

## Castle Rock Downtown Alliance

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

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### **Downtown Development Authority**

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

August 11, 2022

Honorable Mayor Gray and Castle Rock Town Council  
CC: Town Manager, Dave Corliss  
Town of Castle Rock  
100 N. Wilcox St.  
Castle Rock, CO 80104

Dear Mayor Gray and Town Council,

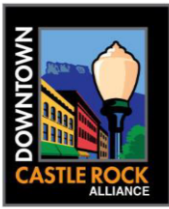
I am pleased to present the Downtown Development Authority's Budget Message for 2023:

In 2022, amid labor shortages and inflation, the energy and foot traffic in Downtown Castle Rock has remained strong. In February of 2022, the View at Castle Rock mixed-use redevelopment project began construction on a former mini storage site in Downtown. This project is a public private partnership that, in addition to new residences, office space and retail space, will add 100 public parking spaces just north of the Downtown Core. In June of 2022, the DDA Board and Town Council approved a redevelopment agreement for a mixed-use project in the Downtown Core at 221 Wilcox Street. This project will add residences, office space and first floor retail and restaurant space in the heart of Downtown, activating a key corner of a central intersection.

As new buildings with higher density and public parking are proposed and built in Downtown Castle Rock, it is exciting to see smaller scale, adaptive reuse projects also being proposed. A strong synergy exists between the two types of projects. Often smaller scale, adaptive reuse projects contribute to the preservation of character and history with the reuse of buildings, but do not always have the capacity for onsite parking even though the new vibrant uses they bring often increase parking demand. With a goal to have successful smaller reuse projects and have the visitor parking experience in Downtown be a positive one, the DDA, in partnership with the Town of Castle Rock, has a goal to continue to identify strategic public private partnerships when larger development is proposed. The Downtown Special Fund is expected to be the primary funding tool for these larger projects.

In 2022, one highlight has been that these larger catalytic investments in the community have spurred an unprecedented number of smaller projects which include façade investments and adaptive reuse expansion projects. It is these smaller projects, in addition to some smaller public investments, that the DDA has a renewed focus on, and ability to support, using the DDA Operating fund. In 2022 the DDA approved a budget amendment to support façade grants, patio investments, flower box improvements and a streetscape materials plan following the direction of both the DDA Board and Town Council.

The 2023 DDA Budget continues to support these priorities into the following year. As with 2022, the 2023 DDA Budget includes just 1 fund, the DDA Operating Fund. This budget provides the DDA Board



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the ability to support these smaller projects, public investments in flowerboxes, patios and streetscape, while maintaining current staffing levels, a professional public website and providing support and guidance to larger projects that may require the support of the Downtown Special Fund.

The DDA will continue to maintain full transparency in its use of public tax dollars and maintain disclosure in a public friendly accounting system in accordance with accounting and auditing standards. The Castle Rock DDA financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligible requirements, if any, imposed by the provider have been met. Property taxes are recognized as revenues in the year for which the property taxes are collected.

Sincerely,

Kevin Tilson

Director, Castle Rock Downtown Development Authority

DRAFT Castle Rock DDA Budget for 2023							
Operating Fund							
		<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Budget 1st Amendment</u>	<u>2022 YE Estimate</u>	<u>2023 Budget</u>
<b>Income</b>							
	Mill Levy	192,634	214,445	195,000	195,000	195,000	205,000
	Specific Ownership Tax	16,941	20,535	10,000	10,000	10,000	25,000
	Town Mill Levy Match	178,226	175,858	195,000	195,000	195,000	205,000
	Flower Box and Patio	9,582	12,417	10,000	10,000	10,000	25,000
	Misc. Other	513	638	-	-	-	-
	Sale of Sprung Structure	-		2,500	2,500	2,500	2,500
	Total Income	397,896	423,893	412,500	412,500	412,500	462,500
<b>Expenses</b>							
	Personnel	190,317	190,986	235,000	235,000	231,735	250,000
	Office Admin.	31,376	54,577	40,000	55,000	51,000	60,000
	Professional Services - Acct., Audit, Legal	13,481	10,344	20,000	20,000	12,000	20,000
	Programs - Trolley	-	-	-	5,000	3,625	10,000
	Programs - Façade/Downtown Impr. Program	13,639	16,308	40,000	60,000	54,500	60,000
	Programs - Flower Box and Patio	30,705	31,111	30,000	140,000	135,000	75,000
	Marketing and Websites	11,931	1,120	15,000	15,000	5,000	15,000
	Rent Expense	9,363	10,462	10,000	10,000	10,106	15,000
	Capital	-	-	10,000	10,000	10,000	40,000
	Contingency Expenses	-	-	20,000	40,000	20,000	50,000
	Total Expenses	300,812	314,908	420,000	590,000	532,966	595,000
	Beginning Fund Balance	444,484	541,568	796,994	796,994	796,994	676,528
	Transfer In/Out	-	146,441	-	-	-	-
	Net Activity	97,084	108,985	(7,500)	(177,500)	(120,466)	(132,500)
	Estimated Ending Fund Balance	\$ 541,568	\$ 796,994	\$ 789,494	\$ 619,494	\$ 676,528	\$ 544,028

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