) |
| Expenditures | | | | | | | |
| Services & Other | \$ 1,588,659 | \$ 1,220,732 | \$ 521,659 | \$ 915,549 | \$ 393,890 | \$ 757,845 | \$ 462,887 (3) |
| Capital | 4,384,934 | 85,779,141 | 5,208,659 | 5,334,356 | 125,697 | 85,363,316 | 415,825 |
| Debt & Financing | 712,613 | 6,792,613 | 5,767,388 | 5,767,388 | - | 6,792,613 | - |
| Total Expenditures | \$ 6,686,206 | \$ 93,792,486 | \$ 11,497,706 | \$ 12,017,293 | \$ 519,587 | \$ 92,913,774 | \$ 878,712 |
| Net Revenues/Expenditures | 614,618 | (12,710,350) | 65,867,175 | 65,482,831 | 384,344 | (12,591,054) | 119,296 |
| Beginning Funds Available | 15,920,714 | 16,535,332 | 16,535,332 | 16,535,332 | | 16,535,332 | |
| Ending Funds Available | \$ 16,535,332 | \$ 3,824,982 | \$ 82,402,507 | \$ 82,018,163 | | \$ 3,944,278 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 3,824,982 | 82,402,507 | | | 3,944,278 | |
| Projected Ending Funds Available | \$ 16,535,332 | \$ - | \$ - | | | \$ - | |

(1) Investment Earnings are trending over YTD budget due to higher than anticipated interest earnings and fund balance during the third quarter.
(2) Impact Fee revenue is trending below the YTD budget due to lower than anticipated building permits activity.
(2) Services & Other is trending under the YTD budget due to timing of one-time expenditures related to the Sports Development Center.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Conservation Trust Fund
Department: Parks and Recreation

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|---------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Licenses & Permits | \$ 224,579 | \$ 146,230 | \$ 222,423 | \$ 109,673 | \$ 112,750 | \$ 283,211 | \$ 136,981 (1) |
| Intergovernmental | 4,479,814 | 1,830,495 | 549,715 | 472,871 | 76,844 | 563,665 | (1,266,830) |
| Investment Earnings | 87,055 | 2,012 | 31,740 | 1,509 | 30,231 | 72,164 | 70,152 (2) |
| Other Revenue | 35,544 | 44,100 | 67,396 | 33,075 | 34,321 | 75,333 | 31,233 (3) |
| Total Revenues | \$ 4,826,992 | \$ 2,022,837 | \$ 871,274 | \$ 617,128 | \$ 254,146 | \$ 994,373 | \$ (1,028,464) |
| Expenditures | | | | | | | |
| Personnel | \$ 179,243 | \$ 191,327 | \$ 129,831 | \$ 139,816 | \$ 9,985 | \$ 185,498 | \$ 5,829 |
| Services & Other | 12,715 | 7,000 | 5,823 | 5,250 | (573) | 8,686 | (1,686) |
| Supplies | 38,442 | 107,500 | 21,881 | 80,625 | 58,744 | 32,821 | 74,679 (4) |
| Capital | 465,672 | 2,523,327 | 1,056,419 | 1,892,495 | 836,076 | 2,523,327 | - (5) |
| Debt & Financing | 55,500 | - | - | - | - | - | - |
| Transfers Out | 1,700,000 | - | - | - | - | - | - |
| Total Expenditures | \$ 2,451,572 | \$ 2,829,154 | \$ 1,213,954 | \$ 2,118,186 | \$ 904,232 | \$ 2,750,332 | \$ 78,822 |
| Net Revenues/Expenditures | 2,375,420 | (806,317) | (342,680) | (1,501,058) | 1,158,378 | (1,755,959) | (949,642) |
| Beginning Funds Available | 1,562,057 | 3,937,477 | 3,937,477 | 3,937,477 | | 3,937,477 | |
| Ending Funds Available | \$ 3,937,477 | \$ 3,131,160 | \$ 3,594,797 | \$ 2,436,419 | | \$ 2,181,518 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 3,131,160 | 3,594,797 | | | 2,181,518 | |
| Projected Ending Funds Available | \$ 3,937,477 | \$ - | \$ - | | | \$ - | |

(1) Licenses & Permits revenue is trending over the YTD budget due to greater than anticipated field rental revenue.
(2) Investment Earnings are trending over YTD budget due to higher than anticipated interest earnings and fund balance during the third quarter.
(3) Other Revenue is trending over the YTD budget due to higher than anticipated Tower Lease revenue.
(4) Supplies is trending under the YTD budget due to the timing of parks projects.
(5) Capital is trending under YTD due to timing of updates for various Park projects including Centennial Park and Butterfield Crossing Park.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Lodging Tax Fund
Department: Parks and Recreation

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|-------------------|---------------------|--|--|--|
| | | | September 30, 2025 | | | | | |
| Revenues | | | | | | | | |
| Lodging | \$ 665,223 | \$ 669,695 | \$ 500,600 | \$ 502,271 | \$ (1,671) | \$ 676,149 | \$ 6,454 | |
| Investment Earnings | 7,220 | 16,076 | 3,163 | 12,057 | (8,894) | 4,346 | (11,730) | |
| Total Revenues | \$ 672,443 | \$ 685,771 | \$ 503,763 | \$ 514,328 | \$ (10,565) | \$ 680,495 | \$ (5,276) | |
| Expenditures | | | | | | | | |
| Personnel | \$ 222,851 | \$ 417,017 | \$ 257,525 | \$ 424,743 | \$ 167,218 | \$ 340,233 | \$ 76,784 (1) | |
| Services & Other | 140,085 | 835,342 | 52,195 | 40,012 | (12,184) | 877,867 | (42,525) | |
| Supplies | (1) | 65,000 | 10,420 | 11,250 | 830 | 15,628 | 49,372 | |
| Capital | 236,209 | 35,808 | 32,631 | 26,856 | (5,775) | 36,833 | (1,025) | |
| Transfers Out | - | 128,000 | - | - | - | 128,000 | - | |
| Total Expenditures | \$ 599,144 | \$ 1,481,167 | \$ 352,771 | \$ 502,861 | \$ 150,090 | \$ 1,398,561 | \$ 82,606 | |
| Net Revenues/Expenditures | 73,299 | (795,396) | 150,992 | 11,468 | 139,524 | (718,066) | \$ 77,330 | |
| Beginning Funds Available | 722,097 | 795,396 | 795,396 | 795,396 | | 795,396 | | |
| Ending Funds Available | \$ 795,396 | \$ - | \$ 946,388 | \$ 806,864 | | \$ 77,330 | | |
| Less Reserves & Designations: | | | | | | | | |
| Committed for Fund Purpose | | \$ - | \$ 946,388 | | | \$ 77,330 | | |
| Projected Ending Funds Available | \$ 795,396 | \$ - | \$ - | | | \$ - | | |

(1) Personnel is under the YTD budget due to vacancy savings.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Community Center Fund
Department: Parks and Recreation

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------------------|---------------------|--|--|--|
| | | | Months Ended September 30, 2025 | | | | |
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Use | \$ 283,601 | \$ 177,052 | \$ 185,446 | \$ 138,171 | \$ 47,275 | \$ 252,705 | \$ 75,653 (1) |
| Sales | 3,965,888 | 4,146,753 | 3,344,443 | 3,086,843 | 257,600 | 4,457,330 | 310,577 |
| Motor Vehicle | 619,073 | 738,128 | 463,118 | 553,596 | (90,478) | 618,839 | (119,289) |
| Intergovernmental | - | 111,744 | - | - | - | - | (111,744) |
| Charges for Service | 5,753,843 | 6,726,240 | 4,750,250 | 5,211,491 | (461,241) | 6,570,367 | (155,873) |
| Investment Earnings | 45,285 | 90,381 | 24,481 | 67,786 | (43,305) | 35,047 | (55,334) (2) |
| Contributions & Donations | 45,963 | 41,965 | 45,880 | 31,474 | 14,406 | 45,880 | 3,915 |
| Transfers In | 125,000 | - | - | - | - | - | - |
| Other Revenue | 30,300 | 31,476 | (26) | 23,607 | (23,633) | 1,000 | (30,476) |
| Total Revenues | \$ 10,868,953 | \$ 12,063,739 | \$ 8,813,592 | \$ 9,112,968 | \$ (299,376) | \$ 11,981,168 | \$ (82,571) |
| Expenditures | | | | | | | |
| Personnel | \$ 6,671,023 | \$ 6,784,460 | \$ 5,270,868 | \$ 4,957,875 | \$ (312,993) | \$ 7,172,497 | \$ (388,037) |
| Services & Other | 2,989,821 | 3,460,575 | 2,135,732 | 2,234,839 | 99,107 | 2,913,689 | 546,886 |
| Supplies | 899,665 | 963,436 | 680,264 | 699,358 | 19,094 | 901,039 | 62,397 |
| Capital | 2,159,349 | 323,763 | 71,084 | 242,822 | 171,738 | 311,503 | 12,260 (3) |
| Interfund Loan | 148,597 | 148,596 | 13,976 | 13,976 | - | 148,597 | (1) |
| Transfers Out | 51,380 | 65,948 | 55,764 | 55,764 | - | 64,606 | 1,342 |
| Total Expenditures | \$ 12,919,835 | \$ 11,746,778 | \$ 8,227,688 | \$ 8,204,634 | \$ (23,054) | \$ 11,511,931 | \$ 234,847 |
| Net Revenues/Expenditures | (2,050,882) | 316,961 | 585,904 | 908,334 | (322,430) | 469,237 | 152,276 |
| Beginning Funds Available | 2,738,531 | 687,649 | 687,649 | 687,649 | | 687,649 | |
| Ending Funds Available | \$ 687,649 | \$ 1,004,610 | \$ 1,273,553 | \$ 1,595,983 | | \$ 1,156,886 | |
| Less Reserves & Designations: | | | | | | | |
| Revenue Stabilization Reserve | | 151,858 | 119,790 | | | 159,866 | |
| Rec Center Operational Reserve | | 300,000 | 300,000 | | | 300,000 | |
| Projected Ending Funds Available | \$ 687,649 | \$ 552,752 | \$ 853,763 | | | \$ 697,020 | |

(1) Residential Use Tax is trending over the YTD budget due to higher than estimated valuation of residential permits.

(2) Investment Earnings is under the YTD budget due to lower than expected fund balance.

(3) Capital expenditures are trending below the YTD budget due to the timing of computer replacements and planned improvements at the community and recreation centers.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Golf Course Fund
Department: Parks and Recreation

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|------------------------|---------------------|----------------------------------|-----------------------------------|---|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Charges for Service | \$ 5,135,424 | \$ 4,940,076 | \$ 5,127,294 | \$ 4,446,068 | \$ 681,226 | \$ 5,578,076 | \$ 638,000 |
| Investment Earnings | 54,070 | 44,327 | 45,493 | 33,245 | 12,248 | 58,506 | 14,179 |
| Transfers In | 695,000 | - | - | - | - | - | - |
| Other Revenue | 833 | - | 61 | - | 61 | 75 | 75 |
| Total Revenues | \$ 5,885,327 | \$ 4,984,403 | \$ 5,172,848 | \$ 4,479,313 | \$ 693,535 | \$ 5,636,657 | \$ 652,254 |
| Expenditures | | | | | | | |
| Personnel | \$ 2,018,960 | \$ 1,957,290 | \$ 1,646,735 | \$ 1,430,327 | \$ (216,408) | \$ 2,253,262 | \$ (295,972) (1) |
| Services & Other | 848,078 | 924,198 | 609,126 | 693,149 | 84,023 | 859,305 | 64,893 |
| Supplies | 915,337 | 970,848 | 865,940 | 728,136 | (137,804) | 1,022,896 | (52,048) |
| Capital | 921,120 | 692,381 | 237,187 | 519,286 | 282,099 | 688,427 | 3,954 (2) |
| Debt & Financing | 497,435 | 502,969 | 30,352 | 30,352 | - | 502,969 | - |
| Interfund Loan | 299,599 | 301,067 | 225,507 | 225,507 | - | 301,067 | - |
| Transfers Out | 4,163 | 2,615 | 1,961 | 1,961 | - | 2,615 | - |
| Total Expenditures | \$ 5,504,692 | \$ 5,351,368 | \$ 3,616,808 | \$ 3,628,718 | \$ 11,910 | \$ 5,630,541 | \$ (279,173) |
| Net Revenues/Expenditures | 380,635 | (366,965) | 1,556,040 | 850,595 | 705,445 | 6,116 | 373,081 |
| Beginning Funds Available | 2,735,231 | 3,115,866 | 3,115,866 | 3,115,866 | | 3,115,866 | |
| Ending Funds Available | \$ 3,115,866 | \$ 2,748,901 | \$ 4,671,906 | \$ 3,966,461 | | \$ 3,121,982 | |
| Less Reserves & Designations: | | | | | | | |
| Revenue Stabilization Reserve | | 1,648,086 | 3,571,091 | | | 2,021,167 | |
| Capital Reserve | | 600,000 | 600,000 | | | 600,000 | |
| Debt Service Reserve | | 500,815 | 500,815 | | | 500,815 | |
| Projected Ending Funds Available | \$ 3,115,866 | \$ - | \$ - | | | \$ - | |

(1) Personnel is trending over the YTD budget due to increased seasonal salary and benefit costs, this increase is addressed in a budget amendment brought to Council in October.
(2) Capital expenditures are under the YTD budget due to the timing of planned golf course projects such as the update and repair of the pump station.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Economic Development Fund
Department: Town Manager

Attachment A
Schedule R

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Use | \$ 1,444,888 | \$ 650,000 | \$ 1,010,352 | 487,500 | \$ 522,852 | \$ 1,378,558 | \$ 728,558 (1) |
| Investment Earnings | 253,062 | 200,000 | 229,132 | 150,000 | 79,132 | 285,375 | 85,375 (2) |
| Other Revenue | (1) | 105,000 | - | - | - | 105,000 | - |
| Total Revenues | \$ 1,697,949 | \$ 955,000 | \$ 1,239,484 | \$ 637,500 | \$ 601,984 | \$ 1,768,933 | \$ 813,933 |
| Expenditures | | | | | | | |
| Services & Other | \$ 944,851 | \$ 3,117,448 | \$ 509,449 | \$ 588,086 | \$ 78,637 | \$ 819,582 | \$ 2,297,866 |
| Total Expenditures | \$ 944,851 | \$ 3,117,448 | \$ 509,449 | \$ 588,086 | \$ 78,637 | \$ 819,582 | \$ 2,297,866 |
| Net Revenues/Expenditures | 753,098 | (2,162,448) | 730,035 | 49,414 | 680,621 | 949,351 | 3,111,799 |
| Beginning Funds Available | 7,823,757 | 8,576,855 | 8,576,855 | 8,576,855 | | 8,576,855 | |
| Ending Funds Available | \$ 8,576,855 | \$ 6,414,407 | \$ 9,306,890 | \$ 8,626,269 | | \$ 9,526,206 | |
| Less Reserves & Designations: | | | | | | | |
| Future Incentive Obligation | | 5,566,594 | 5,566,594 | | | 5,566,594 | |
| Committed for Fund Purpose | | 847,813 | 3,740,296 | | | 3,959,612 | |
| Projected Ending Funds Available | \$ 8,576,855 | \$ - | \$ - | | | \$ - | |

(1) Commercial Use Tax is higher than YTD budget due to greater than estimated valuation of commercial permits.
(2) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities during the third quarter.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Downtown Development TIF Fund
Department: Finance

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Tax Increment Financing | | | | | | | |
| Property Tax TIF | \$ 1,816,500 | \$ 1,594,740 | \$ 1,954,582 | \$ 1,594,740 | \$ 359,842 | \$ 2,237,879 | \$ 643,139 (1) |
| Sales Tax TIF | 2,353,758 | 1,509,938 | 309,525 | 1,132,454 | (822,929) | 959,525 | (550,413) (2) |
| Total Revenues | \$ 4,170,258 | \$ 3,104,678 | \$ 2,264,107 | \$ 2,727,194 | \$ (463,087) | \$ 3,197,404 | \$ 92,726 |
| Expenditures | | | | | | | |
| Services & Other | \$ 3,642,302 | \$ 1,101,310 | \$ 1,513,879 | \$ 825,983 | \$ (687,896) | \$ 2,535,556 | \$ (1,434,246) (3) |
| Capital | 22,410 | 2,303,387 | - | 1,727,540 | 1,727,540 | 2,303,387 | - (4) |
| Total Expenditures | \$ 3,664,712 | \$ 3,404,697 | \$ 1,513,879 | \$ 2,553,523 | \$ 1,039,644 | \$ 4,838,943 | \$ (1,434,246) |
| Net Revenues/Expenditures | 505,546 | (300,019) | 750,228 | 173,671 | 576,557 | (1,641,539) | (1,341,520) |
| Beginning Funds Available | 2,688,870 | 3,194,416 | 3,194,416 | 3,194,416 | | 3,194,416 | |
| Ending Funds Available | \$ 3,194,416 | \$ 2,894,397 | \$ 3,944,644 | \$ 3,368,087 | | \$ 1,552,877 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 2,894,397 | 3,944,644 | | | 1,552,877 | |
| Projected Ending Funds Available | \$ 3,194,416 | \$ - | \$ - | | | \$ - | |

(1) Property tax TIF is higher than the YTD budget due to the inclusion of other Property Taxes which will be transferred out before year end.
(2) Sales Tax TIF is lower than the YTD budget due to the timing of internal accounting distributions.
(3) Services & Other is over the YTD budget due to the timing of payments to Riverwalk and The View.
(4) Capital is under the YTD budget due to the timing of expenditures.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Philip S. Miller Trust Fund
Department: Town Council

Attachment A
Schedule T

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|---------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Charges for Service | \$ 439,945 | \$ 897,842 | \$ 425,863 | \$ 453,382 | \$ (27,519) | \$ 461,657 | \$ (436,185) |
| Investment Earnings | 4,579 | 12,637 | 2,796 | 9,478 | (6,682) | 3,698 | (8,939) |
| Contributions & Donations | 256,606 | 230,000 | 137,500 | 120,000 | 17,500 | 265,000 | 35,000 |
| Transfers In | 200,717 | 201,551 | 201,551 | 201,551 | - | 401,551 | 200,000 |
| Total Revenues | \$ 901,847 | \$ 1,342,030 | \$ 767,710 | \$ 784,411 | \$ (16,701) | \$ 1,131,906 | \$ (210,124) |
| Expenditures | | | | | | | |
| Personnel | \$ 137,989 | \$ 140,143 | \$ 114,346 | \$ 102,412 | \$ (11,934) | \$ 149,541 | \$ (9,398) |
| Services & Other | 1,036,363 | 1,136,739 | 773,313 | 852,554 | 79,241 | 887,936 | 248,803 (1) |
| Supplies | 14,320 | 12,693 | 42,764 | 9,520 | (33,244) | 45,536 | (32,843) (1) |
| Total Expenditures | \$ 1,188,672 | \$ 1,289,575 | \$ 930,423 | \$ 964,486 | \$ 34,063 | \$ 1,083,013 | \$ 206,562 |
| Net Revenues/Expenditures | (286,825) | 52,455 | (162,713) | (180,075) | 17,362 | 48,893 | (3,562) |
| Beginning Funds Available | 489,069 | 202,244 | 202,244 | 202,244 | | 202,244 | |
| Ending Funds Available | \$ 202,244 | \$ 254,699 | \$ 39,531 | \$ 22,169 | | \$ 251,137 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 254,699 | 39,531 | | | 251,137 | |
| Projected Ending Funds Available | \$ 202,244 | \$ - | \$ - | | | \$ - | |

(1) Services & Other and Supply expense are under the YTD budget due to the timing of expense for the Town's special events.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Public Art Fund
Department: Town Council

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|--|---------------------|---------------------|--|--|--|
| | | | | | | | | |
| Revenues | | | | | | | | |
| Investment Earnings | \$ 3,285 | \$ 1,873 | \$ 2,442 | \$ 1,405 | \$ 1,037 | \$ 3,108 | \$ 1,235 | |
| Contributions & Donations | 25,220 | 25,000 | 12,510 | 18,750 | (6,240) | 25,000 | - | |
| Transfers In | 4 | 300,000 | - | - | - | 300,000 | - (1) | |
| Total Revenues | \$ 28,509 | \$ 326,873 | \$ 14,952 | \$ 20,155 | \$ (5,203) | \$ 328,108 | \$ 1,235 | |
| Expenditures | | | | | | | | |
| Services & Other | \$ 10,334 | \$ 325,000 | \$ 11,384 | \$ 243,750 | \$ 232,366 | \$ 16,439 | \$ 308,561 (2) | |
| Supplies | - | 81,965 | 599 | 61,474 | 60,875 | - | 81,965 (2) | |
| Total Expenditures | \$ 10,334 | \$ 406,965 | \$ 11,983 | \$ 305,224 | \$ 293,241 | \$ 16,439 | \$ 390,526 | |
| Net Revenues/Expenditures | 18,175 | (80,092) | 2,969 | (285,069) | 288,038 | 311,669 | 391,761 | |
| Beginning Funds Available | 77,352 | 95,527 | 95,527 | 95,527 | | 95,527 | | |
| Ending Funds Available | \$ 95,527 | \$ 15,435 | \$ 98,496 | \$ (189,542) | | \$ 407,196 | | |
| Less Reserves & Designations: | | | | | | | | |
| Committed for Fund Purpose | | 15,435 | 98,496 | | | 407,196 | | |
| Projected Ending Funds Available | \$ 95,527 | \$ - | \$ - | | | \$ - | | |

(1) Transfers In include a \$100,000 one-time transfer from the Lodging Tax Fund and a \$200,000 recurring transfer from the General Fund which will increase annually based on the sales tax percentage increase.
(2) Services & Other and Supplies are under the YTD budget due to the timing of Town Art purchases.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Municipal Facilities Capital Fund
Department: Town Manager

Attachment A
Schedule V

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Investment Earnings | \$ 42,849 | \$ 55,989 | \$ 36,663 | \$ 41,992 | \$ (5,329) | \$ 41,729 | \$ (14,260) |
| Impact Fees | 245,779 | 250,019 | 126,299 | 198,390 | (72,091) | 171,361 | (78,658) (1) |
| Interfund Loan Revenue | 26,810 | 26,810 | 878 | 878 | - | 26,810 | - |
| Total Revenues | \$ 315,438 | \$ 332,818 | \$ 163,840 | \$ 241,260 | \$ (77,420) | \$ 239,900 | \$ (92,918) |
| Expenditures | | | | | | | |
| Transfers Out | 73,765 | - | - | - | - | - | - |
| Total Expenditures | \$ 73,765 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Revenues/Expenditures | 241,673 | 332,818 | 163,840 | 241,260 | (77,420) | 239,900 | (92,918) |
| Beginning Funds Available | 2,082,335 | 2,324,008 | 2,324,008 | 2,324,008 | | 2,324,008 | |
| Ending Funds Available | \$ 2,324,008 | \$ 2,656,826 | \$ 2,487,848 | \$ 2,565,268 | | \$ 2,563,908 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 2,656,826 | 2,487,848 | | | 2,563,908 | |
| Projected Ending Funds Available | \$ 2,324,008 | \$ - | \$ - | | | \$ - | |

(1) Impact Fee revenue is trending below the YTD budget due to lower than anticipated building permits activity.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: General Long Term Planning Fund
Department: Town Manager

Attachment A
Schedule W

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Use | \$ 1,316,474 | \$ 813,700 | \$ 859,794 | \$ 635,011 | \$ 224,783 | \$ 1,171,628 | \$ 357,928 (1) |
| Investment Earnings | 110,633 | 51,474 | 77,621 | 38,606 | 39,015 | 99,972 | 48,498 (2) |
| Transfers In | 1,509,626 | 911,388 | - | - | - | - | (911,388) |
| Other Revenue | 20,911 | - | 49,940 | - | 49,940 | 49,940 | 49,940 |
| Total Revenues | \$ 2,957,644 | \$ 1,776,562 | \$ 987,355 | \$ 673,617 | \$ 313,738 | \$ 1,321,540 | \$ (455,022) |
| Expenditures | | | | | | | |
| Services & Other | \$ 497,672 | \$ 1,047,626 | \$ 194,219 | \$ 785,720 | \$ 591,501 | \$ 933,821 | \$ 113,805 (3) |
| Supplies | 80,335 | 328,209 | 91,355 | 246,157 | 154,802 | 328,209 | - (3) |
| Capital | 4,166,330 | 1,152,412 | 421,968 | 864,309 | 442,341 | 683,810 | 468,602 (3) |
| Total Expenditures | \$ 4,744,337 | \$ 2,528,247 | \$ 707,542 | \$ 1,896,186 | \$ 1,188,644 | \$ 1,945,840 | \$ 582,407 |
| Net Revenues/Expenditures | (1,786,693) | (751,685) | 279,813 | (1,222,569) | 1,502,382 | (624,300) | 127,385 |
| Beginning Funds Available | 5,885,355 | 4,098,662 | 4,098,662 | 4,098,662 | | 4,098,662 | |
| Ending Funds Available | \$ 4,098,662 | \$ 3,346,977 | \$ 4,378,475 | \$ 2,876,093 | | \$ 3,474,362 | |
| Less Reserves & Designations: | | | | | | | |
| Fire Capital Reserve | | 150,665 | 150,665 | | | 150,665 | |
| Police Capital Reserve | | 515,208 | 515,208 | | | 515,208 | |
| Committed for Fund Purpose | | 2,681,104 | 3,712,602 | | | 2,808,489 | |
| Projected Ending Funds Available | \$ 4,098,662 | \$ - | \$ - | | | \$ - | |

(1) Residential Use Tax is trending over YTD budget due to higher than estimated valuation of residential permits.
(2) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(3) Services & Other, Supplies, and Capital are under the YTD budget due to the timing of parking lot repairs, drone replacements, and emergency medical services equipment for the Fire department.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Employee Benefits Fund
Department: Town Manager

Attachment A
Schedule X

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|----------------------|----------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Charges for Service | \$ 9,504,240 | \$ 10,400,815 | \$ 7,347,541 | \$ 7,600,596 | \$ (253,055) | \$ 9,872,344 | \$ (528,471) |
| Investment Earnings | 258,806 | 183,849 | 202,056 | 137,887 | 64,169 | 248,258 | 64,409 (1) |
| Contributions & Donations | 1,942,053 | 2,234,496 | 1,476,841 | 1,582,901 | (106,060) | 1,980,018 | (254,478) |
| Other Revenue | 803,891 | 450,069 | 1,440,433 | 337,552 | 1,102,881 | 1,516,484 | 1,066,415 (2) |
| Total Revenues | \$ 12,508,990 | \$ 13,269,229 | \$ 10,466,871 | \$ 9,658,936 | \$ 807,936 | \$ 13,617,104 | \$ 347,875 |
| Expenditures | | | | | | | |
| Personnel | \$ 64,659 | \$ 75,359 | \$ 30,503 | \$ 55,070 | \$ 24,567 | \$ 29,842 | \$ 45,517 (3) |
| Services & Other | 12,103,986 | 12,220,436 | 9,205,585 | 9,165,327 | (40,258) | 13,833,914 | (1,613,478) |
| Total Expenditures | \$ 12,168,645 | \$ 12,295,795 | \$ 9,236,088 | \$ 9,220,397 | \$ (15,691) | \$ 13,863,756 | \$ (1,567,961) |
| Net Revenues/Expenditures | 340,345 | 973,434 | 1,230,783 | 438,538 | 792,245 | (246,652) | (1,220,086) |
| Beginning Funds Available | 5,711,751 | 6,052,096 | 6,052,096 | 6,052,096 | | 6,052,096 | |
| Ending Funds Available | \$ 6,052,096 | \$ 7,025,530 | \$ 7,282,879 | \$ 6,490,634 | | \$ 5,805,444 | |
| Less Reserves & Designations: | | | | | | | |
| Medical Claims Reserve | | 2,077,804 | 2,077,804 | | | 2,077,804 | |
| Dental Claims Reserve | | 174,177 | 174,177 | | | 174,177 | |
| Health Care Cost Reserve | | 2,386,775 | 2,515,449 | | | 1,776,732 | |
| Projected Ending Funds Available | \$ 6,052,096 | \$ 2,386,775 | \$ 2,515,449 | | | \$ 1,776,732 | |

(1) Investment Earnings are trending over YTD budget due to the change in the fair market value of the Town's securities and higher than anticipated interest earnings and fund balance during the third quarter.
(2) Other Revenue is over the YTD budget due to the increase in prescription rebates and other unplanned reimbursements from the Town's benefit plan.
(3) Personnel is under the YTD budget due to a change in the allocation split for the Human Resource Manager.

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Parking Fund
Department: Finance

Attachment A
Schedule Y

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended | | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|---------------------------|---------------------|--|--|--|
| | | | September 30, 2025 | 2025 YTD Budget* | | | |
| Revenues | | | | | | | |
| Property Tax TIF | \$ 109,509 | \$ 62,768 | \$ - | \$ - | \$ - | \$ 62,768 | \$ - |
| Property Tax GID | - | 230,381 | - | - | - | 230,381 | - |
| Sales Tax TIF | 112,166 | 49,149 | - | - | - | 49,149 | - |
| Investment Earnings | 12,082 | 25,438 | 6,721 | 19,079 | (12,358) | 8,940 | (16,498) |
| Transfers In | 300,500 | 311,524 | 231,525 | 233,643 | (2,118) | 312,103 | 579 |
| Other Revenue | - | 12,286 | - | 9,215 | (9,215) | - | (12,286) |
| Total Revenues | \$ 534,257 | \$ 691,546 | \$ 238,246 | \$ 261,937 | \$ (23,691) | \$ 663,341 | \$ (28,205) |
| Expenditures | | | | | | | |
| Services & Other | \$ 205,499 | \$ 295,202 | \$ 156,979 | \$ 221,402 | \$ 64,423 | \$ 216,202 | \$ 79,000 (1) |
| Debt & Financing | 341,400 | 339,400 | 169,700 | 169,700 | - | 339,400 | - |
| Total Expenditures | \$ 546,899 | \$ 634,602 | \$ 326,679 | \$ 391,102 | \$ 64,423 | \$ 555,602 | \$ 79,000 |
| Net Revenues/Expenditures | (12,642) | 56,944 | (88,433) | (129,165) | 40,732 | 107,739 | 50,795 |
| Beginning Funds Available | 1,265,885 | 1,253,243 | 1,253,243 | 1,253,243 | | 1,253,243 | |
| Ending Funds Available | \$ 1,253,243 | \$ 1,310,187 | \$ 1,164,810 | \$ 1,124,078 | | \$ 1,360,982 | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 1,310,187 | 1,164,810 | | | 1,360,982 | |
| Projected Ending Funds Available | \$ 1,253,243 | \$ - | \$ - | | | \$ - | |

(1) Services & Other is under the YTD budget due to the timing of repairs and maintenance budgeted for the parking garage.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Tabor Fund
Department: Town Manager

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|------------------------|------------------------|--|---------------------|---------------------|--|--|--|
| | | | | | | | | |
| Revenues | | | | | | | | |
| Transfers In | \$ 545,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Loan Revenue | 107,032 | - | - | - | - | - | - | - |
| Total Revenues | \$ 652,032 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Expenditures | | | | | | | | |
| Services & Other | \$ 167,988 | \$ 329,483 | \$ 2,345 | \$ 247,112 | \$ 244,767 | \$ 329,483 | \$ - | (1) |
| Transfers Out | - | 6,107,032 | - | - | - | 6,107,032 | - | - |
| Total Expenditures | \$ 167,988 | \$ 6,436,515 | \$ 2,345 | \$ 247,112 | \$ 244,767 | \$ 6,436,515 | \$ - | - |
| Net Revenues/Expenditures | 484,044 | (6,436,515) | (2,345) | (247,112) | 244,767 | (6,436,515) | - | - |
| Beginning Funds Available | 5,954,346 | 6,438,390 | 6,438,390 | 6,438,390 | | 6,438,390 | | |
| Ending Funds Available | \$ 6,438,390 | \$ 1,875 | \$ 6,436,045 | \$ 6,191,278 | | \$ 1,875 | | |
| Less Reserves & Designations: | | | | | | | | |
| Committed for Fund Purpose | | 1,875 | 6,436,045 | | | 1,875 | | |
| Projected Ending Funds Available | \$ 6,438,390 | \$ - | \$ - | | | \$ - | | |

(1) Services & Other is under the YTD budget due to timing of expense related to the Town's fire mitigation program.

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information
**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

TOWN OF CASTLE ROCK
2025 Third Quarter Financial Review
Fund: Public Safety Fund
Department: Finance

Attachment A
Schedule ZZ

| Category | 2024 Audited Actual | 2025 Amended Budget | For the 9 Months Ended September 30, 2025 | 2025 YTD Budget* | 2025 Variance Actual to Budget** | 2025 Department Yearend Estimates | 2025 Annual Variance Estimate to Budget |
|---|---------------------|---------------------|---|---------------------|----------------------------------|-----------------------------------|---|
| Revenues | | | | | | | |
| Town Taxes | | | | | | | |
| Use | \$ - | \$ - | \$ 172,478 | \$ - | \$ (172,478) | \$ 239,084 | \$ 239,084 |
| Sales | - | 3,750,000 | 2,755,252 | 2,812,500 | 57,248 | 3,761,040 | 11,040 |
| Motor Vehicle | - | 500,000 | 386,744 | 375,000 | (11,744) | 513,375 | 13,375 |
| Total Revenues | \$ - | \$ 4,250,000 | \$ 3,314,474 | \$ 3,187,500 | \$ (126,974) | \$ 4,513,499 | \$ 263,499 |
| Expenditures | | | | | | | |
| Services & Other | \$ - | \$ - | \$ 19,834 | \$ - | \$ (19,834) | \$ 26,297 | \$ (26,297) |
| Transfers Out | - | 3,881,475 | - | - | - | 4,487,202 | (605,727) |
| Total Expenditures | \$ - | \$ 3,881,475 | \$ 19,834 | \$ - | \$ (19,834) | \$ 4,513,499 | \$ (632,024) |
| Net Revenues/Expenditures | - | 368,525 | 3,294,640 | 3,187,500 | (146,808) | - | (368,525) |
| Ending Funds Available | \$ - | \$ 368,525 | \$ 3,294,640 | \$ 3,187,500 | | \$ - | |
| Less Reserves & Designations: | | | | | | | |
| Committed for Fund Purpose | | 368,525 | 3,294,640 | | | - | |
| Projected Ending Funds Available | \$ - | \$ - | \$ - | | | \$ - | |

*The 2025 YTD Budget has been adjusted to more accurately reflect the seasonal nature of the YTD budget information

**Variances between the 2025 YTD Budget column and 2025 9 Months Ended September 30, 2025 column greater than \$20,000 and 20% are noted

Sales Tax Collections by Category and Geographical Area

| Yearly Sales Tax Revenue | | | | | |
|----------------------------|------------------------|------------------------|-----------------------|-----------------------|---------------|
| | 2021 | 2022 | 2023 | 2024 | 2025 |
| Prior Year Collections * | \$ 507,167 | \$ 201,783 | \$ 577,184 | \$ 203,584 | \$ 284,241 |
| Jan | 4,319,191 | 4,895,519 | 5,278,218 | 5,642,809 | 6,451,179 |
| Feb | 4,045,071 | 4,657,699 | 4,913,848 | 5,147,393 | 6,083,819 |
| Mar | 5,194,130 | 5,901,264 | 6,115,424 | 6,367,917 | 7,432,088 |
| Apr | 5,140,504 | 5,674,318 | 5,684,944 | 5,976,628 | 7,166,861 |
| May | 5,330,063 | 6,037,535 | 5,984,858 | 6,355,247 | 7,488,766 |
| Jun | 6,135,858 | 6,670,861 | 6,980,717 | 7,293,617 | 8,067,839 |
| Jul | 5,578,390 | 6,360,738 | 6,250,367 | 6,755,412 | 7,947,988 |
| Aug | 5,519,553 | 6,025,326 | 6,250,892 | 6,429,640 | 7,510,378 |
| Sep | 5,864,460 | 6,518,549 | 6,851,466 | 6,977,082 | 7,869,245 |
| Oct | 5,414,600 | 6,402,118 | 6,031,880 | 6,440,379 | |
| Nov | 5,643,498 | 5,918,466 | 6,441,679 | 6,758,024 | |
| Dec | 7,503,892 | 8,111,523 | 8,422,964 | 9,552,930 | |
| Totals Year to Year Change | \$ 66,196,377 15.9% | \$ 73,375,699 10.8% | \$ 75,784,441 3.3% | \$ 79,900,662 5.4% | \$ 66,302,404 |

*Please note beginning in 2025 the sales tax numbers reflect the current 4.2% sales tax rate, the rate in prior years was 4%.

| Monthly Sales Tax Comparisons | | |
|---|----------------|-------------------------------|
| September 2024 | September 2025 | % Prior Month/Year Comparison |
| \$ 6,977,082 | \$ 7,869,245 | 12.8% |
| YTD 2024 * | YTD 2025 * | % Change YTD |
| \$ 56,945,745 | \$ 66,018,163 | 15.9% |
| * YTD totals above exclude prior year collections | | |

| YTD Sales Tax Comparisons - By Industry | | | |
|--|-----------------|-----------------|---------------------|
| Category | YTD 2024 | YTD 2025 | % Change YTD |
| Misc Retail | \$ 11,078,214 | \$ 16,521,462 | 49.1% |
| Food and General Merchandise | 15,204,044 | 16,128,183 | 6.1% |
| Restaurants & Bars | 7,346,881 | 7,798,358 | 6.1% |
| Apparel and Accessories | 5,842,483 | 6,496,362 | 11.2% |
| Home and Garden | 3,540,613 | 3,693,774 | 4.3% |
| Auto and Auto Items | 2,715,808 | 2,942,793 | 8.4% |
| Utilities | 2,466,407 | 2,642,392 | 7.1% |
| Audit Revenue | 1,235,483 | 1,612,238 | 30.5% |
| Furniture and Home Décor | 1,307,801 | 1,445,498 | 10.5% |
| Agricultural and Construction | 1,238,936 | 1,286,666 | 3.9% |
| Communication | 1,100,055 | 1,265,740 | 15.1% |
| Services | 1,064,654 | 1,227,943 | 15.3% |
| Leasing and Rentals | 1,024,942 | 1,084,179 | 5.8% |
| Ranch Supply/Pet Needs | 865,433 | 886,480 | 2.4% |
| Wholesale and Manufacturing | 570,268 | 606,394 | 6.3% |
| Hotel | 343,723 | 379,701 | 10.5% |

* Hotel tax above reflects sales tax collected and does not include Lodger's Tax collections

| YTD Sales Tax Comparisons - By Geographical Area | | | |
|---|-----------------|-----------------|---------------------|
| Category | YTD 2024 | YTD 2025 | % Change YTD |
| Out of State | \$ 6,891,217 | \$ 11,445,530 | 66.1% |
| Milestone/Metzler | 10,081,849 | 10,432,108 | 3.5% |
| Promenade | 8,038,871 | 8,817,099 | 9.7% |
| Outlet Mall | 5,637,740 | 6,489,506 | 15.1% |
| Out of Town | 4,640,110 | 4,725,460 | 1.8% |
| Downtown | 4,444,322 | 4,694,086 | 5.6% |
| Area Around Outlet Mall | 4,377,449 | 4,461,089 | 1.9% |
| Remote Seller | 2,887,332 | 4,177,164 | 44.7% |
| Wolfensberger | 2,869,709 | 2,931,841 | 2.2% |
| Founders Market Place | 1,830,307 | 1,967,836 | 7.5% |
| Plum Creek | 1,482,342 | 1,621,839 | 9.4% |
| Audit Revenue | 1,235,483 | 1,612,238 | 30.5% |
| Meadows | 772,039 | 937,879 | 21.5% |
| Justice | 949,835 | 936,054 | -1.5% |
| Misc/ Other | 807,140 | 768,434 | -4.8% |

Investment Summary

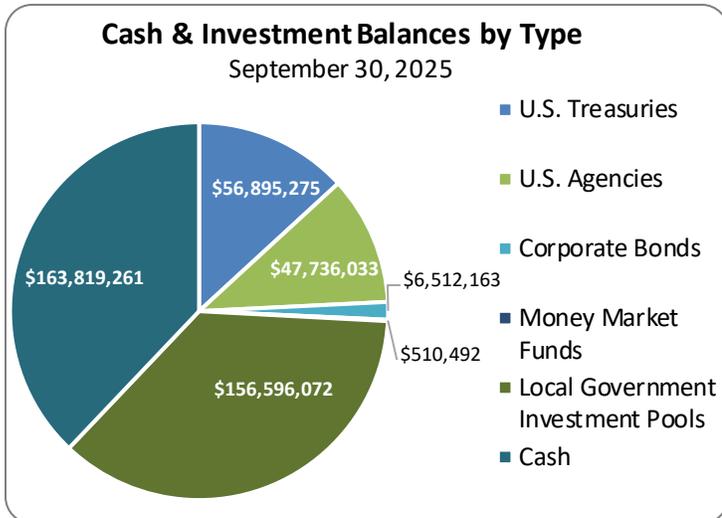
Conservative financial management is a core Town priority. Successful management of the Town’s cash balances and investments supports long-range planning, as shown in the 2025 Budget and the 2025 – 2029 Five Year Capital Improvement Plan. The Town’s total cash and investment balance as of September 30, 2025 is \$432,069,295 which reflects a professional service cost of \$21,940 and total investment earnings of \$2,709,146 for the third quarter of 2025 and \$7,870,164 total investment earnings year to date. The following includes information about the Town’s cash and investment balances by Town fund. Please note that this may vary from other reported investment earnings and fund balance due to timing differences between budget and cash investment reporting. These balances include internal and external reservations of funds, and the accumulation of funding for future project needs. Additionally, the value of units in an investment portfolio can fluctuate and past performance is not indicative of future results. While the market change shows unrealized loss on investments, the Town’s policy is to hold investments to maturity. The Town rarely sells these instruments and typically holds to maturity, which allows the unrealized loss to diminish as the investment approaches maturity.

As of 09/30/2025, the Town's Investment Earnings are:

| | TOTAL Investment Earnings | Professional Svc Cost | Net |
|---------|---------------------------|-----------------------|---------------------|
| 1st Qtr | \$ 2,629,571 | \$ 21,414 | \$ 2,608,157 |
| 2nd Qtr | 2,596,518 | 21,717 | 2,574,801 |
| 3rd Qtr | 2,709,146 | 21,940 | 2,687,206 |
| 4th Qtr | - | - | - |
| | <u>\$ 7,935,235</u> | <u>\$ 65,071</u> | <u>\$ 7,870,164</u> |

The Town maintains a conservative investment policy. The principal objectives include:

- Preservation and protection of capital
- Maintenance of sufficient liquidity
- Diversification to avoid unreasonable risk
- Attainment of adequate market rate of return
- Conformance with all stated regulations
- Investments held to maturity



As of 9/30/2025, the Town's Cash and Investment Balances by Fund are:

| | |
|---------------------------------|-----------------------|
| Governmental Activities | |
| General Fund | \$ 44,800,606 |
| Economic Development Fund | 9,306,889 |
| Parking Fund | 803,255 |
| TABOR Excess Revenue Fund | 6,436,045 |
| Transportation Fund | 21,822,536 |
| Capital Funds: | |
| Transportation Capital Fund | 64,178,562 |
| Parks Capital Fund | 82,404,129 |
| Fire Capital Fund | 1,849,482 |
| Facilities Capital Fund | 2,487,848 |
| Police Capital Fund | 835,909 |
| Other Governmental Funds: | |
| General Long Term Planning Fund | 4,391,493 |
| Parks and Rec Lodging Tax | 909,362 |
| Festival Park Commons GID | 855,970 |
| DDA TIF Fund | 5,689,164 |
| Conservation Trust Fund | 5,032,587 |
| Phillip S. Miller Trust Fund | 37,944 |
| Public Art Fund | 138,495 |
| Police Forfeiture Fund | 1,523 |
| Public Safety Fund | 3,294,640 |
| Internal Service Funds: | |
| Employee Benefits Fund | 8,988,885 |
| Fleet Fund | 13,485,611 |
| Total Governmental Funds | <u>\$ 277,750,935</u> |
| Business-type Activities | |
| Water Fund | \$ 22,203,085 |
| Water Resources Fund | 85,850,000 |
| Stormwater Fund | 8,421,285 |
| Wastewater Fund | 26,587,162 |
| Golf Fund | 4,889,472 |
| Community Center Fund | 720,258 |
| Development Services Fund | 5,647,098 |
| Total Enterprise Funds | <u>\$ 154,318,360</u> |
| Total All Funds | <u>\$ 432,069,295</u> |



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 7. **File #:** ID 2025-130

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe P.E., Director of Castle Rock Water

Presentation: Water Quality Maintenance

Executive Summary

This will be a presentation only item.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 8. **File #:** ID 2025-131

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, Director of Development Services

Development Services Project Updates

The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans. Information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link.

Development activity continues to be strong, with continued interest for a variety of project types in Castle Rock. Permit activity remains steady, and homebuilders and commercial builders remain active.

Please see the attached Staff Memorandum for project details.



AGENDA MEMORANDUM

To: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director of Development Services

Title: Town Manager Report – Development Project Updates

This report contains development updates and new submittals or requests submitted to staff since the last update to Town Council. The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans and formal applications for development. More information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link, which can be accessed at CRGov.com/DevelopmentActivityMap.

New Quasi-Judicial Applications Requiring Public Hearings

None

New Pre-Application Meeting Requests

Dawson Trails CORE Substation



A pre-application meeting request was submitted seeking information on application and submittal requirements to construct a 10-acre 115kV electric substation in Dawson Trails. The substation would connect to the previously proposed Citadel-Dawson transmission lines, which are an extension to the Wolfensberger-Citadel transmission line. The proposed project is located northwest of the intersection of Bell Mountain Parkway and Frontage Road, on the west side of I-25, in Councilmember Dietz's district.

Plum Creek Church Expansion



A pre-application meeting request was submitted seeking information on application and submittal requirements to renovate the children's ministry spaces and auditorium at Plum Creek Church and to add a two-story addition. The expansion includes a 22,700-square-foot, two-story addition that would wrap the southern and eastern sides of the existing building. Site improvements are proposed that would reconfigure the parking lot to add 102 additional parking spaces. Work would be conducted in two phases, first the internal renovations and then secondly the building addition and site work. The proposed project is located southeast of the intersection of Frontage Road and S. Perry Street, in Councilmember Dietz's district.

Vero Fiber Cobblestone



A pre-application meeting request was submitted seeking information on application and submittal requirements to install 700 linear feet of proposed (2)-1.25" fiber optic conduit installation within The Town of Castle Rock public-right-of-way. This would be the first phase for fiber optic installation within Cobblestone Ranch. The proposed project is located southwest of the intersection of Castle Oaks Drive and Highway 83, in Mayor Pro Tem Cavey's district.

Ongoing Development Activity:

Commercial Development Activity

- **Promenade:**
 - Lazy Dog Restaurant site and building construction for a new stand-alone restaurant, located on the northeast corner of Castlegate Drive West and Promenade Parkway.
- **Meadows:**
 - Meadows Town Center Townhomes/Mixed-use, site and building construction for 85 residential units with approximately 6,248 square feet of retail, located on three lots off Future Street.
 - New Hope Church Rezoning, new PDP to allow for a medical office building, located south of the intersection of Prairie Hawk Drive and Meadows Boulevard.
 - StorHaus Garage Condos, site and building construction for 3 buildings and a clubhouse, consisting of 38 garage condo units, located on the northeast corner of Regent Street and Carnaby Lane.

- **Downtown:**

- Circle K, site and building construction for a new 3,700-square-foot convenience store to replace the existing building on the site, located at 310 S. Wilcox Street.
- City Hotel, historic preservation and site plan approved for a 33-room hotel, located at 415 N. Perry Street.
- Little School on Perry Street, site and building construction for a 1,300-square-foot addition to the landmarked Saunders House, for a daycare center located at 203 Perry Street.
- Scileppi's 2nd Phase, site plan approved to demolish the 1980 addition and build a new addition, located at 210 Third Street.
- The View, partial TCO issued for a 6-story building with mixed-uses including 218 residential units, located at Sixth Street and Jerry Street.

- **Dawson Trails Residential/Commercial:**

- Costco, Dawson Trails, site plan amendment under review for 161,000-square-foot retail warehouse with fueling station on 18.4 acres, located east of Dawson Trails Boulevard, north of the future Crystal Valley Interchange.
- Dawson Trails E2 Townhomes, 104 townhomes west of the proposed intersections of Quandary Peak Drive and Dawson Trails Boulevard.
- Dawson Trails Filing No. 1 Infrastructure and Right-of-Way, construction plan approved for the northern segment of Dawson Trails Boulevard.
- Dawson Trails Filing No. 2 Infrastructure, plat under review and construction plans approved for 97-acre area.
- Dawson Trails Planning Area D, site plan approved for 254 single-family residential lots, and 13 acres of open space.
- Dawson Trails Red Zone Tanks and Pump House, under construction for red zone water infrastructure in Dawson Trails.
- Dawson Trails Residential Neighborhood, Planning area B-1, site plan approved and construction documents under review for 230 detached residential lots, a 1-acre neighborhood park, located in the north-central area of the Dawson Trails PD, adjacent to the Twin Oaks subdivision in Douglas County.
- Dawson Trails South, construction for grading only for approximately 338 acres, located south of Territorial Road.
- King Soopers, Dawson Trails, site plan review for a new 99,000-square-foot grocery store, fuel station, located south and east of Gambel Ridge Boulevard and west of Dawson Trails Boulevard.
- Off-site Sanitary Sewer, Dawson Trails, under construction for 17,000+ feet of sanitary sewer main from south of Territorial Road to Plum Creek Parkway.
- Off-site Water Line, Dawson Trails, under construction for approximately 3,100 linear feet of water main, extending north and west from the fire station on Crystal Valley Parkway across railroad properties and I-25.
- Territorial Road Annexation, totaling 2.9 acres of land, to remain ROW.

- **Other Commercial Projects throughout Town:**

- AdventHealth Medical Office Building, site and building construction for a new medical office building to include a freestanding emergency department, west of the intersection of Plum Creek Boulevard and Crystal Valley Parkway.
- Castle Rock Auto Dealerships, site and building construction of 1st and 2nd phase for service center expansion, located at 1100 S. Wilcox Street.
- Castle Rock Automotive Repair Shop, site construction for new 26,000-square-foot auto body shop, located at 1184 and 1288 Brookside Circle.
- Discount Tire, site and building construction for 530-square-foot storage addition, located at 102 E. Allen Street.
- Founders Marketplace, Dunkin Donuts, site plan approved for a new restaurant with drive-through, located at the northeast corner of Founders Parkway and Aloha Court.
- Garage Condos, site and building construction, located on Liggett Road.
- Foundation auto dealership, site plan and plat review for use by special review for a new 33,000-square-foot building and sales lot, located at 550 S. Interstate 25.
- Murphy Express, site and building plans approved for a 2,800-square-foot convenience store and gas station, located at 186 Metzler Drive.
- Outlets at Castle Rock, site construction for two new pad sites on the mall's west side on Factory Shops Boulevard.
- Ridgeview Town Center, PD Zoning review for a 10-acre parcel located at 895 Ridge Road.
- Saint Francis of Assisi Annexation, annexation of the two lots the existing church is located on, along with the adjacent ROW, southeast of the intersection of N. Valley Drive and Fifth Street.
- Sanders Business Park, site construction for a 2.4-acre site, located south of The Plum Creek Community Church.
- The Brickyard, site plan approved and construction document review for a mixed-use development with a maximum of 600 multi-family dwelling units, located on the south end of Prairie Hawk Drive.
- Unity on Wolfensberger Planned Development Plan approved for zoning and parking changes, located at 200 Wolfensberger Road and 826 Park Street.
- Verizon small cell sites, construction documents for multiple locations in public right-of-way: 1) Factory Shops Boulevard and New Beale Street, 2) Promenade Parkway and Castle Rock Parkway (under construction), 3) Promenade Parkway (under construction), 4) Castlegate Drive West (under construction), 5) Castlegate Drive West and Castle Rock Parkway (approved plans), 6) Factory Shops Boulevard and Meadows Boulevard, 7) Mitchell Street near Mesa Middle School, 8) S. Valley Drive north of Plum Creek Parkway, 9) Low Meadow Boulevard and Night Song Way, 10) S. Gilbert Street between Gilbert and Sellers Drive at Birch Avenue, (under construction) 11) Foothills Drive and Soaring Eagle Lane, (under construction) 12) Foothills Drive and Morning View Drive.
- Wal-Mart fuel station, site plan review for new 1,600-square-foot fuel center,

- located in the southwest corner of the Wal-Mart parking lot.
- Wellspring and Castle Oaks Covenant Church, annexation petition is to annex approximately 2.07 acres, and proposed zoning for church and Wellspring facility uses, located at 498 E. Wolfensberger Road, for future Wellspring and Castle Oaks Covenant Church facilities

Residential Development Activity:

- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for Lot 2 of Auburn Ridge.
- Bella Mesa North, site plan approved for 525 single-family homes, located north of Mesa Middle School off Mitchell Street.
- Bella Mesa South, site plan review for 93 single-family homes, located at the northwest corner of Mikelson Boulevard and Mitchell Street.
- Canyons Far South, site plan review for a residential development with 515 single-family homes, located southeast of Crowfoot Valley Road and Founders Parkway.
- Castleton Heights multi-family, site plan review for new four-story multi-family building with 80 units, located southwest of the intersection of W. Castleton Road and Castleton Court.
- Chateau Valley, site plan review for 415 residential units, located north of East Plum Creek Parkway and east of Gilbert Street
- Crystal Valley Ranch Mixed-Use site plan review for 24 townhomes and a mixed-use building, located at the southeast corner of Crystal Valley Parkway and W. Loop Road.
- Crystal Valley Ranch, site construction, single-family subdivisions, located southeast and southwest of Crystal Valley Parkway and W. Loop Road. Also, in the southern interior portion of Loop Road, south of Loop Road, and between W. Loop Road and the Lanterns property.
- Founders Village Pool, site plan review for new pool pavilion, located at 4501 Enderud Boulevard.
- Front Street Triplexes, site plan review for two triplex buildings, located on Front Street between Fifth and Sixth Streets.
- Hillside, building construction, single-family attached and detached age 55 and older, located at the northeast corner of Coachline Road and Wolfensberger Road.
- Lanterns/Montaine, Subdivision construction for various phases for a total of 1,200 single-family residential lots, located off Montaine Circle.
- Liberty Village, site construction for amended lot layout due to floodplain for 42 single-family lots, located on the south side of Castle Oaks Drive and Pleasant View Drive.
- Meadows, site and home construction for 77 single-family detached homes on the west sides of Coachline Road north of Wolfensberger Road.
- Pine Canyon PDP, Annexation and Zoning, proposing a maximum of 1,800 mixed residential units, to include single-family and multi-family, as well as commercial uses to include a hotel/resort with up to 225 rooms, and other business and industrial uses on the 535-acre site. The project area is

generally located on both the east and west sides of I-25, west of Founders Parkway.

- The Oaks Filing 2A, site construction for 114 single-family lots on 165+/- acres, located south of Plum Creek Parkway and east of Eaton Circle.
- Ridge at Crystal Valley, site construction for 142 single-family home project, located southwest of Loop Road in Crystal Valley Ranch. SIA amendment submitted to address modification to phasing plan for lots to be Temporary Green Zone.
- Soleana, site plan approved for 55 custom home sites and 22 live/work units on 77.96 acres, located east of the Silver Heights neighborhood and west of the Diamond Ridge Estates neighborhood.
- Terrain North Basin, Phase 1, building construction for approximately 96 single-family home project, located along Castle Oaks Drive.
- Terrain North Basin, Phase 2, site plan, plat and construction document review for approximately 29 single-family home project, located along Castle Oaks Drive.
- Unity on Wolfensberger site plan review for converting the existing 70-unit Quality Inn Hotel into a 50-unit “for sale” condominiums facility for adults with Intellectual and Development Disabilities at 200 Wolfensberger Road.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 9. **File #:** ID 2025-132

To: Honorable Mayor and Members of Town Council

Through: Tara Vargish, Director of Development Services

From: TJ Kucewesky, Assistant Director of Development Services

Update: Quasi-Judicial Projects

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

New Applications

No new formal applications.

On-going Quasi-Judicial Applications (currently under review)

The full list of on-going quasi-judicial projects along with vicinity maps can be found on the attached Staff Memorandum.

AGENDA MEMORANDUM

To: David L. Corliss, Town Manager
Through: Tara Vargish, Director Development Services
From: TJ Kucewesky, Assistant Director Development Services
Title: Update: Quasi-Judicial Projects

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

New Quasi-Judicial Applications:

No new formal applications.

On-going Quasi-Judicial Applications (currently under review)

Auburn Heights Apartments Planned Development Plan Zoning Major Amendment and Site Development Plan Major Amendment



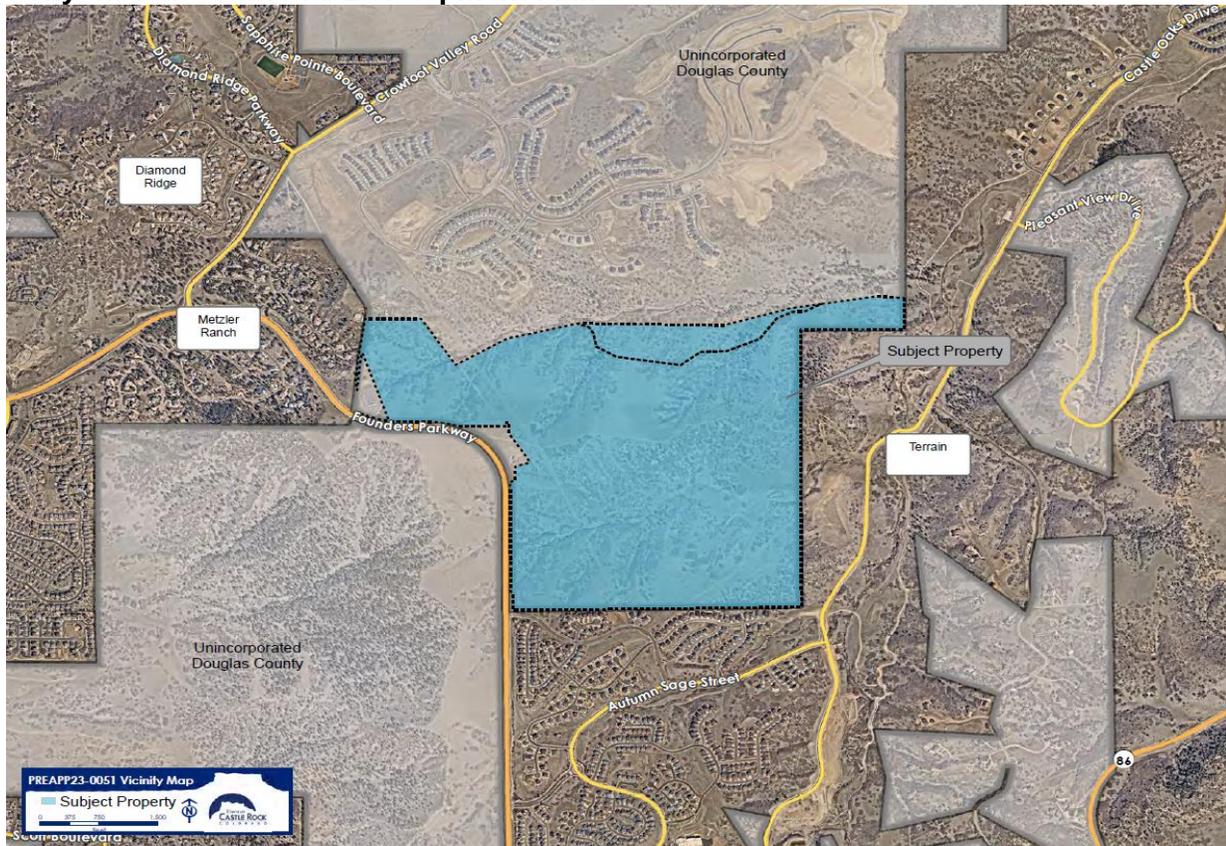
The property owner has submitted an application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge and is generally located in the southwest quadrant of E. Wolfensberger Road and Auburn Drive, southwest of the Auburn Ridge Senior Apartments. Currently, the zoning permits 100 multi-family units for seniors. The zoning amendment seeks to permit 104 multi-family units for people of all ages. The proposed parking is a combination of attached garages, detached garages, and surface parking. Both the PDP Amendment and the SDP Amendment will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is in Councilmember Bracken's district.

Bella Mesa South Site Development Plan



Fourth Investment USA, LLC, property owner, has submitted a quasi-judicial Site Development Plan on behalf of Cardel Homes for development of 93 single-family townhomes on approximately 9.3 acres located at the northwest corner of Mikelson Boulevard and Mitchell Street. The building height is 35 feet, and 200 parking spaces are proposed. Internal pedestrian walkways provide links to public sidewalks on Mitchell Street and Mikelson Boulevard. The property is zoned under the Bella Mesa Planned Development and is within a use area that allows single-family attached and multi-family dwelling units to a maximum of 186 dwelling units and a maximum building height of 50 feet. Vehicle access to the townhomes will be from two entry points on Mitchell Street. The Site Development Plan will require public hearings before the Planning Commission and Town Council. The proposed development is in Councilmember Brooks' district.

Canyons Far South Site Development Plan



PCS Group has submitted a Site Development Plan application for Canyons Far South. The applicant is proposing a residential and commercial development on 409-acre site that aligns with the recent annexation and zoning approval for 515 single family homes, 12.5 acres of commercial and over 217 acres of open space. The general location is southeast of the intersection of Crowfoot Valley Road and Founders Parkway. The Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is in Mayor Pro Tem Cavey's district.

Castleton Heights Multifamily Site Development Plan



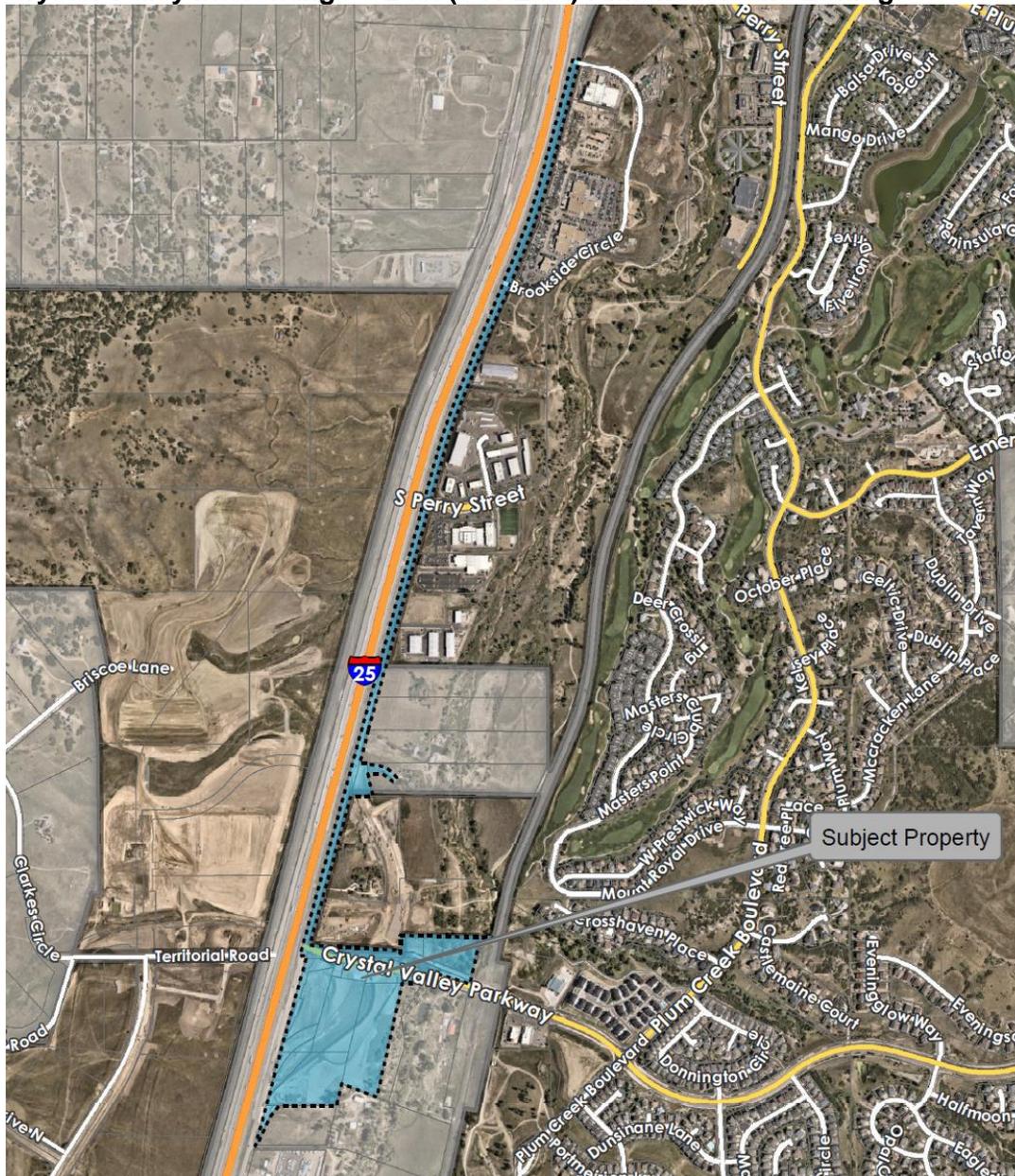
TWG Development has submitted a quasi-judicial application for a Site Development Plan/ Use by Special Review for Castleton Heights Multi-Family. The applicant is proposing to construct a new four-story multifamily building with 80 units on a 3.11-acre site. The proposed project is located southwest of the intersection of W Castleton Road and Castleton Court. The Site Development Plan/Use by Special Review will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is in Councilmember Davis' district.

Chateau Valley Site Development Plan



Highline Engineering & Surveying has submitted an application for the Chateau Valley Site Development Plan (SDP) proposing a 403-unit residential subdivision on 112 acres. The 403 units are composed of 255 single family detached homes and 148 attached homes. The property, which is within the Young American Planned Development, is generally located east of Memmen Park, north of the Baldwin Park subdivision, and south of the Southridge Townhome subdivision. The Site Development Plan includes a total of 42.2 acres of open space. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is in Councilmember Brooks' district.

Crystal Valley Interchange – East (CVI-East) Annexation and Zoning



The Town of Castle Rock has submitted an annexation application for several Town-owned parcels located at the new Crystal Valley Interchange and including the east frontage road from the new interchange north to Brookside Circle. The total area is approximately 37 acres. The parcels are proposed to be zoned PL-1 and used as Town right-of-way. The substantial compliance and eligibility hearings are tentatively scheduled for December and January. The parcels are adjacent to Councilmember Deitz' district.

Crystal Valley Mixed-Use Site Development Plan



Henry Design Group on behalf of Dan Kauffman, Pinnacle View Development, LLC, has submitted an application for a Site Development Plan. The applicant is proposing a mixed-use development on the 4-acre property located at the southeast corner of Crystal Valley Parkway and West Loop Road. The proposal includes 24 townhomes, with two car garages attached, and a single two-story building with 7,376 square feet of commercial space on the 1st floor and seven condominium units on the 2nd floor. The Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is in Councilmember Dietz's district.

Dawson Trails E2 Townhomes Site Development Plan



Norris Design has a new Quasi-judicial application for a Site Development Plan for Dawson Trails E2 Townhomes. The applicant is proposing to construct 104 townhomes within the Dawson Trails PD. The townhomes would vary between two and three stories in height. The general location is west of the proposed intersections of Quandary Peak Drive and Dawson Trails Boulevard. The site development plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is in Councilmember Dietz's district.

Dawson Trails Major PD Amendment, 3



A Quasi-Judicial application from ACM Dawson Trails VIII JV LLC for a Major PD Amendment to the Dawson Trails PD was received. With the finalization of the Crystal Valley Interchange alignment, sections of the existing Territorial Road right-of-way (ROW) are no longer needed as ROW. The Town and Dawson Trails developer have exchanged portions of the Territorial Road ROW and portions of Dawson Trails property, in order to provide ROW sufficient for the CVI project. Concurrent with the Territorial Road ROW Annexation, this proposed PD amendment will zone the annexed parcels as part of Dawson Trails PD (open space, right-of-way or as mixed-use, depending on the adjacent uses). The parcels total 2.2 acres. The Major PD Amendment requires public hearings before the Planning Commission for review and recommendation and Town Council for review and a final decision. This project is in Councilmember Dietz's district.

King Soopers Dawson Trails Site Development Plan



Galloway & Company, Inc, on behalf of the property owner ACM Dawson Trails VIII JV LLC, and property developer King Soopers, has submitted a Site Development Plan application. The applicant is proposing a King Soopers grocery store and fueling station on 12.2 acres within the Dawson Trails Planned Development, Planning Area E-2. The site location is south and east of Gambel Ridge Boulevard and west of Dawson Trails Boulevard. The site plan proposes a 99,000 square foot grocery store, 403 parking spaces, an online grocery order pick-up area, and a fueling station with a 245 square foot kiosk and 7 fuel pumps. The building height is approximately 35 feet; 50 feet is the maximum height allowed. Access to the site is from Gambel Ridge Boulevard and Dawson Trails Boulevard. The project is in Councilmember Dietz's district.

New Hope Church Rezoning



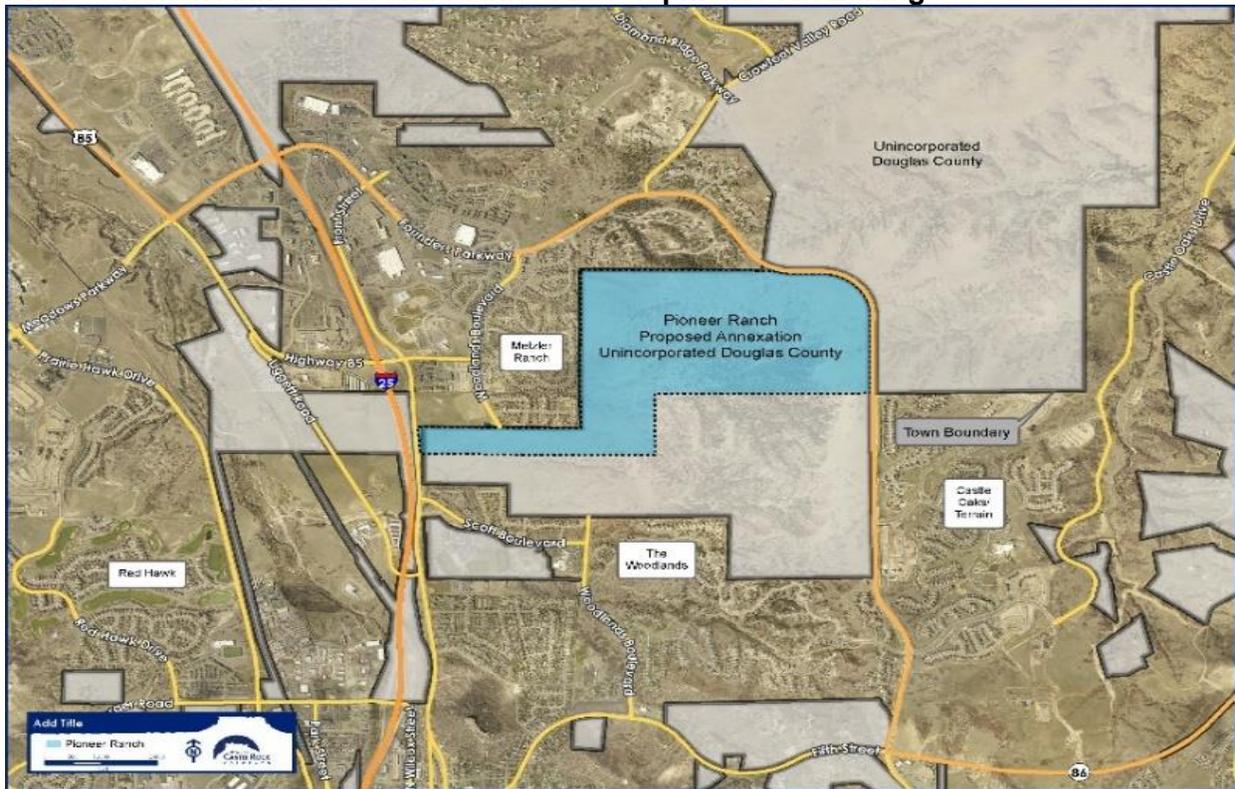
YOW Architects has submitted an application for a rezoning for New Hope Church. The applicant is proposing a new Planned Development Plan to allow for a medical office building on 1.5 acres in the northwest corner of the New Hope Church property. The proposed project is located south of the intersection of Prairie Hawk Drive and Meadows Boulevard. The rezoning will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located in Councilmember Bracken’s district.

North Basin Village at Terrain Site Development Plan



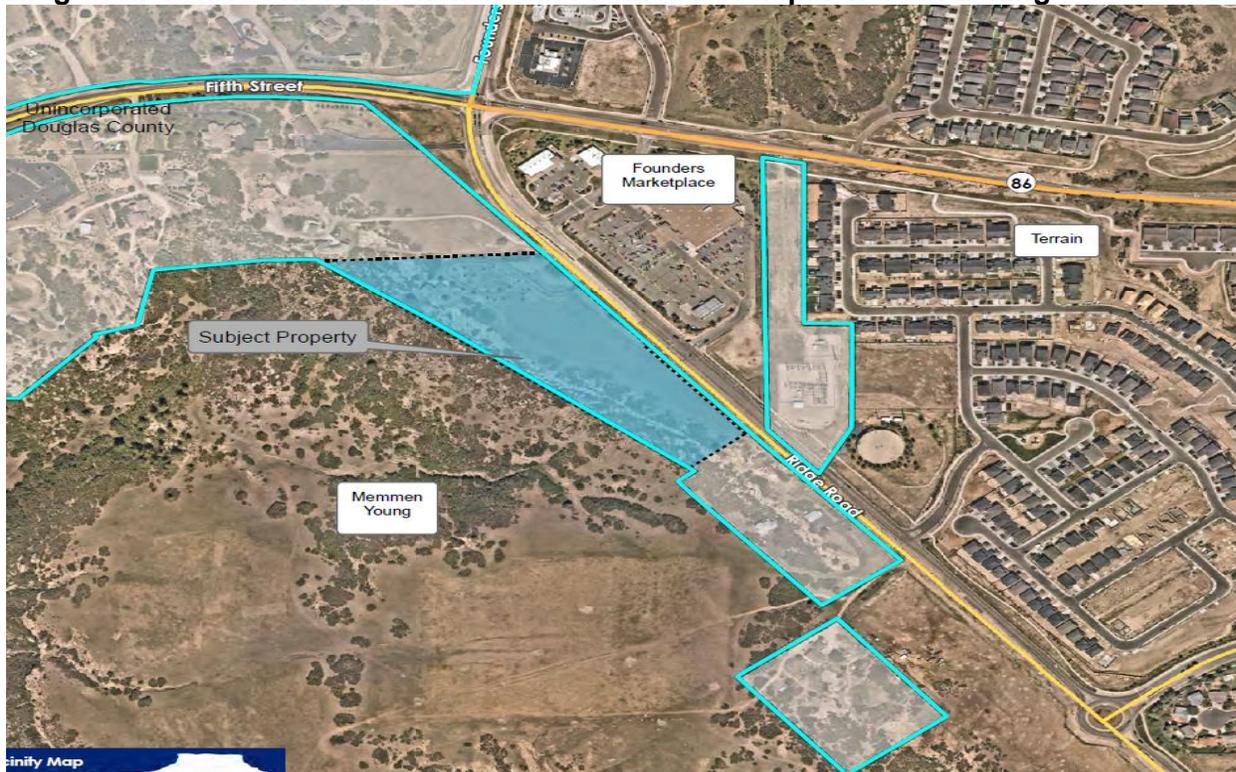
The property owner has submitted an application for a Site Development Plan (SDP) for 29 single family homes on approximately 42 acres within the Terrain North Basin Phase 2 development. The proposed development also includes approximately 35.6 acres of open space dedication. The project is located along Castle Oaks Drive. The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located within Mayor Pro Tem Cavey's district.

Pioneer Ranch Annexation and Planned Development Plan Zoning



The property owner has submitted an annexation petition to annex a 388-acre site located west of Founders Parkway and east of Front Street into the Town of Castle Rock. The applicant is proposing the Pioneer Ranch Planned Development Plan zoning to allow 1,123 dwelling units (a mix of single-family and multi-family), 78 acres of open space, and 39 acres dedicated for public uses, such as schools and parks. The annexation and planned development plan require public hearings before Planning Commission for review and recommendation and Town Council for review and final decision. The property is adjacent to Councilmember Davis' and Mayor Pro Tem Cavey's districts.

Ridgeview Town Center Annexation and Planned Development Plan Zoning



The property owner has submitted an application for annexation and zoning for a 10-acre parcel located at 895 N. Ridge Road, southwest of the intersection of State Highway 86 and N. Ridge Road. The owner proposes to zone the property to allow commercial uses, such as retail, office, restaurant, clinic and personal services. Uses by special review include day care, fast food with drive-thru, and doggy day care. Prohibited uses include fueling stations, vehicle storage, and auto repair. Approximately 29% of the site is designated open space. The property is adjacent to Mayor Pro Tem Cavey's and Councilmember Brooks' districts.

Saint Francis of Assisi Annexation



St Francis Church has submitted a new Quasi-judicial application for an Annexation. The applicant is proposing an annexation of the two lots that the existing church is located on, along with the adjacent right-of-way. The general location is southeast of the intersection of N Valley Drive and Fifth Street. The Annexation will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located adjacent to Councilmember Davis' and Brooks' districts.

Territorial Road Annexation



ACM Dawson Trails VIII JV LLC and the Town of Castle Rock have submitted an application for the annexation and zoning of several parcels of land, totaling 2.9 acres, that are within, or adjacent to, the current Territorial Road right-of-way. Most of the parcels will be zoned for mixed

use development within the Dawson Trails Planned Development and will be assimilated into the adjacent planning area. Parcels remaining in future right-of-way will be zoned as public land. The property is adjacent to Councilmember Dietz's district.

Unity on Wolfensberger Site Development Plan



Wellspring Community and Matrix Design has submitted a Site Development Plan for Unity on Wolfensberger. The applicant is proposing to convert the existing 70-unit Quality Inn Hotel into a 24-unit “for sale” condominiums facility. This residential facility would become a neuro-inclusive housing option for adults with Intellectual and Development Disabilities. This project is located at 200 Wolfensberger Road. The Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located in Councilmember Davis' district.

Wellspring and Castle Oaks Covenant Church Annexation and Planned Development Plan Zoning



The property owner has submitted an application for annexation and zoning of a parcel of land for Wellspring Community Center. The annexation petition is to annex approximately 2.07 acres located at 498 E. Wolfensberger Road, for future Wellspring facilities. The Planned Development (PD) zoning application is proposing to allow for operation of the Wellspring Community Center Monday through Friday and the Castle Oaks Covenant Church on Sundays. The annexation and planned development zoning will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This property is located adjacent to Councilmember Bracken's district.

The Town's Development Activity map provides additional information on these quasi-judicial applications, as well as projects that are under administrative (non-quasi-judicial) review. This map is available at: CRgov.com/developmentactivity.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 10. **File #:** RES 2025-142

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Matt Gohl, Assistant Town Manager

Resolution Accepting the Offer from Symetra Life Insurance Company to the Town of Castle Rock for Stop Loss Insurance Coverage for Calendar Year 2026

Executive Summary

As part of the Town's total compensation package, Castle Rock provides a health care plan for Town staff. The Town has successfully utilized a self-insured business model to provide health coverage and is continuing this practice for 2026. Being self-insured has many benefits, two of which are having greater flexibility and control over our health plan and having the ability to manage plan dollars when we are having both good claims years and challenging claims experience.

As part of its self-insured plan, the Town purchases "stop loss" coverage, also referred to as "reinsurance," to protect the organization from large-dollar claims. This provides the Town a guarantee, or "safety net," from bad years, which happen from time to time.

The Town's 2026 individual stop loss deductible is set at \$120,000 per covered individual, the same as in 2025. Any medical claims exceeding that amount are covered by the stop loss insurance. Our 2026 quote for stop loss coverage with Symetra totals \$2,695,444, an amount requiring Town Council approval. This represents coverage for an estimated total maximum cost of \$14,063,421 for the Town's 2026 health plan, a 19.7% overall increase from 2025.

Discussion

In 2025, in collaboration with Novo Benefits, Town's benefits consultant, conducted an RFP related to the Town's historical dollars spent on claims and Symetra came back with the lowest overall quote based on claims experience and laser liability. Symetra provided the most competitive quote to earn the Town's business.

The 2025 contract rate for stop loss coverage with Symetra was \$1,768,188. The contract amount for stop loss coverage with Symetra for 2026 will not exceed \$2,695,444.

Moving forward with stop loss coverage with Symetra for 2026 allows the Town to continue to

Item #: 10. **File #:** RES 2025-142

manage its health care plan in a manner that realizes the best overall stop loss renewal rate for the 2026 plan year, which protects the Town and its employees from large catastrophic claims costs.

Budget Impact

The expenditure will come from the Employee Benefits Fund in an amount not to exceed \$2,695,444 for stop loss (reinsurance) coverage for the 2026 benefits plan year.

Proposed Motion

“I move to approve a Resolution authorizing Town staff to execute a contract with Symetra Life Insurance Company for stop loss insurance services.”

Attachments

Attachment A: Resolution

Exhibit 1: Symetra Stop Loss Quote

Exhibit 2: Stop Loss Schedule of Benefits and Stop Loss Rate Cap Endorsement

RESOLUTION NO. 2025-142

**A RESOLUTION ACCEPTING THE OFFER FROM SYMETRA LIFE
INSURANCE COMPANY TO THE TOWN OF CASTLE ROCK FOR
STOP LOSS INSURANCE COVERAGE FOR CALENDAR YEAR 2026**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) and Symetra Life Insurance Company (“Symetra”) have agreed to terms and conditions by which Symetra will provide the Town with stop loss insurance coverage for calendar year 2026, as outlined in Option 1 and set forth in the Symetra Stop Loss Renewal prepared for the Town and presented to the Town Council at tonight’s meeting (the “Offer”); and

WHEREAS, stop loss insurance coverage protects the Town from large-dollar catastrophic health insurance claims by covering costs that exceed a pre-set limit; and

WHEREAS, according to Option 1 of the Offer, the Town’s individual stop loss deductible is set at \$120,000.00 per employee per year; and

WHEREAS, any claims exceeding this deductible amount will be covered by the stop loss insurance.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:**

Section 1. Approval. The Offer from Symetra to the Town for stop loss insurance coverage for the 2026 Policy Period, is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Offer and any technical amendments thereto by and on behalf of the Town.

Section 2. Delegation. The Stop Loss Rate Cap Endorsement for stop loss insurance coverage for the 2026 Policy Period, is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Stop Loss Rate Cap Endorsement and any technical amendments thereto by and on behalf of the Town.

Section 3. Encumbrance and Authorization for Payment. In order to meet the Town's financial obligations under the Offer, the Town Council authorizes the expenditure and payment from the employee benefit trust fund account in an amount not to exceed \$2,695,444.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

David L. Corliss, Town Manager

Symetra Stop Loss

RENEWAL PREPARED FOR

Town of Castle Rock

January 1, 2026

IN PARTNERSHIP WITH: NOVO BENEFITS LLC

You have challenges; we have solutions

We know you have options when choosing a stop loss carrier.

We also know that finding the right partner is important. You need to work with professionals who understand the self-funded industry, who realize the importance of building the right stop loss policy at the right price, and who deliver on their promises year after year.

When you renew with us, you'll find a seamless continuation of all the benefits you've come to expect from your Symetra stop loss policy.

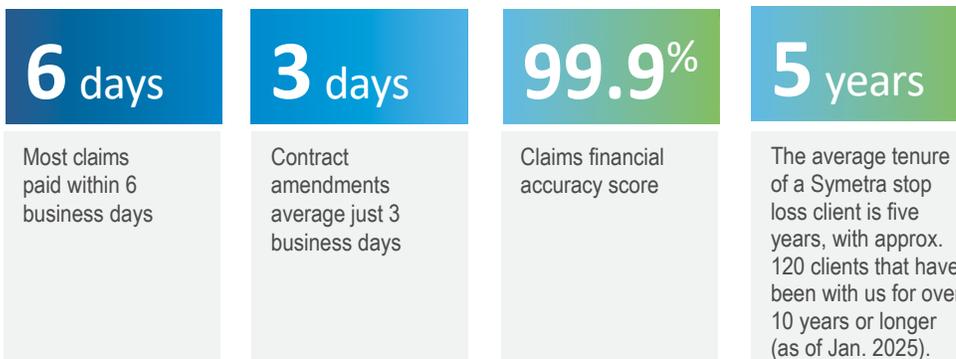
Things like:

- **Fast and fair claims practices.**
- **Most catastrophic claims reviewed and processed within 48 hours through our Preferred ASO Claim Advance program.**
- **Gapless option for renewal run-out contracts means claims paid outside the run-out period are still eligible for reimbursement.**
- **No new lasers or increase on existing lasers at renewal; laser at renewal available by request.**
- **Cost containment and alternative treatment plans to help control costs without sacrificing quality of care.**
- **24/7 online policy administration via Group Online (GO).**

Put our expertise to work for you

Symetra has been in the stop loss business for nearly 50 years, in fact, we helped pioneer it.¹ Our experienced team continues to be available as needed to help you understand and protect your self-funded plan.

2024 performance highlights:²

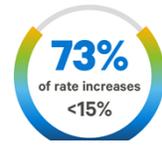
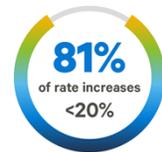
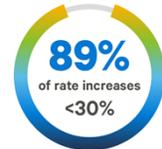
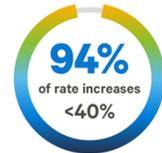


Understanding stop loss rates

Pricing stop loss is a complex process and there are many factors that impact rates, especially at renewal. Here are some things we consider when determining the best possible price for your plan:

- **Plan design:** what services are covered; how much are employee copays, coinsurance, deductibles and/or premiums; are there wellness or other value-add programs included?
- **Group population:** how many people are covered; where do members live and/or receive care; what are the demographics of the group?
- **Managed care networks:** are provider and hospital networks helping to lower plan risk; what is the network usage rate?
- **Claims experience:** what is the claims experience history; how many claims, to date, are over the Specific deductible; how many are expected before the end of the plan year?
- **Medical trend:** how much are health care costs projected to increase?
- **Share of risk:** what is your deductible threshold and risk tolerance; how will rising medical trend impact your plan and the accompanying stop loss policy?

What does a typical Symetra renewal look like?



Based on Symetra renewal data from January 1, 2024, to January 31, 2025.

Lowering premium renewal increases through deductible leveraging

Annual renewal is an opportunity to review how your plan performed over the past year, and to evaluate whether your current Specific deductible is still appropriate. This is especially true when rising medical costs are paired with higher than expected claims, as this combination typically means a rate adjustment is needed for the new plan year.

Leveraged trend or, as applied, deductible leveraging, can help mitigate higher renewal rates by sharing the impact of medical trend between the health plan and Symetra stop loss via a higher Specific deductible.

Here's how it works:

| Option 1 – keeping the same deductible at renewal | | | |
|---|-------------|-------------|----------|
| | Plan year 1 | Plan year 2 | Increase |
| Paid claim amount | \$300,000 | \$330,000 | 10% |
| Specific deductible | \$150,000 | \$150,000 | 0% |
| Symetra reimbursement | \$150,000 | \$180,000 | 20% |

| Option 2 – raising the deductible at renewal | | | |
|--|-------------|-------------|----------|
| | Plan year 1 | Plan year 2 | Increase |
| Paid claim amount | \$300,000 | \$330,000 | 10% |
| Specific deductible | \$150,000 | \$165,000 | 10% |
| Symetra reimbursement | \$150,000 | \$165,000 | 10% |

For illustrative purposes only.

With deductible leveraging, you're trading lower premiums for a higher Specific deductible due to medical trend increases. It can be an effective way to help control the impact of rising costs on your plan.

If you're interested in deductible leveraging for your renewal, talk with your Symetra stop loss professional.

Renewal Status: Final if accepted by 11/21/2025

SPECIFIC STOP LOSS COVERAGE

| Plan Description | Current | Option 1 | Option 2 | Option 3 | |
|--|-------------|-------------|-------------|-------------|-------------|
| Coverages | Medical, Rx | Medical, Rx | Medical, Rx | Medical, Rx | |
| Contract Type | 36/12 | 48/12 | 48/12 | 48/12 | |
| Annual Specific Deductible per Individual | \$120,000 | \$120,000 | \$140,000 | \$160,000 | |
| Aggregating Specific Additional Plan Liability | \$100,000 | \$100,000 | \$100,000 | \$100,000 | |
| Transplant Exclusion | No | No | No | No | |
| No New Laser Option | Included | Included | Included | Included | |
| Maximum Lifetime Reimbursement | Unlimited | Unlimited | Unlimited | Unlimited | |
| Maximum Policy Period Reimbursement | Unlimited | Unlimited | Unlimited | Unlimited | |
| Reimbursement Percentage | 100% | 100% | 100% | 100% | |
| Quoted Rate(s) Per Month | Enrollment | | | | |
| Employee | 226 | \$144.50 | \$220.88 | \$201.46 | \$185.36 |
| Employee plus Spouse | 72 | \$287.85 | \$440.01 | \$401.32 | \$369.24 |
| Employee plus Child(ren) | 65 | \$254.76 | \$389.42 | \$355.18 | \$326.79 |
| Family | 174 | \$432.34 | \$660.90 | \$602.79 | \$554.59 |
| Estimated Annual Premium | | \$1,742,025 | \$2,662,902 | \$2,428,766 | \$2,234,600 |
| Quoted Rate(s) include Commission of | | 0.00% | 0.00% | 0.00% | 0.00% |

Renewal Status: Final if accepted by 11/21/2025

AGGREGATE STOP LOSS COVERAGE

| Plan Description | | Current | Option 1 | Option 2 | Option 3 |
|---------------------------------------|------------|-------------|--------------|--------------|--------------|
| Coverages | | Medical, Rx | Medical, Rx | Medical, Rx | Medical, Rx |
| Contract Type | | 36/12 | 48/12 | 48/12 | 48/12 |
| Aggregate Corridor | | 125% | 125% | 125% | 125% |
| Loss Limit per Individual | | \$120,000 | \$120,000 | \$140,000 | \$160,000 |
| Maximum Annual Reimbursement | | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Reimbursement Percentage | | 100% | 100% | 100% | 100% |
| Estimated Annual Aggregate Deductible | | \$9,523,733 | \$10,848,278 | \$11,082,385 | \$11,276,680 |
| Minimum Aggregate Deductible | | \$9,523,733 | \$10,848,278 | \$11,082,385 | \$11,276,680 |
| Monthly Aggregate Claim Factors | Enrollment | | | | |
| Medical, Rx Card | | | | | |
| Employee | 226 | \$789.99 | \$899.86 | \$919.28 | \$935.40 |
| Employee plus Spouse | 72 | \$1,573.65 | \$1,792.52 | \$1,831.20 | \$1,863.30 |
| Employee plus Child(ren) | 65 | \$1,392.75 | \$1,586.45 | \$1,620.69 | \$1,649.10 |
| Family | 174 | \$2,363.65 | \$2,692.38 | \$2,750.48 | \$2,798.70 |
| Quoted Rate(s) per Month | Enrollment | | | | |
| Total Composite | 537 | \$4.06 | \$5.05 | \$5.17 | \$5.26 |
| Estimated Annual Premium | | \$26,163 | \$32,542 | \$33,315 | \$33,895 |
| Quoted Rate(s) include Commission of | | 0.00% | 0.00% | 0.00% | 0.00% |

OVERALL COST SUMMARY

| Plan Description | | Current | Option 1 | Option 2 | Option 3 |
|------------------------------------|--|--------------|--------------|--------------|--------------|
| Estimated Total Annual Fixed Cost | | \$1,768,188 | \$2,695,444 | \$2,462,081 | \$2,268,495 |
| Specific Variable | | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| Aggregate Variable | | \$9,523,733 | \$10,848,278 | \$11,082,385 | \$11,276,680 |
| Estimated Maximum Annual Liability | | \$11,391,920 | \$13,643,722 | \$13,644,466 | \$13,645,175 |

OTHER OPTIONS

Rate cap option: Renewal rates are capped at a maximum increase of 50% assuming no material changes to the group plan have taken place (i.e. plan changes, changes in specific deductible, commission level or administrator). If there are material changes, first the specific rates will be produced using the rate cap, then material changes will be accounted for in order to arrive at the renewal rate level. The cap applies to both the rates and aggregating specific deductible (if applicable).

Renewal Status: Final if accepted by 11/21/2025

PROPOSAL QUALIFICATIONS AND CONTINGENCIES

The terms of this proposal are based upon the policyholder having exercised commercially reasonable efforts to obtain and provide to Symetra all information set forth in this offer, together with all information identified in any prior proposal for coverage for the upcoming policy period. Except for the Plan Document or Plan Amendment, all requested information must be received no later than 15 days prior to the proposed effective date of coverage, otherwise we reserve the right to withdraw the proposed terms and return any premiums remitted.

Any secondary documents (e.g. "stop loss agreements", "procurement documents", "service contracts", etc.) must be disclosed to and approved by Symetra prior to the Employer's acceptance of our proposal. Subsequent undisclosed agreements may not be approved.

By delivering this proposal for coverage, the producer represents and warrants to Symetra that it and each of the persons or entities acting with or on behalf of the producer in the sale or solicitation of such coverage maintains such insurance producer licenses and appointments as are required by each state in which the coverage has been or will be solicited, and in all states in which the policy(ies) will be issued. This proposal is authorized for delivery only if the foregoing representation and warranty is true and correct.

This is a firm offer, which may be bound with no additional underwriting requirements provided that:

1. It is accepted in writing by the expiration date as shown above;
2. The policyholder has exercised commercially reasonable efforts to obtain and provide to Symetra all information requested in this proposal and any prior proposal for coverage for the upcoming policy period;
3. The data and information submitted to Symetra is, to the best of the policyholder's knowledge after due inquiry, materially accurate and materially complete as of the date of policyholder's written acceptance of this firm offer. Any material inaccuracies or material omissions in the data or other information submitted may require changes in underwriting, including but not limited to changes in the terms, rates and/or factors; and
4. The policyholder and its authorized agent agree that following acceptance of this firm offer, the policyholder or its authorized agent promptly notify Symetra upon becoming aware of any covered individual who (i) receives prior authorization approval for hospital confinement exceeding 30 days or more and/or (ii) becomes a listed transplant candidate, in each case so that Symetra can initiate appropriate cost containment efforts. For the avoidance of doubt, the provision of such notice pursuant to this item 4. will not change terms of the accepted offer.

If updated information is received by Symetra prior to written acceptance or the expiration date has passed, we retain the right to alter the terms, rates and/or factors. We will not be bound by any typographical errors or omissions contained herein.

- The terms of this proposal are based upon the policyholder having exercised commercially reasonable efforts to obtain and provide to Symetra all information set forth in this offer, together with all information identified in any prior proposal for coverage for the upcoming policy period. Except for the Plan Document or Plan Amendment, all requested information must be received no later than 15 days prior to the proposed effective date of coverage, otherwise we reserve the right to withdraw the proposed terms and return any premiums remitted.

Any secondary documents (e.g. "stop loss agreements", "procurement documents", "service contracts", etc.) must be disclosed to and approved by Symetra prior to the Employer's acceptance of our proposal. Subsequent undisclosed agreements may not be approved.

By delivering this proposal for coverage, the producer represents and warrants to Symetra that it and each of the persons or entities acting with or on behalf of the producer in the sale or solicitation of such coverage maintains such insurance producer licenses and appointments as are required by each state in which the coverage has been or will be solicited, and in all states in which the policy(ies) will be issued. This proposal is authorized for delivery only if the foregoing representation and warranty is true and correct.

This is a firm offer, which may be bound with no additional underwriting requirements provided that:

1. It is accepted in writing by the expiration date as shown above;
2. The policyholder has exercised commercially reasonable efforts to obtain and provide to Symetra all information requested in this proposal and any prior proposal for coverage for the upcoming policy period;
3. The data and information submitted to Symetra is, to the best of the policyholder's knowledge after due inquiry, materially accurate and materially complete as of the date of policyholder's written acceptance of this firm offer.

Renewal Status: Final if accepted by 11/21/2025

Any material inaccuracies or material omissions in the data or other information submitted may require changes in underwriting, including but not limited to changes in the terms, rates and/or factors; and

4. The policyholder and its authorized agent agree that following acceptance of this firm offer, the policyholder or its authorized agent promptly notify Symetra upon becoming aware of any covered individual who (i) receives prior authorization approval for hospital confinement exceeding 30 days or more and/or (ii) becomes a listed transplant candidate, in each case so that Symetra can initiate appropriate cost containment efforts. For the avoidance of doubt, the provision of such notice pursuant to this item 4. will not change terms of the accepted offer.

If updated information is received by Symetra prior to written acceptance or the expiration date has passed, we retain the right to alter the terms, rates and/or factors. We will not be bound by any typographical errors or omissions contained herein.

- Where available, if a policyholder purchases Stop Loss and offers a Symetra Critical Illness plan to its employees, the policyholder may be eligible for our Critical Illness Step-Down Endorsement which provides a one-time, \$5,000 reduction to the Stop Loss deductible for a stop loss claim submitted with an eligible critical illness diagnosis.
- In certain states, discounts to the specific stop loss premiums of up to 2% may be available if the group purchases, or has an inforce, insured Symetra Workforce Benefits product that may include Group Life, Disability, and/or Supplemental Health insurance. This discount will apply during the first Policy Period that is either commensurate with or immediately following the effective date in which the new Group Life, Disability, and/or Supplemental Health policy becomes effective, or if already inforce, the effective date of the Stop Loss Policy.
- Composite rates are illustrative and for comparative purposes only.
- This proposal is based upon the following network(s): Cigna ASO
- If the Policyholder receives any reimbursement, recovery, discount, or other payment related to gene therapy services, supplies, drugs, or treatments under another plan, coverage, or arrangement, the Policyholder must reimburse Symetra for its share of such payment in accordance with the terms of the policy.
- Network fees are ineligible expenses.
- Plan must have utilization review and case management.
- Terms are subject to change if final enrollment varies by more than 10% from the proposal assumptions. A current census not older than 60 days prior to the effective date will be needed for final review.
- Any unfunded or pended claims balance must be disclosed, otherwise such claims will not be considered eligible under the excess loss policy.
- For inclusion of RX coverage under the specific and/or aggregate when there is a separate PBM, we require written documentation that we are in receipt of all prescription drug experience reports. Otherwise, RX will not be a covered expense under the excess loss policy.
- This renewal/proposal reflects the continuation of the current plan of benefits.
- Eligibility is assumed to be all full time employees working 30 hours or more per week at their normal place of business.
- COBRA participation enrollment growth to more than 15% of the entire enrolled group will be deemed to be a material change under the policy.
- Retirees are generally excluded from coverage under the Stop Loss Policy, **unless** they are included on the census and their experience data is included in the RFP along with a request to cover the retirees.
- This quote is subject to Symetra's stop loss policy provisions, limitations and exclusions.
- No producer has the authority to bind or modify the terms of this offer without the approval of Symetra.
- In the event of early terminations (mid-policy period), Symetra will not provide coverage for run out claims.
- This quote/renewal excludes state assessment fees and is based on the group (through its TPA) collecting any such fee assessed with respect to the group's self-insured benefit plan and remitting such fee to the state on the group's behalf. The group may be required to notify their TPA of any covered residents that would fall under an assessment program. Symetra's quote excludes coverage of such fees. In the event Symetra is required to be involved in the administration or collection of an assessment fee on the group's behalf, the assessment fee will be charged to and collected monthly from the group pursuant to the Premium Taxes and State Assessments provision of the Stop Loss Insurance Policy.
- This proposal is based on data and information (data) provided to us on behalf of the prospective policyholder as

Renewal Status: Final if accepted by 11/21/2025

part of the Request for Proposal/Renewal. Symetra does not independently verify such data but assumes its completeness and accuracy as represented by the provider thereof. To the extent that the data upon which Symetra relied in preparing this proposal contains errors and omissions that can materially alter the risk or the pricing of such risk, Symetra reserves the right to withdraw the proposal or alter the terms of the offer of coverage.

- Symetra reserves the right to revise this proposal if the incumbent administrator's claims backlog exceeds two weeks.
- The producer must be properly licensed and appointed.
- The administrator must be approved by Symetra.

Renewal prepared for: Town of Castle Rock

Renewal Status: Final if accepted by 11/21/2025

Check the box next to the selected proposal option; for Specific only coverage, when both Specific and Aggregate coverages are listed, please also check the box to decline Aggregate coverage.

| Option | Specific | Aggregate |
|---------------------------------------|----------------------------|-------------------|
| <input checked="" type="checkbox"/> 1 | \$120,000 / 48/12 | \$120,000 / 48/12 |
| <input type="checkbox"/> 2 | \$140,000 / 48/12 | \$140,000 / 48/12 |
| <input type="checkbox"/> 3 | \$160,000 / 48/12 | \$160,000 / 48/12 |
| <input type="checkbox"/> | Decline Aggregate coverage | |

This is a firm offer, which may be bound with no additional underwriting requirements provided it is accepted in writing by the expiration date as shown above. The Premium, Aggregate Deductibles and all other terms are based on the data submitted. Any inaccurate or incomplete data submitted may require changes in underwriting. If updated information is received by Symetra prior to written acceptance or the expiration date has passed, we retain the right to alter the terms, rates and/or factors. We will not be bound by any typographical errors or omissions contained herein.

Please indicate your acceptance on this offer by having an authorized representative or agent of Town of Castle Rock sign below:

| | |
|-----------------------------|----------------------|
| Authorized Signature: _____ | Date: _____ |
| Printed Name: _____ | Printed Title: _____ |
| Company or Firm Name: _____ | |

Plan Sponsor's Plan Document

Submission and Symetra Acceptance Required. As stated in Symetra's Proposal for Group Stop Loss Insurance, the Plan Sponsor's Plan Document must be submitted to Symetra no later than 90 days after the proposed effective date of Stop Loss Insurance coverage. The Stop Loss Insurance policy ("Policy") requires that only eligible charges payable under the terms of the Plan Document as approved by Symetra will be covered expenses eligible for reimbursement under the Policy.

The policy will be issued after the Plan Document is received and approved by Symetra or a signed Confirmation of Medical Benefit Plan is submitted to Symetra by the prospective policyholder.

Symetra may withhold reimbursement of covered expenses prior to the receipt and acceptance of the final signed Plan Sponsor's Plan Document or amendment.

In reviewing the Plan Document for acceptance, Symetra will consider whether the Plan Document:

1. Adequately addresses key plan components, including but not limited to eligibility rules, benefits promised, plan administration, discretionary language for court review of benefit claims, subrogation and coordination of benefits provisions.
2. Addresses the Plan's obligations under federal law, including
 - a. **ERISA (Employee Retirement Income Security Act) required provisions,**
 - b. **ACA (Affordable Care Act) required provisions;** or
 - c. **a statement of grandfathered status, if applicable.**

Symetra will have no liability for reimbursing Plan Sponsor obligations that are not clearly stated in the Plan Document whether or not the Plan remains obligated in the absence of express inclusion. It is recommended that the Plan Document include express reference to other federal mandates and laws to which Plan is subject or a "conformity with law" provision.

3. Contains typical exclusions or limitations, including but not limited to:
 - a. Experimental/investigations treatment (except as required by ACA), and
 - b. non-medically necessary treatment

The absence of or inadequate treatment of these subjects in the Plan Document may result in a superseding provision in the Stop Loss policy.

Your partner for stop loss success

Symetra is a financially strong, well-capitalized company on the rise, as symbolized by our brand icon—the swift. Swifts are quick, hardworking and nimble—everything we aspire to be when serving our customers.

We've been in business for more than half a century with a commitment to creating employee benefits products that people need and understand. We appreciate your business and look forward to the opportunity to continue serving you with professional, informative and responsive service.



Our guiding principles of Value, Transparency and Sustainability (VTS) are at the core of all we do.

- **Value:** Products and solutions people need at a competitive price—backed by outstanding customer service.
- **Transparency:** Clear communication so people understand what they are buying.
- **Sustainability:** Products that stand the test of time and fiscal responsibility to ensure we are there for our customers.

Financial Strength Ratings: A.M. Best: A “Excellent” (3rd highest of 16); Moody’s A1 “Good” (5th highest of 21); Standard & Poor’s: A “Strong” (6th highest of 21). Ratings are subject to change. Please refer to www.symetra.com/ratings for current information. Ratings as of February 26, 2025.

Symetra Life Insurance Company (est. 1957) is a direct subsidiary of Symetra Financial Corporation. First Symetra National Life Insurance Company of New York (est. 1990) is a direct subsidiary of Symetra Life Insurance Company and is an indirect subsidiary of Symetra Financial Corporation (collectively, “Symetra”). Neither Symetra Financial Corporation nor Symetra Life Insurance Company solicits business in the state of New York and they are not authorized to do so. Each company is responsible for its own financial obligations.

Stop loss policies are insured by Symetra Life Insurance Company, 777 108th Avenue NE, Suite 1200, Bellevue, WA 98004. Base policy is ELC-24000 7/19. In New York, stop loss policies are insured by First Symetra National Life Insurance Company of New York, New York, NY. Mailing address: P.O. Box 34690, Seattle, WA 98124. Policy form number is ELC-24000/NY 7/19. Coverage may be subject to exclusions, limitations, reductions and termination of benefit provisions. Products are not available in any U.S. territory.

¹ 49 years for Symetra Life Insurance Company as of 2024; 21 years for First Symetra National Life Insurance Company of New York as of 2024.

² Performance highlights based on financial and quarterly audits for 2024.



www.symetra.com
www.symetra.com/ny

Symetra® is a registered service mark of Symetra Life Insurance Company.

STOP LOSS SCHEDULE OF BENEFITS

A. Policyholder: Town of Castle Rock

Policy Number: 16-016370-000

Effective Date of Coverage: January 01, 2024

Policyholder Anniversary Date: January 1st of each year beginning in 2025.

Premium Due Date: Premium is due on the Effective Date of Coverage and the first of each month beginning with February 01, 2024.

Enrollment (at the beginning of the Policy Period):

| | |
|----------------------|-----|
| Employee | 226 |
| Employee plus Spouse | 72 |
| Employee plus Child | 65 |
| Family | 174 |

Retiree Coverage: N/A

B. This Schedule of Benefits applies to the Policy Period: from January 01, 2026 to December 31, 2026.

C. Specific Stop Loss Insurance:

1. Specific Deductible per Covered Unit: \$120,000.00
2. Covered Expenses:
Medical and Prescription Drugs, including drugs dispensed by Rx Card, Mail Order and/or administered by a Prescription Benefit Manager (PBM).
3. Symetra's Reimbursement Percentage:
100% of Covered Expenses in excess of the Specific Deductible.
4. Specific Lifetime Reimbursement Maximum: Unlimited per Covered Unit
Specific Policy Period Reimbursement Maximum: Unlimited per Covered Unit
5. Premium Rates:

| | |
|----------------------|------------------------|
| Covered Units | All Eligible Employees |
| Employee | \$220.88 |
| Employee plus Spouse | \$440.01 |
| Employee plus Child | \$389.42 |
| Family | \$660.90 |
6. Reimbursement Period:
Covered Expenses incurred on or after the Policy Effective Date and paid during the Policy Period with:

| | |
|-----------------------------------|-------------------------|
| Run-in Period beginning: 1/1/2023 | Run-in Limit: Unlimited |
| Run-out Period ending: 12/31/2026 | Run-out Limit: \$0 |

STOP LOSS INSURANCE POLICY

Policy Period: from January 01, 2026 to December 31, 2026

7. Stop Loss Aggregating Specific:
Aggregating Specific Deductible: \$100,000.00

D. Aggregate Stop Loss Insurance:

1. Covered Expenses:
Medical and Prescription Drugs, including drugs dispensed by Rx Card, Mail Order and/or administered by a Prescription Benefit Manager (PBM).
2. Symetra's Reimbursement Percentage:
100% of Covered Expenses in excess of the Aggregate Attachment Point.
3. Aggregate Reimbursement Maximum per Policy Period: \$1,000,000.00
4. Reimbursement Period:
Covered Expenses incurred on or after the Policy Effective Date and paid during the Policy Period with:
Run-in Period beginning: 1/1/2023 Run-in Limit: Unlimited
Run-out Period ending: 12/31/2026 Run-out Limit: \$0
5. Minimum Aggregate Attachment Point:
100% of the first Monthly Aggregate Attachment Point x 12.
6. Monthly Aggregate Attachment Factors:

| | |
|----------------------|------------------------|
| Covered Units | All Eligible Employees |
| Employee | \$899.86 |
| Employee plus Spouse | \$1,792.52 |
| Employee plus Child | \$1,586.45 |
| Family | \$2,692.38 |
7. Aggregate Stop Loss premium: \$5.05
Paid: Per employee per month
8. Net Claim Limit: \$120,000.00 per Covered Unit

E. Endorsements Included:

Stop Loss Rate Cap Endorsement

Subject to the Material Changes provision of this Policy, no Stop Loss Alternate Reimbursement Endorsement will be added at renewal, except at Policyholder's request.

F. Premium Remitters:

| Name | Effective Date | Termination Date |
|----------------------------|-------------------|------------------|
| <u>Town of Castle Rock</u> | <u>01/01/2024</u> | _____ |

G. Claims Administrators:

| Name | Effective Date | Termination Date |
|-------------------------|-------------------|------------------|
| <u>CIGNA HealthCare</u> | <u>01/01/2024</u> | _____ |

STOP LOSS INSURANCE POLICY

Policy Period: from January 01, 2026 to December 31, 2026

H. Provider Network:

| Name | Effective Date | Termination Date |
|-----------------|------------------|------------------|
| Cigna ASO _____ | 01/01/2024 _____ | _____ |

STOP LOSS RATE CAP ENDORSEMENT

Symetra and Town of Castle Rock agree that this endorsement is effective January 01, 2026 for the Policy Period from January 01, 2026 to December 31, 2026.

In consideration for the premium shown in the Stop Loss Schedule of Benefits, the Stop Loss Insurance Policy (the "Policy") will be revised to include this Stop Loss Rate Cap Endorsement.

RATE CAP

The maximum Premium Rate increase at renewal will be capped at 50%, and will be applicable to the total amount of premium for the Policy Period and the amount equal to the Aggregating Specific Deductible or Tiered Aggregating Specific Deductible shown on the Schedule, if any. This cap assumes that there will be no 1) Material Change, 2) change in the Provider Network used by the Policyholder's Employee Benefit Plan, 3) significant change to the Schedule for the renewal Policy Period, or 4) change in Policyholder's broker of record or commission rate for or during the renewal Policy Period (each individually or collectively, "Changes"). If there are Changes, then the renewal Premium Rates will first be calculated based on the cap and the current Policy coverage. Additional adjustments for Changes may then be applied as needed. If there is a change in Policyholder's broker of record, this cap will be ineffective for any renewal Policy Period beginning thereafter.

All other provisions of the Stop Loss Insurance Policy remain unaffected by this Endorsement.

Town of Castle Rock

Symetra Life Insurance Company



By: _____
(Signature of Policyholder)

By: Margaret Meister
President

Title: _____

Registrar: Janet Trayler

Date: _____

Date: November 07, 2025

Instructions to Policyholder: (1) Sign and return to Symetra.
(2) Retain copy with your policy.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 11. File #: RES 2025-143

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Shawn Griffith, Assistant Director of Operations
Nicolas Van Kooten P.E., SCADA Superintendent

Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Services Agreement with Burns & McDonnell Engineering Company, Inc. [1282 Castle Oaks Dr., Castle Rock CO 80104]

Executive Summary

Castle Rock Water (CRW) staff requests Town Manager approval for a services agreement with Burns & McDonnell Engineering Company, Inc. (B&McD) for oversight of the implementation of Phase V -Ray Waterman and its associated remote sites, of the Supervisory Control and Data Acquisition Master Plan (SCADA MP) project, for the not to exceed amount of \$234,495, (**see Attachment A**) with a 5% Town managed contingency of \$11,725, for a total authorization request of \$246,220. This agreement will run through July 31, 2028, which is the anticipated SCADA Master Plan Phase V oversight project completion.

The SCADA system is crucial to the security and efficient operation of CRW's water and wastewater facilities. In 2019, the SCADA MP was completed to assess the system and develop a plan for its upgrade, maintenance, and operation. Town Council approved the SCADA MP on December 17, 2019, which identified approximately \$12 million in expenditures over seven years.

In late 2023, the SCADA MP implementation cost was reviewed and updated, revealing a 26% increase in equipment and implementation costs since 2019. Additionally, the update included newly identified work not previously covered in the 2019 scope. As a result, the revised estimated cost for full implementation of the plan over a modified ten-year implementation schedule was updated to approximately \$24.1 million.

SCADA MP costs from 2021-2023 totaled \$4,804,556, which included cybersecurity system segregation, Backhaul radio communications ring, SCADA System server, software, and equipment upgrades. In 2024 through 2025, the SCADA MP Phase IV Miller Water Treatment Plant (WTP) project was designed and implemented.

Item #: 11. File #: RES 2025-143

The table below shows the total approved expenditures to date on the SCADA MP by vendor, as well as the impact of anticipated approvals for the Ray Waterman project:

| Project | PO | Vendor | Year | Amount |
|--|-----------|----------------------|-------------|---------------------|
| Projects 2021-2023 MP Phases I-III | | | | \$4,804,556 |
| SCADA Master Plan Phase IV | 2787 | Tetra Tech | 2024 | \$90,744 |
| Screen Development | 2797 | LSI | 2024 | \$302,800 |
| Miller WTP PLC Equipment | 2805 | Rexel | 2024 | \$124,750 |
| O&M Building PLC Equipment | 2833 | Rexel | 2024 | \$46,327 |
| OWL Data Diode Renewal & Historian | 2843 | Rexel | 2024 | \$31,704 |
| Remote Sites Screen Development | 2854 | LSI | 2024 | \$102,630 |
| RFP for SCADA Master Plan Phase IV | 2860 | Burns & McDonnell | 2024 | \$79,236 |
| Founders Emergency Programming & Commissioning | 2907 | Techneaux | 2024 | \$72,450 |
| SCADA Master Plan Phase IV Oversight | 2937 | Burns & McDonnell | 2024 | \$117,241 |
| SCADA All Hazards Assessment | 2979 | Tetra Tech | 2025 | \$38,765 |
| Edge MQTT Device Purchase | 3119 | LSI | 2025 | \$30,210 |
| Portable Lift Station Panel Purchase | n/a | EMC | 2025 | \$13,396 |
| Phase V -Ray Waterman Design Project | 3018 | Burns & McDonnell | 2025 | \$479,759 |
| Subtotal: | | | | \$6,334,568 |
| Completed Projects to Date | | | | |
| Pending Projects | | | | |
| Phase IV- Miller WTP & Remote Sites Upgrade | 2934 | LSI | 2024 | \$4,475,720 |
| Phase V -Ray Waterman Oversight Project | pending | Burns & McDonnell | 2025 | \$234,495 |
| Phase V -Ray Waterman Implementation Project | pending | LSI | 2026 | \$6,513,320 |
| Phase VI -Meadows Upgrade Project | pending | Master Plan Estimate | 2027 | \$6,500,000 |
| Total Expenses | | | | \$24,058,103 |

Remaining estimated costs for full implementation of the SCADA MP include Meadows Water Treatment Plant - Phase VI and its remote sites, currently anticipated to cost on the order of \$6.5 million, this figure is included in the chart's Pending Projects cost estimate.

Budget Impact

Funds have been budgeted each year, through 2029, for the Master Plan Implementation. Funds for this project will be taken from the Water, Water Resources, and Wastewater capital implementation plan (CIP) SCADA System Improvements line items with phased expenditures per year, as follows:

| Fund Name | Account Number | Cost | 2025 Balance | 2026 Balance | 2027 Balance | 2028 Balance |
|------------------|-----------------------|-------------|---------------------|---------------------|---------------------|---------------------|
| | | | | | | |

Item #: 11. File #: RES 2025-143

| | | | | | | |
|-----------------|--------------------|-----------|-------------|-------------|-------------|-------------|
| Water | 210-4275-442.75-41 | \$123,110 | \$5,165,123 | \$2,162,770 | \$2,162,770 | \$2,162,770 |
| Water Resources | 211-4375-443.75-41 | \$61,555 | \$519,024 | \$1,081,385 | \$1,081,385 | \$1,081,385 |
| Wastewater | 213-4575-445.75-41 | \$61,555 | \$1,999,233 | \$1,081,385 | \$1,081,385 | \$1,081,385 |
| Total | | \$246,220 | \$7,683,380 | \$4,325,540 | \$4,325,540 | \$4,325,540 |

Staff Recommendation

Staff recommends a services agreement with B&McD for oversight of the implementation of Phase V -Ray Waterman of the SCADA MP project, for the not-to-exceed amount of \$246,220.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Staff Report
Attachment A: Resolution
Exhibit 1: Agreement
Attachment B: Sole Source Justification



STAFF REPORT

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Shawn Griffith, Assistant Director of Operations
Nicolas Van Kooten P.E., SCADA Superintendent

Title: **Resolution Approving a Services Agreement between the Town of Castle Rock and Burns & McDonnell Engineering for Oversight of the Phase V Ray Waterman Supervisory Control and Data Acquisition Master Plan Project**
[1282 Castle Oaks Dr., Castle Rock CO 80104]

Executive Summary

Castle Rock Water (CRW) staff requests Town Manager approval for a services agreement with Burns & McDonnell Engineering Company, Inc. (B&McD) for oversight of the implementation of Phase V -Ray Waterman and its associated remote sites, of the Supervisory Control and Data Acquisition Master Plan (SCADA MP) project, for the not to exceed amount of \$234,495, (**see Attachment A**) with a 5% Town managed contingency of \$11,725, for a total authorization request of \$246,220. This agreement will run through July 31, 2028, which is the anticipated SCADA Master Plan Phase V oversight project completion.

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Remaining estimated costs for full implementation of the SCADA MP include Meadows Water Treatment Plant - Phase VI and its remote sites, currently anticipated to cost on the order of \$6.5 million, this figure is included in the chart's Pending Projects cost estimate.

Notification and Outreach Efforts

This project is security-sensitive, and no public outreach is planned. Work will be performed at various CRW facilities and accessed only by authorized individuals and staff.

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water Commission was provided with a presentation on the SCADA MP on December 11, 2019, and voted to recommend Council approval. Town Council adopted the 2019 SCADA MP on December 17, 2019. The MP was updated and presented to Town Council on February 18, 2025.

Castle Rock Water Commission was provided with a presentation on the SCADA MP Phase III project on July 27, 2022 and voted to recommend Council approval. SCADA MP Phase III - Founders and Remote sites upgrade was approved by Town Council on August 16, 2022, and completed by Techneaux Technology Services in April of 2024.

Castle Rock Water Commission was provided with an informational update on the SCADA MP Phase IV on July 24, 2024. There was no motion made, but the Commission was generally interested in pursuing the project. Phase IV - Miller and Remote Sites Upgrade was approved by Council on September 3, 2024, with a projected completion date of April of 2026.

Castle Rock Water Commission was presented the proposed resolution approving the B&McD contract for oversight of the SCADA Part V MP at its October 22, 2025 meeting and voted unanimously 5_ to 0 to recommend Council approval of the resolution.

Discussion

The SCADA system is one of the most important systems that CRW maintains, and it is vital to the security and efficient operation of its water and wastewater facilities. In 2019, the SCADA MP was completed to review the system and create a plan for upgrading, maintaining, and operating the system. The SCADA MP was approved by the Town Council on December 17, 2019, and was updated by Tetra Tech in 2024.

The existing system at the Ray Waterman Regional Water Treatment Facility (Ray Waterman) and its remote sites is antiquated. Many of the components have been in service for up to 30 years. The scope of work for this project shall include, but not be limited to, the replacement of hardware, wiring, and software for SCADA control systems at Ray Waterman and various wells and other remote sites. This project will bring the system into compliance with modern cybersecurity and equipment standards and improve operator efficiencies, as recommended by our 2024 SCADA MP.

Staff is requesting assistance with the construction phase services for this project. B&McD created the Design and Request for Proposals (RFP) for the Phase V project and is familiar with the project scope. B&McD's principal electrical engineer and technical staff were instrumental in the creation and design of the SCADA MP RFP. Staff would like to utilize

B&McD, through an approved sole source justification, to maintain continuity and confidentiality in the MP implementation. Additionally, to maintain the cybersecurity aspect of the MP, B&McD has signed a non-disclosure agreement with the Town. Present-day security threats to Water Utilities demand that the number of contractors with knowledge of Operational Technology (OT) be concise and limited in size.

B&McD is a preferred engineering contractor and has provided key consulting services on various portions of the SCADA MP. They have also participated in multiple SCADA MP requests for proposals and have been relied upon for their knowledgeable oversight on many of these projects. B&McD is also our On-Call Plum Creek Water Purification Facility Operations Assistance Support consultant.

B&McD will provide oversight for the SCADA MP Phase V upgrades at the following sites:

- Ray Waterman
- Well Site Castle Oaks 8
- Well Site Castle Oaks 7
- Well Site Castle Oaks 6
- Castle Oaks Lift Station
- Well Site Woodlands 1
- Well Site Canyons South
- Reservoir 3
- Black Pine PRV
- Pinery Interconnect
- Castle Oaks Valve Vault
- Well Site Heckendorf
- CR1 Diversion
- Central Well Field AL-1, 2, 8 & 9
- Central Well Field AL-16, 18, & 20
- Well Site CR 11, 12, 13
- Well Site 204
- Well Site 176

Included in the oversight project will be construction phase services. This includes progress meetings, submittal reviews, contractor work reviews, design and drawing reviews, request for information (RFI) reviews, site visits, substantial completion, punch list determination support, and project closeout services.

Budget Impact

Funds have been budgeted each year, through 2029, for the Master Plan Implementation. Funds for this project will be taken from the Water, Water Resources, and Wastewater capital implementation plan (CIP) SCADA System Improvements line items with phased expenditures per year, as follows:

| Fund Name | Account Number | Cost | 2025 Balance | 2026 Balance | 2027 Balance | 2028 Balance |
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Staff Recommendation

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Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

- Attachment A: Resolution
- Exhibit 1: Agreement
- Attachment B: Sole Source Justification

RESOLUTION NO. 2025-143

A RESOLUTION WAIVING THE FORMAL WRITTEN BIDDING REQUIREMENT ON THE BASIS OF SOLE SOURCE AND APPROVING A SERVICES AGREEMENT WITH BURNS & MCDONNELL ENGINEERING COMPANY, INC.

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified the need for a contractor to assist with the oversight of the Phase V Ray Waterman Supervisory Control and Data Acquisition (SCADA) Master Plan project (the “Project”); and

WHEREAS, under the Town Purchasing Policies and Procedures, the requirement for formal written sealed bids may be waived where only one known source exists, only one single supplier can fulfill the requirements, the service is of a unique nature, the service allows for standardization with existing equipment, or the Town currently has a contract in place with a contractor for similar work (“sole source”); and

WHEREAS, the Town has determined that Burns & McDonnell Engineering Company, Inc. (the “Contractor”) is best suited to provide the services to the Town as the service is of a unique nature and allows for standardization with existing Town equipment; and

WHEREAS, according to Section 3.02.060.A.4 of the Castle Rock Municipal Code, Town Council has the authority to waive the requirement for formal written sealed bids on the basis of sole source for the procurement of work or services in excess of \$250,000; and

WHEREAS, Town Staff recommends Town Council waive the formal written sealed bids requirement on the basis of sole source for the Project; and

WHEREAS, should Town Council approve the sole source with the Contractor, the Town and the Contractor have agreed to the terms and conditions by which the Contractor will provide the services to the Town (the “Agreement”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Sole Source Approval. The sole source justification form is hereby approved in the form presented at tonight’s meeting.

Section 2. Agreement Approval. The Agreement between the Town and the Contractor is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement and any technical amendments thereto by and on behalf of the Town.

Section 3. Encumbrance and Authorization for Payment. In order to meet the Town’s financial obligations under the Agreement, the Town Council authorizes the expenditure and payment in an amount not to exceed \$234,495.00, plus a Town-managed contingency in the amount of \$11,725.00, unless authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water



**TOWN OF CASTLE ROCK SERVICES AGREEMENT
(SCADA Master Plan Phase V Implementation – Castle Rock Water)**

DATE: October 7, 2025.

PARTIES: **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (the “Town”).

BURNS & MCDONNELL ENGINEERING COMPANY, INC., a Missouri corporation, with a local address of 9191 South Jamaica Street, Englewood, Colorado 80112 (“Consultant”).

RECITALS:

- I. The Town may authorize a Sole Source purchase if: (1) the product or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town; (2) the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town; or (3) the Town currently has a contract in place with a vendor for like products or services.
- II. The Town engages Consultant pursuant to its Sole Source policy to provide the services more fully described in the following Agreement and *Exhibit 1*.

TERMS:

1. **Scope of Services.** Consultant shall provide all of the services as set forth on *Exhibit 1* (“Services”). Consultant shall complete the Services consistent with standards and practices of the profession.

2. **Payment.** Consultant shall invoice Town on a monthly basis for the Services rendered in accordance with the rate and fee schedule set forth in *Exhibit 1*. The Town shall pay such invoices within thirty (30) days receipt of such invoice. The Town may withhold payment in whole or in part for the Services found by the Town to be defective, untimely, unsatisfactory, or otherwise not conforming to this Agreement or not in conformance with all applicable federal, state and local laws, ordinances, rules and regulations. In no event shall payment exceed **\$234,495.00**, unless authorized in writing by Town.

3. **Term.** The term of this Agreement shall commence upon the execution of this Agreement and expire on **July 31, 2028** (the “Term”). The Parties may mutually agree to extend the Term of this Agreement under the same terms and conditions by a written amendment to this Agreement prior to the expiration of this Agreement. Nothing in this paragraph prohibits the parties from amending the payment section should the Parties elect to extend the term of the Agreement. Consultant shall complete any Services in progress as of the expiration date. Consultant shall devote adequate resources for timely completion of the Services in accordance with the standards specified in this Agreement. Consultant shall perform the Services under this Agreement using a standard of care, skill and diligence ordinarily used by reputable professionals performing under circumstances similar to those required by this Agreement.

4. **Termination.** Town shall have the right to terminate this Agreement with or without cause at any time with ten (10) days’ written notice to Consultant. The Town’s only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of



termination. Upon termination, Consultant shall immediately turn over all work product, materials, deliverables created up to the point of termination.

5. **Subconsultants.** Consultant may utilize subconsultants to assist with specialized services as necessary to complete the Services. Consultant will submit any proposed subconsultant and the description of subconsultant services to the Town for its prior approval.

6. **Annual Appropriation.** The continuance of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the Town. If the Town fails to appropriate sufficient monies to provide for the continuance of the Agreement, the Agreement shall terminate on the final day preceding the date of the beginning of the first fiscal year for which funds are not appropriated. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination.

7. **Assignment.** This Agreement shall not be assigned by either party without the written consent of the other party.

8. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Agreement, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

9. **Insurance.**

A. **General Conditions:** Consultant agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Consultant shall keep the required insurance coverage in force at all times during the term of the Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VII" or better. Each policy shall require notification to the Town in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the Town. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Consultant shall provide written notice of cancellation, non-renewal and any reduction in coverage to the Town by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s). Consultant shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement do not lessen or limit the liability of the Consultant. The Consultant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement. All commercial and automobile liability policies shall have the following additional provisions:

- Severability of interests or separation of insureds provision;
- Provision that coverage is primary and non-contributory with other coverage maintained by the Town;
- The underlying Agreement is an "insured contract" under the policy;
- Defense costs shall be outside the policy limits for liability coverage.

B. **Proof of Insurance:** Consultant may not commence services or work relating to this Agreement prior to placement of coverages required under this Agreement. Consultant certifies that the certificate of insurance attached as ***Exhibit 2***, preferably an ACORD form, complies with all insurance



requirements of this Agreement. The Town's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Consultant's breach of this Agreement or of any of the Town's rights or remedies under this Agreement. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate.

C. **Additional Insureds:** For Commercial General Liability and Automobile Liability, Consultant and subconsultant's insurer(s) shall include the Town, its elected and appointed officials, officers, employees, agents and volunteers acting within the course and scope of their duties for the Town as additional insured.

D. **Waiver of Subrogation:** For all coverages required under this Agreement, Consultant and Town's insurer shall waive subrogation rights against each other and their elected and appointed officials, officers, employees and agents acting within the course and scope of their duties for the Town.

E. **Subconsultants:** Consultant shall confirm and document that all subconsultants (including independent consultants, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Consultant and appropriate to their respective primary business risks considering the nature and scope of services provided.

F. **Workers' Compensation and Employer's Liability Insurance:** Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

G. **Commercial General Liability:** Consultant shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence and \$2,000,000 products and completed operations aggregate, and \$2,000,000 general aggregate (per project). The policy shall provide coverage for all claims for bodily injury, property damage (including loss of use), products and completed operations, and contractual liability.

H. **Automobile Liability:** Consultant shall maintain Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

I. **Professional Liability (Errors & Omissions):** Consultant shall maintain limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force, or a Tail policy placed, for three (3) years after the completion of the services.

10. **Colorado Governmental Immunity Act.** The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

11. **Indemnification.** Consultant expressly agrees to indemnify Town or any of its officers, agents or employees from bodily injury and property damage or claims resulting from Consultant's professional services which are the subject of this Agreement, including, but not limited to, any person,



firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of Consultant or any of their employees or agents in performing Services pursuant to this Agreement. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Consultant. These defense and indemnification obligations shall survive the expiration or termination of this Agreement.

12. **Delays.** Any delays in or failure of performance by any party of the obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes, labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control of such party.

13. **Additional Documents & Entire Agreement.** The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Agreement. Further, this Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

14. **Time is Important.** If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper.

15. **Default and Remedies.** In the event either party should default in performance of its obligations under this agreement, and such default shall remain uncured for more than ten (10) days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies (subject to the following limitations on damages), and recover its reasonable attorney's fees and costs in such legal action. In no event shall either Party be liable for lost profits or incidental, consequential, punitive or exemplary damages. Consultant's liability hereunder shall be limited to (a) insurance proceeds paid, or (b) in the event that insurance does not timely pay, to the payment made to Consultant under this Agreement; provided, however, that should insurance proceeds not be available or paid out due to Consultant's failure to possess or maintain insurance coverage as required by this Agreement, or through any other act or failure to act by Consultant impacting the availability or payment of insurance proceeds, the aforementioned limitation on liability shall not apply. Town's liability shall be limited up to the payment made to Consultant under this Agreement.

16. **Waiver.** A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

17. **Venue, Choice of Law and Disputes.** Venue for all legal actions shall lie in the District Court in and for the County of Douglas, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Municipal Code, rules, regulations, Executive Orders, and fiscal rules of the Town.

18. **Americans with Disabilities Act.** Consultant agrees that any deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement, to include website design services, will comply with all requirements of the Colorado Anti-Discrimination Act, Title II of the Americans with Disabilities Act and, where applicable, Section 504 of the Rehabilitation Act and the Architectural Barriers Act. To the extent any deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement fail to comply with the requirements of this



Section, Consultant shall indemnify the Town in accordance with the terms of this Agreement and, at the Town's option, shall re-vise, re-construct, or similar, the non-compliant deliverable, work, service, or equipment, or reimburse the Town for the cost associated with bringing the non-compliance deliverable, work, service or equipment into compliance. These indemnification obligations shall survive the expiration or termination of this Agreement.

19. **No Discrimination in Employment.** The Town is a governmental agency and, therefore, in connection with the performance of Work or Services under this Agreement, Consultant shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability, or any other protected class under Federal or State law; and Consultant shall insert the foregoing provision in any subcontracts hereunder.

20. **Title VI Compliance.** To the extent applicable, Consultant shall maintain its current and future compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., as amended, which prohibits the exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin.

21. **Advertising and Public Disclosure.** Consultant shall not include any reference to this Agreement or goods or services provided pursuant to this Agreement in any of Consultant's advertising or public relations materials without first obtaining the written approval of the Town. Nothing herein, however, shall preclude the transmittal of any information to officials of the Town, including without limitation, the Town Attorney, Town Manager, and the Town Council.

22. **Ownership of Documents, Open Records, and Copyright.** Any work product, materials, and documents produced by the Consultant pursuant to this Agreement shall become joint property of the Town and Consultant upon delivery and shall not be made subject to any copyright or made confidential or protected in any manner unless authorized by the Town. Other materials, methodology and proprietary work used or provided by the Consultant to the Town not specifically created and delivered pursuant to the Services outlined in this Agreement may be protected by a copyright held by the Consultant and the Consultant reserves all rights granted to it by any copyright. However, Consultant acknowledges and understands that the Town is subject to the Colorado Open Records Act, C.R.S. § 24-72-201, et seq. The Town shall not reproduce, sell, or otherwise make copies of any copyrighted, confidential or protected material, subject to the following exceptions: (1) for exclusive use internally by Town staff and/or employees; or (2) pursuant to a request under the Colorado Open Records Act, C.R.S. § 24-72-201, et seq., to the extent that such statute applies; or (3) pursuant to law, regulation, or court order. The Consultant waives any right to prevent its name from being used in connection with the Services.

Consultant shall strive so that all Services or Work performed under this Agreement shall comply with all applicable patent, trademark and copyright laws, rules, regulations and codes of the United States. Consultant shall not utilize any protected patent, trademark or copyright in performance of the Work or Services unless Consultant has obtained proper permission and all licenses, releases and other necessary documents. Consultant releases, indemnifies the Town, its officers, agents, and employees from any and all claims, damages, suits, costs, expenses, liabilities actions or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, the performance of the Work or Services under this Agreement which infringes upon any patent, trademark or copyright protected by law. These defense and indemnification obligations shall survive the termination of this Agreement.



23. **Authority.** The individuals executing this Agreement represent that they are expressly authorized to enter into this Agreement on behalf of the Town and the Consultant and bind their respective entities. This Agreement is executed and made effective as provided above.

24. **Digital Accessibility.** Consultant agrees that all deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement comply with Colorado law governing digital accessibility, including but not necessarily limited to at a minimum conforming with the current Web Content Accessibility Guidelines (“WCAG”) followed by the State of Colorado. To the extent any deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement fail to comply with the requirements of this Section, Consultant releases, indemnifies Town, its officers, agents, and employees from any and all claims, damages, suits, costs, expenses, liabilities actions or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, said failure. These indemnification obligations shall survive the expiration or termination of this Agreement.

25. **Independent Consultant.** Consultant and the Town hereby represent that Consultant is an independent contractor for all purposes hereunder. Consultant is not covered by any worker’s compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. Consultant shall not create any indebtedness on behalf of the Town.

26. **No Third-Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than Town or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

27. **Counterparts & Electronic Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall be deemed to constitute one and the same instrument. Each of the parties hereto shall be entitled to rely upon a counterpart of the instrument executed by the other party and sent by electronic mail. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

28. **Licenses/Taxes.** Consultant affirms it is licensed to do business in the State of Colorado and is in good standing. Further, Consultant shall be solely responsible for paying all applicable taxes associated with or rising out of this Agreement.

29. **Confidentiality.** Consultant agrees that it shall treat as confidential all information marked as such provided by the Town regarding the Town’s business and operations. All confidential information provided by the Town hereto shall be used by Consultant solely for the purposes of rendering services or work pursuant to this Agreement and, except as may be required in carrying out the terms of this Agreement, shall not be disclosed to any third party without the prior consent of the Town. The foregoing shall not be applicable to any information that is publicly available when provided or which thereafter becomes publicly available or which is required to be disclosed by any regulatory authority in the lawful and appropriate exercise of its jurisdiction over a party, any auditor of the parties hereto, by judicial or administrative process or otherwise by applicable law or regulation.

30. **Work with Construction Consultants.** In the event the Town enters into a construction contract with a third-party Consultant (“Construction Consultant”), and Consultant works with the



Construction Consultant on this project, this Section applies to the Agreement. Consultant shall not be responsible for the construction means, methods, techniques, sequences, or procedures, or safety precautions or programs for which the Construction Consultant is responsible for. Nor will Consultant be responsible for a Construction Consultant’s failure to perform construction work in accordance with a contract entered into between the Town and the Construction Consultant, nor will Consultant be responsible for damage to the project site solely attributable to a Construction Consultant, and nothing in this Agreement is intended to create any such responsibility of Consultant. Consultant shall not have control over or charge of, and shall not be responsible for, ensuring the Construction Consultant is performing construction work in accordance with a construction contract entered into between the Town and the Construction Consultant.

31. **Priority of Provisions.** In the event that any terms of this Agreement and any Exhibit, attachment, or other referenced document are inconsistent, the following order of priority shall control: (1) this Agreement; (2) Exhibit containing Certificate of Insurance; and (3) Exhibit containing Services and Fee Schedule.

ATTACHED EXHIBITS:

- EXHIBIT 1 – SCOPE OF SERVICES AND FEE SCHEDULE
- EXHIBIT 2 – CONSULTANT’S CERTIFICATE OF INSURANCE

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

David L. Corliss, Town Manager

Approved as to form:

Approved as to content:

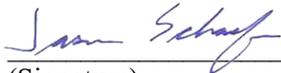
Stacey Song, Assistant Town Attorney

Mark Marlowe, Director of Castle Rock Water

CONSULTANT:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Jason Schaefer, PE
(Print Name)


(Signature)

Its: Regional GP Manager
(Title)

EXHIBIT 1

SCOPE OF SERVICES AND FEE SCHEDULE

SCADA Master Plan Phase V Project - Construction Phase Services

SCOPE OF SERVICES:

This project includes the following work:

- Construction Phase Services for the SCADA Master Plan Phase V Project based on the Issued for Construction Documents provided during the design phase. These services include the following:
 - Submittal Review
 - Respond to RFIs
 - Change Orders/Work Change Directives
 - Startup Support
 - Conforming to Construction Records

The services are detailed further in the paragraphs below.

Task Series 400 - Construction Phase Engineering Services:

The Scope of Services described herein represents the Engineer's professional engineering activities necessary for engineering services during construction and post-construction activities. Engineer shall not make exhaustive or continuous on-site assessments to check the quality or quantity of such work. Engineer shall not be responsible for the means, methods, techniques, sequences, or procedures of construction contractors, or for their safety precautions and programs incident to their work. Engineer shall not be responsible for the failure of construction contractors to perform the work in accordance with the Contract Documents.

Insofar as job site safety is concerned, Engineer is only responsible for its employees' activities on the job site, and this shall not be construed to relieve Owner or any construction contractors from their responsibilities for maintaining a safe job site. Neither the professional activities of Engineer, nor presence of Engineer or its employees and subcontractors shall be construed to imply Engineer has any responsibility for methods of work performance, superintendence, sequencing of construction, or safety in, on or about the job site. Owner agrees that the construction contractors are solely responsible for job site safety, and this intent shall be made evident in Owner's agreement with all construction contractors. Owner and Engineer shall be made additional insureds under the construction contractors' general liability insurance policy.

Engineer will not be a party to any construction contract and all authority and responsibility to stop work belongs to the Owner. Engineer shall not be liable for the results of any interpretations or decisions rendered by it in good faith when acting as an arbitrator or interpreter of the Contract Documents; provided, however, that all interpretations and decisions of Engineer shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings.

By recommending any payment to others, Engineer will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by Engineer to check the quality or quantity of the work or to review the means, methods, sequences, techniques or procedures of construction or safety precautions or programs incident thereto or that Engineer has made an examination to ascertain how or for what purposes any person(s) has used the moneys paid on account, or that title to any of work, materials or equipment has passed to the Owner free and clear of any lien, claims, security interests or encumbrances, or

that others have completed their work exactly in accordance with the Contract Documents. Notwithstanding the foregoing, it is agreed that, by recommending any payment to others, Engineer does thereby represent that, based on Engineer's evaluation of the work and the data comprising the Contractor's Application for Payment, that, to the best of Engineer's knowledge, information and belief, the work has progressed to the point indicated, the quality of the work is in accordance with the Contract Documents, that the Contractor is entitled to payment in the amount certified, and that Engineer knows of no legitimate reason that such payment or any part thereof may or should be withheld.

Engineer has based the scope of services level of effort on a construction duration of 600 calendar days. If more time is required, an equitable adjustment will be made to the Engineer's contract by means of an amendment.

Task 401 – General Management of Construction Contract:

Engineer shall provide for general management of the construction contract. Engineer shall maintain, at Engineer's office, orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including Requests for Information, Construction Change Directives, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals and other project related documents.

Task 402 – Pre-Construction Conference:

Engineer will conduct a preconstruction conference. This meeting will be held virtually.

Task 403 – Progress Meetings:

The engineer will attend weekly construction progress meetings, which will be held virtually. This task assumes a total of seventy-six (76) meetings.

Task 404 – RFI Review and Response:

Engineer will review and respond to RFIs in writing and prepare and issue supplemental drawings and specifications as necessary in response to RFIs. Engineer will maintain a record of RFIs, responses provided to the Contractor, and documentation of each RFI's resolution. This task includes written responses to ten (10) RFI's with a review, determination, and response time of approximately four (4) hour(s) per RFI.

Task 405 – Submittal and Resubmittal Reviews

Engineer will review submittals for the project and provide a response and status for each submittal. Engineer will maintain a record of submittals, responses provided to the Contractor, and documentation of each submittal. This task includes written responses to forty (40) submittals with a review, determination, and response time of approximately three (3) hour(s) per submittal. This task also includes thirty (30) resubmittal(s) with a review, determination, and response time of approximately one (1) hour(s) per resubmittal.

Task 406 – Change Orders/Work Change Directives:

Engineer will review and comment on prospective change orders. Engineer will evaluate and make recommendations to Owner on change orders. Engineer will provide Work Change Directives as needed. Engineer will track changes and obtain Owner approval prior to returning direction to the Contractor.

This task includes six (6) Work Change Directives/Change Orders with a response time of approximately eight (8) hours per Change Directive/Change Orders.

Task 407 – Periodic Site visits by Engineer:

This includes a total of four (4) site visits for one (1) discipline engineer and the project manager. Each site visit is assumed to be twelve (12) hours in duration, including travel.

Post-Construction Engineering:

Task 408 – Substantial Completion Inspection and Punchlist

Engineer will participate in the field walks of the site with the Owner and the Contractor. Engineer will generate a punchlist of incomplete and construction items to correct in the field and prepare the substantial completion letter with final completion requirements outlined. This task assumes eight (8) hours each for an electrical engineer and the project manager to perform the site walk. The task also includes punch list preparations and certificates of substantial completion. Engineer assumes four (4) sets of substantial completion site visits to capture all the sites.

Task 409 – Final Completion Inspection and Punchlist

Once the Contractor has indicated that they have corrected the punchlist items, a final field visit will be conducted to confirm that the work is complete. Based on the findings, final punch list letters of completion will be prepared and submitted. The fee assumes the project manager requires thirty-six (36) hours to perform the final field visit and develop final completion letter.

Task 410 – Conforming to Construction Record Drawings:

Following the construction, and prior to recommendation of the final payment to the Contractor, the Contractor will be required to provide a complete set of red-lined drawings indicating any changes that took place in the field during construction of the project.

Engineer will prepare conforming to construction drawings from the Contractor supplied redlines. A pdf copy, and Revit files of the information will be provided to the Owner.

Task 411 – Project Closeout:

This task includes provisions for the Engineer to close out each project's documentation. This task will be conducted in the office and will include final discussions with the Contractor, punch list items, final payment, and other documents required by the contract documents for final completion and final payment.



Castle Rock Water

SCADA Master Plan Phase V
Construction Phase Services

| Task Series 400 | |
|----------------------|---|
| Task 401 | General Management of Construction Contract |
| Task 402 | Pre-Construction Conference |
| Task 403 | Progress Meetings |
| Task 404 | RFI Review and Response |
| Task 405 | Submittal and Resubmittal Reviews |
| Task 406 | Change Orders/Work Change Directives |
| Task 407 | Periodic Site Visits by Engineer |
| Task 408 | Substantial Completion Inspection and Punchlist |
| Task 409 | Final Completion Inspection and Punchlist |
| Task 410 | Conforming to Construction Record Drawings |
| Task 411 | Project Closeout |
| Task Subtotal | |

| |
|----------------------|
| Project Total |
|----------------------|

| Project Manager | Electrical & I&C Engineer | Quality Control | CAD | Process Engineer |
|-----------------|---------------------------|-----------------|---------------|--------------------------------|
| Vamsi Patwari | Mark Hopkins Aaron Hsu | Brian Graeber | Amelia Rendon | Haley Morton Matthew Willis |

| Task | Project Manager | Electrical & I&C Engineer | Quality Control | CAD | Process Engineer |
|----------------------|-----------------|---------------------------|-----------------|-----------|------------------|
| Task 401 | 96 | | | | |
| Task 402 | 6 | 6 | | | |
| Task 403 | 76 | 24 | | | |
| Task 404 | 8 | 32 | | | |
| Task 405 | 30 | 120 | | | |
| Task 406 | 8 | 40 | | | |
| Task 407 | 48 | 48 | | | |
| Task 408 | 32 | 32 | | | |
| Task 409 | 36 | | | | |
| Task 410 | 8 | 40 | 8 | 40 | 40 |
| Task 411 | 8 | 4 | | | |
| Task Subtotal | 356 | 346 | 8 | 40 | 40 |

| | | | | | |
|----------------------|------------|------------|----------|-----------|-----------|
| Project Total | 356 | 346 | 8 | 40 | 40 |
|----------------------|------------|------------|----------|-----------|-----------|

| Task | Total Hours | Total Cost | Expenses | Subcontracts | Subtotal |
|----------------------|-------------|-------------------|------------------|--------------|-------------------|
| Task 401 | 96 | \$ 27,060 | \$ 1,082 | \$ - | \$ 28,142 |
| Task 402 | 12 | \$ 3,307 | \$ 1,087 | \$ - | \$ 4,395 |
| Task 403 | 100 | \$ 27,887 | \$ 1,115 | \$ - | \$ 29,003 |
| Task 404 | 40 | \$ 10,875 | \$ 435 | \$ - | \$ 11,310 |
| Task 405 | 150 | \$ 40,781 | \$ 1,631 | \$ - | \$ 42,412 |
| Task 406 | 48 | \$ 13,030 | \$ 521 | \$ - | \$ 13,551 |
| Task 407 | 96 | \$ 26,460 | \$ 4,878 | \$ - | \$ 31,338 |
| Task 408 | 64 | \$ 17,640 | \$ 4,526 | \$ - | \$ 22,166 |
| Task 409 | 36 | \$ 10,148 | \$ 2,246 | \$ - | \$ 12,393 |
| Task 410 | 136 | \$ 34,153 | \$ 2,166 | \$ - | \$ 36,319 |
| Task 411 | 12 | \$ 3,332 | \$ 133 | \$ - | \$ 3,466 |
| Task Subtotal | 790 | \$ 214,673 | \$ 19,822 | \$ - | \$ 234,495 |



EXHIBIT 2

CONSULTANT'S CERTIFICATION OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

| | | |
|-------------------|-----------|------------|
| DATE (MM/DD/YYYY) | 12/1/2025 | 10/13/2025 |
|-------------------|-----------|------------|

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

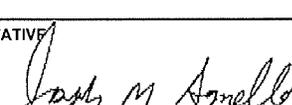
| PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W 47th St., Ste 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com | CONTACT NAME _____ PHONE (A/C, No., Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ | | | | | | | | | | | | | | |
|---|---|--|-------------------------------|--------|---|-------|---|-------|-------------|--|-------------|--|-------------|--|-------------|
| | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Liberty Mutual Fire Insurance Company</td> <td>23035</td> </tr> <tr> <td>INSURER B : Steadfast Insurance Company</td> <td>26387</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> | | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Liberty Mutual Fire Insurance Company | 23035 | INSURER B : Steadfast Insurance Company | 26387 | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : |
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| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| INSURED 1334942 BURNS & MCDONNELL ENGINEERING COMPANY, INC. PO BOX 419173 KANSAS CITY MO 64141-6173 PATWARI, VAMSI | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** 22491491 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | Y | Y | TB2-641-432888-474 | 12/1/2024 | 12/1/2025 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | Y | Y | AS2-641-432888-044 | 12/1/2024 | 12/1/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED RETENTION \$ | | | NOT APPLICABLE | | | EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | WC2-641-432888-014 | 12/1/2024 | 12/1/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000 |
| B | PROFESSIONAL LIABILITY | N | N | EOC 7042179-04 | 12/1/2024 | 12/1/2025 | \$1,000,000 PER CLAIM; \$1,000,000 AGGREGATE |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED
 SEE ATTACHED

| | |
|--|---|
| CERTIFICATE HOLDER 22491491 TOWN OF CASTLE ROCK A MUNICIPAL CORPORATION 100 N. WILCOX ST. CASTLE ROCK CO 80104 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

RE: PROJECT #: TBD; PROJECT NAME: SCADA MASTER PLAN PHASE V IMPLEMENTATION – CASTLE ROCK WATER; TOWN OF CASTLE ROCK, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES ARE ADDITIONAL INSUREDS AS RESPECTS GENERAL LIABILITY AND AUTO LIABILITY, AND THESE COVERAGES ARE PRIMARY AND NON-CONTRIBUTORY, AS REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY, AUTO LIABILITY AND WORKERS COMPENSATION/ EMPLOYER'S LIABILITY WHERE ALLOWED BY STATE LAW AND AS REQUIRED BY WRITTEN CONTRACT. THIRTY (30) DAYS NOTICE OF CANCELLATION BY THE INSURER WILL BE PROVIDED TO THE CERTIFICATE HOLDER, TEN (10) DAYS NOTICE IN THE EVENT OF NONPAYMENT OF PREMIUM.

| | | |
|---|---|-----------------------------------|
|  | SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM | Approval Date 1/1/2018 |
| | DIVISION AND POLICY NUMBER PURCHASING | Revision Date 9/16/2022 |

COMMODITY OR SERVICE SCADA Master Plant Phase V -Ray Waterman Oversight

VENDOR Burns & McDonnell Engineering Company, Inc.

AMOUNT OF PURCHASE \$ not to exceed \$249,999

REQUESTORS NAME Shawn Griffith

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval Signed by:
Mark Marlowe
FEA6D2E651B241D...

FINANCE DEPARTMENT's Approval DocuSigned by:
Trish Muller
47B109A71C08406...

TOWN MANAGER's (or Designee) Approval Signed by:
David L. Cortiss
1BB5457CFF75414...

TOWN COUNCIL's Approval, when necessary _____

| PURCHASING POLICY EXCEPTION ITEM | CHECK ONE |
|---|-------------------------------------|
| 1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock. | <input type="checkbox"/> |
| 2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock. | <input type="checkbox"/> |
| 3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed. | <input type="checkbox"/> |
| 4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function. | <input checked="" type="checkbox"/> |

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

Staff would like to utilize Burns & McDonnell Engineering Company, Inc. (B&McD) as they are a preferred engineering contractor for CRW and have provided key consulting services on various portions of the SCADA Master Plan (MP). They created the design and request for proposal (RFP) for the Phase V Ray Waterman Regional Treatment Facility and Remote sites and are familiar with the project requirements. This knowledge will be critical to the oversight of the project's implementation.

Additionally, to maintain the cybersecurity of the MP, B&McD has signed a non-disclosure agreement with the Town. The need for limited distribution and knowledge of the CRW's Operational Technology (OT) is essential in protecting the integrity of the water system. B&McD has participated in multiple SCADA Master Plan RFPs and have been relied upon for their knowledgeable oversight on many of these projects. They are also our On-Call Plum Creek Water Purification facility Operations Assistance Support consultant.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 12. File #: RES 2025-144

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Lauren Moore, Water Resources Manager
Zuzana Howard, Water Resources Program Analyst

Resolution Approving the 2026 Spot Water Lease Agreement between the Town of Castle Rock and Dakan Ranch II LLC [Plum Creek Water Reclamation Authority, Douglas County]

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (**Attachment A**) for a spot water lease agreement (**Exhibit 1**) with Dakan Ranch II, LLC (Dakan Ranch). Dakan Ranch wishes to fill their pond located along Dry Gulch (tributary to Spring Creek, which is tributary to West Plum Creek, which intersects East Plum Creek at Sedalia). The Division of Water Resources will have to approve the administrative exchange of the Town's fully reusable effluent between the Dakan Ranch Pond and the outfall of Plum Creek Water Reclamation Authority (PCWRA). The distance between PCWRA outfall and the Dakan Ranch's diversion is approximately 19.2 miles.

If Council approves this lease, up to 50-acre feet (AF) of the Town's fully reusable effluent water would be released from the PCWRA outfall to East Plum Creek. This exchange would occur between January 1, 2026 and December 31, 2026. The Town will assess a \$420 per AF lease price for the water. The lease rate was increased by the Consumer Price Index (CPI) based on 2.1% annual increase. Initial payment of \$2,500 for the lease development fee will be required within 30 days from approval of this lease, with the remaining quantity to be paid upon subsequent releases. The potential revenue for this lease is up to \$23,500. CRW will have adequate water supplies available to satisfy this lease commitment without impacting service to existing customers.

Budget Impact

If Council approves the agreement, Castle Rock Water would potentially receive up to \$23,500 of additional revenue in 2026. The revenue will be deposited into the Water Resources Fund Capital Leases account <211-4375-393.70-00>.

Item #: 12. File #: RES 2025-144

Staff Recommendation

Staff recommends approval of the resolution as presented.

Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

Attachment A: Resolution
Exhibit 1: Agreement



STAFF REPORT

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Lauren Moore, Water Resources Manager
Zuzana Howard, Water Resources Program Analyst

Title: **Resolution Approving a 2026 Spot Water Lease between the Town of Castle Rock and Dakan Ranch II, LLC** [*Plum Creek Water Reclamation Authority, Douglas County*]

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (**Attachment A**) for a spot water lease agreement (**Exhibit 1**) with Dakan Ranch II, LLC (Dakan Ranch). Dakan Ranch wishes to fill their pond located along Dry Gulch (tributary to Spring Creek, which is tributary to West Plum Creek, which intersects East Plum Creek at Sedalia). The Division of Water Resources will have to approve the administrative exchange of the Town's fully reusable effluent between the Dakan Ranch Pond and the outfall of Plum Creek Water Reclamation Authority (PCWRA). The distance between PCWRA outfall and the Dakan Ranch's diversion is approximately 19.2 miles.

If Council approves this lease, up to 50-acre feet (AF) of the Town's fully reusable effluent water would be released from the PCWRA outfall to East Plum Creek. This exchange would occur between January 1, 2026 and December 31, 2026. The Town will assess a \$420 per AF lease price for the water. The lease rate was increased by the Consumer Price Index (CPI) based on 2.1% annual increase. Initial payment of \$2,500 for the lease development fee will be required within 30 days from approval of this lease, with the remaining quantity to be paid upon subsequent releases. The potential revenue for this lease is up to \$23,500. CRW will have adequate water supplies available to satisfy this lease commitment without impacting service to existing customers.

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on October 22, 2025, and the Castle Rock Water Commission voted unanimously 5 to 0 to recommend Town Council approval of the Resolution as presented.

Discussion

Castle Rock Water has a strategic goal to strive to maintain sustainable rates and fees, and demonstrate fiscal responsibility, accountability, and transparency. One of the tactics to achieve this goal is to maximize leasing opportunities for idle water rights. Over the past eight years, the Town has generated close to \$2.25 million by leasing idle water rights to downstream users (see **Table 1** below). Until these water rights can be fully utilized by the Town, Staff will continue to seek out users that can put these rights to beneficial use.

Table 1. Revenue generated from leasing idle water rights to downstream users over the past eight years.

| Year | Revenue |
|--------------|-----------------------|
| 2018 | \$70,699.75 |
| 2019 | \$30,606.65 |
| 2020 | \$29,019.13 |
| 2021 | \$499,449.73 |
| 2022 | \$531,647.81 |
| 2023 | \$214,123.90 |
| 2024 | \$262,490.54 |
| 2025 (YTD) | \$609,812.20 |
| TOTAL | \$2,247,849.71 |

The key terms of the 2026 spot water lease agreement are summarized below:

- Dakan Ranch will lease up to 50 AF of water at a rate of \$420/AF;
- Point of delivery will be at PCWRA outfall to East Plum Creek;
- Dakan Ranch will assume all transit losses; and
- The agreement will terminate on December 31, 2026.

Budget Impact

If Council approves the agreement, Castle Rock Water would potentially receive up to \$23,500 of additional revenue in 2026. The revenue will be deposited into the Water Resources Fund Capital Leases account <211-4375-393.70-00>.

Staff Recommendation

Staff recommends approval of the resolution as presented.

Proposed Motion

“I move to approve the resolution as introduced by title”.

Alternative Motions

*“I move to approve the resolution as introduced by title, with the following conditions:
(list conditions).”*

*“I move to continue this item to the Town Council meeting on _____ date to allow
additional time to (list information needed).”*

Attachments

Attachment A: Resolution
Exhibit 1: Agreement

RESOLUTION NO. 2025-144

A RESOLUTION APPROVING THE 2026 SPOT WATER LEASE AGREEMENT BETWEEN THE TOWN OF CASTLE ROCK AND DAKAN RANCH II LLC

WHEREAS, the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise (the “Town”), and Dakan Ranch II LLC (“Lessee”), have agreed to the terms and conditions of the Spot Water Lease Agreement; and

WHEREAS, the Town owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town; and

WHEREAS, from time to time, a certain amount of this water is surplus to the needs and obligations of the Town (“Surplus Water”); and

WHEREAS, the Town anticipates it will have Surplus Water available from time to time in 2026; and

WHEREAS, the Lessee desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of the Spot Water Lease Agreement for use in its Dakan Ranch Pond.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Approval. The Spot Water Lease Agreement between the Town and the Lessee is hereby approved in substantially the same form attached as presented at tonight’s meeting, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Spot Water Lease Agreement and any technical amendments thereto by and on behalf of the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water

**TOWN OF CASTLE ROCK SPOT WATER LEASE
AGREEMENT**

THIS SPOT WATER LEASE AGREEMENT (“Agreement”) is entered into on _____, 2025 by and between the Town of Castle Rock, a home rule municipal corporation, acting by and through the Town the Castle Rock Water Enterprise (“Town”), as Lessor, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 and DAKAN RANCH II LLC, a Colorado limited liability company, 8390 East Crescent Parkway, Suite 650, Greenwood Village, Colorado 80111, collectively referred to as the Parties.

RECITALS

WHEREAS, the Town owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town. From time to time, a certain amount of this water is surplus to the needs and obligations of the Town (“Surplus Water”);

WHEREAS, the Town anticipates it will have Surplus Water available from time to time in 2026; and

WHEREAS, Lessee desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and Lessee agree as follows:

1. Water Rights Lease. The Town hereby leases to Lessee up to a total of 50.00 acre-feet (AF) annually of the Surplus Water (“Leased Spot Water”), which will be made available from January 1, 2026 through December 31, 2026, with deliveries at 2 AF per day, up to 4-6 AF per day should the water be available. The Leased Spot Water shall be used by Lessee as administrative exchange to be coordinated with the Division of Water Resources to fill Lessee’s Dry Gulch Pond.

2. Deliveries.

A. Amount. The Town shall provide Lessee each day with flow measurement data at the discharge point for the Leased Spot Water for the preceding day. Notwithstanding the notice requirements below, the Town may provide flow measurement data by phone, fax, email or other suitable means to assure effective delivery management. Actual day-to-day deliveries of Leased Spot Water to Lessee will vary and are in the Town’s sole discretion, provided that the Town guarantees a minimum of 0.01 AF will be available daily unless the Water Commissioner declares the Plum Creek is not a live stream at the Titan Gage. Lessee may verify at any time the accuracy of the flow measurement device used by the Town to measure the Leased Spot Water at the discharge point.

B. Location. The point of delivery of the Leased Spot Water shall be at the Plum Creek Water Reclamation Authority (“PCWRA”) outfall to East Plum Creek. Lessee shall bear any transit losses the Water Commissioner imposes between the PCWRA outfall and Lessee’s point of use, which is approximately 19.2 miles.

C. Acceptance of Deliveries. Subject to the non-refundable payment obligation below, Lessee may either accept or decline delivery of any portion of the Leased Spot Water the Town delivers to Plum Creek in accordance with this Agreement. Acceptance of delivery will be confirmed only by inclusion of Leased Spot Water in substitute water supply plan or augmentation plan accounting described below.

D. Accounting. Beginning on the 1st of each month, Lessee shall provide the Town with a weekly accounting of the water it uses from this supply as an exchange. Lessee shall supply the Town its exchange accounting on a monthly basis, no later than the fifteenth day of the month following the month of accounting, or on a more frequent basis and at the times required to report to the water commissioner or division engineer as required by the Division of Water Resources.

3. Fees and Costs.

A. Lease Rate. Lessee shall pay to the Town \$420.00 per acre foot for each acre-foot of Leased Spot Water measured at the point the Leased Spot Water is discharged from the PCWRA into Plum Creek, and used for exchange by Lessee.

B. Lease Development Fee. Lessee will be responsible for a \$2,500.00 lease development fee to cover the Town staff time and costs to develop the Spot Water Lease (the “Lease Development Fee”). The Lease Development Fee is due to the Town at the time of execution of this Agreement, which is not effective until such payment is made. The Town will reconcile the accounting for deliveries made through December 31 each year and send an invoice to Lessee for the balance due or refund any overages as necessary.

4. Quality of Leased Water. Leased Water shall be delivered “as is,” but shall be of a quality that meets all standards and effluent limitations specified in Colorado Discharge Permit System Permit No. CO-0038547, as amended, or in any other discharge permit issued by the Colorado Water Quality Control Division or by the U.S. Environmental Protection Agency authorizing discharges from the Plum Creek Water Reclamation Authority facility, such quality to be measured at the authorized discharge point(s) specified in any such discharge permit. By entering into this Agreement and utilization of the Leased Spot Water, Lessee acknowledges that water meeting the requirements of this paragraph is suitable for exchange purposes and will accept such water as meeting the terms of this Agreement.

5. Lease Term. The term of this Agreement shall commence on its execution and expire December 31, 2026. By mutual written agreement of the Parties, this Lease Agreement may be renewed on the same or on different terms.

6. Lessee’s Obligations. Lessee’s obligations under this Agreement are limited to making the payments as described in paragraph 3 above.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 13. File #: RES 2025-145

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Lauren Moore, Water Resources Manager
Zuzana Howard, Water Resources Program Analyst

Resolution Approving the Second Amendment to the 2025 Spot Water Lease Agreement Between the Town of Castle Rock and the Central Colorado Water Conservancy District [Chatfield Reservoir, Douglas County]

Executive Summary

Castle Rock Water is seeking Town Council approval of a resolution (**Attachment A**) to amend the Spot Water Lease Agreement with Central Colorado Water Conservancy District (Central). On January 7, 2025 Town Council approved a spot water lease with Central for 400 acre-feet (AF). On September 2, 2025 Town Council approved a First Amendment to the spot water lease with Central for an additional 600 AF. Central has since exhausted the 1,000 AF and wishes to lease an additional 200 AF of surplus water stored in Chatfield Reservoir, for a total lease of 1,200 AF in 2025. This will allow Central to increase their storage supplies within Chatfield and have water upon which to make projections for their well pumping augmentation plans. While the Town currently owns 848 AF of storage in Chatfield, the Colorado Water Conservation Board (CWCB) allows for rental of the remaining permitted amount, for a total of 2,000 AF of storage. The Town currently has approximately 1,394 AF of water stored in the reservoir with additional reusable supplies coming in each day.

If Council approves the amendment to this lease, up to 200 AF of additional water may be released from the Town's Chatfield Reservoir storage account as a "book-over" into Central's Chatfield Reservoir storage account during 2025. This release may occur between November 18, 2025 and December 31, 2025. The Town will assess \$110 per AF for the water. This is Castle Rock Water's lease rate for agricultural uses out of Chatfield Reservoir. Payment will be required within 30 days from requested releases. The potential revenue for this lease amendment is up to \$22,000. The agreement will terminate at the end of 2025.

Budget Impact

If Council approves the agreement amendment, Castle Rock Water would potentially receive up to

Item #: 13. File #: RES 2025-145

\$22,000 of additional revenue in 2025, for a total lease revenue of up to \$132,000 in 2025. CRW has already received \$110,000 from Central in 2025. The revenue will be deposited into the Water Resources Fund Capital Leases account 211-4375-393.70-00.

Staff Recommendation

Staff recommends approval of the resolution as presented.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Staff Report
Attachment A: Resolution
Exhibit 1: Amended Agreement



STAFF REPORT

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Lauren Moore, Water Resources Manager
Zuzana Howard, Water Resources Program Analyst

Title: **Resolution Approving the Second Amendment to the Spot Water Lease Agreement between the Town of Castle Rock and Central Colorado Water Conservancy District** [*Chatfield Reservoir, Douglas County*]

Executive Summary

Castle Rock Water is seeking Town Council approval of a resolution (**Attachment A**) to amend the Spot Water Lease Agreement with Central Colorado Water Conservancy District (Central). On January 7, 2025 Town Council approved a spot water lease with Central for 400 acre-feet (AF). On September 2, 2025 Town Council approved a First Amendment to the spot water lease with Central for an additional 600 AF. Central has since exhausted the 1,000 AF and wishes to lease an additional 200 AF of surplus water stored in Chatfield Reservoir, for a total lease of 1,200 AF in 2025. This will allow Central to increase their storage supplies within Chatfield and have water upon which to make projections for their well pumping augmentation plans. While the Town currently owns 848 AF of storage in Chatfield, the Colorado Water Conservation Board (CWCB) allows for rental of the remaining permitted amount, for a total of 2,000 AF of storage. The Town currently has approximately 1,394 AF of water stored in the reservoir with additional reusable supplies coming in each day.

If Council approves the amendment to this lease, up to 200 AF of additional water may be released from the Town's Chatfield Reservoir storage account as a "book-over" into Central's Chatfield Reservoir storage account during 2025. This release may occur between November 18, 2025 and December 31, 2025. The Town will assess \$110 per AF for the water. This is Castle Rock Water's lease rate for agricultural uses out of Chatfield Reservoir. Payment will be required within 30 days from requested releases. The potential revenue for this lease amendment is up to \$22,000. The agreement will terminate at the end of 2025.

Discussion

Castle Rock Water has a strategic goal to strive to maintain sustainable rates and fees, and demonstrate fiscal responsibility, accountability, and transparency. One of the tactics to achieve this goal is to maximize leasing opportunities for idle water rights. Over the past eight years, the Town has generated over \$2.25 million by leasing idle water rights to downstream users (see **Table 1** below). Until these water rights can be fully utilized by the Town, Staff will continue to seek out users that can put these rights to beneficial use and generate revenue to the benefit of Castle Rock Water’s customers.

Table 1. Revenue generated from leasing idle water rights to downstream users over the past eight years.

| Year | Revenue |
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| 2018 | \$70,699.75 |
| 2019 | \$30,606.65 |
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| 2023 | \$214,123.90 |
| 2024 | \$262,490.54 |
| 2025 YTD | \$609,812.20 |
| TOTAL | \$2,247,849.71 |

The key terms of the 2025 spot water lease agreement amendment are summarized below:

- Central will lease up to an additional 200 AF of water at a rate of \$110/AF;
- Point of delivery measurement will be a “book-over” at Chatfield Reservoir; and
- The agreement will terminate on December 31, 2025.

As mentioned in the Executive Summary, the Town has been able to store excess supplies in Chatfield Reservoir over the past year, which have exceeded the purchased storage amounts (848 AF). Since the Town does not physically have a way to utilize these excess storage supplies at this time, CWCB has developed, and Town Council approved a lease agreement with the Town to lease the optioned storage space for \$50/AF. With a current annual lease rate for 1,152 AF (2,000 AF minus 848 AF), the Town will pay the CWCB \$57,600 in 2025. This spot lease with Central would allow the Town to further maximize storage space within the reservoir and will help to cover the annual lease option of storage space with CWCB.

Budget Impact

If Council approves the agreement amendment, Castle Rock Water would potentially receive up to \$22,000 of additional revenue in 2025, for a total lease revenue of up to \$132,000 in 2025. CRW has already received \$110,000 from Central in 2025. The revenue will be deposited into the Water Resources Fund Capital Leases account 211-4375-393.70-00.

Staff Recommendation

Staff recommends approval of the resolution as presented.

Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

Attachment A: Resolution
Exhibit 1: Amended Agreement

RESOLUTION NO. 2025-145

**A RESOLUTION APPROVING THE SECOND AMENDMENT TO THE
2025 SPOT WATER LEASE AGREEMENT BETWEEN THE TOWN OF
CASTLE ROCK AND THE CENTRAL COLORADO WATER
CONSERVANCY DISTRICT**

WHEREAS, the Town of Castle Rock, Colorado, acting by and through the Town of Castle Rock Water Enterprise (the “Town”) owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town; and

WHEREAS, the Town and the Central Colorado Water Conservancy District (“Central”) entered into a Spot Water Lease Agreement (the “Agreement”) on January 7, 2025; and

WHEREAS, the Agreement designated up to 400 AF as the maximum amount of water to be leased to Central; and

WHEREAS, the Town and Central amended the Agreement to increase the amount of water that may be leased to Central under the Agreement to an amount up to 1,000 AF; and

WHEREAS, the Town has additional water supplies that it wishes to lease to Central in 2025; and

WHEREAS, the Town and Central desire to amend the Agreement to increase the amount of water that may be leased to Central under the Agreement to an amount up to 1,200 AF; and

WHEREAS, the Town and Lessee have agreed to the terms and conditions by which the Agreement is to be amended (the “Amendment”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Approval. The Amendment between the Town and Lessee is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement and any technical amendments thereto by and on behalf of the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock by a vote of __ for and __ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water

**SECOND AMENDMENT TO TOWN OF CASTLE ROCK/CENTRAL COLORADO
WATER CONSERVANCY DISTRICT
SPOT WATER LEASE AGREEMENT**

THIS SECOND AMENDMENT TO SPOT WATER LEASE AGREEMENT (“Amendment”) is entered into November 18, 2025, by and between the Town of Castle Rock, a home rule municipal corporation, acting by and through the Castle Rock Water Enterprise (“Town”), as Lessor, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 and Central Colorado Water Conservancy District (“Central”), as Lessee, whose address is 3209 W 28th St, Greeley, CO 80634, collectively referred to as the Parties.

RECITALS

WHEREAS, the Town and Central entered into a Spot Water Lease Agreement (the “Agreement”) on January 7, 2025, and a First Amendment to Town of Castle Rock/Central Colorado Water Conservancy District Spot Water Lease Agreement, both which are attached hereto as *Exhibit A-1* and are referred to collectively herein as the “Agreement”; and

WHEREAS, the Agreement designated up to 1,000 acre feet (“AF”) as the maximum amount of water to be leased to Central; and

WHEREAS, the Town has additional water supplies that it wishes to lease to Central in 2025; and

WHEREAS, the Town and Central desire to amend the Agreement as set forth herein to increase the amount of water that may be leased to Central under the Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and Central agree to the following amendments to the Agreement:

2. **Amendment.** Section 2(A) of the Agreement is hereby amended to read as follows:

“2. **Deliveries.**

A. **Amount.** The Town may have water available within its Chatfield Storage Account to lease up to 1,200 AF to Central in 2025. The Leased Spot Water will be withdrawn from the Town’s Storage Account upon coordination with the Colorado Department of Natural Resources – Division of Water Resources.”

3. **Ratification.** In all other respects, the Agreement shall remain in full force and effect.

ATTACHED EXHIBITS:
EXHIBIT A-1 – AGREEMENT

EXHIBIT A-1
AGREEMENT

**TOWN OF CASTLE ROCK/CENTRAL COLORADO WATER CONSERVANCY
DISTRICT
SPOT WATER LEASE AGREEMENT**

THIS SPOT WATER LEASE AGREEMENT (“Agreement”) is entered into January 7, 2025, by and between the Town of Castle Rock, a home rule municipal corporation, acting by and through the Castle Rock Water Enterprise (“Town”), as Lessor, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 and Central Colorado Water Conservancy District (“Central”), as Lessee, whose address is 3209 W 28th St, Greeley, CO 80634, collectively referred to as the Parties.

RECITALS

WHEREAS, the Town owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town. From time to time, a certain amount of this water is surplus to the needs and obligations of the Town (“Surplus Water”); and

WHEREAS, the Town anticipates it will have Surplus Water available from time to time in 2025; and

WHEREAS, Central desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of this Agreement for municipal use.

AGREEMENT

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and Central agree as follows:

1. Water Rights Lease. The Town hereby leases to Central surplus water up to 400 AF total (“Leased Spot Water”), which may be made available as follows:

A. Between January 7, 2025 and December 31, 2025 with no additional water released thereafter.

2. Deliveries.

A. Amount. The Town may have water available within its Chatfield Storage Account to lease up to 400 AF to Central in 2025. The Leased Spot Water will be withdrawn from the Town’s Storage Account upon coordination with the Colorado Department of Natural Resources – Division of Water Resources.

B. Location. Release will consist of a book-over from Castle Rock’s Chatfield Storage Account into Central’s Chatfield Storage Account.

with copy to: Town of Castle Rock
Attn: Town Attorney (Mike Hyman)
100 N. Wilcox Street
Castle Rock, CO 80104

If to Central: Central Water and Sanitation District
Attn: Randy Ray, Executive Director
3209 W 28th St
Greeley, CO 80634

9. Assignment. Central may not assign its rights hereunder without the prior written consent of the Town, which may be withheld in the Town's sole discretion. In the event that the Town consents to an assignment of Central's rights hereunder, the assignee shall execute an assumption agreement with the Town and Central pursuant to which it shall assume Central's obligations hereunder. The terms of such assumption agreement must be approved by the Town.

10. Entire Agreement. This Agreement represents the entire Agreement between the Parties on the matters set forth herein and supersedes all prior negotiations, representations or agreements respecting said matters whether written or oral.

11. Binding Effect. The execution of the Agreement by the Town as Lessor and Central as Lessee constitutes the execution of a binding lease agreement by the Parties on the terms and conditions contained herein and may not be modified except in writing signed by both Parties. This Agreement shall be binding on the Parties' respective successors and assigns.

12. Enforcement. In the event either Party commences any action to enforce the terms and provisions of the Agreement, the prevailing Party shall be entitled to its reasonable attorneys' fees and all costs incurred in connection with such action, including, but not limited to, expert witness fees.

13. Controlling Law. This Agreement shall be governed under, and construed pursuant to the laws of the State of Colorado.

(signature page to follow)

**FIRST AMENDMENT TO TOWN OF CASTLE ROCK/CENTRAL COLORADO
WATER CONSERVANCY DISTRICT
SPOT WATER LEASE AGREEMENT**

THIS FIRST AMENDMENT TO SPOT WATER LEASE AGREEMENT (“Amendment”) is entered into September 2, 2025, by and between the Town of Castle Rock, a home rule municipal corporation, acting by and through the Castle Rock Water Enterprise (“Town”), as Lessor, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 and Central Colorado Water Conservancy District (“Central”), as Lessee, whose address is 3209 W 28th St, Greeley, CO 80634, collectively referred to as the Parties.

RECITALS

WHEREAS, the Town and Central entered into a Spot Water Lease Agreement (the “Agreement”) on January 7, 2025, which is attached hereto as *Exhibit A*; and

WHEREAS, the Agreement designated up to 400 AF as the maximum amount of water to be leased to Central; and

WHEREAS, the Town has additional water supplies that it wishes to lease to Central in 2025; and

WHEREAS, the Town and Central desire to amend the Agreement as set forth herein to increase the amount of water that may be leased to Central under the Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and Central agree to the following amendments to the Agreement:

1. Amendment. Section 1 of the Agreement is hereby amended to read as follows:

“1. Water Rights Lease. The Town hereby leases to Central surplus water up to 1,000 AF total (“Leased Spot Water”), which may be made available as follows:

A. Between January 7, 2025 and December 31, 2025 with no additional water released thereafter.”

2. Amendment. Section 2(A) of the Agreement is hereby amended to read as follows:

“2. Deliveries.

A. Amount. The Town may have water available within its Chatfield Storage Account to lease up to 1,000 AF to Central in 2025. The Leased Spot Water will be withdrawn from the Town’s Storage Account upon coordination with the Colorado Department of Natural Resources – Division of Water Resources.”

EXHIBIT A
AGREEMENT

(Duplicative exhibits removed from Second Amendment)

PREVIOUSLY EXECUTED



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 14. File #: RES 2025-146

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Nichol Bussey, Business Solutions Manager

Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source and Approving an Equipment and Services Agreement with Core & Main LP, for Water Meters and Related Infrastructure Delivery

Executive Summary

Staff is requesting approval of a Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source and approving a Purchase Agreement with Core & Main to procure water meters, radios, meter parts, and associated supplies necessary for infrastructure maintenance, upgrades, and expansion. The total purchase amount is \$3,562,480, which has been allocated across multiple general ledger (GL) funds to support operational and capital project needs.

These materials are essential to Castle Rock Water's mission of delivering efficient, accurate, and sustainable water service. The investment supports meter replacements, expanded radio-read capabilities, and a dependable inventory for responsive field operations. \$2,662,480 of the \$3.5M is associated with the transition to Advanced Metering Infrastructure (AMI) which will allow customers to track water use in real time ensuring better efficiency and conservation of this precious resource.

Budget Impact

The purchase will be funded through the following General Ledger (GL) accounts:

| GL Fund | Amount |
|--------------------|--------------------|
| 210-4223-442-61-20 | \$900,000 |
| 210-4275-442-77-15 | \$1,331,240 |
| 211-4375-443-77-15 | \$665,620 |
| 213-4575-445-77-15 | \$665,620 |
| Total | \$3,562,480 |

These funds have been previously budgeted and approved in the FY2026 capital and operational plans for meter infrastructure and the AMI capital project.

Item #: 14. File #: RES 2025-146

Staff Recommendation

Staff recommends approval of the Purchase Agreement and issuance of a Purchase Order to Core & Main in the amount of \$3,562,480 for the acquisition of water meters, radios, parts, and supplies as outlined. This investment continues to advance Castle Rock Water’s infrastructure goals and service performance standards.

Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the Resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

Staff Report
Attachment A: Resolution
Exhibit 1: Agreement



To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Nichol Bussey, Business Solutions Manager

Title **Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source and Approving the Purchase Agreement with Core & Main for Meters, Radios, Meter Parts and Supplies [Entire Castle Rock Service Area]**

Executive Summary

Staff is requesting approval of a Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source and approving a Purchase Agreement with Core & Main to procure water meters, radios, meter parts, and associated supplies necessary for infrastructure maintenance, upgrades, and expansion. The total purchase amount is \$3,562,480, which has been allocated across multiple general ledger (GL) funds to support operational and capital project needs.

These materials are essential to Castle Rock Water's mission of delivering efficient, accurate, and sustainable water service. The investment supports meter replacements, expanded radio-read capabilities, and a dependable inventory for responsive field operations. \$2,662,480 of the \$3.5M is associated with the transition to Advanced Metering Infrastructure (AMI) which will allow customers to track water use in real time ensuring better efficiency and conservation of this precious resource.

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on October 22, 2025, and the Castle Rock Water Commission voted unanimously 4 to 0 to recommend Town Council approval of the Resolution as presented.

Discussion

Castle Rock Water continues its commitment to modernizing metering infrastructure and ensuring long-term service reliability. This purchase includes:

- Advanced automated remote read meters
- Radio frequency-based communication modules

- Installation hardware and replacement parts
- Supplies to support field implementation

Core & Main has served as the primary supplier of metering infrastructure for Castle Rock Water since acquiring Dana Kepner in February 2025. Dana Kepner had been the Town’s longstanding provider of meters, radios, and meter accessories. Core & Main is the only provider of Sensus meters, which are the meters currently used by Castle Rock Water. Switching to a new metering solution would cost tens of millions of dollars. The continuity in supplier relationship ensures compatibility with the Town’s existing systems, preserves institutional knowledge, minimizes financial resources needed for the transition to AMI and supports consistent field service practices. To confirm the exclusivity of this arrangement, staff contacted Sensus to identify any additional distributors of Sensus products in Colorado, and Sensus confirmed that Core & Main is the only authorized distributor in the state.

Core & Main has also demonstrated reliable supply chain performance, technical compatibility, and responsive support. These advantages, in conjunction with competitive pricing, reinforce their position as the recommended supplier for this procurement.

Budget Impact

The purchase will be funded through the following General Ledger (GL) accounts:

| GL Fund | Amount |
|--------------------|--------------------|
| 210-4223-442-61-20 | \$900,000 |
| 210-4275-442-77-15 | \$1,331,240 |
| 211-4375-443-77-15 | \$665,620 |
| 213-4575-445-77-15 | \$665,620 |
| Total | \$3,562,480 |

These funds have been previously budgeted and approved in the FY2026 capital and operational plans for meter infrastructure and the AMI capital project.

Schedule

All equipment is expected to be delivered in phases throughout 2026. This will ensure adequate lead time for internal coordination, installation, and testing. Full deployment of AMI installations across Castle Rock Water’s service area is expected to be complete by 2026 with availability of an enhanced customer portal by 2027.

Recommendation

Staff recommends approval of the Purchase Agreement and issuance of a Purchase Order to Core & Main in the amount of \$3,562,480 for the acquisition of water meters, radios, parts, and supplies as outlined. This investment continues to advance Castle Rock Water’s infrastructure goals and service performance standards.

Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

*“I move to approve the Resolution as introduced by title, with the following conditions:
(list conditions).”*

*“I move to continue this item to the Town Council meeting on _____ date to allow
additional time to (list information needed).”*

Attachments

Attachment A: Resolution
Exhibit 1: Agreement

RESOLUTION NO. 2025-146

A RESOLUTION WAIVING FORMAL WRITTEN BIDDING REQUIREMENTS ON THE BASIS OF A SOLE SOURCE AND APPROVING AN EQUIPMENT AND SERVICES AGREEMENT WITH CORE & MAIN LP, FOR WATER METERS AND RELATED INFRASTRUCTURE DELIVERY

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified a contractor to deliver water meters and related infrastructure for the Town’s water system (the “Project”); and

WHEREAS, the Town has determined that Core & Main LP (the “Contractor”) is best suited to complete the project; and

WHEREAS, under the Town’s Procurement Code, the requirement for formal bids may be waived if: (1) the product or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town; (2) the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town; or (3) the Town currently has a contract in place with a vendor for like products or services; and

WHEREAS, the water meters and related infrastructure are of a unique nature, and employing Contractor allows for standardization with existing equipment and will provide exceptional value to the Town; and

WHEREAS, Section 3.02.060.A.4 of the Town Procurement Code empowers Town Council to waive the requirement for formal bids on the basis of sole source for the procurement of work or services in excess of \$250,000.00; and

WHEREAS, the Town and Contractor have agreed to the terms and conditions by which the Contractor will provide work for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Sole Source Approval. The sole source justification form is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications or deletions as the Town Manager may approve upon consultation with the Town Attorney.

Section 2. Approval. The Equipment and Services Contract between the Town and Contractor is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement and any technical amendments thereto by and on behalf of the Town.

Section 2. Encumbrance and Authorization for Payment. In order to meet the Town’s financial obligations under the Agreement, the Town authorizes the expenditure and payment in an amount not to exceed \$3,562,480.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 15. **File #:** MIN 2025-022

To: Honorable Mayor and Members of Town Council

From: Lisa Anderson, Town Clerk

Minutes: November 4, 2025 Town Council Meeting

Executive Summary

Draft Minutes from the November 4, 2025 Town Council meeting for Council review and approval.



Town Council Meeting Minutes - Draft

Mayor Jason Gray
Mayor Pro Tem Laura Cavey
Councilmember Ryan Hollingshead
Councilmember Kevin Bracken
Councilmember Mark Davis
Councilmember Max Brooks
Councilmember Tim Dietz

Tuesday, November 4, 2025

6:00 PM

Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
www.CRgov.com/CouncilMeeting

This meeting is open to the public. All times indicated on the agenda are approximate. Town Council Meetings are also streamed online in real time at www.CRgov.com/WatchCouncil, and are broadcast for Comcast Cable subscribers on Channel 22 (please note there is a delay to the broadcast). Public Comments may also be submitted in writing online at www.CRgov.com/CouncilComments by 1:00 p.m. November 4, 2025, to be included in the public record. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at www.CRgov.com/A11yRequest

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION

Mayor Gray provided the Invocation.

CALL TO ORDER / ROLL CALL

Present: 7 - Mayor Gray, Mayor Pro Tem Cavey, Councilmember Hollingshead, Councilmember Bracken, Councilmember Davis, Councilmember Brooks, Councilmember Dietz

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray gave a reminder to vote, and November is Men's Health Month. Mayor Gray highlighted the Parks and Recreation department. They put all the holiday lights up and we appreciate it. Recent accomplishments are Lost Canyon Ranch 600+ acres, East Plum Creek 9 miles, Cantril school, and Jeff Brauer was awarded the 2025 Fellow Award from the Colorado Recreation Association.

Councilmember Brooks extended his thoughts to a baseball player in Parker that lost his battle with cancer.

Councilmember Dietz reminded citizens November 11 is Veterans Day. November 8 at 11am at the Veterans Memorial they will hold the Veterans Day celebration.

[PROC
2025-014](#)

Proclamation: Crash Responder Safety Week, November 17-21, 2025
(For Presentation - Approved on October 21, 2025, by a vote 6-0)

Mayor Gray read the proclamation into the record.

[ID 2025-119](#)

Presentation: Bob Pasicznyuk, Douglas County Libraries

Bob Pasicznyuk, Director of Douglas County Libraries, provided an overview of the Library.

Mayor Pro Tem Cavey thanked them as her mother visited the library most every day when she stayed with her and thought it was one of the best libraries she had been in.

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Sarah Warren, lives off of 5th street. They were excited to see that a sidewalk is planned on their street, and disappointed that it has been delayed again and asked if it could be moved up in priority.

[ID 2025-125](#)

Unscheduled Public Comments: November 4, 2025

TOWN MANAGER'S REPORT

[ID 2025-120](#)

Update: Calendar Reminders

Matt Gohl, Assistant Town Manager, presented upcoming calendar items.

[ID 2025-121](#)

Update: Water Court Cases [*Cases located in Douglas County, Weld County, and other areas near the Lower South Platte River*]

[ID 2025-122](#)

Update: Residential Unit Data (through September 30, 2025) with Potential Buildout Estimates

Tara Vargish, Director of Development Services, provided her report.

[ID 2025-123](#)

Development Services Project Updates

[ID 2025-124](#)

Update: Quasi-Judicial Projects

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Councilmember Hollingshead, seconded by Councilmember Davis, to Approve the Agenda as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

CONSENT CALENDAR

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Brooks, to Approve the Consent Calendar as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[ORD 2025-036](#)

Ordinance Repealing and Replacing Sections 10.04.010, 10.04.020, 10.04.030 and 10.04.040 of the Municipal Code and Adopting by Reference as a Primary Code, with Certain Amendments, the Model

Traffic Code for Colorado November 2024 Revision 1.0; and Amending Sections 10.20.040 and 10.20.050 of the Municipal Code to Accurately Reference Relevant State Statutes (Second Reading - Approved on First Reading on October 21, 2025, by a vote 6-0)

[ORD 2025-037](#) **Ordinance Approving Supplemental Appropriations for the 2025 Budget and the Third Amendment to the 2025 Budget (Second Reading - Approved on First Reading on October 21, 2025, by a vote 7-0)**

[ORD 2025-038](#) **Ordinance Vacating Certain Right-Of-Way Located within the Northwest 1/4 of Section 11, Township 8 South, Range 67 West of the 6th P.M., Town of Castle Rock, County of Douglas, State of Colorado (Second Reading - Approved on First Reading on October 21, 2025, by a vote 7-0) (0.42 acres located west of Prairie Hawk Drive and south of Topeka Way]**

[MIN 2025-021](#) **Minutes: October 21, 2025 Town Council Meeting**

QUASI JUDICIAL HEARINGS

[RES 2025-140](#) **Resolution Approving a Site Development Plan for a Commercial Development within the Plum Creek West Planned Development (Foundation Auto Dealership) [6.43-acre site located at the corner of South Wilcox Street and Brookside Circle]**

Mayor Gray confirmed there is no conflict of interest and that the item was properly noticed.

Tara Varish, Director of Development Services, presented the item.

Councilmember Dietz asked about lighting. Vargish stated the lighting is required to be shielded. The display area will be on the north side along South Wilcox Street. Larger lighted signs would have to be approved.

The applicant provided a presentation showing it south of the existing Castle Rock Auto dealership.

Councilmember Dietz asked if the Town can prohibit people from using the dirt strip in front of the existing dealer to turn around.

Councilmember Davis thanked them for making the turn lane on South Wilcox.

No public comment.

Moved by Councilmember Hollingshead, seconded by Councilmember Davis, to Approve Quasi-Judicial Resolution RES 2025-140 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[RES 2025-141](#) **Resolution Approving the Third Amendment to the Services Agreement with Burns & McDonnell Engineering Company, Inc. for the Chatfield Pump Back Project for Engineering and Design Services** *[Located in Northwestern Douglas County]*

Mark Marlowe, Director of Castle Rock Water, presented the item.

No public comment.

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Bracken, to Approve Resolution RES 2025-141 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

ADJOURN

Moved by Councilmember Brooks, seconded by Mayor Pro Tem Cavey, to Adjourn. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

Meeting adjourned at 7pm.

Submitted by Lisa Anderson, Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 16. File #: DIR 2025-033

To: Honorable Mayor and Members of Town Council

From: Trish Muller, CPA, Finance Director

Discussion/Direction of the Public Safety Commission’s Recommendations for the 2026 Philip S. Miller Resource Grant Program, Eight Applications

Executive Summary

The Philip S. Miller Resource Grant Program (PSMRGP) funded by the Philip S. Miller Trust Fund aims to support social and human services in Castle Rock. Eligibility requirements state that the organization holds 501(c)(3) or 501(c)(19) status, has been operating for a minimum of five years, and the funding request must include at least one of the provisions for the necessities of life: water, energy, food and/or shelter assistance. A cap of five individual grants shall be awarded annually. In 2023, Town Council increased the budgeted amount for this program to \$45,000.

Eight qualified organizations applied for the 2026 Philip S. Miller Resource Grant with a total of \$97,500 in requested funds. The Public Safety Commission (PSC) reviewed the annual applications and is recommending the following award amounts:

| Applicant | Recommendation |
|--|-----------------|
| American Legion Post 1187 | \$5,000 |
| Crisis Center | \$0 |
| New Hope Presbyterian | \$7,500 |
| Faith Lutheran Church Food Pantry | \$5,000 |
| Freedom Service Dogs | \$0 |
| Help & Hope Center | \$20,000 |
| Lady Trailblazer Inc | \$0 |
| Saint Vincent de Paul Society of Castle Rock | \$7,500 |
| TOTAL | \$45,000 |

Staff presents the Public Safety Commission’s recommendations for Council’s approval.

Discussion

Item #: 16. File #: DIR 2025-033

The Public Safety Commission reviewed the applications (**Attachment A**) at its October 2 meeting. Representatives from each non-profit organization attended the PSC meeting to give a short presentation on their organization and the purpose of the funding request. The Commission discussed the merits of each application, reviewed the budgets presented for each project, and referred to the history of granted amounts (**Attachment B**).

American Legion Post 1187 requested \$5,000. American Legion Post 1187 is the nation's largest wartime veteran's service organization devoted to serving fellow active-duty military and their families, mentoring youth, promoting strong national security, and advocating patriotism across the U.S. Requested funds will assist homeless/low-income veterans and current service members in meeting their food, shelter, and energy needs. American Legion Post 1187 serves more than 180 local Post members and veterans at local retirement facilities.

Crisis Center requested \$20,000. Established in 1985, the Crisis Center exists to end domestic violence through advocacy, education, and prevention, while helping communities live free of violence. Funds will be used to support operations of their emergency shelter and community-based advocacy programs.

Faith Lutheran Church Food Pantry requested \$20,000. The Faith Lutheran Church (FLC) Food Pantry aims to live out FLC's mission of "Loving God, Loving Each Other, and Serving Our Community. All funds will be spent to purchase food items.

Freedom Service Dogs requested \$5,000. Freedom Service Dogs aims to provide service dogs to all veterans and first responders in need, regardless of location. Funding would be used to help pay for travel expenses.

Help & Hope Center (HHC) requested \$20,000. The Help & Hope Center is a human service organization whose mission is to meet the immediate needs of Douglas and Elbert County residents who are in financial distress and at risk of becoming homeless. HHC will use grant funds to help Douglas County and Elbert County residents obtain food and food resources.

Lady Trailblazer Inc requested \$2,500. Lady Trailblazer's goal is to empower and expose girls to STEM early on and help eliminate barriers in the classroom. Funds will be used to support the student participants throughout the academic school year and for summer camps where their Girls' Persist Program is currently being offered.

New Hope Presbyterian Church requested \$10,000. New Hope Presbyterian Church has a long-standing history of helping community members who are experiencing financial difficulty. 100 percent of funds will go directly to providing financial assistance to eligible recipients.

Saint Vincent de Paul Society of Castle Rock requests \$15,000. Saint Vincent de Paul Society's goal is to support as many individuals as they can. Funds will support Castle Rock low-income and / or those who stumble on a sudden hardship such as job loss or need of rental, utilities, etc.

Based on these considerations, the Commission has made the following recommendations:

Item #: 16. File #: DIR 2025-033

| Applicant | Requested | PSC Recommends |
|--|------------------|-----------------------|
| American Legion Post 1187 | \$5,000 | \$5,000 |
| Crisis Center | \$20,000 | \$0 |
| New Hope Presbyterian | \$10,000 | \$7,500 |
| Faith Lutheran Church Food Pantry | \$20,000 | \$5,000 |
| Freedom Service Dogs | \$5,000 | \$0 |
| Help & Hope Center | \$20,000 | \$20,000 |
| Lady Trailblazer Inc | \$2,500 | \$0 |
| Saint Vincent de Paul Society of Castle Rock | \$15,000 | \$7,500 |
| TOTAL | \$97,500 | \$45,000 |

Budget Considerations

The 2026 Budget includes \$45,000 in the Philip S. Miller Fund for the 2025 Philip S. Miller Resource Grant Program.

Staff Recommendation

Staff recommends that Council approve the Public Safety Commission's recommendations for the 2026 Philip S. Miller Resource Grant Program.

Proposed Motion

I move to approve the Public Safety Commission's recommendations and award the 2026 Philip S. Miller Resource Grant Program monies as follows:

| | |
|---|-----------------|
| <i>American Legion Post 1187</i> | <i>\$5,000</i> |
| <i>New Hope Presbyterian</i> | <i>\$7,500</i> |
| <i>Faith Lutheran Church Food Pantry</i> | <i>\$5,000</i> |
| <i>Help & Hope Center</i> | <i>\$20,000</i> |
| <i>Saint Vincent de Paul Society of Castle Rock</i> | <i>\$7,500</i> |

Alternative Motions

I move to approve the Public Safety Commission's recommendations for the 2026 Philip S. Miller Resource Grant Program, with the following conditions: (list conditions).

I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).

Attachments

Attachment A: 2026 Applications

Item #: 16. **File #:** DIR 2025-033

Attachment B: Five-Year History of Granted Amounts

Attachment C: Philip S. Miller Resource Grant Overview

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #161806

Date Submitted: 7/29/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

American Legion Harry C. Miller Post 1187

ADDRESS:*

1862 Malton Ct

CITY:*

CASTLE ROCK

STATE:*

CO

ZIP:*

80104

CONTACT PERSON:*

Larry Underwood

TITLE:

Adjutant

PHONE NUMBER:*

303-663-1509

EMAIL ADDRESS:*

lkuwood@comcast.net

Website of organization:

castlerocklegion.org

Executive Director/President:

Dave Giboo, Commander

Board of Directors:

Dave Giboo, Commander; BJ Reese, Sr Vice Commander; Wayne Turner, Finance Officer; Larry Underwood, Adjutant

Non-profit status:*

501(C)(3)

501(C)(19)

Amount requested:*

\$5,000

Provisions for the necessities of life:*

Water Energy

Food Shelter

Purpose of grant:*

The grant would primarily be used by American Legion Post 1187 of Castle Rock to assist homeless/low-income veterans and current service members in meeting their needs for food, shelter, clothing, and utilities (such as water and energy). The grant would also help the Post provide other services to military families and promote patriotism in the community.

Organization's goals/Mission Statement:*

American Legion Post 1187 is the Castle Rock branch of the American Legion. The American Legion is the nation’s largest wartime veterans service organization devoted to serving our fellow active duty military and their families, mentoring youth, promoting strong national security, and advocating patriotism across the U.S. Harry C. Miller Post 1187 of Castle Rock is dedicated to serving veterans and our community. We visit and provide emergency assistance to veterans, active military and their families. We also participate in dedications and events within Castle Rock, present the colors at Memorial Day and Veterans Day events, march in the Douglas County Parade, and participate in and contribute to various youth events. In all, we contribute more than 1,000 hours of volunteer service annually to community events. In recognition of our service to the local community, Post 1187 received the 2022 Nonprofit of the Year Award from the Castle Rock Chamber of Commerce.

How the organization will use the granted funds:*

American Legion Post 1187 would primarily use the grant funds to assist homeless/low-income veterans and service members in meeting their needs for food, shelter, clothing, and utilities (such as water and energy). The Post helps veterans and their families transition from military life to civilian life, whether through assistance in relocating, comfort items, or connecting them to Veterans Administration services. Funds would also help purchase uniforms that Honor Guard members need to serve military funerals and local Castle Rock events, as well as to help purchase U.S. and POW flags that are displayed throughout Castle Rock for national holidays. Finally, funds would be used to help send three local high school students to the American Legion Boys State leadership conference.

Time table for implementation:*

The funds would be expended during calendar year 2025.

Other organizations participating with this program:*

Harry C. Miller American Legion Post 1187 partners with many community organizations. We work with and serve Children's Hospital in Denver, Wreaths Across America, the Castle Rock police and fire departments and Douglas County Sheriff's Office, the Castle Rock Chamber of Commerce, local Cub Scout and American Heritage Girls troops, and the Castle Rock Senior Center, as well as all local retirement facilities and schools.

Strategies for sustained funding at the end of the grant period:*

At the end of the grant period, American Legion Post 1187 will pursue funding for this project from organizations such as the Castle Rock Town Council. The Post also will continue to receive funds through membership dues, individual donations, Post-sponsored community events, King Soopers Community Rewards, and Honor Guard service.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

American Legion Post 1187 expects to assist homeless/low-income veterans and current service members, and their families, in meeting their needs in the areas of shelter, food, clothing, utilities (such as energy and water), and medical services (such as short-term usage of medical equipment). Any military members requesting assistance must prove his/her military service prior to receiving funds. The Post tracks the number of veterans receiving assistance, and the amount and purpose of funds received. The Post also tracks the number of flags purchased for display, and the number of funerals and other events served by the Honor Guard. The results of our community programs are disseminated at monthly meetings of Post members, and on the Post Facebook page (<https://m.facebook.com/ALP1187>).

Describe specific benefits to Town residents including number of residents served, if available:*

In addition to the more than 200 local veterans we serve who are members of our Post, we also serve veterans at local retirement facilities. Although we focus on serving active military and veterans and their families, we benefit all residents of Castle Rock through our patriotic activities such as hanging American and POW flags throughout the City; honoring veterans through local Memorial Day, Veterans Day, and Wreaths Across America ceremonies; participating in local youth activities; and volunteering in schools.

If the Town provides only partial funding, how will the organization fund the program/project?*

As a small service organization, Post 1187 would be grateful for any amount of funding from the Philip S. Miller Resource Grant Program. Any funding received would be used to assist homeless/low-income Veterans in meeting their needs in the areas of shelter, food, clothing, utilities (such as energy and water), and medical services (such as short-term usage of medical equipment). It would also help the Post provide other community services as described above.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

American Legion Post 1187 is grateful for the grant of \$4,000 we received from the Philip S. Miller Resource Grant Program during 2024. Funds were used to assist numerous veterans in Castle Rock in meeting their basic needs for food, energy, and shelter. For example, in one instance, the Post met with a veteran who was stranded in Castle Rock and provided him with a meal and gas for his automobile. Funds were also used to purchase U.S. and POW flags which were displayed throughout the City of Castle Rock, and uniforms for Post members who volunteer to serve in the Honor Guard.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

PSMGP Project Budget.pdf

Proof of non-profit status as PDF*

Post 1187 990-ApprovalLetter2025.pdf

Most current YTD financials as PDF*

American Legion Post 1187 YTD Financials 2024-2025.pdf

Most current audited financials and management letter, if available, as PDF

No file chosen

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

PSMGP Project Budget_2026 Post 1187.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

Thank you for the opportunity to apply for funds from the Philip S. Miller Grant Resource Program.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #161538

Date Submitted: 7/21/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Crisis Center

ADDRESS:*

PO Box 631302

CITY:*

Littleton

STATE:*

CO

ZIP:*

80163

CONTACT PERSON:*

Amy McCandless

TITLE:

Executive Director

PHONE NUMBER:*

303-678-2518

EMAIL ADDRESS:*

amccandless@thecrisiscenter.org

Website of organization:

www.thecrisiscenter.org

Executive Director/President:

Amy McCandless

Board of Directors:

- Tim Moore
- Becky Beall-Moore
- Artie Lehl
- Sue Quirk
- Stefan Ciuk
- Krystie Baker
- Barb Gay
- Catrina Bubier
- Kim Gonzalez
- Joel White
- Jeff Galgano
- Malee Gunaratne
- Michele Lay
- Annalisa Galgano
- Kristina Rosa

Non-profit status:*

- 501(C)(3)
- 501(C)(19)

Amount requested:*

20000

Provisions for the necessities of life:*

- Water
- Energy
- Food
- Shelter

Purpose of grant:*

The Crisis Center is respectfully seeking \$20,000 in continued operational support of our emergency shelter and community-based advocacy programs for adults and children impacted by domestic violence in our community.

Organization's goals/Mission Statement:*

Established in 1985, the Crisis Center exists to end domestic violence through advocacy, education, and prevention; while helping communities live free of violence. We serve the 18th and 23rd Judicial Districts, which includes Douglas, Elbert, Lincoln and Arapahoe Counties. Our services include a 24-hour crisis line, emergency shelter through partner hotels, therapy, legal advocacy and community-based advocacy for adults and children impacted by domestic violence. We also provide prevention activities, education and outreach to the community.

Our goals and objectives are to provide safety, healing and education to stop the generational cycle of domestic abuse. Our programs help those impacted understand why the abuse happens, recover through a variety of interventions, and gain the tools to become emotionally stable and self-sufficient. We educate the community to have a better understanding of the personal tragedies involved, the resulting public impact, and the economic costs from the growing incidence of family violence and conflict. The Crisis Center utilizes non-profit best practices, implements evidenced-based programs and utilizes innovative and collaborative ideas in planning for the future and sustainability of the organization.

How the organization will use the granted funds:*

Awarded funds will be used to support operations of our emergency shelter and community-based advocacy programs.

We partner with local hotels for our emergency shelter program, providing safety for those in imminent danger from their partner. Clients can stay in our emergency shelter program for up to four months and have access to our 24-hour crisis line, daily essentials, therapy, advocacy, safety planning, referrals to community resources and other vital resources to help enhance safety and well-being. Advocates meet in-person with their clients regularly to ensure their needs and goals are being met. Clients may continue with non-residential services after leaving our shelter program.

Providing emergency shelter through hotels offers a unique and critical lifeline for survivors fleeing domestic violence to process their trauma, regain a sense of control, and plan their next steps in a setting that feels normal and safe, without the added stress of communal living. Additionally, our hotel partners allow us to accommodate survivors with pets, who may otherwise not leave their abuser.

The Crisis Center's community-based advocacy program is an evidenced-based advocacy intervention that helps adults protect themselves and their children from further violence by utilizing the community resources the client reports needing. Community-based advocates assist in developing safety plans, provide case management, support and advocacy. Client outcomes include maintaining a safe living environment, completion of the client's goals, decrease in physical violence and depression, easier access to community resources, greater independence and ultimately remaining violence free and a reduced risk of homelessness.

Time table for implementation:*

Our crisis line and emergency shelter operate 24/7, 365 days a year. Staff typically provide services Monday-Friday from 8:00 a.m. until 7:00 p.m. and are available on the 24-hour crisis line for emergencies. After hours and on weekends and holidays, staff are available for support through the 24-hour crisis line. Therapy and advocacy services are provided both in-person and virtually to best meet the client's needs.

Other organizations participating with this program:*

The Crisis Center collaborates with other shelters in the state, transitional housing agencies, the Douglas and Elbert County Departments of Human Services, mental health agencies, local food banks, Douglas County School District, and other agencies serving vulnerable populations to ensure client's basic needs are being met.

Additionally, the Crisis Center participates in a collaborative called Douglas County Cares (DC Cares), which includes representatives from Douglas County government, the Crisis Center, Douglas County Housing Partnership, and several other human service non-profits. These organizations work together to provide wrap-around services to Douglas County residents that need financial assistance and support to gain and/or maintain housing and employment. Nearly 65% of the families referred to and assisted through DC Cares, have experienced domestic violence.

The Crisis Center, in conjunction with Douglas County law enforcement entities (Castle Rock Police, Douglas County Sheriff's Office, Parker Police and Lone Tree Police), participate in the Lethality Assessment Program (LAP). LAP allows law enforcement officers to identify victims of intimate partner violence who are at the greatest risk of being killed, based upon an 11-question assessment while on-scene at a domestic call. If the victim screens in as high lethality, and agrees to share this information with the Crisis Center, their contact information is sent to the Crisis Center and Crisis Center staff will then get in touch with the victim to address immediate concerns, safety plan and offer services and resources. In 2024, the Crisis Center received 145 LAP referrals. 100% of the individuals agreed to a follow-up call from Crisis Center staff. As a result, 55 (38%) individuals engaged in completing an intake, legal, community-based advocacy and/or therapy services.

Strategies for sustained funding at the end of the grant period:*

The Crisis Center maintains an annual operating budget of approximately \$1.5 million. While we continue to rely on government funding to support our direct service program staff, our focus continues to remain on building relationships with our individual and corporate donors, collaborative partners and private foundations to increase unrestricted donations. Cultivation of individual donors continues to yield positive results in retention and additional dollars.

We continue to hold a 90-day operating reserve (25% of the annual operating budget) in short-term investments, including a money market account. These funds are restricted to unforeseen or emergent situations and short-term cash flow shortages.

The Crisis Center remains diligent in our mission, with 81% of our funds going directly back to client programs and services. We have diversified funding streams that include the following breakdown:

- Government grants: 67%
- Foundation grants: 3%
- Individual donors: 7%
- Special events: 8%
- United Way donations: 1%
- Corporate support: 1%
- Churches and civic organizations: >1%
- Earned income: 1%
- Gain on sale of asset: 6%
- In Kind Contribution: 6%

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

The Crisis Center administers Client Satisfaction Surveys to gather data on agency outputs and measure outcomes. This information assesses satisfaction with the services provided, the professionalism of staff and volunteers, and the impact of services received. Surveys are sent to clients quarterly to include all new clients, as well as giving on-going clients the ability to give feedback periodically while they are engaged in services. Results are published in our Annual Report, which is posted to our website and distributed to funders as needed.

Outcomes are positive, with an average overall satisfaction of 92%. Specifically, clients stated the following:

- 100% gained knowledge about community resources
- 100% know more ways to plan for their safety
- 100% are more hopeful about their future
- 97% are more self-sufficient than before engaging in services
- 97% understand the violence was not their fault
- 93% stated their overall emotional health and well-being have improved

Specific to our emergency shelter program: In 2024, we provided 3,694 nights of emergency shelter to 52 individuals at an average stay of 71 nights. While hotel-based sheltering is a critical resource for survivors who need immediate safety, it is not a long-term solution. The 52 individuals served last year comprised 27 households with the following outcomes when leaving our program:

- 52% moved into permanent housing
- 4% moved into temporary housing while waiting for permanent housing
- 8% relocated to a transitional living program for pregnant women
- 8% moved in with family/friends
- 12% went to another DV shelter or returned to their abuser; and 16% is unknown.

The long-term impact we strive to achieve is for clients to gain skills necessary for independence, safety and living lives free from violence. In 2026, the Crisis Center expects to assist at least 1,250 callers through our 24-hour crisis line. We expect to provide at least 1,500 nights of shelter to at least 75 adults and children; serve at least 200 adults and children in our therapy program; 80 clients in our community-based advocacy program; and 275 clients in our legal advocacy program.

Describe specific benefits to Town residents including number of residents served, if available:*

The Crisis Center's programs and services follow the Town of Castle Rock's vision of making Castle Rock an ideal place to call home, by focusing on a commitment to family, health, and public safety. For forty years, the Crisis Center has been a vital component to the quality of life for Castle Rock residents.

Last year alone, the Crisis Center reached 4,471 people, of which 337 were unduplicated adults and children receiving direct services. From data and statistical tracking, we know that 72 clients receiving direct services and 284 calls to our 24-hour crisis line are from Castle Rock (equates to 21% of clients), totaling 356 Castle Rock residents. This data has been consistent for the past three years.

Specific to clients that reside in Castle Rock, the Town of Castle Rock's funding of \$13,500 last year allowed each client \$38 toward the services we provide them and the overall cost per Castle Rock resident is \$0.16.

Specific to our community, according to data obtained from law enforcement, there were 1,814 domestic violence case filings in 2024; specifically 509 in Unincorporated Arapahoe County, 84 in Greenwood Village, 201 in Centennial, 172 in Parker, 92 in Castle Rock, 100 in Lone Tree, 572 from Douglas County Sheriff's Office, 75 from Elbert County and 9 from Lincoln County. The estimated cost of serving one person impacted by domestic violence in Colorado is nearly \$15,000 per year. Nearly 70% of Crisis Center clients have never reported their abuse to law enforcement and do not seek public assistance, thus saving residents in the counties we serve approximately \$3.7 million per year. (356 clients * 70% * \$15,000 = appx \$3.7 million)

If not addressed, we know that domestic violence is detrimental to families and the community as a whole. The adults and children we serve have experienced physical, sexual, and emotional trauma, sometimes for the majority of their lives. For approximately 70% of those victims, the Crisis Center is the first point of supportive contact, empowering them to move towards increased safety, self-sufficiency, economic productivity, and healthy relationships.

If the Town provides only partial funding, how will the organization fund the program/project?*

The Crisis Center is grateful for the on-going support from the Town of Castle Rock. (History of funding from 2012-2025: \$13,500, \$16,000, \$17,500, \$17,500, \$20,000, \$20,000, \$17,500, \$20,000, \$11,125, \$20,000, \$17,500, \$17,500; \$17,500; \$13,500 respectively). Specific to this grant request, all funds awarded will be used for our emergency shelter and community-based advocacy programs. If we are awarded only partial funding, we will continue to focus on building relationships with new and existing donors and diversifying our income sources to meet the required need; however, funding from the Town of Castle Rock is an essential part of our budget and to serving residents from the Castle Rock community who have been impacted by domestic violence and may be at risk of homelessness without our services.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

In 2024, we provided direct service to 337 unduplicated adults and children impacted by domestic violence and 23% of adults utilized more than one service. Specifically, we provided legal services to 150 clients, therapy to 91 adults and children, community-based advocacy to 120 clients, and 3,694 nights of emergency shelter to 52 individuals. We responded to 1,348 calls to our 24-hour crisis line and reached 2,786 community members through 36 education, outreach and prevention activities.

Outcomes are positive, with an average overall satisfaction of 92%. Specifically, clients stated the following:

- 100% gained knowledge about community resources
- 100% know more ways to plan for their safety
- 100% are more hopeful about their future
- 97% are more self-sufficient than before engaging in services
- 97% understand the violence was not their fault
- 93% stated their overall emotional health and well-being have improved

Specific to our emergency shelter program, while hotel-based sheltering is a critical resource for survivors who need immediate safety, it is not a long-term solution. The 52 individuals served last year comprised 27 households with the following outcomes when leaving our program:

- 52% moved into permanent housing
- 4% moved into temporary housing while waiting for permanent housing
- 8% relocated to a transitional living program for pregnant women
- 8% moved in with family/friends
- 12% went to another DV shelter or returned to their abuser; and 16% is unknown.

As one client said: "No one really talks about or acknowledges domestic violence in upper socio-economic demographics, but the impact is just as real and, in some ways, even harder to overcome. The Crisis Center and its supporters helped me tremendously, but more importantly my son has improved as a result of the resources at the Crisis Center. It is one of the few places my challenges have been understood and supported because domestic violence usually only ends once someone dies."

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

PSMGP Project Budget.pdf

Proof of non-profit status as PDF*

Crisis Center - 501c3.pdf

Most current YTD financials as PDF*

Crisis Center financials.pdf

Most current audited financials and management letter, if available, as PDF

2024 Audited Financial Statements.pdf

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

2025 approved budget by program.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

We are grateful for the ongoing support from the Town of Castle Rock. We cannot do this work alone and rely on your generous contribution to continue to serve vulnerable residents of Castle Rock, keep them safe from domestic violence and heal from the trauma they have experienced. On behalf of those we serve, thank you for your commitment to ending domestic violence in our community.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #162001

Date Submitted: 8/1/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Faith Lutheran Church Food Pantry

ADDRESS:*

303 N Ridge Road

CITY:*

Castle Rock

STATE:*

CO

ZIP:*

80104

CONTACT PERSON:*

Lucy Donovan

TITLE:

Financial Secretary

PHONE NUMBER:*

303-688-3476

EMAIL ADDRESS:*

financialsecretary@faithcrco.org

Website of organization:

www.faithcrco.org

Executive Director/President:

Bette Warn, Council President

Board of Directors:

Bette Warn, Council President
Brad Becker, Council President Elect
Cori Schroeder, Secretary
Steve Williams, Stewardship
Sherri Dow, Outreach
Karen Johnson, Community
Marilyn Bean, Spiritual Growth

Non-profit status:*

- 501(C)(3)
- 501(C)(19)

Amount requested:*

20,000

Provisions for the necessities of life:*

- Water
- Food
- Energy
- Shelter

Purpose of grant:*

Faith Lutheran Church has been operating a Food Pantry ministry since April 2020, the onset of the Covid pandemic. The ministry was established to help those in our Castle Rock community in need due to the pandemic impacts. In the five years of operation, this ministry is 100% dependent on financial and/or food donations. The church does not financial support this ministry. The purpose of this grant is to help continue the operation of the food pantry ministry so we can continue to assist those in need in our Community.

Organization's goals/Mission Statement:*

The Faith Lutheran Church (FLC) Food Pantry aims to live out FLC's mission of "Loving God, Loving Each Other, and Serving Our Community." We are passionate about being the hands and feet of Jesus by "Serving Our Community" and standing with families/individuals who have fallen on hard times. Our Food Pantry is committed to meeting our neighbors' physical needs by providing groceries and also meeting their spiritual needs by praying with them and encouraging them in the name of Jesus.

How the organization will use the granted funds:*

All funds awarded will be spent to purchase foods items. We shop at Sam's, Walmart and sometimes other grocery store locally to supply our food shelves. There is zero overhead expenses in this ministry. 100% of the funds received through this grant would be toward the purchase of the food items. Any operating expenses are paid outside of the donations to this ministry.

Time table for implementation:*

The Food Pantry ministry has a separate bank account at Faith Lutheran Church, and funds awarded will be deposited in this account and used as needed for food items.

Other organizations participating with this program:*

We are in contact with other local Food Pantries and we share information and sometimes food if there is excess one week or another. We partner with Help & Hope Center as well and they provide food donations at the end of the week.

Strategies for sustained funding at the end of the grant period:*

Most of all we pray for God's guidance and provisions. We will continue to call on our congregation, apply for grants, have fundraisers, and continually look at our food costs to keep the necessary funding to continue this ministry.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

This ministry is been in operation for over five years now. When we first started our operation we had no end date in sight. We said we would help those in need in our community for as long as it is needed and we have the funds to provide groceries. Five years later, we are still in operation. Our measure of success is by viewing the relationships we have developed with the families we have established, the fellowship and prayer time we have with the families as they come through to pick up their groceries, and by the smiles, the tears, the hope and love we share for God's purpose. You can be assured 100% of the funds we receive through this grant will be spent on food items for the families in our community.

Describe specific benefits to Town residents including number of residents served, if available:*

Although we do not have a database to refer to to provide an actual count, we track weekly registered families. Approximately 90 to 95% of the families served through this ministry are from Castle Rock, an actual Castle Rock address. In 2023 we served 1,282 families (5,616 people) and in 2024 we served 1,621 families (6,937). To date this year, we have served 688 families (2,599 people). Approximately 5-10% of the families that come through the food pantry are new families per week. We have returning families weekly, monthly or as needed.

If the Town provides only partial funding, how will the organization fund the program/project?*

As stated in the strategies section, most of all we pray for God's guidance and provisions. We will continue to call on our congregation, apply for grants, have fundraisers, and continually look at our food costs to keep the necessary funding to continue this ministry.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

We have not been awarded any grants through the town previously, nor have we ever applied for one.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

Castle Rocke PSMGP Project Budget.pdf

Proof of non-profit status as PDF*

501.c.3 Letters.pdf

Most current YTD financials as PDF*

2024 Food Pantry Financials.pdf

Most current audited financials and management letter, if available, as PDF

No file chosen

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

FLC Food Pantry 2025 Financials.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

There are numerous food pantries in the Castle Rock area. We don't consider ourselves unique from any others except being faith-based and we serve those in our Community through supplying food and spending time in fellowship and prayer with them. We thank you for this opportunity to apply and we pray that you will consider this ministry worthy of funding.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #150529

Date Submitted: 9/24/2024



2025 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Freedom Service Dogs

ADDRESS:*

7193 S Dillon Ct

CITY:*

Englewood

STATE:*

CO

ZIP:*

80112

CONTACT PERSON:*

Shanda Griebel

TITLE:

Major Gifts Officer

PHONE NUMBER:*

7203847491

E-MAIL ADDRESS:*

sgriebel@freedom servicedogs.org

Website of organization:

<https://freedom servicedogs.org/>

Executive Director/President:

Chris Nelson

Board of Directors:

Michelle Search
Lani Kessler
Keith Smith
Peter Meyers
Brian Sward
Noel Wickwar
Kristen Deevy
Laura Fitch
Melissa Morrow
John DellaSalle
William Foy
Daniel May
Al Hirshberg

Non-profit status:*

- 501(C)(3)
- 501(C)(19)

Amount requested:*

5000

Provisions for the necessities of life:*

- Water
- Food
- Energy
- Shelter

Purpose of grant:*

Freedom Service Dogs aims to provide service dogs to all veterans and first responders in need, regardless of location. To ensure this, we cover travel expenses for our clients. This grant would help fund these costs, allowing us to support veterans and first responders both across Colorado and nationwide.

Organization's goals/Mission Statement:*

We transform lives by partnering people with custom-trained assistance dogs.

How the organization will use the granted funds:*

to support clients with travel expenses to the Denver area so they can stay close to campus while they are in training with their service dog

Time table for implementation:*

beginning October 2024

Other organizations participating with this program:*

None

Strategies for sustained funding at the end of the grant period:*

continued fundraising

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

We will use this money to

Describe specific benefits to Town residents including number of residents served, if available:*

Not available. We do serve people all over Colorado including Castle Rock

If the Town provides only partial funding, how will the organization fund the program/project?*

Fundraise

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

Not previously awarded

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

Program Budget Operation Freedom 2024.xlsx

Proof of non-profit status as PDF*

501c3 Cert.pdf

Most current YTD financials as PDF*

Jul24 FSD Board FS.pdf

Most current audited financials and management letter, if available, as PDF

No file chosen

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

2024 Expense and Revenue Budgets.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

Invited to apply for 2024 funding from council member who met with our Veteran Service Coordinator Chris Boyer on Saturday Sep. 21st

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #160724

Date Submitted: 6/30/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Help & Hope Center

ADDRESS:*

1638 Park Street

CITY:*

Castle Rock

STATE:*

CO

ZIP:*

80109

CONTACT PERSON:*

Diane Debella

TITLE:

Grant Writer

PHONE NUMBER:*

7194319647

EMAIL ADDRESS:*

diane@helpandhopecenter.org

Website of organization:

<https://www.helpandhopecenter.org>

Executive Director/President:

Dan Marlow

Board of Directors:

Trent Krause
Dan Weidman
Kristen Wenaas
Brandon Travor
Bob Pasicznyuk
Peter B. Goldstein
Dave Hieronymus
Sarah Miles
Jim Addison
Jennifer Eby

Non-profit status:*

501(C)(3)
 501(C)(19)

Amount requested:*

\$20,000

Provisions for the necessities of life:*

Water Energy
 Food Shelter

Purpose of grant:*

The mission of Help & Hope Center directly aligns with your grant fund's goal of providing for the necessities of life--in this case food. In 2024 the Center provided 31,819 community members with \$3,110,166 of direct and in-kind client assistance. In 2024 the Center distributed \$1,991,164 in food, hygiene, and household supplies. 1,031,691 lbs. of food were distributed. Approximately 94% of onsite clients receive these basic services. The Center also conducts three off-site food banks monthly at low-income senior housing units (Reyn Rock Plaza, Oakwood Apartments, and Auburn Ridge), providing food/hygiene assistance to senior citizens in need. The Center also launched a mobile food pantry in spring 2022, bringing food and toiletry items to those in need. The mobile food pantry currently serves a site in Larkspur that is coordinated through a collaboration with Aging Resources.

Organization's goals/Mission Statement:*

Mission Statement: Help & Hope Center is a 501(c) (3) human service organization whose mission is to meet the immediate needs of residents of Douglas and Elbert counties who are in financial distress and at risk of becoming homeless, to help them work through troublesome times with dignity.

Goals:

- a. To meet the basic emergency services needs for the growing number of residents of Douglas and Elbert Counties who are experiencing hunger and homelessness or are at risk for these conditions, especially those who do not qualify for government assistance;
- b. To increase agency capacity, including personnel, service hours, and resources, in order to significantly reduce wait times for clients in need;
- c. To expand our development department's reach in order to increase agency funding and establish the foundation for a capital campaign;
- d. To strengthen our collaboration with new and existing community partners to provide comprehensive services for Douglas and Elbert County residents needing emergency services.

How the organization will use the granted funds:*

The total number of clients served by Help & Hope Center has increased over 31% in the past two years (since 2022). There is unprecedented need for emergency services among Douglas and Elbert County residents since SNAP benefits have been reduced and many have lost Medicaid. We are also now facing the potential loss of TANF and EFSP funding. Every month the Center is experiencing a greater number of requests for assistance, and those requests are for larger amounts as costs continue to rise for everything from food to rent and utilities. In addition, we are seeing clients who earn decent paychecks yet still cannot make ends meet due to the high cost of living in Douglas County. We have had up to a six week wait for initial client intake appointments, even though we have added hours and personnel. (The current wait time is three weeks). In addition, some of our partner agencies continue to limit services and refer their clients to us. Food availability also remains a challenge. Even though we participate in the food rescue program and obtain food from Food Bank of the Rockies, these sources often don't provide the amount of food or specific items we need. Therefore, we must buy these items at a much higher cost.

Receiving food from the food bank that would ordinarily come out of a budget allows our clients to put that money toward paying other bills--utility bills, rent, prescriptions, or even gas for the family car. With 94% of our clients receiving food, this is our priority. We give each family member enough non-perishable food for seven days, depending on food bank stock, three meals a day plus snacks, including protein, whole grains, fruits, and vegetables. Donated perishable foods are distributed liberally on the day they are received. We employ a client choice model, which empowers our clients. Having the opportunity to choose their own food gives clients a sense of dignity and control, limits waste, and allows them to tailor the help they receive to be the best possible fit for their own unique situation. It has also allowed us to provide more fresh food choices for clients, as we now have the room and refrigerators necessary to store fresh foods such as fruits and vegetables.

Time table for implementation:*

Funds will be expended as soon as they are received. The overarching goal is to provide at least seven days of nutritious food, three meals per day plus snacks, to residents in need, serving over twenty client households per day, five days per week.

Other organizations participating with this program:*

The Center collaborates with corporate donors, including Sam's Club, Sprouts, Target, Safeway, WalMart, King Soopers, Starbucks, Whole Foods, Tony's, Chick-fil-A, and other local restaurants through the food rescue program. The agency also collaborates with Food Bank of the Rockies, the Emergency Food Assistance Program (TEFAP), Catholic Charities, 9Cares Colorado Shares, local Boy Scouts and Girl Scouts, several local Rotary groups, and other service organizations and churches.

Strategies for sustained funding at the end of the grant period:*

Help & Hope Center continues to seek food donations from new sources, especially due to recent cost and availability issues. The client choice food bank has decreased food waste, and we have expanded our existing refrigerator capacity, which allows us to store and distribute more perishable foods to clients. As the Center continues to provide a safety net for residents, we are also working to achieve long-term solutions to the problems facing these individuals and families. If clients can move toward self-sufficiency, they will have less reliance on emergency services.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

Help & Hope Center takes both a process and outcome approach to evaluation. The goal of ongoing evaluation is to gather necessary information for improving and accounting for agency, program, and client specific effectiveness as well as the appropriate allocation of resources. The agency utilizes a wide range of evaluation tools to assess its overall impact. The Center's organizational actionable evaluation, both process and outcome, seeks to measure our program impacts/outcomes against our goals and mission on an ongoing basis. It is based on observable and measurable activities to create sustainable changes to our client community.

Measurement tools:

- Clients served and services delivered are tracked in a client database, EmpowOR, a web-based participant/client, services and results tracking software
- Number of referrals to other agencies/reports from other agencies are tracked and analyzed
- Number of volunteers and volunteer hours are logged daily
- Client feedback, captured through visit assessment surveys, is analyzed and acted upon in a timely manner

Describe specific benefits to Town residents including number of residents served, if available:*

In 2024 the Center provided 31,819 community members with \$3,110,166 of direct and in-kind client assistance. In 2024 the Center distributed \$1,991,164 in food, hygiene, and household supplies. 1,031,691 lbs. of food were distributed. Approximately 94% of onsite clients receive these basic services.

If the Town provides only partial funding, how will the organization fund the program/project?*

Help & Hope Center is continually seeking new partnerships and collaborations. We have been fortunate to establish partnerships with Food Bank of the Rockies and a number of grocers that participate in the food rescue program. Our thrift store also continues to generate revenue that can be used to purchase food to supplement our current inventory when needed.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

\$13,500 total (\$6,250 received at the time of this application with a second installment of \$6,250 being awarded 7/1/25)

Food for the Food Bank

How were these funds used?

Help & Hope Center is a 501(c)(3) human service organization whose mission is to meet the immediate needs of residents of Douglas and Elbert counties who are in financial distress and at risk of becoming homeless, to help them work through troublesome times with dignity. Center staff and volunteers address immediate needs by consistently providing quality screening, one-on-one guidance, effective service delivery, and meaningful referrals for all clients.

Funds received from the Philip S. Miller Resource grant were used to purchase food for the agency's food bank. The overarching goal of the food bank program is to provide at least seven days of nutritious food, three meals per day plus snacks, and toiletries, cleaning and hygiene supplies as available, to clients who are in need, serving over 20 client households per day, five days per week.

What impact was made on the Castle Rock community?

The \$6,250 received from the Philip S. Miller Resource Grant Program in November 2024, together with an additional \$2,165 that will come from our second payment installment coming on July 1, 2025 (for a total spent thus far of \$8,415 of our \$13,500 total award) was used to purchase 5,433 lbs. of food. Approximately 2,051 clients from Castle Rock received food with this funding. 94% of agency clients receive these basic services. The Center also conducts three off-site food banks monthly at low- income senior housing units, providing food/hygiene assistance to senior citizens in need. The most significant challenge faced by the Center in recent months is the increased need among community residents due to stubborn inflation, loss of other assistance programs, and decreased food donations. We anticipate that this need will continue to grow. We are also experiencing supply chain issues with regard to procuring food. In order to provide clients with balanced and nutritious options, we need to seek alternative food supply sources, which are proving to be more costly.

How did this project support the town's strategic vision?

The mission of Help & Hope Center directly aligns with the town's strategic vision to ensure that all necessary community services are provided to support the public interest and wellbeing of all Castle Rock residents by assisting at-risk residents with the necessities of life, in this case by addressing hunger relief.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

2025 PSMRG Budget.pdf

Proof of non-profit status as PDF*

HHC IRS Determination Letter.pdf

Most current YTD financials as PDF*

PL January through May 2025.pdf

Most current audited financials and management letter, if available, as PDF

12-31-23 Auditors Report.pdf

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

2025 Budget - Grants Summary.pdf

Other as PDF:

Balance Sheet May 25.pdf

Other as PDF:

2024 annual report.pdf

Other as PDF:

No file chosen

Additional comments:

I uploaded our current balance sheet as an 'other' document. Please let me know if you require any additional information. Thank you for your time and consideration.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #162008

Date Submitted: 8/1/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Lady Trailblazer Inc

ADDRESS:*

2648 McCracken Lane, Castle Rock, CO 80104

CITY:*

Castle Rock

STATE:*

CO

ZIP:*

80104

CONTACT PERSON:*

Dr. Carletta Stewart

TITLE:

Founder/ President

PHONE NUMBER:*

7205503041

EMAIL ADDRESS:*

carletta@theladytrailblazer.com

Website of organization:

www.theladytrailblazer.org

Executive Director/President:

Dr. Carletta Stewart

Board of Directors:

President-Dr. Carletta Stewart
Vice-President-Sergeant Amanda Lane
Treasurer-Kymerly Damrow
Secretary-Rosemary Rizk Esq.
Director of Asset Management-Fangfang Wang

Non-profit status:*

501(C)(3)
 501(C)(19)

Amount requested:*

\$2500.00

Provisions for the necessities of life:*

Water Energy
 Food Shelter

Purpose of grant:*

The purpose of the grant will be to provide support for our Girls' Persist program. Girls' Persist is a STEM leadership program designed to assist adolescent girls in persevering in the areas of STEM disciplines through problem-solving workshops. The young ladies are exposed to STEM practices early on to assist with the transition from adolescence into adulthood, assisting with tackling real-life challenges that will help them make valuable self-discoveries and develop persistence, self-reliance and leadership skills that will serve them for the rest of their lives. The workshops are delivered in a practical sense to shape and nurture innate abilities early on and infuse STEM with leadership in preparation for college and the professional workforce.

Organization's goals/Mission Statement:*

Goals: By empowering and exposing girls to STEM early on will help eliminate barriers in the classroom and help increase the overall representation and persistence of women STEM professionals in our community and beyond.

Mission: Empower a Girl. Change the World.

How the organization will use the granted funds:*

The granted funds will be used to support the student participants throughout the academic school year and for our summer camps where our program Girls' Persist is currently being offered, South Ridge Elementary School, Challenge to Excellence Charter School, STEM School Highlands Ranch, Rock Canyon HS, and Ponderosa HS.

Time table for implementation:*

July-August 2025-Complete and submit administrative paperwork and program design to participating schools.
August-September 2025-student enrollment
September-December 2025-Host and facilitate Phase I of Girls' Persist at each participating school.
January-April 2026- Host and facilitate Phase II of Girls' Persist at each participating school.
April-May 2026-Host and coordinate recognition ceremonies at each participating partnered school.
May-June 2026-Coordinate, distribute, and market summer camp.
July 2026-Host community-based-1-week summer camp at South Ridge Elementary School in Castle Rock.

Other organizations participating with this program:*

South Ridge Elementary School: Year-long program and summer camp held.
Town of Castle Rock
Partnering Schools
Chick-fil-A
The Denver Foundation
Parker Chamber of Commerce
Aloha Fund-Individual donor

Strategies for sustained funding at the end of the grant period:*

Strategies for sustained funding are a) being fiscal responsible with our current and future grant funds and donations, b) maximize our efforts by partnering with other organizations within and outside the community, and c) maintaining organization awareness by seeking other available grants.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

The expected results of our program Girls' Persist, and how our organization defines, and measure success include both qualitative and quantitative outcomes of how self-confidence is increased over time.

How it is measured:

- a) The understanding of hands-on STEM based applications,
- b) The use and conceptional process of how each problem-based application works and how to solve methodically.
- c) The measured proficiency of learning, leading, and completing hands-on problem-based applications within a specified amount of time.

How do we define success:

- a) Student visual and tactical understanding of each problem-based application over time.
- b) Was the student able to explain the conceptual idea of the STEM-based learning application effectively to his or her peers?
- c) Peer evaluation and feedback session: Each student learns how to conduct, facilitate, and receive feedback.

Describe specific benefits to Town residents including number of residents served, if available:*

Our Girls' Persist program empowers girls through STEM e.g., leadership, innovativeness, creativity, and entrepreneurship. In doing so, the young ladies can innovate from theory into practice by understanding a) what research is early on, b) how to apply practice to research, and c) see and understand how an idea can be shaped into a STEM learning product. By providing young ladies with these skillsets and shaping innate abilities early on, it opens doors for our community to prosper and sustain economic growth.

If the Town provides only partial funding, how will the organization fund the program/project?*

Our organization will assess and allocate funds based on the needs of each partnered site early on. We will also be proactive in our efforts to effectively understand the needs of each partnered site based on student participation and resources to sustain the program throughout the academic school year and the summer camp. We will be transparent with our partners and volunteers.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

We recently received a grant from the Town of Castle Rock in the amount of \$562.50. The funds are being used toward our 2025-2026 Girls' Persist program.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

Phillip S. Miller Financial Worksheet complete.pdf

Proof of non-profit status as PDF*

Lady Trailblazer 501 (c) 3 documentation.pdf

Most current YTD financials as PDF*

20250630-statements-7106-Inc.pdf

Most current audited financials and management letter, if available, as PDF

No file chosen

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

Phillip S Miller Grant and Project Submission.pdf

Other as PDF:

Phillip S. Miller Financial Worksheet
complete.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

Our organization does not have an audit on file. Our organization does contract with an external company for reconciliation, bookkeeping, and tax filing (990 EZ),

3rd party Company-Your Tax Lady, Colorado Springs, Colorado.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #161902

Date Submitted: 7/30/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Deacons of New Hope Presbyterian Church

ADDRESS:*

3737 New Hope Way

CITY:*

Castle Rock

STATE:*

Colorado

ZIP:*

80011

CONTACT PERSON:*

Sara Fischer

TITLE:

Deacon

PHONE NUMBER:*

7202537263

EMAIL ADDRESS:*

deacons@newhopepres.org

Website of organization:

<https://www.newhopepres.org/>

Executive Director/President:

Rev. Dr. Caressa Murray, Senior Pastor

Board of Directors:

Although we do not have a formal board of directors, the Deacons function as a body that approves all financial decisions. Our current deacons are:

- Pam Applegate
 - *Kathy Green
 - Colin Young
 - Colleen Wenger
 - Greer Rios
 - Melinda Kinkel
 - Dave Kinkel
 - Katie Heimbicher - Vice Moderator
 - Carol Gross
 - Sara Fischer
 - Carla Ewing
 - Dee Evilsizer
 - *Cathie Engelkirk
 - Smokey Charis
 - Joe Asbridge - Moderator
 - Victoria Arnett
 - Carol Johnson
- * = Benevolence Deacon

Non-profit status:*

501(C)(3)
 501(C)(19)

Amount requested:*

10,000.00

Provisions for the necessities of life:*

Water Energy
 Food Shelter

Purpose of grant:*

The Deacons at New Hope Presbyterian have a long-standing history of helping community members who are experiencing financial difficulty. The funds from the Philip S Miller Resource Grant (PSMGP) will be used to help Castle Rock community members who are seeking financial assistance to pay their rent, pay their electric or gas bill, pay their water bill, or buy food. 100% of the PSMGP dollars will go directly to providing financial assistance to eligible recipients.

Organization's goals/Mission Statement:*

We are a vibrant community dedicated to providing a welcoming home for all by "Putting People First". At New Hope, you'll find a supportive family where together we can grow, build meaningful connections, and discover the joy of belonging in God's love. We strive to build lives that flourish and make a difference in our communities. Having a faith is not a condition of receiving assistance from the Deacons or from any other organization at the church.

How the organization will use the granted funds:*

All PSMGP funds will be used in totality and exclusively to provide financial support to recipients of the Deacon Benevolence outreach program; specifically for rental assistance, payment of utilities (gas, electric, water), and food. Funds from the PSMGP will allow us to fulfill more of the requests and/or increase the maximum amount of support per person/family.

All funds for the Deacon Benevolence program come from donations and previous PSMGP funding. The Deacon ministry is not funded by the church's operating budget. The Deacons of New Hope Presbyterian Church are an all-volunteer organization. Two Benevolence Deacons manage the evaluation and distribution of the Benevolence funds. Oversight is provided by the Deacon Moderator and Vice-Moderator and Financial management personnel at New Hope. The Benevolence Deacons receive, on average, 30 calls a month from the community. The calls are requests for help with rent, utility bills such as electric, gas, or water, food, gasoline, hotel stays, car repairs and other types of assistance. We receive far more requests than we have funds to fulfill. We do carefully vet the recipient and track their usage of all benevolent funds, whether the source is the PSMGP or contributions to the benevolence fund.

Though PSMGP dollars are not used to fund other New Hope Deacon activities, it is worthwhile to provide some information about the balance of our service. Deacons use funds contributed monthly by both members and non-members of the church to provide a wide variety of services. Besides the two Benevolence deacons, there are 15 more Deacons who have many responsibilities that support our congregation and the community. Those duties include but are not limited to: paying for and hosting member funeral/memorial receptions. We host an annual contribution drive for goods that allows us to participate in the Strive to Thrive. We provide a vibrant prayer ministry, meeting weekly via Zoom to pray. The Deacons have an ongoing monthly ministry to send written greeting cards, make personal telephone calls, and visit shut ins in our community. We provide meals or baskets to those who are ill/recovering from illness or surgery. Our group serves members in the congregation who are grieving the loss of a loved one by sending cards and books on a pre determined basis and by just /checking in with them over the course of the year following their loss. We serve to welcome all to our weekly services. Our ministry also supports the church staff and other ministries in our church by offering encouragement throughout the year.

Time table for implementation:*

Our ministry is ongoing. Once the funds are received, we would be able to put them to immediate use. We have a process in place that logistically takes about a week to disburse funds once the request is approved.

Other organizations participating with this program:*

The New Hope Deacons operate independently within our larger organization, New Hope Presbyterian Church. Since we work primarily with Castle Rock residents, there are times we collaborate with other local organizations. For instance, if a request is larger than we can commit to, our Benevolence deacons work diligently with other local groups and organizations to coordinate service to the person/family in need. Together we may be able to meet the entire need of the individual/family. Our Benevolence (non-PSMGP) funding provides monthly contributions to the Crisis Center and Help & Hope Center programs. In 2025 we developed a comprehensive, yet ever-changing resource document that we use when determining the organization to collaborate with.

Strategies for sustained funding at the end of the grant period:*

The Deacons of New Hope Presbyterian Church receive monetary contributions from members and non-members of our congregation. The Deacons are not funded through the general operating budget of the church's operating budget. Each month, a report is given to the congregation, sharing how we have blessed families in the community through our ministry. We promote an offering for the Deacon ministry on the first Sunday of each month. Voluntary donations make up the bulk of funding for the Benevolence Ministry and we will continue to fund our Benevolence program at the end of the grant period or even if we are not selected to receive a Philip S. Miller Resource Grant. But if we receive the funding as requested, we can double our impact to individuals/families receiving those granted funds.

The Deacons at New Hope have a history of helping those in need within our community. Community members and organizations know we are a source for those seeking assistance. Our group has a process in place to help allocate funds based on requests for need. This process helps us to maximize aid to the community and use the funds responsibly.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

Successes for what we do can vary in definition but overall, taking stress from a family or individual so they can focus on making it through another day is a success for our group. Success is funding a request for help paying rent that keeps someone from being homeless. Success is buying a pair of work boots so someone can keep working. Success is paying the utility bill so that the family's available funds can buy food for the month. Success is also not having to decline requests due to lack of funds.

Supporting the community of Castle Rock paves the way for all of us to be successful, knowing we were able to help more families or individuals in our community and/or increase the family maximum assistance limit.

A written report will be provided after the conclusion of the fiscal year.

Describe specific benefits to Town residents including number of residents served, if available:*

During the 2024-2025 fiscal year, the New Hope Deacons Benevolence funds provided assistance to 180 individuals/families. Of those 180, 15 individuals/families were specifically helped using PSMGP funds. After careful evaluation, we increased the amount of individual/family assistance by 25%. Substantial assistance was also provided monthly to the Crisis Center and Help & Hope Center programs. Note that our fiscal year starts in July.

Rising costs for food, housing, gas, and utilities have added strain to local families who are already struggling. Our approach when helping those requesting assistance is to give a "hand up." Our process for validating the requests requires many steps to help ensure the funds are used responsibly and help as many people as possible.

Some of the steps are:

Calls to area agencies are made to see if the requestor is reaching out to multiple organizations.

Calls to landlords/property managers are made to make sure the request is accurate, and payments can be made directly.

Calls to utility companies are made and payment arranged to go directly to the company.

We have also worked with area agencies if there is a larger financial need. For instance, if a large rent is due, we will check with agencies to ask if they can help to pool funds and Grant the request.

We only help with local requests. If we get calls from outside of Castle Rock, our volunteers will provide numbers to relevant agencies who are closer to the requestor.

Vetting the calls takes time and as mentioned, our Benevolence Deacons are volunteers. Each inquiry usually involves multiple calls to provide the requested assistance.

Many of the calls we receive do not fall within the scope of our funding. In that case, referrals to other organizations are made. Other local agencies also make referrals to us when they've reached their financial limits.

This ministry provides benefits to residents by keeping them in their homes, off the streets, warm/cool, fed, and able to get to work.

We are grateful for the opportunity to provide this much needed assistance. We have established a ready network with other local agencies and work closely with local utilities, housing, and lodging to provide prompt payments when promised. It is a labor of love for those in need that we happily accept.

If the Town provides only partial funding, how will the organization fund the program/project?*

The Deacons of New Hope Presbyterian Church receive monetary contributions from members and non-members of our congregation and those contributions will continue if we receive only a portion of what we have requested. Voluntary donations make up the bulk of funding, and we will continue our Benevolence program even if we do not receive the entire amount requested from the Philip S. Miller Resource Grant. We will just not be able to assist as many residents!

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

For the year 2025, the Town of Castle Rock generously awarded New Hope Deacons \$9000 through the Philip S Miller Resource Fund. With the cost of living, especially rent increasing dramatically, we made the decision to distribute the funding to those needing assistance with rent and to allocate a higher grant to those who were awarded assistance. For the year 2024, the Town of Castle Rock graciously awarded our group \$4000 through the Philip S Miller Resource Fund which was dispersed by June 30, 2024. Also, for the year 2023, the Town of Castle Rock graciously awarded our group \$5000 through the Philip S Miller Resource Fund which was dispersed by December 31, 2023.

For record keeping purposes, we keep the Grant funds separate. It was decided that the funding would be dispersed throughout the entire calendar year with housing requests getting first preference. If there were no qualifying housing requests, the funds could go to other needs such as requests for temporary shelter, groceries, or utilities. With the PSMGP funds, we were able to help a total of 40 additional families/individuals during those three fiscal years.

We've helped 40 families or individuals in Castle Rock retain their independence, their employment, their strength as a family or power as an individual, decreased potential need for financial assistance from governmental entities, just by helping to keep a roof over their head.

Allow me to share a story of how help with a modest request was invaluable to the recipients: We often work in collaboration with other agencies who award rental help, as rents are high in our area. One woman with two children at home works as a cook at a private school. She had been temporarily unable to work enough hours to keep up and she resourcefully sought out assistance from another agency in addition to us for a partial payment of her rent, paid another portion herself and then received the final portion of her rent from us.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

PSMGP Project Budget 2025-2026.pdf

Proof of non-profit status as PDF*

501(c)3 Exemption Letter (3).pdf

Most current YTD financials as PDF*

Deacon Balance Sheet 2025.xlsx - Deacon Balance Sheet.pdf

Most current audited financials and management letter, if available, as PDF

No file chosen

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

Current Budget.pdf

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Other as PDF:

No file chosen

Additional comments:

Please reach out to Sara Fischer at 720-253-7263 with any questions.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

Print

2026 Philip S. Miller Resource Grant Program Application - Submission #161717

Date Submitted: 7/26/2025



2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2025

ORGANIZATION:*

Saint Vincent de Paul Society of Castle Rock

ADDRESS:*

2746 5th Street

CITY:*

Castle Rock

STATE:*

CO

ZIP:*

80104

CONTACT PERSON:*

Beverly deSaules

TITLE:

Volunteer Grant Coordinator

PHONE NUMBER:*

7207323260

EMAIL ADDRESS:*

beverlydesaules@gmail.com

Website of organization:

svdpcr.org

Executive Director/President:

Christina Steeg

Board of Directors:

Ann Shamleffer - Vice President
Andy Sosnicky - Treasurer
Open (Ellen Miller- interim) - Secretary

Non-profit status:*

501(C)(3)
 501(C)(19)

Amount requested:*

15,000

Provisions for the necessities of life:*

Water Energy
 Food Shelter

Purpose of grant:*

To support Castle Rock low-income and/or those who stumble on a sudden hardship such as job loss or illness, and are in need of rental, utilities (gas, water and/or electricity) assistance, emergency housing (in the form of motel vouchers) or food, regardless of race, ethnicity, or religious affiliation.

Organization's goals/Mission Statement:*

Our goal is to support as many individuals as we can and encourage those in need to work with other organizations to secure additional funds so as a whole, we can support their current needs and prevent things such as homelessness, utility shut off, and lack of nutrition. We coordinate our activities with other public service organizations (e.g., Salvation Army, Douglas/Elbert Task Force, Parker Task Force, SE Christian Outreach – SECOR, Catholic Charities of Central Colorado, Food Bank of the Rockies and area churches) in Douglas County to ensure our clients receive the maximum benefit from our limited resources.

Our mission: With the goal of social justice, the mission of the Society of St Vincent de Paul is to serve those in need, in the geographical area of Douglas County, through community outreach following the "Way" taught by Christ.

Our mission ties directly with our Town's cornerstone of Community Service. We parallel in practicing responsible care of assets and resources and working as a team with the Town to pursue common goals in the community and spirit of cooperation.

How the organization will use the granted funds:*

Primarily for temporary housing (motel), rent assistance, and utility assistance of gas, water and/or electricity. We have successfully assisted thousands of residents over the past 22 years when they were in need and had nowhere else to turn. If we were to gain additional funds, we could offer the same assistance as we do today or potentially increase the number of clients we are able to help and provide additional amounts beyond the \$400, \$500 or \$600 we are currently able to offer.

Time table for implementation:*

Funds would be utilized immediately! If the full requested grant amount of \$15,000 is awarded, we would distribute \$1250/month to support as many Castle Rock residents as possible in need of rent, temporary housing, utility assistance or non-perishable food items. Our monthly budget for assistance is currently based on our protocol amounts and the amount of funds we have available. As our donation receipts have increased, we have been able to increase our monthly spend accordingly enabling us to help more people.

Other organizations participating with this program:*

St. Francis of Assisi Parishioners: \$41,208
St. Francis of Assisi Parish Tithe: \$16,848
Grants: \$16,123

Strategies for sustained funding at the end of the grant period:*

We are projecting similar donations from the parish of St. Francis of Assisi, its parishioners and continued grant funding. We are also exploring additional fundraising activity, such as sponsorships from local businesses and reinstating past successful fundraising events, such as "garage sales" of donated items and "The Good Samaritan 5k walk/run" which were both located here in Castle Rock and supported by local businesses.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:*

We will use 100% of grant funds to help Castle Rock residents who have reached out to us and identified in need. Our process reflects a strong responsibly for distributing donated funds and always with good intent for a positive client outcome. We directly interview clients either over the phone or in person and carefully screen their request based on family circumstances (e.g., family size, individual ages, income, illness, etc.). We do not give funds directly to individuals, rather we contact the provider (utility company, housing complex, or motel) and pay them directly or provide food directly during a scheduled food pantry. We have very good relationships with the utility companies, specific motels, and apartment complexes here in Castle Rock and usually able to help the client with setting up terms to keep utility services and housing.

Altogether, our programs served well over 2800 Douglas County individuals with utilities, housing and food in 2024 (SVdPCR 2024 annual report) and anticipate helping at least the same number of individuals in 2025.

We humbly measure the success of our work by determining how many clients we were able to help each month with the funds available, and pounds of food provided. We also work diligently to identify and align those in need with other similar humanitarian resources such as the Salvation Army, Douglas/Elbert Task Force, Parker Task Force, SE Christian Outreach – SECOR, Catholic Charities of Central Colorado, Food Bank of the Rockies and other Castle Rock churches. Our goal is not only to help those in need, but to help them with systemic changes for positive outcomes and a better future.

We would report our success back to the grant provider in the form of choice, reflecting the number of individuals or families we were able to help, what we helped them with, i.e., electricity bill, water bill, rent, etc., and the amount of funds utilized. We would also report our chapter successes in aggregate back to the Regional and National Saint Vincent de Paul Society organization.

Describe specific benefits to Town residents including number of residents served, if available:*

The following information is for the number of people we have served from 2020 to 2025 current, with utilities, rent and temporary housing. Although not specific to Castle Rock town residents, the majority of clients we were able to serve live in Castle Rock. All clients live(d) in Douglas County. For 2025 YTD 99% of those served are Castle Rock residents. Note: Client for the purpose of this request, is counted as "1" and does not reflect the actual total number of individuals (family members) that may have also benefited from this assistance.

- FY 2020 -- 188
- FY 2021 -- 170
- FY 2022 -- 171
- FY 2023 -- 130
- FY 2024 -- 125
- FY 2025 -- 119 YTD assistance provided and number of clients.
- Mortgage 11
- Motel 19
- Gas 3
- Electric 16
- Water 7
- Rent 61
- Special housing 2

If the Town provides only partial funding, how will the organization fund the program/project?*

We would utilize partial funding in the same manner as stated above, to support housing, utility assistance and non-perishable food items. Depending on the amount received, we would budget to distribute the lesser amount monthly. Our fully volunteer team would continue to work with other charitable resources if we could not help clients with their current needs.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:*

SVdP of Castle Rock has been a gracious past recipient of the Castle Rock Town grant. Distribution of funds was extremely successful and allowed us to help residents with non-perishable food items. Following is a breakdown of the latest grant received in 2022 of \$2000 grant:

The entire \$2000 was deposited into the Food Pantry account to meet our Dec 2022 shortfall. Total food purchases for that month totaled \$2800.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)*

SVdP PSMGP Project Budget.pdf

Proof of non-profit status as PDF*

SVdP.pdf

Most current YTD financials as PDF*

SVdP 2025 Fin.pdf

Most current audited financials and management letter, if available, as PDF

FY 2024 finances.pdf

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF*

SVdP.pdf

Other as PDF:

St Vincent de Paul Clients List FYE-09-30-25.pdf

Other as PDF:

SVdP 2025YTD_Q3.pdf

Other as PDF:

No file chosen

Additional comments:

The 2024 financials are provided as an attachment above. There is no management letter. 2025 fiscal YTD information is attached in "Other" Example of client tracking is attached in "Other"

The SVdP of Castle Rock has been providing outreach in our community since 2003. We currently have 15 active members who are all volunteers and most being parishioners of St Francis of Assisi parish. St Francis of Assisi has been part of the Castle Rock community since 1888 and extremely supportive of our chapters outreach. SVdP of Castle Rock also works with several other local churches with a common brotherhood of supporting our community residents in need. In general, there are 35 non-Vincentian volunteer members that assist with distributing food and other personal essentials, such as hygiene items, at the twice monthly food pantries. Our twice monthly food pantries also provide a community service option for all of our public and private schools in the area, allowing young Castle Rock citizens the opportunity to help other Castle Rock residents in need.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox St., Castle Rock, CO 80104

**2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM
2021-2025 HISTORY OF GRANTED AMOUNTS**

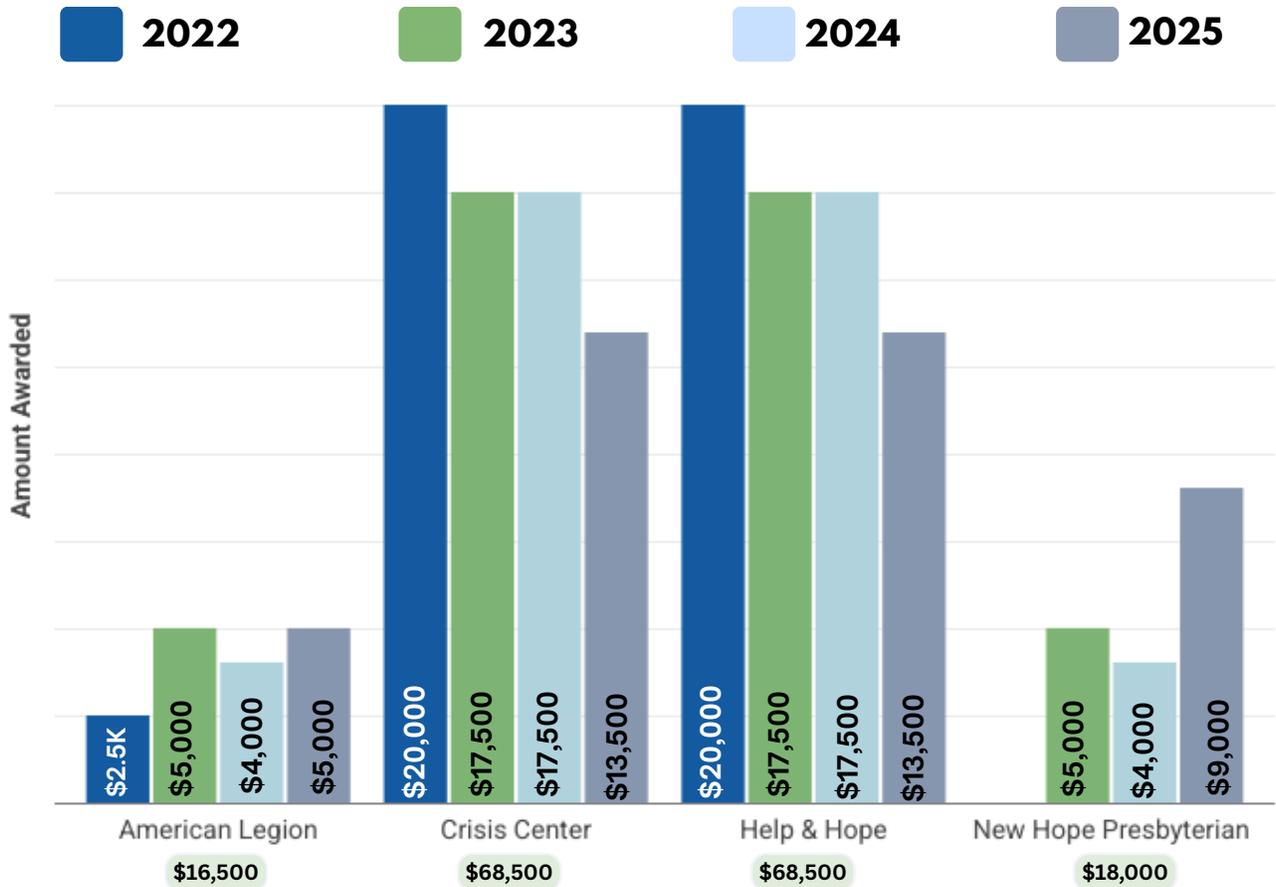
| NON-PROFIT ORGANIZATION | 2026 | | 2025 | | 2024 | | 2023 | | 2022 | | 2021 | | 2021-25 |
|--|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------------------|
| | PSC Recommends | Amount Requested | Amount Granted | Amount Requested | 5 Year TOTAL Amount Granted |
| American Legion Post 1187 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$4,000 | \$5,000 | \$5,000 | \$5,000 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$19,000 |
| Bridge of Hope Greater Denver | N/A | N/A | N/A | N/A | \$0 | \$10,000 | N/A | N/A | N/A | N/A | N/A | N/A | \$0 |
| Christ's Episcopal Church | N/A | N/A | \$4,000 | \$4,000 | \$2,000 | \$1,000 | N/A | N/A | N/A | N/A | N/A | N/A | \$6,000 |
| Crisis Center | \$0 | \$20,000 | \$13,500 | \$20,000 | \$17,500 | \$20,000 | \$17,500 | \$20,000 | \$20,000 | \$20,000 | \$10,000 | \$20,000 | \$78,500 |
| Deacons of New Hope Presbyterian Church | \$7,500 | \$10,000 | \$9,000 | \$9,000 | \$4,000 | \$5,000 | \$5,000 | \$10,000 | N/A | N/A | N/A | N/A | \$18,000 |
| Douglas County Veterans Monument Foundation | N/A | N/A | \$10,000 | \$15,000 | \$10,000 |
| Faith Lutheran Church Food Pantry | \$5,000 | \$20,000 | N/A | N/A | N/A |
| Freedom Service Dogs | \$0 | \$5,000 | N/A | N/A | N/A |
| Help & Hope Center/DETF | \$20,000 | \$20,000 | \$13,500 | \$20,000 | \$17,500 | \$20,000 | \$17,500 | \$20,000 | \$20,000 | \$20,000 | \$12,500 | \$20,000 | \$81,000 |
| Home Builders Foundation | N/A | N/A | \$5,000 | \$7,500 | \$5,000 |
| Lady Trailblazer Inc | \$0 | \$2,500 | N/A | N/A | N/A |
| Saint Vincent de Paul Society of Castle Rock | \$7,500 | \$15,000 | N/A | N/A | N/A |
| SECORCares | N/A | N/A | N/A | N/A | N/A | N/A | \$0 | \$10,500 | N/A | N/A | N/A | N/A | \$0 |
| The Rock | N/A | N/A | N/A | N/A | N/A | N/A | \$0 | \$20,000 | N/A | N/A | N/A | N/A | \$0 |
| TOTAL | \$45,000 | \$97,500 | \$45,000 | \$58,000 | \$45,000 | \$61,000 | \$45,000 | \$85,500 | \$42,500 | \$42,500 | \$40,000 | \$65,000 | \$217,500 |

PHILIP S. MILLER RESOURCE GRANT

2026 - OVERVIEW

| | | |
|---|--|---|
| <p>Total Applications </p> <p>8</p> | <p>Repeat Applicants </p> <p>4</p> | <p>New Applicants </p> <p>4</p> |
|---|--|---|

Total Amount Awarded for Repeat Applicants



Philip S. Miller Resource Grant Award History

| | | | |
|---|---|---|---|
| <p>2022</p> <ul style="list-style-type: none"> ● Amount Requested \$42,500 ● Amount Granted \$42,500 | <p>2023</p> <ul style="list-style-type: none"> ● Amount Requested \$85,500 ● Amount Granted \$45,000 | <p>2024</p> <ul style="list-style-type: none"> ● Amount Requested \$61,000 ● Amount Granted \$45,000 | <p>2025</p> <ul style="list-style-type: none"> ● Amount Requested \$58,000 ● Amount Granted \$45,000 |
|---|---|---|---|

Important Dates

PSMRG was discussed by the **Public Safety Committee** on October 2nd, 2025
 PSMRG will be taken to **Town Council** November 18th, 2025

2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM

FUNDING REQUESTS SUMMARY - TOTAL \$97,500

| Organization | Amount Request | PSC Recommends | Purpose |
|---|----------------|----------------|---|
| American Legion Post 1187 | \$5,000 | \$5,000 | To assist homeless/low-income veterans and current service members in meeting their needs. |
| Crisis Center | \$20,000 | \$0 | To help continue operational support for their emergency shelter and community-based advocacy programs for adults & children impacted by domestic violence. |
| Deacons of New Hope Presbyterian Church | \$10,000 | \$7,500 | To help Castle Rock Community members who are seeking financial assistance to pay their rent, electric, gas, water bills, or buy food. |
|  Faith Lutheran Church Food Pantry | \$20,000 | \$5,000 | To help continue the operation of the food pantry ministry. |
|  Freedom Service Dogs | \$5,000 | \$0 | To provide service dogs to all veterans and first responders in need. |
| Help & Hope Center | \$20,000 | \$20,000 | To help provide the necessities of life - specifically in the form of food. |
|  Lady Trailblazer Inc. | \$2,500 | \$0 | To support the Girls' Persist program. A STEM leadership program for adolescent girls. |
|  Saint Vincent de Paul Society of Castle Rock | \$15,000 | \$7,500 | To support Castle Rock low-income and/or those who stumble on sudden hardship. |

Total Amount Requested: \$97,500

Total PSC Recommends: \$45,000



PHILIP S. MILLER RESOURCE GRANT PROGRAM 2026 APPLICATIONS

TOWN COUNCIL MEETING NOVEMBER 18, 2025

2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM

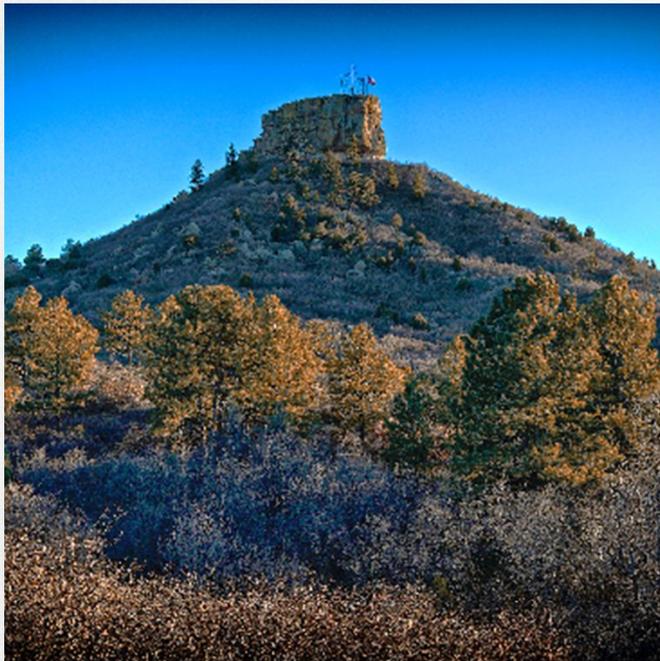
POLICY OVERVIEW

- The program aims to support social and human services in Castle Rock
- Services/benefits Castle Rock residents
- Supports the Town's Strategic Vision
- Funding request must include provisions for the necessities of life: water, energy, food and/or shelter assistance



For more information, scan the QR Code or visit:
[CRgov.com/finance](https://www.cr.gov/finance)

2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM



PROGRAM BUDGET OVERVIEW

- The Philip S. Miller Resource Grant Program is funded by the Philip S. Miller Trust Fund
- In 2023, Town Council increased the annual budget to \$45,000
- Up to five (5) grants awarded annually
- Funds get disbursed annually or semi-annually dependent upon award amount



For more information, scan the QR Code or visit:
CRgov.com/finance

2026 PHILIP S. MILLER RESOURCE GRANT PROGRAM

APPLICATIONS

Presented by: Clark Hammelman, Public Safety Commission

| Applicant | Requested Amount | PSC Recommends |
|--|------------------|----------------|
| American Legion Post 1187 | \$5,000 | \$5,000 |
| Crisis Center | \$20,000 | \$0 |
| New Hope Presbyterian | \$10,000 | \$7,500 |
| Faith Lutheran Church Food Pantry | \$20,000 | \$5,000 |
| Freedom Service Dogs | \$5,000 | \$0 |
| Help & Hope Center | \$20,000 | \$20,000 |
| Lady Trailblazer Inc. | \$2,500 | \$0 |
| Saint Vincent de Paul Society of Castle Rock | \$15,000 | \$7,500 |
| TOTAL | \$97,500 | \$45,000 |

MOTION

Proposed Motion

I move to approve the Public Safety Commission's recommendations and award the 2026 Philip S. Miller Resource Grant Program monies as follows:

| | |
|--|-----------|
| American Legion Post 1187 | \$ 5,000 |
| New Hope Presbyterian | \$ 7,500 |
| Faith Lutheran Church Food Pantry | \$ 5,000 |
| Help & Hope Center | \$ 20,000 |
| Saint Vincent de Paul Society of Castle Rock | \$ 7,500 |

Alternative Motions

I move to approve the resolution as introduced by title, with the following conditions: (list conditions).

I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).

QUESTIONS OR COMMENTS?



THANK YOU!



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 17. **File #:** DIR 2025-034

To: Honorable Mayor and Town Council

Through: David L. Corliss, Town Manager

From: Kristin Read, Assistant Town Manager

Discussion/Direction: Nonprofit Grant Programs

Executive Summary

When awarding the third quarter Council Community Grants on September 16, Council requested that staff bring back information on ways the program's criteria could be tightened up, to be discussed before the fourth quarter awards are deliberated on December 16. The purpose of this item is to follow up on that direction.

Council has several options to consider for changes to the Council Community Grant program, as staff outlines in this memo. Staff has also included information relative to the Philip S. Miller Resource Grant program, for which Council is considering 2026 awards this evening.

Discussion

Council Community Grant history/current criteria

The Council Community Grant program has existed since at least 2011, when funding was established at \$8,000 per year, or \$2,000 per quarter, for grants of up to \$500 per request. Initial criteria for the program were set out as follows:

- Community-based, benefitting Castle Rock residents
- For specific nonprofit community-based projects as opposed to general support of such organizations
- Eligible projects contribute to Castle Rock's quality of life, with special emphasis on:
 - Youth programs and activities
 - Senior programs and activities
 - Community-based environmental and sustainability programs and activities
 - Community-based performing and visual arts programs and activities

In 2013, Council amended the criteria to include the following additions:

- Unused quarterly funds may be used in subsequent quarters, not to exceed \$8,000 per year
- Town Council will evaluate each application individually
- Preference will be given to applicants who have not received grants previously
- Nonprofit organizations may receive only one grant per year

In 2023, Council increased the program’s annual budget to \$16,000, with quarterly disbursements up to \$4,000 and up to \$1,000 awarded per organization.

Applications are submitted as needed, the Finance Department complies requests and presents them to Town Council quarterly for consideration. View **Attachment A** for recent award history information.

Philip S. Miller Resource Grant history/criteria

In reviewing potential criteria adjustments, staff also thought it appropriate to share the criteria for the Philip S. Miller Resource grant, which has existed in some form since at least 1995 and which has an annual budget of \$45,000, providing up to five grants annually:

- 501(c)(3) or 501(c)(19) organizations operating for a minimum of five years
- Funding requests must include provisions for the necessities of life as listed below:
 - Water
 - Energy
 - Food
 - **OR** shelter assistance

Detailed provisions related to this program are outlined in Municipal Code 3.20 (**Attachment B**).

Other communities

Staff further believed it might be beneficial to Council to understand how peer communities address these types of funding requests. Staff queried other cities and towns - specifically reaching out to other Douglas County entities and similar-sized communities. For comparative purposes, Castle Rock’s population is 83,213 in this 2024 U.S. Census dataset.

| Community | Population | Grant information |
|------------------------------|------------|--|
| Broomfield (city and county) | 78,323 | Nonprofit grants relate to human service needs; three tiers - up to \$50k, \$50-\$200k and \$200k+ - \$1.9 million program in 2025 |
| Commerce City | 70,245 | Community grants funded at \$140,000; administered through foundation for program/project grants (up to \$7,500) and general operating grants (up to \$5,000) to support housing, seniors, mental health, food assistance and more |
| Cortez | 9,151 | Registered nonprofit/civic groups may request up to \$5,000 “Community Support Grant” per year - \$45,000 program |

Item #: 17. File #: DIR 2025-034

| | | |
|------------------|---------|--|
| Crested Butte | 1,643 | General Fund grants up to \$5,000 per round to nonprofits - \$100,000 program; grants for substance abuse prevention/treatment, mental health and youth funded using nicotine tax revenue |
| Douglas County | 393,995 | Culture (SCFD), IDD, older adults (one-time in 2025), “low-income” (via Douglas County Community Foundation) and transportation (via DRCOG) grants |
| Estes Park | 5,795 | Community initiative funding to support strategic plan outcomes - \$20,000 program in 2025 (also have “base funding” similar to our service contracts) |
| Lone Tree | 14,061 | No such program |
| Longmont | 99,818 | Human Services Agency Funding for housing stability, self-sufficiency and resilience, food and nutrition, health and well-being, education and skill building, and safety and justice - \$591,336 in 2025 funding to 61 nonprofit and other agencies |
| Loveland | 81,102 | CDBG health/safety services (\$56,500) and “brick and mortar” public facilities/housing (\$395,000) grants |
| Mountain Village | 1,240 | Community services grants ranging from \$1,000 to \$27,500, with a total program budget of \$229,500 |
| Parker | 65,473 | No such program but contributes to organizations similar to our service contracts |
| Victor | 363 | Nonprofit grants up to \$2,500 with annual funding up to \$12,500 |
| Wheat Ridge | 31,999 | “Community partners” health and wellness grants of \$1,000 to \$12,000 (\$5,000 median) - \$200,000 program for 2026 |

It should be noted that the Town contributed a total of \$1,045,788 in 2025 to these nine nonprofit and governmental organizations through its service contract program:

- Castle Rock Chamber of Commerce
- Castle Rock Downtown Development Authority
- Castle Rock Downtown Merchants Association
- Castle Rock Economic Development Council
- Castle Rock Historical Society/Museum
- Castle Rock Senior Center
- Douglas County Community Foundation
- Douglas County Housing Partnership
- Douglas County Youth Initiative

As evidenced by the wide range of approaches to these types of funding requests, it is Council’s discretion as to what funding levels and criteria for these programs work best for Castle Rock.

Options to consider

Item #: 17. File #: DIR 2025-034

As Council considers ways to potentially tighten up the Council Community Grant Program's criteria, these items might be of interest:

1. Increase the annual program budget to \$20,000, with quarterly disbursements up to \$5,000.
2. Collect information on the nonprofit organization's total revenues and expenditures, and how the requested grant would be leveraged with other dollars and volunteer resources (this is part of the Town's service contract process)
3. Give preference to Castle Rock-based organizations (under current criteria, organizations based outside of Castle Rock are eligible as long as they serve Castle Rock residents)
4. Lower the per grant cap from its current \$1,000 to allow for funding more requests - potentially allowing organizations to receive more than one award per year if funds are available
5. Redirect performing and visual arts applicants to the Art and Culture Grant program that was established this year
6. Work with a nonprofit group such as the Douglas County Community Foundation to administer the grants, like Douglas County does with its Philip S. Miller Grant
7. Establish reporting requirements for recipients and ensure compliance for ongoing eligibility
8. Once criteria are updated and eligibility is verified, fund quarterly grants by lottery, so awardees are randomly selected
9. Require grantees cycle out of applying for a certain time period after an award

Staff Recommendation

Staff recommends that Council review the current criteria, information from other communities and the list of options to consider and provide direction regarding any adjustments Council would like to implement to the Town's grant program criteria - including whether to apply changes to the upcoming fourth quarter awards or to awards beginning in 2026.

Attachments

- Attachment A:** Recent Council Community Grant Award History
Attachment B: Municipal Code 3.20

COUNCIL COMMUNITY GRANT PROGRAM

| | 2022 AWARDS | 2023 AWARDS | 2024 AWARDS | 2025 AWARDS |
|--|--------------------|--------------------|---|---------------------|
| Aging Resources of Douglas County | | | | 1st Qtr 1000 |
| All Vet Honor Guard | | | 4th Qtr \$1,000 | |
| American Legion Post 1187 | 4th Qtr \$2,000 | 4th Qtr \$2,000 | 4th Qtr \$1,000 | |
| A Precious Child | 3rd Qtr \$500 | | | 2nd Qtr \$562.50 |
| Best Buddies | | | | 1st Qtr \$1000 |
| Castle Country Assisted Living | | | | 2nd Qtr 562.50 |
| Castle Rock Artist Alliance | | | 1st Qtr \$1000 | |
| Castle Rock Band | 3rd Qtr \$500 | 3rd Qtr \$1000 | | 1st Qtr \$1000 |
| Castle Rock Chorale | | | | 1st Qtr \$1000 |
| Castle Rock High Noon Rotary Foundation | | | 2nd Qtr \$1000 | |
| Castle Rock Orchestra | 2nd Qtr \$667 | 1st Qtr \$500 | 1st Qtr \$1,000 | 2nd Qtr 562.50 |
| Castle Rock Pirates Rugby Club | | 1st Qtr \$500 | 2nd Qtr \$1000 | 1st Qtr \$1000 |
| Castle View Ballers Club | | | | 3rd Qtr \$500 |
| Castle View Band Boosters | | 1st Qtr \$500 | 2nd Qtr \$1000 | 2nd Qtr 562.50 |
| Castle View Gridiron Club | | | 3rd Qtr \$1,000 | 2nd Qtr 562.50 |
| Castle View High School's Technology Student Association Chapter | | 3rd Qtr \$1000 | 4th Qtr \$1,000 | |
| Clothes To Kids Denver | 3rd Qtr \$500 | 3rd Qtr \$1000 | | |
| Denver Regional Mobility and Access Council | | 3rd Qtr \$1000 | | |
| Douglas County High School After Prom | 1st Qtr \$1000 | 1st Qtr \$500 | 1st Qtr \$1,000 / 4th Qtr \$1,000 | |
| Douglas County High Schools Academic & Athletic Association | 3rd Qtr \$500 | | | |
| Douglas Land Conservancy | 2nd Qtr \$667 | 2nd Qtr \$750 | 3rd Qtr \$1000 | 3rd Qtr \$500 |
| Heavy Athletics | | | | 2nd Qtr 562.50 |
| Help & Hope Center | 2nd Qtr \$667 | 4th Qtr \$2,000 | 4th Qtr \$1,000 | |
| Heroes Hall Foundation | | | | 3rd Qtr \$1000 |
| Honor Bell Foundation | | | 1st Qtr \$1000 | |
| Lady Trailblazer Inc | 1st Qtr \$1000 | 2nd Qtr \$750 | 3rd Qtr \$1000 | 2nd Qtr \$562.50 |
| The Mane Mission | | | 3rd Qtr \$1000 | 3rd Qtr \$1000 |
| Max W Donahue | | | 4th Qtr \$1,000 | |
| Paul's Mystery Ship to End ALS | | 2nd Qtr \$750 | 2nd Qtr \$1,000 | 1st Qtr \$1000 |
| Parkinsons Association of the Rockies | | | 4th Qtr \$1,000 | 3rd Qtr \$1000 |
| Rimmel's Ranch | | 2nd Qtr \$750 | | |
| Sunday Salmon Inc | | | | 1st Qtr \$1000 |
| Third Meal | | | | 2nd Qtr \$562.50 |
| TOTAL | \$ 8,001.00 | \$ 13,000.00 | \$ 19,000.00 | \$ 15,500.00 |

Title 3 - REVENUE AND FINANCE
Chapter 3.20 Nonprofit Appropriations

Chapter 3.20 Nonprofit Appropriations

3.20.010 Purpose.

The purpose of this Chapter is to provide for the manner in which nonprofit organizations may apply to the Town to receive a charitable appropriation from the Town. The appropriation of money to nonprofit organizations is within the sole discretion of the Town Council, and shall not be deemed an entitlement by any organization regardless of eligibility, need, public purpose or availability of funds.

3.20.020 Funding.

- A. Nonprofit appropriations shall be funded by monies from the PS Miller Trust Fund. The amount available for the Town's nonprofit appropriations shall be determined annually by the Town Council. Funding for services provided to the Town by any eligible nonprofit organization pursuant to written contract shall be excluded from the provisions of this Chapter.
- B. Town Council-approved appropriations will be distributed upon receipt of invoice as follows:

| <i>Appropriation Amount</i> | <i>Distribution</i> |
|-----------------------------|--|
| \$0—\$10,000 | Full payment in January |
| \$10,001—\$20,000 | Equal semi-annual payments (Jan./Jul.) |
| More than \$20,000 | Equal quarterly payments (Jan./Apr./Jul./Oct.) |

The above schedule may be revised at the discretion of the Town Council.

3.20.030 Eligibility.

The Town Council may consider appropriating money to nonprofit organizations that provide a significant benefit to Town residents and that meet the following criteria:

- A. Organizations currently approved and operating, for a minimum of one (1) year, pursuant to Section 501(c)(3) or Section 501(c)(19) of the Internal Revenue Code of 1986, as amended, including relevant regulations, temporary regulations and proposed regulations or a collaboration of agencies and/or businesses where the lead organization is currently approved and operating, for a minimum of one (1) year, pursuant to Section 501(c)(3) or Section 501(c)(19) of the Internal Revenue Code of 1986, as amended, including relevant regulations, temporary regulations and proposed regulations;
- B. Organizations which support or benefit a broad spectrum of the Town's residents, excluding support to narrow-range or limited-purpose programs, such as school or club activities, political activity groups, etc. Preference may be shown to nonprofit organizations which serve low-income residents of the Town and those which show a collaborative effort; and
- C. Organizations whose use of requested funds will primarily serve Town residents.

(Ord. 2008-36 §1, 2008; Ord. 2007-21 §1, 2007; Ord. 97-19 §1(part), 1997; Ord. 95-47 §1(part), 1995)

3.20.040 Application.

An eligible organization shall provide to the Assistant Town Manager or designee, on or before August 1 of each year, an original application, plus ten (10) copies, which shall include the following information:

- A. Name of the organization.
- B. Purpose of the organization.
- C. Proof of nonprofit status.
- D. Detailed summary stating the purpose of the program to be funded by the requested funds, its goals and objectives of the upcoming program year and how the requested funds would be utilized to accomplish such goals and objectives.
- E. Amount of appropriation requested. If funds are to be used for an area larger than Castle Rock, the applicant shall break down the total number of people within Castle Rock to be served.
- F. Current year financial statements, including budget and year-to-date actuals.
- G. Next year's budget, including revenues and expenditures. The applicant shall indicate whether the budget is preliminary or final, and board-approved. The applicant shall provide a breakdown of revenues and funding by source and a summary of expenditures detailing the percentage relation between anticipated administrative costs and program expenses.
- H. Latest fiscal year's audited financial statements and management letter.
- I. All continuing programs must submit a detailed summary of use of prior appropriation and its relation to attainment of previously stated goals and objectives.
- J. The applicant's statement supporting Town appropriation of funds for requested purpose.

(Ord. 2006-26 §9, 2006; Ord. 97-19 §1(part), 1997; Ord. 95-47 §1(part), 1995)

3.20.050 Hearing.

The Town Council shall establish policies and procedures for applications and consideration of nonprofit agency funding requests.

3.20.060 Supersession.

This Chapter shall supersede any conflicting state statutory provisions.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 18. **File #:** RES 2025-147

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Shawn Griffith, assistant Director of Operations
Nicolas Van Kooten P.E., SCADA Superintendent

Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Logical Systems, LLC

Executive Summary

Castle Rock Water (CRW) staff requests Town Council approval of a Resolution (see **Attachment A**) approving an acquisition and services agreement with Logical Systems, Inc. (LSI) for the Supervisory Control and Data Acquisition (SCADA) Master Plan Phase V Ray Waterman and Remotes Sites Implementation project, for the not to exceed amount of \$5,921,200, with a 10% Town managed contingency of \$592,120, for a total authorization request of \$6,513,320.

The SCADA system is crucial to the security and efficient operation of CRW's water and wastewater facilities. In 2019, the SCADA Master Plan (MP) was completed to assess the system and develop a plan for its upgrade, maintenance, and operation. The Town Council approved the SCADA MP on December 17, 2019, which identified approximately \$12 million in expenditures over seven years.

In late 2023, the SCADA MP implementation cost was reviewed and updated, revealing a 26% increase in equipment and implementation costs since 2019. Additionally, the update included newly identified work not previously covered in the 2019 scope. As a result, the revised estimated cost, as determined by CRW's engineering consultant, for full implementation of the plan is approximately \$24.1 million, and the schedule has been extended with completion expected within a ten-year period.

SCADA MP costs from 2021-2023 were \$4,804,556, which included cybersecurity system segregation, Backhaul radio communications ring, SCADA System server, software, and equipment upgrades. In 2024 through 2025, the SCADA Master Plan Phase IV Miller project was designed and implemented.

The table below shows the total approved expenditures to date on the SCADA MP by vendor as well

Item #: 18. File #: RES 2025-147

as the estimated future expenditures:

| Project | PO | Vendor | Year | Amount |
|---|---------|----------------------|------|---------------------|
| Projects 2021-2023 MP Phases I-III | | | | \$4,804,556 |
| SCADA Master Plan Phase IV | 2787 | Tetra Tech | 2024 | \$90,744 |
| Screen Development | 2797 | LSI | 2024 | \$302,800 |
| Miller WTP PLC Equipment | 2805 | Rexel | 2024 | \$124,750 |
| O&M Building PLC Equipment | 2833 | Rexel | 2024 | \$46,327 |
| OWL Data Diode Renewal & Historian | 2843 | Rexel | 2024 | \$31,704 |
| Remote Sites Screen Development | 2854 | LSI | 2024 | \$102,630 |
| RFP for SCADA Master Plan Phase IV | 2860 | Burns & McDonnell | 2024 | \$79,236 |
| Founders Emergency Programming & Commissioning | 2907 | Techneaux | 2024 | \$72,450 |
| SCADA Master Plan Phase IV Oversight | 2937 | Burns & McDonnell | 2024 | \$117,241 |
| SCADA All Hazards Assessment | 2979 | Tetra Tech | 2025 | \$38,765 |
| Edge MQTT Device Purchase | 3119 | LSI | 2025 | \$30,210 |
| Portable Lift Station Panel Purchase | n/a | EMC | 2025 | \$13,396 |
| Phase V -Ray Waterman Design Project | 3018 | Burns & McDonnell | 2025 | \$479,759 |
| Subtotal: Completed Projects to Date | | | | \$6,334,568 |
| Pending Projects | | | | |
| Phase IV- Miller WTP & Remote Sites Upgrade | 2934 | LSI | 2024 | \$4,475,720 |
| Phase V -Ray Waterman Oversight Project | pending | Burns & McDonnell | 2025 | \$234,495 |
| Phase V -Ray Waterman Implementation Project | pending | LSI | 2026 | \$6,513,320 |
| Phase VI -Meadows Upgrade Project | pending | Master Plan Estimate | 2027 | \$6,500,000 |
| Total Expenses | | | | \$24,058,103 |

Remaining estimated costs for full implementation of the SCADA MP include Meadows Water Treatment Plant - Phase VI and its remote sites, currently anticipated to cost on the order of \$6.5 million; this figure is included in the chart's Pending Projects cost estimate.

Budget Impact

Funds have been budgeted each year, through 2028, for the SCADA MP Implementation. Funds for this project will be taken from the Water, Water Resources, and Wastewater CIP SCADA System Improvements line items with phased expenditures per year, as follows:

| Fund Name | Account Number | Cost | 2025 Balance | 2026 Balance | 2027 Balance | 2028 Balance |
|-----------|--------------------|-------------|--------------|--------------|--------------|--------------|
| Water | 210-4275-442.75-41 | \$3,256,660 | \$5,165,123 | \$2,162,770 | \$2,162,770 | \$2,162,770 |

Item #: 18. File #: RES 2025-147

| | | | | | | |
|-----------------|--------------------|-------------|-------------|-------------|-------------|-------------|
| Water Resources | 211-4375-443.75-41 | \$1,628,330 | \$519,024 | \$1,081,385 | \$1,081,385 | \$1,081,385 |
| Wastewater | 213-4575-445.75-41 | \$1,628,330 | \$1,999,233 | \$1,081,385 | \$1,081,385 | \$1,081,385 |
| Total | | \$6,513,320 | \$7,683,380 | \$4,325,540 | \$4,325,540 | \$4,325,540 |

Staff Recommendation

Staff recommends an acquisition and services agreement with LSI to complete the SCADA MP Phase V Ray Waterman and Remote Sites System Implementation project, for the not-to-exceed amount of \$5,921,200 with a 10% Town managed contingency for a total authorization of \$6,513,320.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

- Staff Report
- Attachment A: Resolution
- Exhibit 1: Agreement
- Attachment B: Letter from B&McD
- Attachment C: Sole Source Justification



STAFF REPORT

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Shawn Griffith, Assistant Director of Operations
Nicolas Van Kooten P.E., SCADA Superintendent

Title: **A Resolution Waiving Formal Written Bidding Requirements Based on Sole Source and Approving an Equipment and Services Agreement with Logical Systems, Inc. for the SCADA Master Plan Phase V Project Implementation**
[Entire Castle Rock Water Service Area]

Executive Summary

Castle Rock Water (CRW) staff requests Town Council approval of a Resolution (see **Attachment A**) approving an acquisition and services agreement with Logical Systems, Inc. (LSI) for the Supervisory Control and Data Acquisition (SCADA) Master Plan Phase V Ray Waterman and Remotes Sites Implementation project, for the not to exceed amount of \$5,921,200, with a 10% Town managed contingency of \$592,120, for a total authorization request of \$6,513,320.

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SCADA MP costs from 2021-2023 were \$4,804,556, which included cybersecurity system segregation, Backhaul radio communications ring, SCADA System server, software, and equipment upgrades. In 2024 through 2025, the SCADA Master Plan Phase IV Miller project was designed and implemented.

The table below shows the total approved expenditures to date on the SCADA MP by vendor as well as the estimated future expenditures:

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| Projects 2021-2023 MP Phases I-III | | | | \$4,804,556 |
| SCADA Master Plan Phase IV | 2787 | Tetra Tech | 2024 | \$90,744 |
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| Total Expenses | | | | \$24,058,103 |

Remaining estimated costs for full implementation of the SCADA MP include Meadows Water Treatment Plant - Phase VI and its remote sites, currently anticipated to cost on the order of \$6.5 million; this figure is included in the chart's Pending Projects cost estimate.

Notification and Outreach Efforts

This project is security-sensitive, and no public outreach is planned. Work will be performed at various CRW water treatment facilities and accessed only by authorized individuals and staff.

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water Commission was provided with a presentation on the SCADA MP on December 11, 2019, and voted to recommend Council approval. The Town Council adopted the Tetra Tech SCADA Master Plan Update on February 18, 2025.

Castle Rock Water Commission was provided with a presentation on the SCADA MP Phase III project on July 27, 2022, and voted to recommend Council approval. The SCADA Master Plan Phase III -Founders and Remote sites upgrade, was approved by Council on August 16, 2022, and completed by Techneaux Technology Services in April of 2024.

Castle Rock Water Commission was provided with an informational update on the SCADA MP Phase IV on July 24, 2024. There was no motion made, but the Commission was generally interested in pursuing the project. The Phase IV -Miller and Remote Sites Upgrade was approved by Council on September 3, 2024, with a projected completion date of April 2026.

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on October 22, 2025, and the Castle Rock Water Commission voted unanimously 5 to 0 to recommend Town Council approval of the Resolution as presented.

Discussion

The SCADA system is separate and segregated from other Town computer networks and is a stand-alone system by which many CRW assets are controlled remotely.

This project will replace software, hardware, and wiring for existing control systems at the Ray Waterman Regional Water Treatment Center (RWRWTC) and associated remote facilities. Contractor services will also include start up testing (with staff training) to ensure compatibility with existing equipment, for all SCADA control systems at these facilities.

A more robust Operational Technology (OT) system will address deficiencies within the existing systems and bring the systems into compliance with modern cybersecurity and equipment safety standards. It will also reduce network failure risk due to aging equipment, reduce costs of support by utilizing current, non-obsolete hardware and software, improve operator efficiency by standardizing equipment and procedures, and properly manage risk and resilience associated with process automation.

The SCADA MP specified that the importance of system standardization and integration is paramount. Staff typically provides several preferred integrators that bid on the implementation of the MP upgrades. CRW requested that their on-call SCADA support consultant, Burns & McDonnell Engineering (B&McD), conduct a review and provide written comments on the competitive bid process versus utilizing one consistent system integrator for the MP Phase V implementation. A synopsis of the B&McD report is listed below and the report is provided as ***Attachment B***:

Having multiple integration contractors, based on a low bid, provide Instrumentation and Control Services (I&C) implementation services results in:

- Non-uniform I&C components and designs
- Non-uniform I&C workflows
- Non-uniform programming
- Additional effort required to bring contractors up-to-speed on CRW preferences
- I&C standards may not be conveyed properly on drawings and specifications
- Initial cost savings may be provided by competitive bids
- This approach could potentially cause long-term operations and maintenance costs that exceed initial costs due to non-standardized implementation

Having one integrator provide I&C implementation services for MP implementation projects provides:

- Higher level of I&C system standardization
- Standardized I&C instrument programming
- Consistent programming that reflects an integrator's preferences (in accordance with CRW SCADA's standards)
- This approach may result in higher initial costs, but these costs will be offset by lower long-term programming, updating, instrument maintenance, and staff training costs

Staff would like to utilize LSI for the Phase V project through a sole source justification (see **Attachment C**) as they did high quality work on the MP Phase IV project and understand the specific I&C requirements of the Phase V scope. Given the security-sensitive nature of the Cybersecurity portion of the MP, LSI signed a non-disclosure agreement with the Town to ensure confidentiality and protect sensitive information. LSI was the low bidder on the Phase IV project as well as a number of other SCADA projects. LSI will come in on budget for Phase IV of the project. B&McD reviewed the proposed price provided by LSI for Phase V and determined the cost was a competitive cost and recommended award to LSI. Despite the recommendations of CRW's engineering consultant, CRW approached LSI and requested that they further refine their proposal to ensure that it is competitive. LSI was able to reduce the proposed cost another \$271,700 after consultation on scope of work with CRW and contingencies they had included in their price.

LSI will update the following facilities:

- | | |
|--------------------------------|-------------------------------------|
| • Ray Waterman Treatment Plant | • Pinery Interconnect |
| • Well Site Castle Oaks 8 | • Castle Oaks Valve Vault |
| • Well Site Castle Oaks 7 | • Well Site Heckendorf |
| • Well Site Castle Oaks 6 | • CR1 Diversion |
| • Castle Oaks Lift Station | • Central Well Field AL-1, 2 & 9 |
| • Well Site Woodlands 1 | • Central Well Field AL-16, 18 & 20 |
| • Well Site Canyons South | • Well Site CR 11, 12, 13 |
| • Reservoir 3 | • Well Site 204 |
| • Black Pine PRV | • Well Site 176 |

Once awarded, this project will take approximately 21 months to fully implement. Scheduling of LSI's work will be coordinated with CRW's operations and will require the majority of the work

to be completed during low-demand seasons (winters). Given these constraints, the goal is to complete this project by August of 2027.

Budget Impact

Funds have been budgeted each year, through 2028, for the SCADA MP Implementation. Funds for this project will be taken from the Water, Water Resources, and Wastewater CIP SCADA System Improvements line items with phased expenditures per year, as follows:

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| Total | | \$6,513,320 | \$7,683,380 | \$4,325,540 | \$4,325,540 | \$4,325,540 |

Staff Recommendation

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Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

- Attachment A: Resolution
- Exhibit 1: Agreement
- Attachment B: Letter Report from B&McD
- Attachment C: Sole Source Justification

RESOLUTION NO. 2025-147

A RESOLUTION WAIVING THE FORMAL WRITTEN BIDDING REQUIREMENT ON THE BASIS OF SOLE SOURCE AND APPROVING AN EQUIPMENT AND SERVICES ACQUISITION AGREEMENT WITH LOGICAL SYSTEMS, LLC

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified the need for a contractor to assist with the implementation of Phase V of the Supervisory Control and Data Acquisition (SCADA) Master Plan (the “Project”); and

WHEREAS, under the Town Purchasing Policies and Procedures, the requirement for formal written sealed bids may be waived where only one known source exists, only one single supplier can fulfill the requirements, the service is of a unique nature, the service allows for standardization with existing equipment, or the Town currently has a contract in place with a contractor for similar work (“sole source”); and

WHEREAS, the Town has determined that Logical Systems, LLC (the “Contractor”) is best suited to provide the services to the Town as the service is of a unique nature and allows for standardization with existing Town equipment; and

WHEREAS, according to Section 3.02.060.A.4 of the Castle Rock Municipal Code, Town Council has the authority to waive the requirement for formal written sealed bids on the basis of sole source for the procurement of work or services in excess of \$250,000; and

WHEREAS, Town Staff recommends Town Council waive the formal written sealed bids requirement on the basis of sole source for the Project; and

WHEREAS, should Town Council approve the sole source with the Contractor, the Town and the Contractor have agreed to the terms and conditions by which the Contractor will provide the services and equipment to the Town (the “Agreement”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Sole Source Approval. The sole source justification form is hereby approved in the form presented at tonight’s meeting.

Section 2. Agreement Approval. The Agreement between the Town and the Contractor is hereby approved in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement and any technical amendments thereto by and on behalf of the Town.

Section 3. Encumbrance and Authorization for Payment. In order to meet the Town’s financial obligations under the Agreement, the Town Council authorizes the expenditure and payment in an amount not to exceed \$5,921,200.00, plus a Town-managed contingency in the amount of \$592,120.00, unless authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water



**TOWN OF CASTLE ROCK
EQUIPMENT AND SERVICES ACQUISITION AGREEMENT
(SCADA Master Plan Phase V Implementation – Castle Rock Water)**

DATE: October 21, 2025.

PARTIES: **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Town”).

LOGICAL SYSTEMS, LLC, a Tennessee limited liability company, 2756 Appling Center Cove, Suite 101, Memphis, Tennessee 38133 (“Contractor” or “LSI”).

RECITALS:

- I. The Town may authorize a Sole Source purchase if: (1) the product or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town; (2) the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town; or (3) the Town currently has a contract in place with a vendor for like products or services.
- II. The Town wishes to engage Contractor pursuant to its Sole Source policy to provide the services more fully described in the following Agreement and Exhibits.

TERMS:

1. **Scope of Services.** Contractor shall perform all of the services and provide all materials as set forth on *Exhibit I* (“Services”). Contractor shall complete the Services consistent with standards and practices of the profession.

2. **Payment.** The Town’s total obligation to Contractor under this Agreement for the Services shall not exceed **\$5,921,200.00**, unless authorized in writing by the Town. Contractor shall invoice Town for the Services rendered in accordance with the rate and fee schedule set forth in *Exhibit I*. Town may withhold payment in whole, or in part for the Services found by the Town to be not conforming to this Agreement, not in conformance with all applicable federal, state, and local laws, ordinances, rules and regulations, or if Contractor is in default of the Inspection and Warranty Section herein, below. Town shall remit payment, whether whole or in part within fifteen (15) days of receipt of such invoice.

3. **Term.** The term of this Agreement shall commence upon the execution of this Agreement and expire on **August 1, 2027** (the “Term”). The Parties may mutually agree to extend the Term of this Agreement under the same terms and conditions by a written amendment to this Agreement prior to the expiration of this Agreement. Nothing in this paragraph prohibits the parties from amending the payment section and/or incorporating an updated rate and fee schedule should the Parties elect to extend the term of the Agreement. Contractor shall complete any Services in progress as of the expiration date. Contractor shall devote adequate resources, in its professional opinion, to assure timely completion of the Services in accordance with the standards specified in this Agreement. Contractor shall perform the Services under this Agreement using a standard of care, skill and diligence ordinarily used by reputable professionals performing under circumstances similar to those required by this Agreement.

4. **Termination.** Town shall have the right to terminate this Agreement with or without cause at any time with ten (10) days' written notice to Contractor. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination. In the event that the Town terminates this Agreement without cause, such fees may include reasonable demobilization costs, restocking fees and other reasonable costs incurred by Contractor as a result of such termination (the "Termination Fees"). The Town shall not be required to pay any Termination Fees which would result in the cumulative total payment to Contractor under this Agreement exceeding the Town's total payment obligation as listed in Paragraph 2 of this Agreement. Contractor shall provide the Town with an itemization of the Termination Fees if such fees are incurred. Contractor shall not be entitled to charge Termination Fees if the Town terminates this Agreement for cause, or if Contractor is in default under this Agreement. Upon termination, Contractor shall immediately turn over all work product, materials, deliverables created up to the point of termination.

5. **Subcontractors.** Contractor may utilize subcontractors to assist with specialized Services as necessary to complete the Services. Contractor will submit any proposed subcontractor and the description of subcontractor services to the Town for its prior approval.

6. **Inspection and Warranty.** Town reserves the right to inspect the Services provided under this Agreement at all reasonable times and places during the term of this Agreement. Alternatively, the Town may refuse the Services and cancel all or any part of this Agreement if Contractor fails to deliver all or any part of the Services in accordance with the terms and conditions of this Agreement. Failure by the Town to inspect and test the Services shall not relieve Contractor of such responsibility. Any acceptance by the Town shall not be deemed a waiver or settlement of any defect or nonconformity in such Services. If Town elects to accept nonconforming or defective Services, Town, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate Town for the nonconformity or defect. Contractor expressly warrants that all materials and/or equipment manufactured by Contractor and furnished under this Agreement shall be free from defects in materials or workmanship, are installed properly and in accordance with the manufacturer recommendations or other industry standards, and will function in conformance with this Agreement for a period of one (1) year from the date of delivery or installation. Contractor, shall, at its option, repair or replace any material and/or equipment that fail to satisfy this warranty during the warranty period. Additionally, Contractor agrees to assign to the Town all written manufacturer warranties relating to the supplies and to deliver such written warranties to the Town.

7. **Risk of Loss.** With respect to any goods or equipment provided under this Agreement, risk of loss shall not pass to the Town until such equipment has been received and accepted by the Town, pursuant to the Inspection and Warranty Section herein, above, at the destination specified by the Town. Contractor assumes full responsibility for packing, crating, marking, transporting, and liability for loss or damage in transit, notwithstanding any agreement by the Town to pay freight, express or other transportation charges.

8. **Annual Appropriation.** The continuance of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the Town. If the Town fails to appropriate sufficient monies to provide for the continuance of the Agreement, the Agreement shall terminate on the final day preceding the date of the beginning of the first fiscal year for which funds are not appropriated. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination.

9. **Assignment.** This Agreement shall not be assigned by Contractor without the written consent of the Town.

10. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Agreement, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

11. **Insurance.**

A. **General Conditions:** Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VII" or better. Each policy shall require notification to the Town in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the Town. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the Town by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s). Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement. All commercial and automobile liability policies shall have the following additional provisions:

- Severability of interests or separation of insureds provision;
- Provision that coverage is primary and non-contributory with other coverage maintained by the Town;
- The underlying Agreement is an "insured contract" under the policy;
- Defense costs shall be outside the policy limits for liability coverage.

B. **Proof of Insurance:** Contractor may not commence services or work relating to this Agreement prior to placement of coverages required under this Agreement. Contractor certifies that the certificate of insurance attached as *Exhibit 2*, preferably an ACORD form, complies with all insurance requirements of this Agreement. The Town's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of this Agreement or of any of the Town's rights or remedies under this Agreement. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Town may require additional proof of insurance, including but not limited to policies and endorsements.

C. **Additional Insureds:** For Commercial General Liability and Automobile Liability, Contractor and subcontractor's insurer(s) shall include the Town, its elected and appointed officials,

officers, employees, agents and volunteers acting within the course and scope of their duties for the Town as additional insured.

D. **Waiver of Subrogation:** For all coverages required under this Agreement, Contractor's insurer shall waive subrogation rights against the Town, its elected and appointed officials, officers, employees, agents and volunteers acting within the course and scope of their duties for the Town.

E. **Subcontractors:** Contractor shall confirm and document that all subcontractors (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.

F. **Workers' Compensation and Employer's Liability Insurance:** Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

G. **Commercial General Liability:** Contractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each occurrence and \$2,000,000 products and completed operations aggregate, and \$2,000,000 general aggregate (per project). The policy shall provide coverage for all claims for bodily injury, property damage (including loss of use), products and completed operations, and contractual liability.

H. **Automobile Liability:** Contractor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

I. **Professional Liability:** Contractor shall maintain minimum limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force, or a Tail policy placed, for three (3) years after the completion of the services.

12. **Colorado Governmental Immunity Act.** The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

13. **Indemnification.** Contractor expressly agrees to defend, indemnify and hold harmless Town or any of its agents, officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts or willful misconduct of Contractor or any of their employees or agents in performing Services pursuant to this Agreement. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Contractor. These defense and indemnification obligations shall survive the expiration or termination of this Agreement.

14. **Delays.** Any delays in or failure of performance by any party of the obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes,

labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control of such party.

15. **Additional Documents & Entire Agreement.** The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Agreement. Further, this Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

16. **Time of the Essence.** Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party as defined in Paragraph 17 below and with the exception of any delay excused under Paragraph 14 herein, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be reasonable.

17. **Default and Remedies.** In the event either party should default in performance of its obligations under this agreement, and such default shall remain uncured for more than ten (10) days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies (subject to the following limitations on damages) and recover its reasonable attorney's fees and costs in such legal action. No party will be entitled to lost profits or incidental, consequential, punitive or exemplary damages in the event of a default.

18. **Limitation of Liability.** In no event shall either party be liable for lost profits or incidental, consequential, punitive or exemplary damages under this Agreement. Contractor's liability hereunder shall be limited to (a) insurance proceeds paid, or (b) in the event that insurance does not timely pay, to the payment made to Contractor under this Agreement; provided, however, that should insurance proceeds not be available or paid out due to Contractor's failure to possess or maintain insurance coverage as required by this Agreement, or through any other act or failure by Contractor impacting the availability or payment of insurance proceeds, the aforementioned limitation on liability shall not apply. Town's liability shall be limited to the payment made to Contractor under this Agreement.

19. **Waiver.** A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

20. **Venue, Choice of Law and Disputes.** Venue for all legal actions shall lie in the District Court in and for the County of Douglas, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Municipal Code, rules, regulations, Executive Orders, and fiscal rules of the Town.

21. **Americans with Disabilities Act.** Contractor agrees to ensure that any deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement, to include website design services, will comply with all requirements of Title II of the Americans with Disabilities Act and, where applicable, Section 504 of the Rehabilitation Act, the Architectural Barriers Act, and the Colorado Anti-Discrimination Act. To the extent any deliverables, work, services, or equipment developed, designed, constructed or produced pursuant to this Agreement fail to comply with the requirements of this Section, Contractor shall indemnify the Town in accordance with the terms of this Agreement and, at the Town's option, shall re-visit, re-construct, or similar, the non-

compliant deliverable, work, service, or equipment, or reimburse the Town for the cost associated with bringing the non-compliance deliverable, work, service or equipment into compliance.

22. **No Discrimination in Employment.** The Town is a governmental agency and, therefore, in connection with the performance of Work or Services under this Agreement, Contractor shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability, or any other protected class under Federal or State law; and Contractor shall insert the foregoing provision in any subcontracts hereunder.

23. **Title VI Compliance.** To the extent applicable, Contractor shall ensure its current and future compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., as amended, which prohibits the exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin.

24. **Advertising and Public Disclosure.** Contractor shall not include any reference to this Agreement or goods or services provided pursuant to this Agreement in any of Contractor's advertising or public relations materials without first obtaining the written approval of the Town. Nothing herein, however, shall preclude the transmittal of any information to officials of the Town, including without limitation, the Town Attorney, Town Manager, and the Town Council.

25. **Ownership of Documents, Open Records, and Copyright.** Any work product, materials, and documents produced by the Contractor pursuant to this Agreement shall become property of the Town upon delivery and shall not be made subject to any copyright or made confidential or protected in any manner unless authorized by the Town. Other materials, methodology and proprietary work used or provided by the Contractor to the Town not specifically created and delivered pursuant to the Services outlined in this Agreement may be protected by a copyright held by the Contractor and the Contractor reserves all rights granted to it by any copyright. However, Contractor acknowledges and understands that the Town is subject to the Colorado Open Records Act, C.R.S. § 24-72-201, et seq. The Town shall not reproduce, sell, or otherwise make copies of any copyrighted, confidential or protected material, subject to the following exceptions: (1) for exclusive use internally by Town staff and/or employees; or (2) pursuant to a request under the Colorado Open Records Act, C.R.S. § 24-72-201, et seq., to the extent that such statute applies; or (3) pursuant to law, regulation, or court order. The Contractor waives any right to prevent its name from being used in connection with the Services.

Contractor warrants that all Services or Work performed under this Agreement shall comply with all applicable patent, trademark and copyright laws, rules, regulations and codes of the United States. Contractor shall not knowingly utilize any protected patent, trademark or copyright in performance of the Work or Services unless Contractor has obtained proper permission and all licenses, releases and other necessary documents. Contractor releases, defends, indemnifies and holds harmless the Town, its officers, agents, and employees from any and all claims, damages, suits, costs, expenses, liabilities actions or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, the performance of the Work or Services under this Agreement which infringes upon any patent, trademark or copyright protected by law, except where (a) the Work or Services are provided in conformance with the Town's express specifications, or (b) third-party manufactured goods or materials are incorporated into the Work or Services.

26. **Authority.** The individuals executing this Agreement represent that they are expressly authorized to enter into this Agreement on behalf of the Town and the Contractor and bind their respective entities. This Agreement is executed and made effective as provided above.

27. **Independent Contractor.** Contractor and the Town hereby represent that Contractor is an independent contractor for all purposes hereunder. Contractor is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. Contractor shall not create any indebtedness on behalf of the Town.

28. **No Third-Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Contractor, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than Town or Contractor receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

29. **Counterparts & Electronic Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall be deemed to constitute one and the same instrument. Each of the parties hereto shall be entitled to rely upon a counterpart of the instrument executed by the other party and sent by electronic mail. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

30. **Licenses/Taxes.** Contractor affirms it is licensed to do business in the State of Colorado and is in good standing. Further, Contractor shall be solely responsible for paying all applicable taxes associated with or arising out of this Agreement.

31. **Confidentiality.** Contractor agrees that it shall treat as confidential all information provided by the Town regarding the Town's business and operations. All confidential information provided by the Town hereto shall be used by Contractor solely for the purposes of rendering services or work pursuant to this Agreement and, except as may be required in carrying out the terms of this Agreement, shall not be disclosed to any third party without the prior consent of the Town. The foregoing shall not be applicable to any information that is publicly available when provided or which thereafter becomes publicly available or which is required to be disclosed by any regulatory authority in the lawful and appropriate exercise of its jurisdiction over a party, any auditor of the parties hereto, by judicial or administrative process or otherwise by applicable law or regulation.

32. **Priority of Provisions.** In the event that any terms of this Agreement and any Exhibit, attachment, or other referenced document are inconsistent, the following order of priority shall control: (1) this Agreement; (2) Exhibit containing Certificate of Insurance; and (3) Exhibit containing the Scope of Services and Fee Schedule.

ATTACHED EXHIBITS:

EXHIBIT 1 – SCOPE OF SERVICES AND FEE SCHEDULE

EXHIBIT 2 – CONTRACTOR'S CERTIFICATE OF INSURANCE

[SIGNATURE PAGE TO FOLLOW]



ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Stacey Song, Assistant Town Attorney

Mark Marlowe, Director of Castle Rock Water

CONTRACTOR:

LOGICAL SYSTEMS, LLC

By: Carmen Manes
(Print Name)

Carmen Manes
(Signature)

Its: Contract Administrator
(Title)

EXHIBIT 1

SCOPE OF SERVICES AND FEE SCHEDULE

Submitted to: Walter Schwarz
Submitted by: Kristin Scott
Reviewed by: Joey Cate

Creation Date: October 10, 2025
Last Revision Date: October 17, 2025

1 Scope of Work

This scope of work is based on the following source documents provided to LSI which described the current state of Castle Rock Water's SCADA Master Plan Implementation efforts and outlined support needs to 18 facilities including:

180997_SMPP5 Drawings - IFB Revision 1, 180997_SMPP5 Specifications_ IFB Revision 1, and Addendum 1

Per Revision 1 of this proposal, LSI has amended the overall mobilization schedule to allow for back-to-back outages of the Ray Waterman WTP remote sites concurrent with the Ray Waterman WTP outage. In addition, LSI has reduced the overall project meetings effort to bi-weekly remote meetings leading up to and after the Ray Waterman WTP construction phase. Meetings will remain weekly on-site for the duration of the Ray Waterman Construction Phase. LSI has also reduced the training effort for remote sites.

For this scope of work, LSI will be providing the detail design, procurement, and construction efforts for Castle Rock Water. As part of this effort LSI will be providing the electrical and control systems design as well as the control system integration. LSI will provide technical and commercial oversight of the electrical and mechanical installation contractors. LSI will also provide a Project Manager for this effort to provide a single point of interface responsible to Castle Rock Water's Project Manager.

This document forms the entire basis for the scope of work and deliverables between the two parties. No other terms other than those contained herein are agreed to. A written purchase order is required for confirmation of the order and must reference this proposal number.

It is recognized by the parties that the aforementioned scope of services is based on the current evaluation and corresponding request by Castle Rock Water and it is possible that variations in the scope of services specified herein may be adjusted from time to time based on newly found needs and requirements at the facility. In such an event, Logical Systems, LLC will use its best efforts to keep Castle Rock Water informed of any such variations and, in any event, shall receive Castle Rock Water's advance approval prior to undertaking any variations that will increase the costs of services Logical Systems, LLC to Castle Rock Water.

2 Project Management

2.1 Project Management

LSI shall provide specific for its scope, a Project Manager for this effort to serve as the point of contact between Castle Rock Water personnel, contractors, vendors, and the LSI resources working on the project. This allows for timely updates of project milestones and will ensure a seamless documented transfer of information between all parties minimizing the potential for scope changes.

Per Revision 1 of this proposal, LSI has reduced the overall project meetings effort to bi-weekly remote meetings leading up to and after the Ray Waterman WTP construction phase. Meetings will remain weekly on-site for the duration of the Ray Waterman Construction Phase.

For this scope of work, LSI has included the following meetings for the duration of the project.

- For the duration from Notice to Proceed to the beginning of the Ray Waterman Construction Phase* LSI has included bi-weekly remote meetings. LSI has included up to twenty-two (22) remote meetings for this period

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- For the duration of the Ray Waterman Construction Phase* LSI has included weekly on-site meetings. LSI has included up to twenty-six (26) onsite meetings for this period.
- For the duration from the end of Ray Waterman Construction Phase the completion of the last remote site, LSI has included bi-weekly remote meetings. LSI has included up to eighteen (18) remote meetings for this period

A total of 40 remote and 26 onsite meetings will be provided as a part of this proposal.

*Note: For this proposal Ray Waterman Construction Phase is defined as the beginning of Mechanical/Electrical Onsite Work and concludes at the end of LSI Onsite I/O Checkout and Start-up.

3 Equipment and Fabrication

LSI will design, fabricate, and internally wire 20 control panels, 5 remote I/O panels, and 12 motor control panels. These panels will be designed to meet the requirements of being UL 508A Listed based on Issue for Construction drawings developed by LSI and submitted to the Owner for approval. LSI will fabricate and list the panels prior to shipment; any design changes or modifications after Owner's approval of fabrication drawings may require additional funding. Panels will be fabricated and listed utilizing one of LSI's four UL508A certified panel shops.

Additionally, LSI will design, fabricate, and internally wire nine (9) transmitter panels, one (1) intrinsically safe junction box, four (4) actuator local control panels, one (1) sump pump motor starter panel, and two (2) sample pump starter panels. These panels will not be UL Listed.

In addition to the panels above, LSI will also be procuring and providing various instrumentation for the Ray Waterman WTP and remote sites per the provided drawings and specifications.

4 Hardware Design Effort

For this scope of work, LSI will design and create drawings for all panels listed above in Section 3. LSI will provide a pre-construction submittal for the material to be provided as well as panel layout and schematic drawings for the 54 panels included in this scope of work. These submittals will be provided electronically in PDF format. AutoCAD DWG drawings will be provided to the Owner upon request. Hard copies are not included.

In addition, LSI will be conducting individual site detail design. Included in this detail design is the effort for system walk-down and research and creating detailed contractor scope of work documents for both mechanical and electrical installations and demolitions. This detailed design will also include conduit routing, wire way installation details, power distribution drawings, and cable schedules depending on the site.

5 Control System Integration Effort

5.1 Control System Integration Effort

LSI will provide the control system integration effort required for three (3) ControlLogix processors at Ray Waterman WTP, 15 CompactLogix processors at remote sites, and two (2) Opto22 processors at remote sites. This effort will also include configuring MQTT Ignition Edge PCs for the 15 Compact Logix remote sites and configuring the Ignition Edge driver in the two (2) Opto22 processors to integrate the remote sites with Castle Rock's existing FactoryTalk View SE application. Ignition visualization efforts are excluded from this scope of work.

It is estimated that this project will require updating up to 15 existing SCADA screens for Ray Waterman WTP, one (1) existing FactoryTalk ViewSE SCADA screen for each remote site, and modification to two (2) system overview and summary screens. In addition, LSI will be providing simple operator terminal screens for each site with Allen-Bradley Processors. These OIT graphics will mirror the SCADA functionality of these sites. Additional local functionality not included in the SCADA screens is not included in this proposal.

In addition, LSI will also be developing functional description/control narrative documents for each individual site detailing control schema, AOI configuration, and functional specifications for the site and associated equipment.

6 Documentation

Upon installation and commissioning of a site, LSI will as built all panel drawings and provide an operations and maintenance (O&M) manual for the equipment reflecting as-built parameters and configuration of the system as left after completion. Documentation will be provided electronically in PDF and DWG format. Hard copies are not included.

For this proposal, LSI will redline mechanical drawings with instrumentation ranges for equipment provided by LSI. All other mechanical drawing redlines are excluded from this scope of work.

7 Training

Per Revision 1 of this proposal, LSI has reduced the training effort for remote sites from four (4) hours per site to three (3) hours per site.

LSI will provide training for the Castle Rock Water Operations team on the system updates. This proposal includes up to three (3) hours of in-person training for each remote site and up to 32 hours for in-person training at Ray Waterman WTP.

8 Installation

LSI will subcontract a licensed electrical contractor for the electrical scope of work and a licensed mechanical contractor for the mechanical scope of work. LSI has successfully collaborated directly with local firms including Sun Valley Electric and Piper Electric in the past.

LSI received bids from both contractors listed above. LSI conducted interviews with each company to evaluate the provided proposals.

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For the purposes of this proposal, LSI has included the subcontracted electrical and mechanical installation effort from Sun Valley Electric. From the interviews, LSI believes that Sun Valley Electric exhibited the best understanding of the approach to complete this scope of work. If requested, LSI will work with Castle Rock Water to select another contractor for this scope of work, however it should be noted that this may cause a change to the overall project cost.

The overall installation effort is estimated. In the event the effort will require more construction labor, LSI will work with Castle Rock Water to communicate the variances and potentially issue a change order.

9 On-Site Support

LSI will provide on-site installation support for the startup and commissioning of new equipment and integration of the new control panels with the Castle Rock Water's SCADA system.

Per Revision 1 of this proposal, LSI has amended the overall mobilization schedule to allow for back-to-back outages of the Ray Waterman WTP remote sites concurrent with the Ray Waterman WTP outage. With that adjustment, the overall construction mobilization schedule reduced from 50 weeks to 42 weeks.

Unforeseen on-site delays with existing site conditions, network connections, production rescheduling, plant services, and personnel are not taken into account of which any of these could contribute to extending support over the estimated period. In addition, the estimated period does not account for personnel staying over a weekend or returning on-site for production standby.

9.1 Construction Management

LSI is to provide the overall Construction Management effort for both the Mechanical and Electrical effort required for the upgrades at Ray Waterman and the Remote sites. For this purpose of this proposal, LSI has assumed this effort will be forty-two (42) 40-hour weeks during the installation season of Oct 2026 – July 2027.

9.2 Post Commissioning Support

LSI has included up to six (6) hours per remote site for post commissioning support. Additionally, LSI has included up to 48 hours of effort to address punch list items for Ray Waterman WTP after the plant startup.

10 Client Responsibilities

10.1 Source Documentation

Castle Rock Water is to provide relevant project drawings, documentation, and configuration files from the existing process(es) to LSI.

10.2 Existing Equipment Condition

Any equipment required for this scope of work that is existing or provided by others is assumed to be fully functional and operational to support the scope of work. Any equipment found to be in unsatisfactory condition will be repaired or replaced as a change order, separate scope, or by others, as agreed upon by LSI and Castle Rock Water. Should the equipment condition impact LSI's ability to perform the scope, a change order or schedule adjustment may be required by LSI to proceed.

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Submitted by: Kristin Scott

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Reviewed by: Joey Cate

10.3 On-Site Infrastructure for LSI Use

Castle Rock Water will, at a minimum, provide the following (as needed) for the LSI execution team and this scope:

- Badged Site Access and Parking
- Internet Access to LSI VPN and bandwidth for audio/video conferencing
- Printing/Plotting
- Working and Meeting Space

10.4 Network Configuration

Town of Castle Rock is to provide configuration parameters of network switches and XetaWave radio settings.

11 Schedule

Per specification documents, work is expected to begin November 20, 2025, and continue through August 13, 2027.

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Submitted by: Kristin Scott

Last Revision Date: October 17, 2025

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12 Pricing

Pricing is Fixed Price. **Updated pricing has been provided per revision 1 of this proposal.**

The pricing below is based on current valid price quotes; however, pricing is subject to change until the equipment ships. Due to current supply chain uncertainties, these quotes most likely will increase before delivery due to tariffs and inflationary pressures. As a partner, we believe it best to make it extremely clear the potential that pricing could change upon delivery, outside of the control of LSI or Castle Rock Water.

| No. | Site Name | Quantity | Unit | Labor Price | Equipment Price | Total Price |
|-----|-----------------------------------|----------|------|-------------------------------|------------------|-----------------|
| 1 | Ray Waterman WTP | 1 | LS | \$ 1,213,400.00 | \$ 1,092,000.00 | \$ 2,305,400.00 |
| 2 | Castle Oaks LS | 1 | LS | \$ 142,000.00 | \$ 90,900.00 | \$ 232,900.00 |
| 3 | Black Pine PRV | 1 | LS | \$ 87,800.00 | \$ 79,400.00 | \$ 167,200.00 |
| 4 | Woodlands 1 Well Site | 1 | LS | \$ 120,900.00 | \$ 74,500.00 | \$ 195,400.00 |
| 5 | Reservoir 3 | 1 | LS | \$ 61,100.00 | \$ 13,700.00 | \$ 74,800.00 |
| 6 | Castle Oaks Valve Vault | 1 | LS | \$ 72,600.00 | \$ 55,800.00 | \$ 128,400.00 |
| 7 | Castle Oaks 6 Well Site | 1 | LS | \$ 104,900.00 | \$ 72,900.00 | \$ 177,800.00 |
| 8 | Castle Oaks 7 Well Site | 1 | LS | \$ 104,900.00 | \$ 72,900.00 | \$ 177,800.00 |
| 9 | Castle Oaks 8 Well Site | 1 | LS | \$ 102,500.00 | \$ 65,300.00 | \$ 167,800.00 |
| 10 | Canyons South Well Site | 1 | LS | \$ 104,900.00 | \$ 74,100.00 | \$ 179,000.00 |
| 11 | CR1 Diversion Pump Station | 1 | LS | \$ 121,800.00 | \$ 106,600.00 | \$ 228,400.00 |
| 12 | Well Site 176 | 1 | LS | \$ 82,500.00 | \$ 51,100.00 | \$ 133,600.00 |
| 13 | Central Well Field 1 Well Site | 1 | LS | \$ 149,500.00 | \$ 145,000.00 | \$ 294,500.00 |
| 14 | Central Well Field 2 Well Site | 1 | LS | \$ 131,200.00 | \$ 115,400.00 | \$ 246,600.00 |
| 15 | Heckendorf Well Site | 1 | LS | \$ 138,200.00 | \$ 115,100.00 | \$ 253,300.00 |
| 16 | South Well Field Well Site | 1 | LS | \$ 129,600.00 | \$ 113,000.00 | \$ 242,600.00 |
| 17 | Well Site 204 | 1 | LS | \$ 90,100.00 | \$ 54,800.00 | \$ 144,900.00 |
| 18 | Pinery Interconnect | 1 | LS | \$ 46,300.00 | \$ 10,500.00 | \$ 56,800.00 |
| 19 | General Conditions (Division 01) | 1 | LS | N/A | N/A | \$ 474,000.00 |
| 20 | Conduit Allowance | 1 | LS | N/A | N/A | \$ 40,000.00 |
| 26 | Warranties - Alternate 1 | 1 | LS | N/A | N/A | N/A |
| | | | | | Sum Total | \$ 5,921,200.00 |
| 27 | Warrantied - Alternate 2 (Option) | 1 | LS | N/A | N/A | \$ 97,200.00 |
| | | | | Sum Total With Options | | \$ 6,018,400.00 |

NOTES:

1. Federal, state, provincial, or local taxes, fees, or permits are not included. Unless otherwise noted. LSI will be required to charge and collect sales tax unless furnished with the appropriate exemption documentation.
2. This Proposal is valid for 45 days, unless extended in writing by Logical Systems, LLC.
3. Please email purchase order to: clientPO@logicalsystinc.com.
4. Please include the LSI job number (29549F) on the purchase order.

Submitted to: Walter Schwarz

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5. Hardware prices provided in this Proposal are subject to change to the prices in effect at the time of delivery.
6. Proposed Payment Milestones:

| Proposed Milestone Description | Percentage |
|---------------------------------------|-------------------|
| Order Acceptance | 20% |
| Phase 5A Drawings Issued for Review | 5% |
| Phase 5B Drawings Issued for Review | 5% |
| Programming Completion | 10% |
| Receipt of Hardware | 25% |
| Phase 5A Site Mobilization | 5% |
| Phase 5A Installation Completion | 10% |
| Phase 5A Commissioning Complete | 5% |
| Phase 5B Site Mobilization | 5% |
| Phase 5B Installation Completion | 5% |
| Phase 5B Commissioning Complete | 5% |
| Total | 100% |

Per the supplied RFP document "180997_90PCT Specifications.pdf" as detailed in section 01 23 00 – Part 3 – Execution 3.01, LSI has included Alternate No. 1 as a base cost of this proposal. Alternate No. 2 Has been provided as an option.

- Alternate 1 is defined via the RFP document as "Provide manufacturer/contractor standard warranty on all equipment supplied and Work performed as part of this Contract."
- Alternate No. 2 is defined via the RFP document as "Provide warranty on all equipment supplied and Work performed as part of this Contract as described in Section 01 78 36."

Remit Payments to:

Logical Systems, LLC

P.O. Box 341321

Memphis, TN 38184-1321

13 Assumptions, Exclusions, and Clarifications

General Assumptions, Exclusions, and Clarifications:

1. This scope, proposal, and estimate is based on the source documentation as provided to LSI. If changes are made to or missing items or errors are found in the source documents, it may require LSI to request a change in contract amount and/or schedule.
2. All onsite work will be confirmed by Castle Rock Water a minimum of one (1) week in advance. If Castle Rock Water reschedules an installation window during that confirmed window, additional costs may be applicable.
3. Customer will provide access to all areas where necessary during normal business hours (7:00 AM – 5:00 PM) unless other arrangements are made. If access is not available when previously agreed upon, additional costs may be applicable.
4. All work will be performed in strict accordance with all applicable building codes. The Customer will inform LSI and their Contractors of any unusual code or building circumstances of which they are aware.
5. New field I/O wiring will be pulled as part of this scope per sourced documentation. Conduit will be reused where possible. Conduit allowance of \$40,000 per the provided contractor fee schedule has been included where conduit may not be re-used.
6. The control panels, remote I/O, and motor control panels provided will be UL listed. All other miscellaneous panels will be provided without UL Listing.
7. Electronic copies of CAD files requiring modifications will be supplied by the client in their native format. PDF file will not suffice for this work.
8. Any required software licenses will be supplied by the client.
9. Radio studies are excluded from this scope of work.
10. Castle Rock Water will be providing all data trending and historian configuration effort.
11. No arc flash studies of new or existing MCCs or Motor Control Panels are included in this proposal
12. Assume all VFDs, soft starters, and motor starters will be reused unless otherwise specifically noted.
13. For pricing purposes, any motors requiring new motor starters, soft starters, or VFDs without specified motor details have been assumed to be 5 HP.
14. All outdoor equipment will be protected with surge protection devices connected back to the Control Panel or Remote I/O Panel. Equipment located in vaults is excluded from this protection unless it is in direct contact with a hatch door or manhole cover.
15. It is assumed that all pipe taps (saddle or hot taps) for process instrumentation are existing. No new taps have been provided per this proposal.
16. LSI has assumed only new provided VFDs, soft starters, motor starters, flow transmitters, chemical analyzer transmitters, alarm dialers, and uninterruptible power supplies will be wired for RJ45 ethernet communication for non-critical process signals.
17. Per the Scope of Work document provided in the RFQ, LSI assumes that Castle Rock Water shall be responsible for any and all surveying needs.

Submitted to: Walter Schwarz

Creation Date: October 10, 2025

Submitted by: Kristin Scott

Last Revision Date: October 17, 2025

Reviewed by: Joey Cate

18. LSI assumes all concrete pads are in good condition and do not require any maintenance. Castle Rock Water shall be responsible for all pad maintenance.
19. LSI assumes all permit fees are to be covered by Castle Rock Water and are excluded from this scope of work.
20. All landscaping, grading, seeding and erosion control is excluded from this scope of work.
21. Per the Scope of Work and Addendum documents provided in the RFQ, LSI assumes that Castle Rock Water shall be responsible for any and all bypassing needs.
22. Castle Rock Water will assist with providing confined space permits for work in any confined space as a part of this scope of work.
23. It is assumed that any alarm dialer replacement will utilize the same alarm point configuration as the existing alarm dialers. Communication to the PLC will be upgraded to Modbus TCP/IP per the new communication specification.
24. The overall installation effort included in this scope of work has been estimated by the mechanical and electrical contractor based on the RFP provided to LSI and subsequently the mechanical and electrical contractor. LSI will coordinate closely with the chosen contractor to adhere to scope and inform Castle Rock Water of any deviations in a timely manner.
25. All equipment provided by Castle Rock Water will be warranted by Castle Rock Water. LSI assumes no liability for the warranty of this equipment.
26. Davis-Bacon, Bid Bond, and Performance Bond has been excluded from this proposal.
27. The global supply chain is currently experiencing extended or unreliable lead times for material procurement. LSI will endeavor to hold schedule, but LSI is not responsible for supplier part or equipment delivery issues outside of our control.
28. LSI has quantified all panel hardware based on a 20% spare allocation, as determined from the I/O list provided by the engineer. All I/O located outside the PLC panel is assumed to require new field wiring. For estimating purposes, LSI has assumed a maximum wiring length of 25 feet per signal.
29. Existing valve limit switches are not to be replaced and excluded from the pricing for this proposal.
30. Modifying electrical utilities is excluded from this scope of work. The only power panel that is to be replaced is at Black Pine PRV.
31. Ignition visualization has been excluded from this proposal.
32. LSI hosted Factory Acceptance Testing (FAT) events have been excluded from this proposal.
33. The detail design provided in this proposal is based on work executed for Phase IV SCADA Master Plan.
34. Mechanical drawing updates are excluded from this proposal. LSI assumes only redlines to instrument ranges for equipment provided by LSI are within scope of this project.
35. Per the supplied RFP document "180997_90PCT Specifications.pdf" as detailed in section 01 23 00 – Part 3 – Execution 3.01, LSI has included Alternate No. 1 as a base cost of this proposal. Alternate No. 2 Has been provided as an option.

Submitted to: Walter Schwarz

Creation Date: October 10, 2025

Submitted by: Kristin Scott

Last Revision Date: October 17, 2025

Reviewed by: Joey Cate

- a. Alternate 1 is defined via the RFP document as "Provide manufacturer/contractor standard warranty on all equipment supplied and Work performed as part of this Contract."
- b. Alternate No. 2 is defined via the RFP document as "Provide warranty on all equipment supplied and Work performed as part of this Contract as described in Section 01 78 36."

Site Specific General Assumptions, Exclusions, and Clarifications:

Ray Waterman Water Treatment Facility

1. Local control panels for valve actuators will be replaced. Existing valves and Rotork actuators will stay in place.
2. It has been assumed that 12A motor starter contactors are sufficient for the motor sizes associated with the Foundation Drain Pump Station No. 1, Foundation Drain Pump Station No. 2, and Backwash Waste Pump Station starter panels (LCP-7400, LCP-7500, & LCP-7600).
3. It has been assumed that VFDs rated for 5 HP are sufficient for the motor sizes associated with the Decant Pump Station starter panel.
4. It has been assumed that VFDs rated for 5 HP are sufficient for the motor sizes associated with the East and West Trac Vac VFD Panels (LCP-7100 & LCP-7200).
5. It has been assumed that 3/4 HP Air Compressors rated for up to 145 PSI, a 5-gallon expansion tanks, and Festo pneumatic manifolds are sufficient for the pneumatic requirements associated with the East and West Trac Vac Pneumatic Panels.
6. RW-WT-FIT-5304 is assumed to be an 18-inch Promag W 500 Flow Meter with 18-inch grounding rings.
7. The sump pumps SP-301 and SP-302 in the filter building lower level requiring replacement are assumed to be 1/2 HP.
8. The sample pumps P-1510 and P-1512 in the equalization building lower level requiring replacement are assumed to be 1/2 HP.

Castle Oaks Lift Station

1. The singular flow switch in the upper level (FSL-9003) for monitoring HVAC air supply is sufficient per NFPA guidelines. LSI only included one (1) flow switch in pricing.
2. LSI assumes there is no device AIT-9014 requiring replacement. It is currently shown on the network drawing on LS-CO-0ES-100, but not on the site plans or P&IDs.

Black Pine PRV

1. CLA-VAL insertion flow meters, X144D, are discontinued. LSI has assumed the new XP2F flow metering system developed by CLA-VAL is an acceptable substitute.



EXHIBIT 2

CONTRACTOR'S CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|--------|
| PRODUCER McDaniel-Whitley, Inc. P.O. Box 382007 Memphis TN 38183-2007 | CONTACT NAME: Tammy Quinn | |
| | PHONE (A/C No. Ext): (901)881-6464 FAX (A/C No.): (901)881-6467 E-MAIL ADDRESS: tquinn@mcwins.com | |
| INSURED Logical Systems LLC; Logical Systems Inc; LSI Construction LLC (et al) 2756 Appling Center Cove Memphis TN 38133 | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A: Hartford Fire Insurance Company | 19682 |
| | INSURER B: Hartford Casualty Insurance Company | 29424 |
| | INSURER C: Hartford Underwriters Insurance Co | 30104 |
| | INSURER D: Continental Casualty Company | 20443 |
| | INSURER E: Navigators Specialty Insurance Company | 36056 |
| | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER: 25-26 MASTER

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|---------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 20UUNBC5FFN | 6/30/2025 | 6/30/2026 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000 |
| | | | | | | | MED EXP (Any one person) | \$ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| | | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | 20UENEI7243 | 6/30/2025 | 6/30/2026 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | 20XHUBE3L20 | 6/30/2025 | 6/30/2026 | EACH OCCURRENCE | \$ 15,000,000 |
| | | | | | | | AGGREGATE | \$ 15,000,000 |
| | | | | | | | | \$ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | 20WEAB6J11 | 6/30/2025 | 6/30/2026 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |
| A | Professional Liability | | | 20TE033022418 | 6/30/2025 | 6/30/2026 | LIMIT OF INSURANCE-Per Claim | 5,000,000 |
| D | Excess Professional Liab | | | 652349860 | 6/30/2025 | 6/30/2026 | LIMIT OF INSURANCE Per Claim | 5,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

E. Pollution Liability Pol# NY24ECPX01463NC 6/30/2025 to 6/30/2026 \$5,000,000 Limit of Insurance.

Project: 28707 On-Call Support Services, for SCADA Design, consultation, programming and any SCADA related support needed.

As required by written contract, the Town of Castle Rock, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured as respects to Commercial General Liability and Business Auto.

CERTIFICATE HOLDER

DTiffany@crgov.com

Town of Castle Rock, A
Colorado Municipal Corporation
100 N. Wilcox St.
Castle Rock, CO 80104

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R Whitley/QUINNT

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July 25, 2025

Shawn Griffith
Castle Rock Water
175 Kellogg Ct
Castle Rock, CO 80109

RE: Castle Rock Water's System Integrator Procurement

Dear Mr. Griffith,

As per your request, we have evaluated how system integrators could be procured by the Town of Castle Rock.

There are various procurement strategies for system integrators, ranging from sole sourcing to a pre-qualified list of potential integrators to competitive bidding. For the purposes of this document, we evaluated two scenarios:

- Competitively bid system integrators that are selected based on low bid on a project-to-project basis
- One system integrator selected by Castle Rock Water and sole sourced on all integration projects

Competitively Bid System Integrator

In this scenario, every individual project that is executed by Castle Rock Water and contains an integration scope will be bid by the general contractor. The general contractor will likely select the low-bid contractor for each project and each project could have a different integrator. If CRW wanted to decrease the number of potential different integrators in their system, they could opt to create a pre-qualified integrator list that projects are then bid to.

The benefit to competitively bidding the integration scope is that integrators will be selected based on a cost component, leading to competitive bids which typically decreases the overall project cost.

The challenges associated with competitively bidding include the following:

- Non-uniform I&C components/designs
- Non-uniform I&C workflows
- Non-uniform programming
- Additional effort and training required by CRW's I&C staff to bring new integrators up to speed on CRW's preferences and standards that may not be conveyed in drawings and specifications

Many of these concerns could potentially cause long-term operations and maintenance cost that may exceed the initial cost savings provided by competitive bids.

One Consistent System Integrator

On the other end of the spectrum from competitively bidding is sole-sourcing a system integrator. In this arrangement, CRW would select one integrator to complete all I&C scope across their system. Clients who chose this method usually do so due to the concerns listed above in the competitively bid integrator section. Having one consistent integrator typically leads to a higher level of standardization, requiring less training for the Owner. The benefit of this method is the consistency in the system and the ability to build on previous project lessons learned and Owner preferences. The disadvantage is that it may lead to higher initial costs. In addition, sole-sourcing one integration company does not guarantee the same individual programmer on each project. Since each individual programmer has their own technique and style, there may be differences between the

way code is written at each facility.

Evaluation

The decision to sole-source or competitively bid system integrators is highly dependent on individual system needs. The procurement process differs by client, with some sole-sourcing, some providing a yearly or multi-year on-call contract, and some competitively bidding integration on each project. To determine industry practices, Burns & McDonnell categorized a selection of municipal clients in the region by if they standardize on one system integrator if they competitively bid the scope. In that activity, it was determined that approximately 50% of our local clients standardize on I&C contractor for each project due to concerns stated above.

It is imperative that the Town of Castle Rock adheres to all applicable rules and regulations regarding the procurement of contractors. If permitted by procurement rules and regulations, Burns & McDonnell recommends that the Town of Castle Rock standardize its SCADA system and integrator to the greatest extent feasible to decrease overall coordination requirements and increase consistency across the system, allowing for greater understanding of the code.

Please do not hesitate to contact us if you require any further information.

Sincerely,

A handwritten signature in blue ink that reads "Jason Schaefer". The signature is fluid and cursive, with the first name "Jason" and last name "Schaefer" clearly legible.

Jason Schaefer, PE

| | | |
|---|---|-----------------------------------|
|  | SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM | Approval Date 1/1/2018 |
| | DIVISION AND POLICY NUMBER PURCHASING | Revision Date 9/16/2022 |

COMMODITY OR SERVICE SCADA Master Plan Phase V -Ray Waterman Implementation

VENDOR Logical Systems, Inc.

AMOUNT OF PURCHASE \$ NTE \$6,513,320

REQUESTORS NAME Shawn Griffith

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval Signed by:
Mark Marlowe
FEA0D9E5E51D944D...

FINANCE DEPARTMENT's Approval DocuSigned by:
Trish Muller
47B109A71C08406...

TOWN MANAGER's (or Designee) Approval Signed by:
David L. Cortiss
TBB5457CFF75414...

TOWN COUNCIL's Approval, when necessary _____

| PURCHASING POLICY EXCEPTION ITEM | CHECK ONE |
|---|-------------------------------------|
| 1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock. | <input type="checkbox"/> |
| 2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock. | <input type="checkbox"/> |
| 3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed. | <input type="checkbox"/> |
| 4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function. | <input checked="" type="checkbox"/> |

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

Staff would like to utilize LSI as they did satisfactory work on the MP Phase IV project and understand the specific I&C requirements of the Phase V scope. Given the security-sensitive nature of the Cybersecurity portion of the MP, LSI has signed a non-disclosure agreement with the Town to ensure confidentiality and protect sensitive information.

Having one integrator provide I&C implementation services for MP implementation projects:

- Higher level of I&C system standardization
- I&C instrument and programming preferences are standardized
- Programming may reflect a programmer's personal preferences
- This approach may result in higher initial costs, but these costs will be offset by lower long-term programming, updating, instrument maintenance, and staff training costs



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 19. File #: RES 2025-148

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Mark Henderson, Assistant Director

Resolution of Town of Castle Rock Authorizing the Plum Creek Water Reclamation Authority to Enter into a Loan Agreement, Construction Contract, and Construction Management Services Contract for the PCWRA Reuse Reservoir and Pump Station [4255 N US Highway 85, Castle Rock CO]

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (**Attachment A**) approving Plum Creek Water Reclamation Authority (PCWRA) to proceed with a loan agreement with the Colorado Water Resources and Power Development Authority (CWRPDA) to fund a portion of the improvements to the PCWRA Reuse Reservoir and Pump Station; a construction contract with GSE Construction Company Inc.; and a construction management services agreement with GEI Consultants to complete the construction of the project. Town Council approved a resolution on September 2nd for the Intergovernmental Agreement (IGA) with PCWRA, Castle Pines Metropolitan District and Castle Pines North Metropolitan District including the financing for the project through a CWRPDA loan and sharing of the costs for the project. This resolution is to allow PCWRA to move forward to secure the loan and begin construction of the project. PCWRA will enter into a \$3.5 million loan agreement with a term of 30 years at a 3.5% interest rate. The Town of Castle Rock, Castle Pines Metropolitan District, and Castle Pines North Metropolitan District (collectively, the "Members") voted unanimously to approve the loan, enter into a construction contract for \$7,634,700 with GSE Construction Company Inc., and approve a construction management services agreement with GEI Consultants for \$600,680. Also, the members voted unanimously to self-fund the remaining portion of the project according to their proportional share of the project while continuing to pursue additional funding opportunities through CWRPDA and other sources if available.

Budget Impact

The cost share outlined in the IGA for the Town is 25% with a maximum principal loan amount of \$8.5M which would commit the Town to up to \$2.1M in loan principal. However, as a result of the approval of the GSE bid of \$7,634,700 and the GEI construction management services contract of \$600,680, the Town's proportional share would be \$2,058,845. CRW modeled multiple scenarios to

fund the Town's proportional share and determined the best approach would be to participate in the \$3.5M CWRPDA loan and self-fund the remaining portion of the full project. This allows the Town to take advantage of the favorable interest rate through CWRPDA, while minimizing overall interest costs due to taking a larger loan. The Town's total cost over 30-years for the CWRPDA loan will be \$1.41 M, and the remaining portion to be self-funded will be \$1.18M. There is adequate budget to cover the self-funded portion as CRW has included \$2M in the 2026 Wastewater CIP budget to be able to cash fund the Town's share of the project. Ultimately, CRW will add a capital recovery fee to the water service charges assessed to Red Hawk Ridge Golf course to recover the costs of the capital investment in PCWRA's reuse system improvements.

Staff Recommendation

Staff recommends Town Council approval of the Resolution Approving PCWRA to enter into a loan agreement with the Colorado Water Resources and Power Development Authority, a construction contract with GSE Construction Company Inc., and construction management services contract with GEI Consultants for the PCWRA Reuse Reservoir.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Resolution



STAFF REPORT

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Mark Henderson, Assistant Director

Title: **Resolution Approving PCWRA to enter into a Loan Agreement with the Colorado Water Resources and Power Development Authority, a Construction Contract with GSE Construction Company Inc., and Construction Management Services Contract with GEI Consultants for the PCWRA Reuse Reservoir [4255 N US Highway 85, Castle Rock CO]**

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (**Attachment A**) approving Plum Creek Water Reclamation Authority (PCWRA) to proceed with a loan agreement with the Colorado Water Resources and Power Development Authority (CWRPDA) to fund a portion of the improvements to the PCWRA Reuse Reservoir and Pump Station; a construction contract with GSE Construction Company Inc.; and a construction management services agreement with GEI Consultants to complete the construction of the project. Town Council approved a resolution on September 2nd for the Intergovernmental Agreement (IGA) with PCWRA, Castle Pines Metropolitan District and Castle Pines North Metropolitan District including the financing for the project through a CWRPDA loan and sharing of the costs for the project. This resolution is to allow PCWRA to move forward to secure the loan and begin construction of the project. PCWRA will enter into a \$3.5 million loan agreement with a term of 30 years at a 3.5% interest rate. The Town of Castle Rock, Castle Pines Metropolitan District, and Castle Pines North Metropolitan District (collectively, the "Members") voted unanimously to approve the loan, enter into a construction contract for \$7,634,700 with GSE Construction Company Inc., and approve a construction management services agreement with GEI Consultants for \$600,680. Also, the members voted unanimously to self-fund the remaining portion of the project according to their proportional share of the project while continuing to pursue additional funding opportunities through CWRPDA and other sources if available.

Notification and Outreach Efforts

The Town has been working collaboratively with the other PCWRA members through the IGA process, and with Town staff on the impact to Red Hawk Ridge Golf Course based on the required improvements to the PCWRA reuse reservoir and pump station system. Additionally, the members have been working collaboratively with their respective golf courses regarding the required improvements and the financing options available.

History of Past Town Council, Boards & Commissions, or Other Discussions

At the April 2025 Castle Rock Water Commission Meeting, staff discussed the need for the project and the option to finance the project through applying for a loan from CWRPDA.

Castle Rock Water staff presented this item to the Castle Rock Water Commission at the Commission meeting held on August, 27 2025, and the Castle Rock Water Commission voted unanimously to recommend Town Council approval of the Resolution as presented.

Town Council voted unanimously on September 2, 2025 to approve the IGA with Plum Creek Water Reclamation Authority, Castle Pines Metropolitan District, Castle Pines North Metropolitan District, and the Town of Castle Rock for Bond Repayment for the PCWRA Reuse Reservoir and Pump Station Project.

Discussion

The PCWRA Reuse Reservoir and Pump Station are over 30 years old and are in disrepair. The existing liner, pumps, piping, and aeration system require replacement to remain in compliance with Colorado Department of Public Health and Environment (CDPHE) impoundment requirements and state water quality regulations for reclaimed water use in Regulation 84. PCWRA will construct a new dedicated reuse pump station at the reservoir to replace the use of existing pump stations, replace the liner, and upgrade the aeration system. The approved IGA outlined the terms of the agreement among the members to participate in the project. The members of PCWRA include Castle Pines Metropolitan District, Castle Pines North Metropolitan District, and the Town of Castle Rock. The IGA outlines the cost-share for repayment of the loan among the members relative to each member's golf course customers and resulting ownership in the reuse reservoir and pump station system. The cost share is 50% for Castle Pines, 25% for Castle Pines North, and 25% for the Town of Castle Rock. The key provisions of the IGA include loan repayment obligations through reuse charges billed to each member. Members are obligated to pay their share of reuse charges regardless of the payments collected from the golf courses within each member's service area; and each member's responsibility in repayment of the loan is limited to their proportional needed share.

PCWRA bid construction of the project at the beginning of August and received bids from five contractors. Bids for the full project ranged from \$7.6M to \$12.9M. The bids also included compliance with the Federal funding requirements that will be necessary based on receiving a loan from CWRPDA. PCWRA selected the low bid by GSE Construction Company Inc. for \$7,634,700 for the full project, as well as entering into an agreement with GEI Consultants to conduct construction management services. PCWRA was approved for a State Revolving

Fund (SRF) loan through CWRPDA on October 3, 2025 for \$3.5 million with a 30-year term at an interest rate of 3.5%. The loan will be used towards the full project cost, and the members have agreed to self-fund the remaining portion of the project unless additional loan funding is obtained in the spring. PCWRA intends to apply for a second loan through the CWRPDA at the beginning of 2026 and expects to hear if the additional loan funding can be secured in the spring.

Budget Impact

The cost share outlined in the IGA for the Town is 25% with a maximum principal loan amount of \$8.5M that would commit the Town to up to \$2.1M in loan principal. However, as a result of the approval of the GSE bid of \$7,634,700 and the GEI construction management services contract of \$600,680, the Town’s proportional share would be \$2,058,845. CRW modeled multiple scenarios to fund the Town’s proportional share and determined the best approach would be to participate in the \$3.5M CWRPDA loan and self-fund the remaining portion of the full project. This allows the Town to take advantage of the favorable interest rate through CWRPDA, while minimizing overall interest costs due to taking a larger loan. The Town’s total cost over 30-years for the CWRPDA loan will be \$1.41 M, and the remaining portion to be self-funded will be \$1.18M. There is adequate budget to cover the self-funded portion as CRW has included \$2M in the 2026 Wastewater CIP budget to be able to cash fund the Town’s share of the project. Ultimately, CRW will add a capital recovery fee to the water service charges assessed to Red Hawk Ridge Golf course to recover the costs of the capital investment in PCWRA’s reuse system improvements.

Staff Recommendation

Staff recommends Town Council approval of the Resolution Approving PCWRA to enter into a loan agreement with the Colorado Water Resources and Power Development Authority, a construction contract with GSE Construction Company Inc., and construction management services contract with GEI Consultants for the PCWRA Reuse Reservoir.

Proposed Motion

“I move to approve the Resolution as introduced by title.”

Alternative Motions

“I move to approve the resolution as introduced by title, with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

Attachment A: Resolution

RESOLUTION NO. 2025-148

A RESOLUTION OF TOWN OF CASTLE ROCK AUTHORIZING THE PLUM CREEK WATER RECLAMATION AUTHORITY TO ENTER INTO A LOAN AGREEMENT, CONSTRUCTION CONTRACT, AND CONSTRUCTION MANAGEMENT SERVICES CONTRACT FOR THE PCWRA REUSE RESERVOIR AND PUMP STATION

WHEREAS, Plum Creek Water Reclamation Authority (“PCWRA”) owns a reservoir (the “Reuse Reservoir”) for the storage and distribution of treated wastewater which is used by four local golf courses for irrigation; and

WHEREAS, the Town of Castle Rock, Castle Pines Metropolitan District, and Castle Pines North Metropolitan District (collectively, the “Members”) each have within their respective boundaries at least one golf course that uses irrigation water from the Reuse Reservoir; and

WHEREAS, PCWRA has determined the need to rehabilitate the Reuse Reservoir, including the installation of a new liner, aeration system, a new pump station, and other capital improvements (the “Project”); and

WHEREAS, in order to finance the Project, the Colorado Water Resources and Power Development Authority (“CWRPDA”) has agreed to lend PCWRA \$3,500,000, to be repaid over a 30-year term at an interest rate of 3.5%; and

WHEREAS, PCWRA’s repayment obligation will be evidenced by a governmental agency bond (the “Bond”) to be issued by PCWRA to CWRPDA, which Bond shall be payable solely from PCWRA revenues, including reuse charges assessed to the Members; and

WHEREAS, PCWRA has entered into an Intergovernmental Agreement (the “IGA”) with the Members to address how best to share costs of the Project for the purpose of repaying the Bond; and

WHEREAS, per the IGA, PCWRA will increase its reuse charges to include, in addition to operating costs and other charges, an amount sufficient to cover the payments under the Bond as they become due; and

WHEREAS, the percentage of the total bond repayment amount allocated to each Member under the IGA is as follows:

- Town of Castle Rock 25%
 - Castle Pines Metropolitan District 50%
 - Castle Pines North Metropolitan District 25%
- ; and

WHEREAS, the Members have further agreed to fund remaining portion of the Project costs except and to the extent PCWRA obtains additional loan funding in spring 2026; and

WHEREAS, under the formula set forth in the IGA, the Town’s proportional share of the Project costs is \$2,058,845; and

WHEREAS, pursuant to the recommendation of Town staff, the Town Council hereby finds and determines that it is in the best interests of the Town and its residents to authorize PCWRA to move forward with the Project.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Authorization. The Town Council hereby authorizes PCWRA to enter into a loan agreement with the Colorado Water Resources and Power Development Authority, a construction contract with GSE Construction Company, Inc., and a construction management services contract with GEI Consultants for improvements to the PCWRA Reuse Reservoir and Pump Station.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK:

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director, Castle Rock Water



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/18/2025

Item #: 20. File #: EXEC 2025-005

To: Honorable Mayor and Members of Town Council

From: Michael J. Hyman, Town Attorney

Executive Session: 1) To discuss legal issues relating to the Craig & Gould North Project and determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing the Town's negotiators, under C.R.S. §24-6-402(4)(e); and, 2) Possible Town property acquisition for possible open space and negotiation position for possible acquisition cost (Jobe property adjacent to Lost Canyon Ranch), under C.R.S. §24-6-402(4)(a).

EXECUTIVE SESSION MOTION

I move to go into executive session for the purpose of discussing 1) **legal issues relating to the Craig & Gould North Project and determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing the Town's negotiators, under C.R.S. §24-6-402(4)(e); and, 2) Possible Town property acquisition for possible open space and negotiation position for possible acquisition cost (Jobe property adjacent to Lost Canyon Ranch), under C.R.S. §24-6-402(4)(a).**

ANNOUNCEMENT NO. 1

Announcement to be made by presiding officer at the beginning of the executive session (make sure the recorder is turned on; do not turn it off during the executive session unless so advised by the Town Attorney)

It is November 18, 2028 and the time is _____. For the record, I am the presiding officer, Mayor Jason Gray. As required by the Open Meetings Law, this executive session is being electronically recorded. At this time, I will ask the recording secretary to verify the recorder is operating.

(RECORDING SECRETARY VERIFICATION)

This is an executive session to discuss 1) legal issues relating to the Craig & Gould North

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Project and determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing the Town's negotiators, under C.R.S. §24-6-402(4)(e); and, 2) Possible Town property acquisition for possible open space and negotiation position for possible acquisition cost (Jobe property adjacent to Lost Canyon Ranch), under C.R.S. §24-6-402(4)(a). In addition to members of Town Council, _____ is participating in the executive session.

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

ANNOUNCEMENT NO. 2

Announcement to be made by the presiding officer before concluding the Executive Session
(While recorder is still on)

I hereby attest that this recording reflects the actual contents of the discussion at the executive session held on November 18, 2025, concerning discussions of 1) Craig and Gould North - legal issues concerning Town negotiation with public improvement contractor; 2) Possible Town property acquisition for possible open space and negotiation position for possible acquisition cost.

This recording has been made in lieu of any written minutes to satisfy the recording requirements of the Open Meetings Law.

I will ask the Town Clerk to retain this recording for a 90-day period.

Mayor