

June 14, 2024

David Corliss, Town Manager  
Trish Muller, Director of Finance  
Town Council  
Town of Castle Rock  
100 N. Wilcox Street  
Castle Rock, CO 80104

Re: 2025 Application for Service Organization Funding  
Castle Rock Senior Activity Center

Dear Mr. Corliss, Ms. Muller and Town Council,

The Castle Rock Senior Activity Center (CRSAC) has been serving the community for 53 years as a 501(c)3 nonprofit organization. CRSAC provides services and programming to help older adults in the Castle Rock and Douglas County communities. Helping older adults "age in place" and live independent, connected, and fulfilled lives is the main goal of the CRSAC. The CRSAC serves approximately 3,000 area residents and older adults in our service area.

The CRSAC strives to be a leader in helping seniors and their families live better, more fulfilling lives. Our membership and service participants range in age from 50 all the way to the low 100's who live on their own or with their family. Our membership has reached a new record in 2024 of over 1200 members. Many of our services such as transportation and nutrition services do not require membership, so we do serve an additional 800 + older adults in these programs. Now, in the post-pandemic era, we have adapted many of our programs and services to meet these challenges head on and provide new ways for our older residents to stay well. But these changes are not without financial impact. Transportation is a core area where we have seen the greatest financial impact.

We currently have over 380 registered riders in our transportation program alone. With a fleet of vehicles and a team of dedicated volunteers we are currently providing 1000+ rides each month to doctor's appointments, grocery stores and other quality of life locations. The Center's fleet of vehicles provide trips to and from activities, meals, medical appointments and needed errands including grocery shopping, as well as food and other necessary deliveries. As stated by AARP, "Age friendly transit options are key to making a community Age Friendly and Livable during one's lifetime". Unfortunately, Castle Rock and the areas surrounding it in southern Douglas County have NO public transportation. The Castle Rock Senior Activity Center has stepped up and provided trips for older adults as part of its

mission to help older adults thrive; however, this service is in jeopardy due to State and Federal funding cuts and an increasing demand from a growing population.

We are asking for a \$20,000 increase in our transportation funding. In the first five months of 2024, the Center registered 69 new transportation riders vs a total of 134 new riders for 2023. This translates to a potential 20%+ increase over new 2023 riders. The Center is providing over 1,000 trips each month vs an average of 800 a month in 2023. DRCOG, AAA and the County have had funding cuts this year, these cuts have already affected us this year and we will feel the full impact in July when the new grant cycle starts. CRSAC will be receiving a 30% decrease in funding from the State/County while we are seeing a 20-25% increase in the needs of our transportation services.

The Senior Services funding (no increase requested) will be used to offer both new and existing programs at an affordable rate by augmenting a percentage of the cost to develop and host programs. We are currently providing 150+ activities/programs each month. Program planning and execution has become more diverse and facilitate the need for greater skills to manage. Funds will support ongoing training and enhanced skill building for staff and volunteers alike as participants become more sophisticated consumers of what the Center offers and how it is presented. This will help keep costs manageable to participants so they are able to partake in Center offerings without having to make choices in their fixed budgets.

In addition to the funding, we ask that you keep the Senior Center in mind if there could be any additional space allocation in the future. With the over 1200 members and over 150 + activities a month, we see the need for more space to continue to offer the level of services that our senior community desires.

The administrator of the town contract will be Debbi Haynie, Executive Director for the Senior Center. Contact information is 720-733-4488, a direct line; email is [dhaynie@crgov.com](mailto:dhaynie@crgov.com). A Board of Directors and small staff preside over the operations and are supported by the many volunteers who provide needed support for the day-to-day and long-term functioning. The Center has been recognized as a model program and has provided strategic assistance to other Centers throughout the Country.

The CRSAC greatly values our partnership with the Town and the support we receive through our service contract for operational, senior services and transportation funding. The support that we receive from the Town, with in-kind services and funding, is vital for us to continue to provide the above-mentioned activities, programs and services. We look forward to another year of providing the level of service that the Center is known for, the community expects, and to being a valued key partner in the community.

Sincerely,



Debbi Haynie  
Executive Director



Phyllis Tumey  
Board President

**2025 SERVICE ORGANIZATION  
FUNDING APPLICATION**

**ORGANIZATION REQUESTING FUNDING: CASTLE ROCK SENIOR ACTIVITY CENTER**

**I. 2025 FUNDING REQUEST**

Transportation – provide transportation  
for senior citizens and adults with disabilities. \$90,000

Operational – provide senior citizens with educational, social, health, \$80,000  
recreational and volunteer opportunities, programs and services

TOTAL FUNDING REQUEST \$170,000

**II. 2025 PROJECTED ORGANIZATION BUDGET**

*(Please use this form for this information and not another format.)*

2025 projected organizational budget  
*(Including funding from the Town)* \$ 925,993

Projected sources of revenue

Town of Castle Rock	\$ 107,000
Activity Income/Misc.	\$ 110,000
Shuttle Donations	\$ 11,000
Grants	\$ 285,000
Membership Fees	\$ 46,000
Fundraising	\$ 140,000
Misc.	\$ 60,000
In kind Income	\$ 103,993

TOTAL PROJECTED REVENUE \$ 925,993

Projected expenditures

*(By major budget category)*

Activity Expenses	\$ 41,000
Payroll/Taxes/Misc.	\$ 511,000
Vehicles – Fuel/Maintenance	\$ 38,000
Depreciation	\$ 35,000
Office – Operations and Administration	\$ 75,600
Fundraising Expenses	\$ 43,700
Insurance	\$ 40,000
Other	\$ 37,700
In Kind Expense	\$ 103,993

TOTAL PROJECTED EXPENDITURES \$ 925,993

### **III. 2025 PROPOSED PERFORMANCE OBJECTIVES**

#### **Programs and Activities**

- 1.) Provide over an average 150+ activities and/or events per month that are recognized as essential components to healthy and successful aging.
- 2.) Continue to serve an average of over 3000 (duplicated) senior participants each month with social, cultural and educational opportunities.

#### **Transportation**

- 1.) Continue to provide over 800+ monthly shuttle rides to seniors and those adults with disabilities to medical appointments, social events and basic living needs.
- 2.) Add at least 75 new riders to the transportation program in 2025.

#### **Health & Wellness**

- 1.) Continue to provide VOA low-cost meals 2 times a week, and continue to coordinate Meals on Wheels weekly home deliveries to qualified clients.
- 2.) Provide a Hot Lunch Delivery Program 2 times a week to Low Income Senior Housing communities.
- 3.) Continue to expand the wellness programming to serve the needs of the seniors.

#### **Center Objectives**

- 1.) Be a leader in the community outreach for Senior Resources –  
11<sup>th</sup> Annual Senior Life Expo – Douglas County Events Center – Date pending for June, 2025

### **IV. SUPPLEMENTAL INFORMATION**



# 2024 Board of Directors and Staff

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## Executive Officers

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President	Phyllis Tumey
Executive Vice President	Jon Hendricks
Vice President –Transportation	Ed Mattix
Secretary	Sherry Fogleman
Treasurer	Steve Lockwood
Immediate Past President	OPEN

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## Standing Committee Chairs

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Activities	Patty Hasty
Community Liaison	Open
Membership/Outreach	Janice Scudder
Sports	Cynthia Timmons

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## Professional Staff

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Executive Director	Debbi Haynie
Assistant Director/Project/Event Manager	Stacey Fahrenbruch
Transportation Manager	Lisa Verbrugge
Activities Manager/Newsletter Editor	Shannon O'Brien
Activities Coordinator	Beate Holt
Volunteer/Meal Program Manager	Hellen Swanson
Front Desk Coordinator	Kori Keller
Kitchen Coordinator (PT)	Currently Hiring



## 2024 Rider Numbers and Trip Classifications

Month	New Clients Added	Medical	Grocery	Incidental trip( MOW & Hot Meals)	Employment /Volunteer	Quality of Life	Nutrition	Totals	Specials
January	14	294	51	87	40	228	300	1000	23
February	18	267	58	105	37	261	311	1039	33
March	12	292	48	77	35	234	294	980	37
April	11	324	63	94	42	293	349	1165	43
May	14	268	82	127	17	284	318	1096	26
June								0	
July								0	
August								0	
September								0	
October								0	
November								0	
December								0	
YTD	69	1445	302	490	171	1300	1572	5280	162

### Closed

Jan	1, 15	Holidays
Jan	8, 16	Snow
Feb	19	Holiday
Feb	27	Cancelled 10 rides due to Squall
March	14, 15, 25	Snow



# **CASTLE ROCK SENIOR ACTIVITY CENTER**

## **2023 Rider Numbers and Trip Classifications**

Month	New Clients Added	Medical	Grocery	Incidental trip/ (MOW & Hot Meals)	Employment /Volunteer	Quality of Life	Nutrition	Totals	Specials	Bus Trip Riders
January	4	233	48	200	14	116	231	842	46	93
February	11	197	56	167	13	114	205	752	48	172
March	7	278	67	71	20	244	66	746	44	133
April	9	211	67	60	14	234	22	608	34	113
May	15	268	70	156	16	178	126	814	34	220
June	6	267	60	117	16	148	198	806	36	67
July	10	224	65	102	15	167	130	703	23	157
August	11	191	47	105	9	279	80	711	35	93
September	15	208	61	109	19	335	88	820	36	145
October	16	270	69	127	25	388	67	946	46	173
November	17	241	75	93	35	436	48	928	29	157
December	13	214	69	71	32	440	48	874	21	187
YTD	134	2802	754	1378	228	3079	1309	9550	432	1710

Jan. 2 & 16 closed Holiday  
 Jan. 18th closed snowday  
 Jan. 19th limited rides  
 Feb 20th closed Holiday  
 Feb 15 & 22 closed snowday  
 April 4th snowday Limited rides  
 May 29th closed for memorial

July 4th for 4th of July  
 Aug 14- Aug 18 closed for maintenance  
 Sept 4 Closed for Holiday  
 Nov 23 & 24 Closed for Holiday  
 Dec 25 & 26 Closed for Holiday  
 Dec 27 late start 10AM

Total Registered Riders	570
Total Riders using program	289

# CASTLE ROCK SENIOR ACTIVITY CENTER

## Proposed 2025 Budget

(Updated 6/14/2024)

		<b>2024 Budget</b>	<b>2025 Projected Budget</b>
Income	Activity Income	\$100,000.00	\$110,000.00
	Membership	\$45,000.00	\$46,000.00
	Shuttle Donations	\$10,000.00	\$10,000.00
	Castle Rock Service Contract	\$150,000.00	\$170,000.00
	Douglas County Grants	\$260,000.00	\$165,000.00
	Grants	\$100,000.00	\$120,000.00
	Outreach Events	\$15,000.00	\$17,000.00
	Transportation - Donations	\$1,000.00	\$1,000.00
	Fund Raising Inc.	\$130,000.00	\$140,000.00
	Misc	\$5,000.00	\$5,000.00
	Interest & Div Savings	\$8,000.00	\$8,000.00
	Restricted Fund Income/Grants	\$30,000.00	\$30,000.00
	In-Kind Income	\$103,697.00	\$103,993.00
Total Income		<b>\$957,697.00</b>	<b>\$925,993.00</b>
Expenses	Activities Expense	\$40,000.00	\$41,000.00
	Advertising/ Marketing Expense	\$10,000.00	\$10,000.00
	Bank Fees	\$5,000.00	\$5,000.00
	Bldg & Eq Mtce/Cleaning	\$100.00	\$100.00
	Center Supplies	\$8,000.00	\$8,000.00
	Contract Administrative Help	\$5,000.00	\$5,000.00
	Depreciation	\$30,000.00	\$35,000.00
	Dues & Conference Cost	\$2,500.00	\$2,500.00
	Fund Raising Exp	\$24,000.00	\$25,000.00
	Furn-Equip Repair/Upgrades	\$800.00	\$500.00
	Furniture/Equipment Purchases	\$300.00	\$200.00
	Gifts	\$4,000.00	\$2,000.00
	Insurance	\$40,000.00	\$40,000.00
	Miscellaneous	\$400.00	\$400.00
	Office Supplies	\$10,000.00	\$10,000.00
	Outreach Events	\$10,000.00	\$8,700.00
	Payroll Expenses	\$460,000.00	\$470,000.00
	Payroll Support	\$6,500.00	\$4,000.00
	Payroll Taxes	\$37,000.00	\$37,000.00
	Postage	\$5,000.00	\$5,000.00
	Professional Services	\$12,000.00	\$12,000.00
	Accounting	\$20,000.00	\$25,000.00
	Rent	\$700.00	\$700.00
	Repairs/Maintenance	\$500.00	\$200.00
	Staff-Vol Trng	\$3,000.00	\$2,000.00
	Taxes/Licenses	\$200.00	\$200.00
	Telephone	\$3,400.00	\$3,500.00
	Vehicles - Fuel	\$17,000.00	\$18,000.00
	Vehicles - Maintenance	\$18,000.00	\$20,000.00
	Volunteer Appreciation	\$5,000.00	\$5,000.00
	Web Site & Social Media	\$600.00	\$1,000.00
	Restricted Fund Expense/Grants	\$25,000.00	\$25,000.00
	In-Kind Expense	\$103,697.00	\$103,933.00
Total Expenses		<b>\$907,697.00</b>	<b>\$925,933.00</b>
Transfers	Transfer to Restricted Reserve Fund	\$50,000.00	\$0.00
Total Expenses and Transfers		<b>\$957,697.00</b>	<b>\$925,697.00</b>