

### 2019 Rates and Fees Study Timeline

Deliverable	Comments	Preliminary Due Date	Final Due Date	CRW Commission Meeting	Town Council Meeting
Financial Management Plan (FMP)	Updated with 2018 preliminary actuals	3/20/2019	4/30/2019	3/27/2019	n/a
Business Case Requests	Needed for large purchases of equipment >\$25k and all new FTE's	3/20/2019	4/12/2019	3/27/2019	n/a
Customer Characteristics Analysis	Preliminary data ready for internal review	5/15/2019	5/31/2019	5/22/2019	n/a
2018 Year End Final Fixed Assets	Anticipated date for final deliverable from Finance Department	3/31/2019	4/30/2019	n/a	n/a
2020-2055 CIP Updates, with CIP Driven O&M		3/31/2019	4/12/2019	4/24/2019	n/a
CIP Capacities Update		3/31/2019	4/12/2019	n/a	n/a
Peak Day and Peak Hour Factors Update		3/31/2019	4/12/2019	n/a	n/a
Growth Forecast by Year, Construction Type, Meter Size	Data from Development Services with Finance approval	3/31/2019	5/31/2019	4/24/2019	n/a
Final 2018 Year End Financials	Use Preliminary CAFR Data if Available	3/31/2019	5/31/2019	4/24/2019	n/a
2018 Preliminary Fund Balances	Use Preliminary CAFR Data if Available	3/20/2019	5/31/2019	3/27/2019	n/a
Detailed Budget Financial Plans 2020-2024		5/24/2019	6/26/2019	6/26/2019	n/a
Volume 1: Rates	Need to have finalized by TC 1st Reading	7/17/2019	8/15/2019	7/24/2019	n/a
Volume 2: System Development Fees	Need to have finalized by TC 1st Reading	7/17/2019	8/15/2019	7/24/2019	n/a
Town Council Update/Discussion	Final Due Date Indicates Meeting Date - Packets Due 2 Weeks Prior	n/a	8/6/2019	n/a	8/20/2019
Castle Rock Commission Meeting	Final Due Date Indicates Meeting Date - Packets Due 1 Week Prior	n/a	8/21/2019	8/28/2019	n/a
Town Council 1st Reading	Final Due Date Indicates Meeting Date - Packets Due 2 Weeks Prior	n/a	8/20/2019	n/a	9/3/2019
Town Council 2nd Reading	Final Due Date Indicates Meeting Date - Packets Due 2 Weeks Prior	n/a	8/20/2019	n/a	9/17/2019