

Town Council Agenda - Final

Mayor Jason Gray
Mayor Pro Tem Kevin Bracken
Councilmember Ryan Hollingshead
Councilmember Laura Cavey
Councilmember Desiree LaFleur
Councilmember Caryn Johnson
Councilmember Tim Dietz

Tuesday, November 16, 2021

6:00 PM

Town Hall Council Chambers 100 North Wilcox Street Castle Rock, CO 80104 Phone in: 720-650-7664 Meeting code: 146 942 0538

www.CRgov.com/CouncilMeeting

This meeting is open to the public and will be held in a virtual format in accordance with the Town Council Electronic Participation, Connected, and Hybrid Meeting Policy. Public may choose to attend in person at Town Hall, or electronically or by phone if preferred. This meeting will be hosted online and can be accessed at www.CRgov.com/CouncilMeeting, or phone in by calling 720-650-7664, meeting code 146 942 0538 (if prompted for a password enter "Nov16Council"). All 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).

All times indicated on the agenda are approximate. Remote participants please visit www.CRgov.com/CouncilComments to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. November 16, 2021, to be included in the public record.

COUNCIL PHOTOS, DINNER & INFORMAL DISCUSSION - 5:00 PM

INVOCATION - 6:00 PM

Pastor Chris Matthis, Epiphany Lutheran Church

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

1. PROC Proclamation Supporting Small Business Saturday [For Presentation - 2021-011 Approved on November 2, 2021 by a vote 6-0]

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

2.	<u>ID 2021-122</u>	Update of the Third Quarter Financial Review, Period Ending Sept. 30, 2021
3	ID 2021-123	Holiday Card Art Contact

- 3. ID 2021-123 Holiday Card Art Contest
- 4. ID 2021-124 Update: Calendar Reminders
- 5. <u>ID 2021-125</u> Update: Monthly Department Reports
- 6. <u>ID 2021-126</u> Development Services Project Updates
- 7. <u>ID 2021-127</u> 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.

8.	<u>PROC</u> 2021-012	Proclamation Recognizing the Painting Positivity Campaign [For Council Action - Presentation on December 7, 2021]
9.	RES 2021-100	Resolution Approving the 2021 Spot Water Lease Agreement Between the Town of Castle Rock and Chatfield East Property Owners Association (Chatfield Reservoir, Douglas County)

10. MIN 2021-020 Minutes: November 2, 2021 Town Council Meeting

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

Public comment will be taken on items and limited to four (4) minutes per speaker. Public Comments may also be submitted in writing online by 1:00 p.m. November 16, 2021, to be included in the public record.

11.	<u>ORD</u>	Ordinance Approving the Third Amendment to the Town of Castle
	<u>2021-030</u>	Rock 2021 Budget by Making Supplemental Appropriations for
		Fiscal Year 2021, and Providing for the Emergency Adoption of this
		Ordinance on Second and Final Reading (First Reading)

Downtown Development Authority (DDA) Items

12.	RES 2021-101	Resolution Approving the Proposed 2022 Fiscal Year Budget for the Castle Rock Downtown Development Authority
13.	ORD 2021-031	Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2021, To Be Collected in 2022, and Providing for the Emergency Adoption of This Ordinance on Second and Final Reading (First Reading)

Miller's Landing Business Improvement District (BID) Item

14.	<u>RES</u>	Resolution Approving the Miller's Landing Business Improvement
	<u>2021-102</u>	District 2022 Operating Plan and Budget; and Appointing Members
		to the Board of Directors to Fill Vacancies

RECESS TO CASTLE ROCK URBAN RENEWAL AUTHORITY BOARD MEETING, AND FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT MEETING CASTLE ROCK URBAN RENEWAL AUTHORITY BOARD MEETING

- Call to Order and Roll Call
- **Action Items:**

1.	URA MIN	Minutes: Approval of October 6, 2020 Minutes
	2021-001	

- URA RESO Resolution of the Castle Rock Urban Renewal Authority Adopting 2021-001 the 2022 Castle Rock Urban Renewal Authority Budget
- Adjourn

FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT MEETING [Parking Garage Adjacent to Encore]

- Call to Order and Roll Call
- **Action Items:**

1.	GID MIN 2021-001	Minutes: Approval of the October 6, 2020 Minutes
2.	GID RESO 2021-001	Resolution Adopting the 2022 Fiscal Year Budget for the Town of Castle Rock Festival Park Commons General Improvement District
3.	GID RESO 2021-002	Resolution Levying General Property Taxes for the Town of Castle Rock Festival Park Commons General Improvement District for the Year 2021, to be Collected in 2022

Adjourn

RECONVENE TOWN COUNCIL MEETING - ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

Public comment will be taken on items and limited to four (4) minutes per speaker. Public Comments may also be submitted in writing online by 1:00 p.m. November 16, 2021, to be included in the public record.

15. Resolution Ratifying the 2022 Fiscal Year Budget and Mill Levy for the Town of Castle Rock Festival Park Commons General Improvement District [Parking Garage Adjacent to Encore]

16. RES Resolution Approving the Intergovernmental Agreement Between the Douglas County School District and the Town of Castle Rock Regarding the District's Compliance with the Town's MS4

Stormwater Discharge Permit Requirements [Item applies to current and future Douglas County School District facilities within the Town boundaries]

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



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 1. File #: PROC 2021-011

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation Supporting Small Business Saturday [For Presentation - Approved on

November 2, 2021 by a vote 6-0]

Executive Summary

Mayor Jason Gray will be presenting a Proclamation on November 16, 2021, in support of Small Business Saturday on November 27, 2021.

5

PROCLAMATION

SUPPORTING Small Business Saturday

Whereas the Town of Castle Rock, Colorado, celebrates our local small businesses and the contributions they make to our local economy and community – according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas small businesses employ 47.1% of the employees in the private sector in the United States – 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the COVID-19 pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

Whereas 97% of Small Business Saturday shoppers recognize the impact they can make by shopping small, and 85% of them also encouraged friends and family to do so, too; and

Whereas 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020, and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

Whereas the Town supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, therefore, the Town Council of the Town of Castle Rock does hereby proclaim november 27, 2021, as

SMALL BUSINESS SATURDAY

AND URGES THE RESIDENTS OF OUR COMMUNITY - AND COMMUNITIES ACROSS THE COUNTRY - TO SUPPORT SMALL BUSINESSES ON THIS DAY AND THROUGHOUT THE YEAR.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021, by the Town Council of the Town of Castle Rock, Colorado.

ATTEST:	TOWN OF CASTLE ROCK	Towner
Lisa Anderson, Town Clerk	Jason Gray, Mayor	CASTLE ROCK



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 2. File #: ID 2021-122

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Update of the Third Quarter Financial Review, Period Ending Sept. 30, 2021

Executive Summary

The following discussion and financial information reflects 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 to be on track for the year.

Some highlights contained in this report include:

- Sales tax revenue was up 16 percent through August (Sales tax collected in September is from August spending) compared to 2020. Yearend sales tax estimates are 15 percent over 2020 actuals
- General Fund expenditures are 11 percent under budget through the third quarter largely due to the timing of multiple trail improvements within the Parks Department, vacancy savings, and timing of projects
- Capital expenditures make up 42 percent, or \$125.6 million, of the amended 2021 budget for the Town; of this, \$42.2 million has been expended so far in 2021
- Capital projects are currently being reevaluated and funding for ongoing projects will be carried forward into 2022. Carryforward amounts will be determined after actual expenditures are finalized for the year
- Development activity remains strong in Castle Rock and has exceeded 2021 permitting projections,

Item #: 2. File #: ID 2021-122

		Through Third	Year End
	Budgeted	Quarter 2021	Estimate
Single Family	700	938	1,200
Multi Family	118	238	238
Business	50	56	56

The financial information in this report includes:

- Highlights of 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
- The 2021 year-to-date budget information has been adjusted to more accurately reflect seasonal variability
- Incorporation of the first and second amendments to the 2021 budget as approved by Town Council
- Yearend estimates for Town funds which were prepared and reviewed with departments during the third quarter

Proposed Motion

This memo is intended for discussion purposes only.

Attachments

Attachment A: 2021 Third Quarter Financial Reports

- 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 Community Center Fund
- Schedule P Golf Course Fund

Item #: 2. File #: ID 2021-122

- Schedule Q Economic Development Fund
- Schedule R Downtown Development TIF Fund
- Schedule S Philip S. Miller Trust Fund
- Schedule T Public Art Fund
- Schedule U Municipal Facilities Capital Fund
- Schedule V General Long Term Planning Fund
- Schedule W Employee Benefits Fund
- Schedule X Parking Fund
- Schedule Y Townwide Summary

Attachment B: Sales Tax Collections by Category and Geographical Area

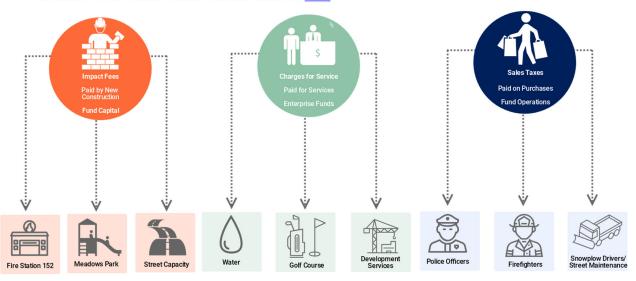
Attachment C: Investment Summary



Financial Reporting

Town of Castle Rock financial management and reporting involves numerous complexities and requires Townwide effort of departments and staff. This 2021 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 24 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 first quarter of 2021 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.

What sources generate funds?

- Sales tax overview
- Townwide revenue summary

How is the Town tocusing resources on priorities?

- Ensuring our Water Future
- Enhancing our Transportation
- Ensuring our Public Safety
- Maintaining strong Parks and Recreation

How is the Town growing?

- Development related revenue
- Development services department overview

How does the Town manage finances conservatively?

- Active Financial Monitoring
- Future Planning
- TABOR
- Transparency







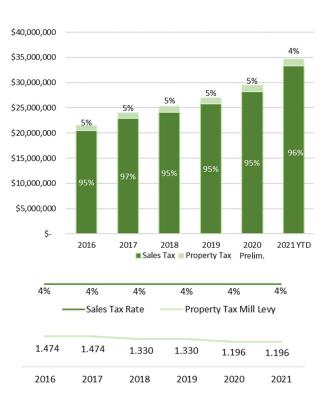
What sources generate funds?

Sales and property tax

- Town collected sales tax reported from taxable entities through September 30, 2021 was 16 percent greater than the year-to-date budget. 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 Milestone/Metzler, Promenade, and the Outlet Mall, making up about 50 percent of sales tax collections
- The top three industries for sales tax remittance in 2021 include food and general merchandise, miscellaneous retail, and apparel and accessories making up 54 percent of sales tax collections
- There were 5,329 active business licenses at the third guarter of 2021, 40 percent of which are located in Castle Rock
- Property tax collections for 2021 reflect a mill levy assessment of 1.196, which is the same rate as was levied in 2020

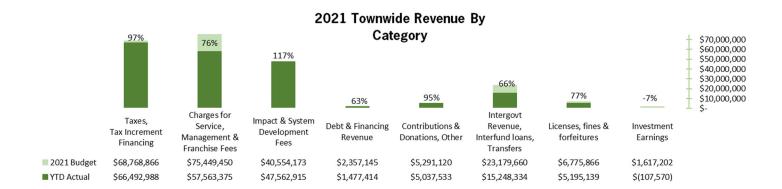
Detailed financial information, including the Town's various revenue sources, can be found in the schedules in Attachment A.

General Fund Sales vs. Property Tax Collections



Townwide revenue

Tax revenues including sales, property, use, motor vehicle, and other taxes, make up about 30 percent of the Townwide 2021 revenue budget, with Town collected sales tax making 76 percent of the total tax revenue budget. However, several other revenue sources, such as water fees, support Town services. Through September 30th, Townwide revenues are over the seasonally adjusted budget by 16 percent due to stronger than expected sales tax collections and building permit activity.





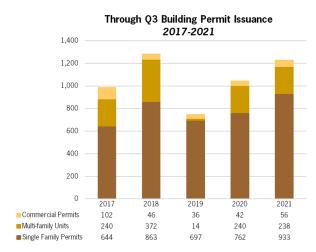


How is the Town Growing?



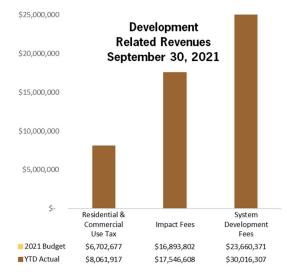
Revenues earned from development in Castle Rock are generally used to help fund growth related projects across the Town. The 2021 Budget for development-related revenue was based on 700 single family permits, 118 multi-family units, and square footage estimates for about 20 commercial projects. The expected 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 the number and type of permits issued and the size,

type, value, and water needs of the specific project. Through the third quarter of 2021, 933 single family permits, 238 multifamily permits, and 56 commercial projects permits were issued.



Building use tax is levied at 4 percent on materials used in construction. 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.

Impact fees and system development fees are charged as part of the building permit process and fund needs related to growth including Municipal Facilities, Parks and Recreation, Fire, Police, Transportation, and Castle Rock Water. Through the third guarter of 2021 single family and multi-family permits have exceeded budgeted estimates.



Actual development related revenue received varies based on type, size, valuation, tap size, and other factors. This chart displays the actual revenue received through September 30th for these fees. Use tax, impact fees, and system development fees all exceeded expectations through the third guarter and have already exceeded the 2021 budget due to greater than anticipated permit activity. These fees and taxes are onetime revenues for capital expenditures as they do not support reoccurring expenses.

The Development Services Department oversees development in Castle Rock. This department is funded partially in the General Fund and General Fund expenses are 26 percent under the year-to-date budget. The Development Services Enterprise Fund's revenue is 13 percent over budget through September 30, 2021, largely due to the higher than estimated licenses and permits. The Development Services Fund

expenditures are 17 percent under year-to-date budget due to the timing of a downtown traffic survey done for Public works as well as vacancy savings within the fund.

Development Services Enterprise Expenses

YTD A <mark>ctual</mark>	2021 Budget
\$4,83 <mark>3,908</mark>	\$7,931,158

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 2021?

Ensuring our water future

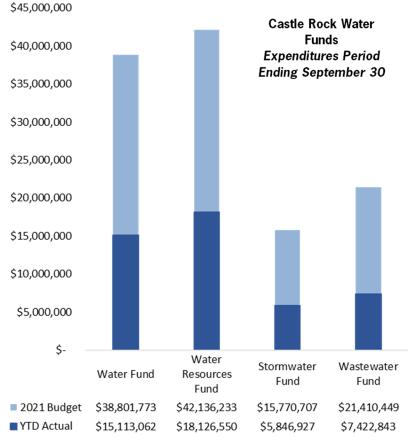
Castle Rock Water is comprised of four enterprise funds – Water, Water Resources, Stormwater, and Wastewater. Existing and new users support these funds. Revenues in these funds are seasonal and highly variable based on temperature and precipitation throughout the year. Expenditures in these funds include operational costs and

significant capital projects to accommodate infrastructure maintenance and needs in our growing community. Capital expenditures make up 59 percent of the total Castle Rock Water annual expenditure budget.

Through September 30, total revenues for Castle Rock Water Funds combined are 60 percent over budget from system development fees as a result of greater than anticipated building permit activity. Total expenses in the four Castle Rock Water Funds are about 43 percent under the year-to-date budget due to timing of the Plum Creek Water Rights Authority (PCWRA) capital buy in and other capital projects. Many capital projects take multiple years to complete due the timing of the project or the size and scope of the project.

Significant 2021 Castle Rock Water projects include:

- Work on a new water supply well and other well re-
- Construction of the Castle Rock Water Admin and Customer Service Building
- Glovers Waterline Replacement
- Water rights acquisition with significant Cherry Creek and Lost Creek water rights purchases completed in the first quarter
- Alternative source of supply projects in Box Elder property
- Detention pond retrofits
- Multiple advanced oxidation facility upgrades
- Aguifer storage and recovery at the Ray Waterman Treatment Plant
- Multiple stream stabilization projects
- Design and Construction of Castle Rock Reservoir 2



2016-2021 Metered Water Sales by Quarter



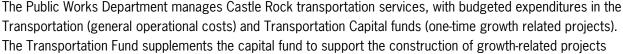
To see more detailed financial information about Castle Rock Water, please see Schedules C-F in Attachment A.



■Jan - Mar ■ Apr - Jun ■ Jul - Sept ■ Oct - Dec



Enhancing our transportation



when appropriate and funds are available. Transportation expenditures tend to be seasonal, related to construction seasons for both maintenance and new construction.

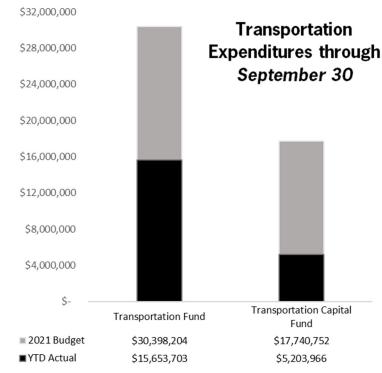
Through the third quarter, total expenditures in the Transportation Fund were 32 percent under the seasonally adjusted budget and the Transportation Capital Fund is 65 percent under the seasonally adjusted third quarter expenditure budget, both are due to capital projects timing listed below.

Significant ongoing projects include:

- Crystal Valley interchange
- Craig and Gould North improvements
- 5th street widening
- Downtown alley improvements
- Completion of Wilcox and South Roundabout

Transportation Fund revenues include sales tax, Highway User Tax, residential use tax, and other resources. Total Transportation Fund revenues are about 20 percent over the third quarter revenue budget. Transportation Capital Fund revenues are 17 percent over budget due to higher than anticipated residential building use tax revenue, impact fees, and investment earnings.

See schedules G and H in Attachment A for more detailed financial information for transportation.



The Parking Fund was created in 2020 through a third quarter budget amendment 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. This fund through third quarter is 7 percent over budget for revenue and is on budget for expenditures. See schedules X in Attachment A for more detailed financial information.

Did you know ...

The Public Works Department also manages the Town's Fleet Fund. This internal service fund maintains 471 vehicles and pieces of equipment. Annually staff evaluates and monitors vehicles to determine optimal replacement schedules. Year to date in 2021, 3 new vehicles and 14 replacement vehicles were purchased and 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 at year to date budget through the third quarter. Revenue in the Fleet Fund is about 9 percent over the year to date budget due to increased vehicle repair and maintenance revenue as well as collecting deferrals from 2020 vehicle replacement contributions from the general fund.

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. Police Forfeiture funding is periodically used when revenue is received or for approved expenditures. Charts on this page represent public safety operations based on 2021 financial information.

Public safety operations



The Fire Department 2021 Budget includes:

- Purchase of self-contained breathing apparatus
- Replacement of bay doors at stations 154 and 155
- Fire Training Center maintenance

General Fund Fire and Rescue expenditures are about 3 percent under year-to-date budget.



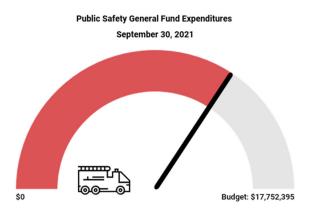
Castle Rock Police Department 2021 Budget includes funding

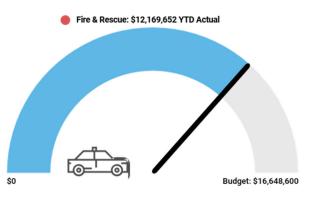
- Conversion to the Fire and Police Pension Association
- Wellness supplies
- Parking lot expansion

General Fund 2021 operating expenditures for the Police Department are near the year to date budget.



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 at year-to-date budget through the third quarter budget. Expenses in the Police Capital Fund are 96 percent under budget, largely due to the timing of the parking lot expansion.





Police: \$12,165,659 YTD Actual

The Police Department occasionally receives forfeiture related revenue in a separate Police Forfeiture Fund from participation in cooperative efforts with state and federal law enforcement. Only interest revenue was received and no expenditures occurred through the third quarter of 2021.

Learn more about public safety financial performance, and view the detailed financial schedules as of September 30, 2021 in Attachment A – Schedules A, J, K, and L.



Fire Station 155



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 projects

Parks and Recreation also utilizes Conservation Trust and Parks and Recreation Capital funds for projects. The capital fund can only be used for growth-related projects. Projects include design of a new neighborhood park. The Parks and Recreation Capital Fund is currently about 65 percent under budgeted expenditures through September due to capital project timing of the Cobblestone Ranch Park. The Conservation Trust Fund, supported by state lottery proceeds, is 80 percent under year-to-date expenditures due to timing of multiple park improvements throughout town.

Parks operations

The General Fund includes ongoing parks maintenance and operations. This area about 40 percent under year-to-date budget due to the timing of the annual trail improvements.

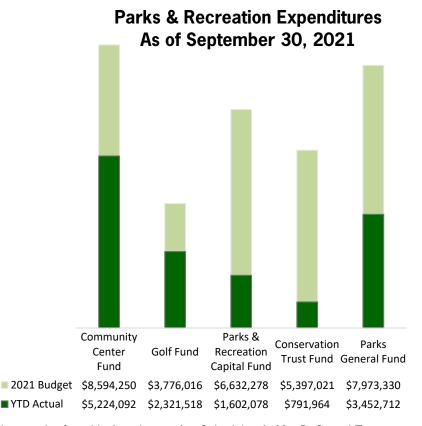
Recreation

The Community Center Fund accounts for operations at the Recreation Center, MAC, and outdoor pools. Visits to the Recreation Center through the third quarter of 2021 totaled 111,325, an increase of 68 percent compared to 2020, while MAC visits totaled 25,100, an increase of 59 percent from

2020. Current expenditures are 9 percent under the third quarter budget.

Golf

The Golf Fund is an enterprise fund that does not receive tax revenue. Expenditures are 15 percent over the year to date budget while revenue is 10 percent over year-to-date budget. Although year end estimates anticipate the fund to finish within budget, staff will be monitoring funds to ensure the fund is balanced. Capital expenditures are currently running under budget due to the repaving of half the Golf parking lot being expensed out of a different fund as well as the timing of the second half the repaving of the parking lot. Through the third quarter of 2021, 38,350 rounds of golf were played, an increase of 4 percent over the same period in 2020.



Detailed financial information for Parks and Recreation can be found in Attachment A – Schedules A, M – P, S, and T.







Other Town funds and initiatives

In addition to the specific priorities previously discussed, the Town manages 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 ended the third quarter of 2021, 51 percent under the year-todate budget due to lower anticipated Commercial Use Tax through the third quarter of 2021. Expenditures ended the guarter, near the year-to-date 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 about 82 percent over the year-to-date due to the timing of when property tax and sales tax TIF revenue is received. Expenditures are 28 percent under budget due to the timing of downtown project expenditures. Current initiatives funded by these areas include:

Economic Development Fund (Attachment A – Schedule Q):

- Murdoch's incentive agreement
- Interra and HEI incentive agreements

DDA TIF Fund (Attachment A – Schedule R):

- Encore/Downtown parking structure incentives
- Partial Downtown Wilcox St. roundabout funding

Community character



Funding from the Philip S. Miller Trust, received into the Philip S. Miller Trust (Attachment A - Schedule S) and the Public Art (Attachment A - Schedule U) funds, supports, and maintains Castle Rock's character. Philip S. Miller Trust funds support special events managed by Parks and Recreation, provide

non-profit grant funding, produce annual fireworks displays at Independence Day and Starlighting events (weather permitting), and fund service contracts with the Castle Rock Museum and Senior Center. Due to higher than anticipated participation within the Town's special events, revenue in the Philip S. Miller Trust is 60 percent over budget through third quarter and expenditures are 68 percent over budget. In the proposed Third Budget Amendment, funds are being requested to accommodate the higher expenditures and revenues



Art Frame by the Rec Center

related to these events. The Town utilizes the Public Art Fund for the annual Art Encounters program that leases new artwork on an annual basis for display around the community and for purchasing artwork.

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 U) uses impact fee revenue received from new development to support facility growth. Revenues are 21 percent over budget in 2021 year-to-date budget from permit activity and no expenses are budgeted in 2021. The General Long-Term Planning Fund (Attachment A – Schedule V) supports general Town facility and asset maintenance. Revenue in the fund is 10 percent over the year-to-date budget due to higher than anticipated residential use tax collections. Expenditures are 70 percent under budget due to the timing of parking lot and building maintenance work. Capital funding for self-contained breathing apparatus replacements have been carried forward into 2021 and are planned to be completed in 2021.

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 more than 573 benefited employees. The fund is 2 percent under the year-to-date revenue budget and about 4 percent under the expenditure budget due to claims activity. In the proposed Third Budget Amendment, \$600,000 is being requested to accommodate higher than projected medical and prescription claim costs. For more financial information about this fund, see Attachment A – Schedule W.







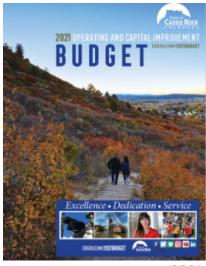
2021 Third Quarter Financial Review Period Ending September 30, 2021

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 expenses

Future planning and investments

Long-term financial planning is incorporated into Town decision-making and 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 2021 Budget was adopted by Town Council on September 15, 2020 and

can be found at crgov.com/2021-Budget.

Townwide investment earnings increased by a total of \$106,186 in the third quarter of 2021 with \$468,385 in Townwide in interest and \$362,199 in market change losses due to the change in the fair market value of the Town's securities. Information about the Town's investments can be found in Attachment C. Please note that this information may vary from other report investment information due to timing differences between budget and cash investment reporting.

TABOR

Revenue collections are monitored throughout the year and compared with TABOR revenue limits. In 2016, Town Council directed staff to manage revenues to stay within the limit to the extent possible. Revenue collections will be monitored throughout 2021 and final TABOR calculations will be completed using actual revenues after the Town's annual audit is finalized.

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 checks

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.

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





TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review Fund: General Fund Summary

Department: All

YTD Actuals 2021 2021 Annual 2021 **Through** 2021 Variance **Department Variance** 2020 Audited **Amended** September 30, 2021 YTD Actual to Yearend Estimate to **Actual Budget** 2021 **Budget* Budget Estimates Budget** Category Revenues **Town Taxes Property** 1,334,170 \$ 1,391,327 \$ 1,396,224 \$ 1,325,171 \$ 71.053 \$ 1,405,426 \$ 14.099 Sales 37,580,001 35,779,398 33,249,753 26,834,549 6,415,204 41,119,650 5,340,252 Motor Vehicle 4,082,645 4,676,142 4,972,632 3,507,107 1,465,525 6,412,633 1,736,491 367,328 Other 358,555 419,690 278,622 314,768 (52,362)(36,146)Franchise Fees 2,393,118 2,533,582 1,389,657 1,900,187 (510,530)2,518,995 (14,587)Licenses & Permits 145,959 104,819 87,577 118,582 13,763 78,614 8,963 361,485 115,461 271,114 344,040 Intergovernmental 3,598,135 (155,653)(17,445)Charges for Service 2,481,591 2,852,385 1,906,266 2,139,289 (233,023)2,770,197 (82, 188)Management Fees 4,308,917 4,304,660 3,228,495 3,228,495 4,304,660 Fines & Forfeitures 423,989 225,950 303,056 270,019 317,992 (92,042)(120,933)**Investment Earnings** 349,353 181,521 412,415 (9,985)262,015 (272,000)(167,832)**Contributions & Donations** 81,968 28,000 32,616 21,000 11,616 46,056 18,056 Transfers In 607,754 638,142 638,142 Interfund Loan Revenue 2,384,474 780,450 33.287 33,287 493,356 (287,094)Other Revenue 404,619 517,312 219,840 387,984 (168, 144)513,435 (3.877)61,537,077 \$ 6,376,343 **Total Revenues \$ 60,444,340** \$ 55,160,734 \$ 47,126,395 40,621,572 \$ 6,504,823 \$

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Fund: General Fund Summary**

Department: All

Category	2020 Audited Actual	2021 Amended Budget	YTD Actuals Through September 30, 2021	2021 YTD Budget*	2021 Variance Actual to Budget	2021 Department Yearend Estimates	2021 Annual Variance Estimate to Budget
Expenditures							
Town Council	\$ 335,510	\$ 365,510	\$ 274,842	\$ 272,821	\$ (2,021)	\$ 350,444	\$ 15,066
Town Manager	920,789	1,065,830	750,745	781,747	31,002	990,588	75,242
Human Resources	653,339	820,110	534,326	604,744	70,418	735,682	84,428
Community Relations	756,878	908,970	583,886	673,044	89,158	805,706	103,264
DolT	3,605,661	3,974,850	2,396,937	2,933,082	536,145	3,579,601	395,249
Facilities	1,117,788	1,477,770	944,438	1,092,593	148,155	1,392,607	85,163
Town Attorney	867,111	1,176,380	708,682	869,074	160,392	1,005,481	170,899
Town Clerk	353,145	393,100	228,120	299,682	71,562	407,687	(14,587)
Municipal Court	330,212	453,392	296,236	341,323	45,087	432,072	21,320
Finance Department	2,757,613	3,222,710	2,051,653	2,367,871	316,218	2,991,630	231,080
Police	14,868,440	16,648,600	12,165,659	12,199,595	33,936	16,601,180	47,420
Fire & Rescue	15,681,001	17,752,395	12,169,652	12,549,439	379,787	17,134,273	618,122
Development Services	284,794	656,929	358,244	481,360	123,116	512,720	144,209
Parks & Recreation	4,570,000	7,973,330	3,452,712	5,770,148	2,317,436	7,557,781	415,549
Non-Departmental	5,819,491	1,452,906	966,617	1,133,430	166,813	1,526,858	(73,952)
Total Expenditures	\$ 52,921,772	\$ 58,342,782	\$ 37,882,749	\$ 42,369,954	\$ 4,487,205	\$ 56,024,310	\$ 2,318,472
Net Revenues/Expenditures	7,522,568	(3,182,048)	9,243,646	(1,748,382)	10,992,028	5,512,767	8,694,815
Beginning Funds Available	20,209,076	27,731,644	27,731,644	27,731,644		27,731,644	
Ending Funds Available	\$ 27,731,644	\$ 24,549,596	\$ 36,975,290	\$ 25,983,262		\$ 33,244,411	
Less Reserves & Designations:							
Contractual Reserve		300,000				300,000	
Revenue Stabilization Reserve		1,934,038				1,934,038	
Catastrophic Events Reserve		1,157,625				1,157,625	
Capital Reserve		1,948,703				1,948,703	
Opportunity/Econ. Dev. Reserve		1,296,152				1,296,152	
TABOR Reserve		2,151,353	_		_	2,151,353	
Projected Ending Funds Available	\$ 27,731,644	\$ 15,761,725	=		:	\$ 24,456,540	•

					YTD Actuals Through			2021 Variance		2021 Department		021 Annual Variance	
2020 Audited Category Actual			20	21 Amended Budget	Se	eptember 30, 2021		2021 YTD Budget*		Actual to Budget		Yearend Estimates	stimate to Budget
Revenues		Actual		Buaget		2021		Daaget		Baaget		Lotimates	Daaget
Town Taxes													
Property	\$	1,334,170	\$	1,391,327	\$	1,396,224	\$	1,325,171	\$	71,053	\$	1,405,426	\$ 14,099
Sales		37,580,001		35,779,398		33,249,753		26,834,549		6,415,204		41,119,650	5,340,252 (1)
Motor Vehicle		4,082,645		4,676,142		4,972,632		3,507,107		1,465,525		6,412,633	1,736,491 (2)
Other		358,555		419,690		278,622		314,768		(36,146)		367,328	(52,362)
Franchise Fees		2,393,118		2,533,582		1,389,657		1,900,187		(510,530)		2,518,995	(14,587)
Licenses & Permits		145,959		104,819		87,577		78,614		8,963		118,582	13,763
Intergovernmental		3,598,135		361,485		115,461		271,114		(155,653)		344,040	(17,445)
Charges for Service		2,481,591		2,852,385		1,906,266		2,139,289		(233,023)		2,770,197	(82,188)
Management Fees		4,308,917		4,304,660		3,228,495		3,228,495		-		4,304,660	-
Fines & Forfeitures		270,019		423,989		225,950		317,992		(92,042)		303,056	(120,933)
Investment Earnings		412,415		349,353		(9,985)		262,015		(272,000)		181,521	(167,832)
Contributions & Donations		81,968		28,000		32,616		21,000		11,616		46,056	18,056
Transfers In		607,754		638,142		-		-		-		638,142	-
Interfund Loan Revenue		2,384,474		780,450		33,287		33,287		-		493,356	(287,094)
Other Revenue		404,619		517,312		219,840		387,984		(168,144)		513,435	(3,877)
Total Revenues	\$	60,444,340	\$	55,160,734	\$	47,126,395	\$	40,621,572	\$	6,504,823	\$	61,537,077	\$ 6,376,343

⁽¹⁾ Sales tax is trending higher than originally budgeted. Sales tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 16% increase due to higher spending and inflationary factors.

⁽²⁾ Motor Vehicle tax is trending higher than originally budgeted. Motor Vehicle tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 37% increase due to higher spending and inflationary factors.

Expenditures - Town Council							
Personnel	66,022	68,220	48,726	49,853	1,127	63,964	4,256
Services & Other	264,071	294,070	225,472	220,553	(4,920)	285,351	8,719
Supplies	5,417	3,220	644	2,415	1,771	1,129	2,091
Subtotal Town Council \$	335,510	\$ 365,510	\$ 274,842	\$ 272,821	\$ (2,021) \$	350,444 \$	15,066
Expenditures - Town Manager							
Personnel	866,204	916,560	644,394	669,794	25,400	877,941	38,619
Services & Other	48,480	137,630	96,662	103,223	6,561	102,086	35,544
Supplies	6,105	11,640	9,689	8,730	(959)	10,561	1,079
Subtotal Town Manager \$	920,789	\$ 1,065,830	\$ 750,745	\$ 781,747	\$ 31,002 \$	990,588 \$	75,242

	Category	2020 Audited Actual	202	21 Amended Budget	TD Actuals Through ptember 30, 2021	2	2021 YTD Budget*	20	021 Variance Actual to Budget	2021 Pepartment Yearend Estimates	021 Annual Variance stimate to Budget
Expenditure	s - Human Resources										
Personnel		532,457		537,620	356,937		392,876		35,939	492,500	45,120
Services & O	ther	118,617		275,290	171,336		206,468		35,132	236,934	38,356
Supplies		2,265		7,200	6,053		5,400		(653)	6,248	952
	otal Human Resources	\$ 653,339	\$	820,110	\$ 534,326	\$	604,744	\$	70,418	\$ 735,682	\$ 84,428
Expenditure	s - Community Relations	5									
Personnel	-	433,967		451,580	308,926		330,001		21,075	420,819	30,761
Services & O	ther	319,339		451,320	268,485		338,490		70,005	377,699	73,621
Supplies		3,572		6,070	6,475		4,553		(1,922)	7,188	(1,118)
Subtota	Community Relations	\$ 756,878	\$	908,970	\$ 583,886	\$	673,044	\$	89,158	\$ 805,706	\$ 103,264
Expenditure	s - DolT										
Personnel		2,320,077		2,553,460	1,747,824		1,865,990		118,166	2,450,931	102,529
Services & O	ther	719,212		995,370	494,270		746,528		252,258	865,018	130,352
Supplies		566,372		412,540	143,684		309,405		165,721	250,172	162,368
Transfers Ou	ıt	-		13,480	11,159		11,159		-	13,480	-
	Subtotal DoIT	\$ 3,605,661	\$	3,974,850	\$ 2,396,937	\$	2,933,082	\$	536,145	\$ 3,579,601	\$ 395,249
Expenditure	s - Facilities										
Personnel		687,176		818,202	543,884		597,917		54,033	784,400	33,802
Services & O	ther	289,644		483,085	291,404		362,314		70,910	441,316	41,769
Supplies		140,968		110,460	59,633		82,845		23,212	100,868	9,592
Transfers Ou	_	-		66,023	49,517		49,517		-	66,023	_
	Subtotal Facilities	\$ 1,117,788	\$	1,477,770	\$ 944,438	\$	1,092,593	\$	148,155	\$ 1,392,607	\$ 85,163
Expenditure	s - Town Attorney										
Personnel		750,276		1,013,250	629,620		740,452		110,832	888,891	124,359
Services & O	other	108,024		156,560	67,860		117,420		49,560	103,454	53,106
Supplies		8,811		6,570	11,202		11,202		-	13,136	(6,566)
S	Subtotal Town Attorney	\$ 867,111	\$	1,176,380	\$ 708,682	\$	869,074	\$	160,392	\$ 1,005,481	\$ 170,899
•	s - Town Clerk										
Personnel		287,181		279,510	208,788		204,257		(4,531)	291,300	(11,790)
Services & O	ther	64,187		112,590	8,350		84,443		76,093	105,107	7,483
Supplies	_	1,777		1,000	 10,982		10,982		-	 11,280	(10,280)
	Subtotal Town Clerk	\$ 353,145	\$	393,100	\$ 228,120	\$	299,682	\$	71,562	\$ 407,687	\$ (14,587)

Category	2020 Audited Actual	20:	21 Amended Budget	TD Actuals Through ptember 30, 2021	2021 YTD Budget*	21 Variance Actual to Budget	2021 epartment Yearend Estimates	021 Annual Variance stimate to Budget	
Expenditures - Municipal Court									
Personnel	300,931		379,730	261,145	277,495	16,350	373,562	6,168	
Services & Other	17,573		47,170	6,641	35,378	28,737	21,033	26,137	
Supplies	11,708		26,492	28,450	28,450	-	37,477	(10,985)	
Subtotal Municipal Court	\$ 330,212	\$	453,392	\$ 296,236	\$ 341,323	\$ 45,087	\$ 432,072	\$ 21,320	
Expenditures - Finance Department									
Personnel	2,306,894		2,556,420	1,702,021	1,868,153	166,132	2,353,659	202,761 (3)	j
Services & Other	386,367		510,080	335,342	382,560	47,218	493,600	16,480	
Supplies	64,352		156,210	14,290	117,158	102,868	144,371	11,839	
Subtotal Finance Department			3,222,710	\$ 2,051,653	\$ 2,367,871	\$ 316,218	\$ 2,991,630	\$ 231,080	
(6) Personnel is under budget due to vacancies	throughout the year	-							
Expenditures - Police									
Personnel	13,011,714		13,746,470	9,918,847	10,045,497	126,650	13,669,221	77,249	
Services & Other	1,064,200		1,285,573	973,102	964,180	(8,922)	1,320,248	(34,675)	
Supplies	706,395		925,437	777,870	694,078	(83,792)	950,591	(25,154)	
Capital	86,131		30,000	-	-	-	-	30,000	
Transfers Out	-		661,120	495,840	495,840	-	661,120	-	
Subtotal Police	\$ 14,868,440	\$	16,648,600	\$ 12,165,659	\$ 12,199,595	\$ 33,936	\$ 16,601,180	\$ 47,420	
Expenditures - Fire & Rescue									
Personnel	12,585,732		12,973,970	9,411,337	9,480,978	69,641	12,751,360	222,610	
Services & Other	1,100,528		1,501,367	884,707	1,126,025	241,318	1,158,935	342,432	
Supplies	990,998		888,017	597,185	666,013	68,828	834,937	53,080	
Transfers Out	1,003,743		2,389,041	1,276,423	1,276,423	-	2,389,041		
Subtotal Fire & Rescue	\$ 15,681,001	\$	17,752,395	\$ 12,169,652	\$ 12,549,439	\$ 379,787	\$ 17,134,273	\$ 618,122	
Expenditures - Development Service	es								
Personnel	270,962		589,500	332,556	430,788	98,232	461,533	127,967	
Services & Other	10,719		55,300	14,669	41,475	26,806	38,966	16,334	
Supplies	3,113		7,710	7,705	5,783	(1,922)	7,802	(92)	
Transfers Out	-		4,419	3,314	3,314	-	4,419		
Subtotal Development Services	\$ 284,794	\$	656,929	\$ 358,244	\$ 481,360	\$ 123,116	\$ 512,720	\$ 144,209	

Category	20)20 Audited Actual	20	21 Amended Budget	TD Actuals Through eptember 30, 2021	2021 YTD Budget*	20	21 Variance Actual to Budget	2021 Department Yearend Estimates	021 Annual Variance stimate to Budget
Expenditures - Parks & Recreation				· ·		Ū		J		J
Personnel		2,291,497		2,480,410	1,716,740	1,785,073		68,333	2,516,813	(36,403)
Services & Other		1,575,456		1,865,625	1,710,740	1,705,075		222,529	1,429,342	436,283
Supplies		236,960		370,265	225,612	228,750		3,138	354,596	15,669
Capital		273,562		2,844,405	147,803	2,137,001		1,989,198	2,844,405	-
Interfund Loan		128,630		64,000	13,762	48,000		34,238	64,000	_
Transfers Out		63,895		348,625	261,469	261,469			348,625	_
Subtotal Parks & Recreation	\$	4,570,000	\$	7,973,330	\$ 3,452,712	\$ 5,770,148	\$	2,317,436	\$ 7,557,781	\$ 415,549
Expenditures - Non-Departmental										
Personnel		21,613		-	-	_		_	_	-
Services & Other		2,595,601		945,383	667,736	709,037		41,301	962,521	(17,138)
Supplies		14,943		138,090	22,392	103,568		81,176	135,289	2,801
Capital		1,467,358		194,433	101,489	145,825		44,336	254,048	(59,615)
Interfund Loan		44,976		-	-	-		-	-	-
Transfers Out		1,675,000		175,000	175,000	175,000		-	175,000	
Subtotal Non-Departmental		5,819,491	\$	1,452,906	\$ 966,617	\$ 1,133,430	\$	166,813	\$ 1,526,858	\$ (73,952)
Total Expenditures	\$	52,921,772	\$	58,342,782	\$ 37,882,749	\$ 42,369,954	\$	4,487,205	\$ 56,024,310	\$ 2,318,472
Net Revenues/Expenditures		7,522,568		(3,182,048)	9,243,646	(1,748,382)		10,992,028	5,512,767	8,694,815
Beginning Funds Available		20,209,076		27,731,644	27,731,644	27,731,644			27,731,644	
Ending Funds Available	\$	27,731,644	\$	24,549,596	\$ 36,975,290	\$ 25,983,262			\$ 33,244,411	
Less Reserves & Designations:										
Contractual Reserve				300,000					300,000	
Revenue Stabilization Reserve				1,934,038					1,934,038	
Catastrophic Events Reserve				1,157,625					1,157,625	
Capital Reserve				1,948,703					1,948,703	
Opportunity/Econ. Dev. Reserve				1,296,152					1,296,152	
TABOR Reserve				2,151,353					2,151,353	
Projected Ending Funds Available	\$	27,731,644	\$	15,761,725					\$ 24,456,540	

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Fund: Development Services Fund Department: Development Services**

						TD Actuals Through		20.	21 Variance	Г	2021 epartment		21 Annual Variance
	20	20 Audited	202	21 Amended		_	2021 YTD		Actual to	_	Yearend		stimate to
Category		Actual		Budget	U	2021	Budget*		Budget		Estimates		Budget
Revenues				9					9				
Licenses & Permits	\$	5,149,781	\$	5,700,000	\$	4,548,464	\$ 4,275,000	\$	273,464	\$	6,115,704	\$	415,704
Intergovernmental		54,923	•	-	•	-	-	•	-	-	-	·	· -
Charges for Service		2,361,803		1,440,000		1,562,880	1,080,000		482,880		2,036,959		596,959 (1)
Investment Earnings		107,390		67,441		(4,139)	50,581		(54,720)		50,183		(17,258) (2)
Other Revenue		1,229		-		-	-		-		-		-
Total Revenues	\$	7,675,126	\$	7,207,441	\$	6,107,205	\$ 5,405,581	\$	701,624	\$	8,202,846	\$	995,405
Expenditures													
Personnel	\$	5,381,278	\$	5,857,426	\$	3,984,184	\$ 4,280,427	\$	296,243	\$	5,515,915	\$	341,511
Services & Other		879,407		1,711,337		654,858	1,283,503		628,645		1,067,619		643,718 (3)
Supplies		196,009		131,872		100,131	98,904		(1,227)		135,856		(3,984)
Capital		-		100,000		-	75,000		75,000		100,000		-
Transfers Out		81,132		130,523		94,735	94,735				116,116		14,407
Total Expenditures	\$	6,537,826	\$	7,931,158	\$	4,833,908	\$ 5,832,569	\$	998,661	\$	6,935,506	\$	995,652
Net Revenues/Expenditures		1,137,300		(723,717)		1,273,297	(426,988)		1,700,285		1,267,340		1,991,057
Beginning Funds Available		3,974,109		5,111,409		5,111,409	5,111,409				5,111,409		
Ending Funds Available	\$	5,111,409	\$	4,387,692	\$	6,384,706	\$ 4,684,421			\$	6,378,749		
Less Reserves & Designations:				4 007 000							0.070.740		
Revenue Stabilization Reserve		F 444 400		4,387,692	•					•	6,378,749	•11	
Projected Ending Funds Available	>	5,111,409	\$	-	ŀ					Þ	-	:	

⁽¹⁾ Charges for Service are trending higher than year to date budget due to inspection fees exceeding estimations townwide and are estimated to finish the year ahead of budget.

⁽²⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽³⁾ Services and Other are estimated to end the year under budget due to a planned update of the Downtown Master Plan being moved back a year.

Fund: Water Fund

Department: Castle Rock Water

Category	20	020 Audited Actual	20	21 Amended Budget		TD Actuals Through eptember 30, 2021	2021 YTD Budget*	20	21 Variance Actual to Budget		2021 Department Yearend Estimates	021 Annual Variance stimate to Budget
Revenues				J			Ū		J			J
Intergovernmental	\$	699,387	\$	350,000	\$	150,700	\$ 262,500	\$	(111,800)	\$	350,000	\$ -
Charges for Service		17,649,807		17,304,152		12,915,810	13,843,322		(927,512)		16,752,623	(551,529) (1)
Fines & Forfeitures		71,361		303,700		84,480	227,775		(143,295)		172,487	(131,213)
Investment Earnings		415,873		104,882		(14,513)	78,662		(93,175)		22,527	(82,355)
System Development Fees		3,549,688		3,022,950		4,623,514	2,398,711		2,224,803		5,639,027	2,616,077
Transfers In		-		3,850,000		-	-		-		-	(3,850,000) (2)
Other Revenue		2,727,031		1,522,790		2,684,044	1,142,093		1,541,951		1,821,283	298,493
Total Revenues	\$	25,113,147	\$	26,458,474	\$	20,444,035	\$ 17,953,062	\$	2,490,973	\$	24,757,947	\$ (1,700,527)
Expenditures												
Personnel	\$	3,946,280	\$	4,211,586	\$	3,169,823	\$ 2,963,709	\$	(206,114)	\$	4,402,422	\$ (190,836)
Services & Other		6,447,250		7,347,865		4,141,420	5,510,899		1,369,479		6,735,458	612,407
Supplies		1,312,870		1,488,750		887,157	1,116,563		229,406		1,273,650	215,100
Capital		5,698,989		21,196,493		6,427,838	18,423,753		11,995,915		10,393,942	10,802,551 (3)
Debt & Financing		1,731,429		1,741,190		206,492	1,305,893		1,099,401		1,741,190	-
Transfers Out		2,135,181		2,815,889		280,332	2,700,473		2,420,141		406,307	2,409,582 (4)
Total Expenditures	\$	21,271,999	\$	38,801,773	\$	15,113,062	\$ 32,021,290	\$	16,908,228	\$	24,952,969	\$ 13,848,804
Net Revenues/Expenditures		3,841,148		(12,343,299)		5,330,973	(14,068,227)		19,399,200		(195,022)	12,148,277
Beginning Funds Available		21,378,138		25,219,286		25,219,286	25,219,286				25,219,286	
Ending Funds Available	\$	25,219,286	\$	12,875,987	\$	30,550,259	\$ 11,151,059			\$	25,024,264	
Less Reserves & Designations:				2.004.627							2 004 627	
Operating Designation				2,091,627							2,091,627	
Capital Reserve Catastrophic Events Reserve				5,139,235							17,287,512	
Rate Stabilization Reserve				1,360,089 4,285,036							1,360,089 4,285,036	
Projected Ending Funds Available	•	25 210 226	•	4,200,030	•					\$	4,200,030	
i rojecteu Liiullig i ulius Avallable	Ψ	23,213,200	Ψ							Ψ	-	

⁽¹⁾ Metered Water Sales, Bulk Water Sales, and Water Service Charges are trending under budget, due to a spring season that saw more participation than normal. Charges for services are expected to finish the year under budget.

⁽²⁾ Transfers In are estimated to be under budget due to a budgeted transfer from the Wastewater Fund to the Water Fund not being needed for 2021.

⁽³⁾ Capital Expenditures are currently under budget due to the timing of projects. Capital in this fund is estimated to be under budget due to timing of projects and will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2021. Carryforward amounts are not yet known.

⁽⁴⁾ Transfers Out to the Water Resources Fund are not scheduled to be done in 2021. The original agreement for the transfer was to assist the Water Resources Fund in operating expenses when it was created in 2008. Those funds are no longer needed.

Fund: Water Resources Fund Department: Castle Rock Water

Category	2	020 Audited Actual	20	21 Amended Budget		TD Actuals Through eptember 30, 2021	2021 YTD Budget*	20	21 Variance Actual to Budget		2021 Department Yearend Estimates		021 Annual Variance stimate to Budget
Revenues		, 1010101					Zuagot		-aage:				- aagot
Licenses & Permits	\$	_	\$	12,000	\$	_	\$ _	\$	_	\$	2,000	\$	(10,000)
Intergovernmental	•	239,776	•	,	•	39,274	-	,	39,274	•	44,551	•	44,551
Charges for Service		10,426,445		10,701,553		7,492,033	8,026,165		(534,132)		10,748,166		46,613
Fines & Forfeitures		198,842		90,500		134,688	67,875		66,813		148,781		58,281
Investment Earnings		1,649,185		381,952		(65,308)	286,464		(351,772)		227,018		(154,934) (1)
System Development Fees		18,940,568		16,500,000		21,190,214	13,092,750		8,097,464		25,690,465		9,190,465 (2)
Transfers In		1,857,073		2,409,582		-	-		-		-		(2,409,582) (3)
Interfund Loan Revenue		173,606		64,000		13,762	13,762		-		64,000		-
Debt & Financing Revenue		1,902,588		2,357,145		1,477,294	1,477,294		-		1,926,219		(430,926)
Other Revenue		643,065		3,240		72,014	2,430		69,584		72,114		68,874
Total Revenues	\$	36,031,148	\$	32,519,972	\$	30,353,971	\$ 22,966,740	\$	7,387,231	\$	38,923,314	\$	6,403,342
Expenditures													
Personnel	\$	2,266,196	\$	2,311,153	\$	1,732,036	\$ 1,626,367	\$	(105,669)	\$	2,435,325	\$	(124,172)
Services & Other		5,544,395		8,025,789		3,531,552	6,019,342		2,487,790		5,898,097		2,127,692
Supplies		306,825		849,100		431,966	636,825		204,859		575,523		273,577
Capital		37,015,835		27,153,028		11,131,282	17,128,436		5,997,154		14,087,851		13,065,177 (4)
Debt & Financing		3,722,858		3,741,975		1,295,231	2,302,731		1,007,500		3,741,975		-
Transfers Out		5,790		55,188		4,483	29,088		24,605		55,188		-
Total Expenditures	\$	48,861,899	\$	42,136,233	\$	18,126,550	\$ 27,742,789	\$	9,616,239	\$	26,793,959	\$	15,342,274
Net Revenues/Expenditures		(12,830,751)		(9,616,261)		12,227,421	(4,776,049)		17,003,470		12,129,355		21,745,616
Beginning Funds Available		56,795,599		43,964,848		43,964,848	43,964,848				43,964,848		
Ending Funds Available	\$	43,964,848	\$	34,348,587	\$	56,192,269	\$ 39,188,799			\$	56,094,203		
Less Reserves & Designations:				4 000 000							4 000 000		
Operating Designation				1,862,326							1,862,326		
Capital Reserve				16,912,630							38,658,246		
Catastrophic Events Reserve	_			15,573,631							15,573,631		
Projected Ending Funds Available	\$	43,964,848	\$	-						\$	-	:	

⁽¹⁾ Investment Earnings are currently behind budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽²⁾ System Development Fees are currently ahead of budget due to variations in tap size, flow, and higher than anticipated development of single and multi-family homes.

⁽³⁾ Transfers In from the Water Fund are not scheduled to be done in 2021. The original agreement for the transfer was to assist the Water Resources Fund in operating expenses when it was created in 2008. Those funds are no longer needed.

⁽⁴⁾ Capital Expenditures are currently under budget due to the timing of projects. Capital in this fund is estimated to be under budget due to timing of projects and will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2021. Carryforward amounts are not yet known.

Fund: Stormwater Fund

Department: Castle Rock Water

Category	20	020 Audited Actual	20	21 Amended Budget		TD Actuals Through ptember 30, 2021		2021 YTD Budget*		21 Variance Actual to Budget		2021 Department Yearend Estimates		021 Annual Variance stimate to Budget
Revenues	Φ.	4 747	•		Φ.		Φ.		Φ.		Φ.	0.044	Φ.	0.044
Intergovernmental	\$	4,717	\$		\$	- 0.007.544	\$		\$		\$	3,844	\$	3,844
Charges for Service		3,697,567		3,713,000		2,807,541		2,784,750		22,791		3,744,868		31,868
Fines & Forfeitures		36		150		(7.075)		113		(104)		- 40 755		(150)
Investment Earnings		106,323		19,769		(7,875)		14,827		(22,702)		18,755		(1,014)
System Development Fees		1,508,574		1,137,161		1,308,159		902,337		405,822		1,755,924		618,763 (1)
Contributions & Donations		2,315		2,315		-		1,736		(1,736)		2,315		-
Transfers In		193,000		-		40.750		40.750		-		-		4.540
Other Revenue	Φ.	4,580,932	Φ.	504,640	•	10,758	•	10,758	•	-	•	509,158	Φ.	4,518
Total Revenues	Þ	10,093,464	Þ	5,377,035	Þ	4,118,592	Þ	3,714,521	\$	404,071	Þ	6,034,864	\$	657,829
Expenditures														
Personnel	\$	1,758,633	\$	1,737,940	\$	1,315,212	\$	1,222,995	\$	(92,217)	\$	1,826,505	\$	(88,565)
Services & Other		555,118		794,999		374,610		596,249		221,639		562,363		232,636
Supplies		66,147		124,742		47,451		93,557		46,106		82,689		42,053
Capital		5,305,190		12,788,486		3,876,145		8,067,121		4,190,976		7,366,594		5,421,892 (2)
Debt & Financing		107,440		187,440		130,684		130,684		-		174,697		12,743
Transfers Out		135,700		137,100		102,825		102,825		-		137,100		
Total Expenditures	\$	7,928,228	\$	15,770,707	\$	5,846,927	\$	10,213,431	\$	4,366,504	\$	10,149,948	\$	5,620,759
Net Revenues/Expenditures		2,165,236		(10,393,672)		(1,728,335)		(6,498,910)		4,770,575		(4,115,084)		6,278,588
Beginning Funds Available		12,955,691		15,120,927		15,120,927		15,120,927				15,120,927		
Ending Funds Available	\$	15,120,927	\$	4,727,255	\$	13,392,592	\$	8,622,017			\$	11,005,843		
Less Reserves & Designations:														
Operating Designation				435,099								435,099		
Catastrophic Events Reserve				1,586,878								1,586,878		
Capital Reserve				2,705,278								8,983,866		
Projected Ending Funds Available	\$	15,120,927	\$	-							\$	-	ł	

⁽¹⁾ System Development Fees are currently ahead of budget due to variations in tap size, flow, and higher than anticipated development of single and multi-family homes.

⁽²⁾ Capital Expenditures are currently under budget due to the timing of projects. Capital in this fund is estimated to be under budget due to timing of projects and will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2021. Carryforward amounts are not yet known.

Fund: Wastewater Fund

Department: Castle Rock Water

Category	20	020 Audited Actual	20	21 Amended Budget		TD Actuals Through ptember 30, 2021		2021 YTD Budget*	20	21 Variance Actual to Budget		2021 Department Yearend Estimates		021 Annual Variance stimate to Budget
Revenues	Φ.	5.040	Φ.		Φ.		Φ.		Φ.		Φ.	40.500	Φ.	40.500
Intergovernmental	\$	5,243	\$	-	\$		\$	0 475 000	\$	-	\$	13,560	\$	13,560
Charges for Service		11,147,109		11,300,000		8,710,384		8,475,000		235,384		11,631,368		331,368
Fines & Forfeitures		47		100		11		75		(64)		-		(100)
Investment Earnings		40,638		26,372		(3,672)		19,779		(23,451)		25,896		(476)
System Development Fees		3,543,931		3,000,260		2,930,293		2,380,706		549,587		3,864,296		864,036 (1)
Contributions & Donations		29,510		29,510		-		22,133		(22,133)		29,510		-
Other Revenue	_	110,914		2,640	_	9,273	_	1,980		7,293	_	9,573		6,933
Total Revenues	\$	14,877,392	\$	14,358,882	\$	11,646,289	\$	10,899,673	\$	746,616	\$	15,574,203	\$	1,215,321
Expenditures														
Personnel	\$	1,557,775	\$	1,783,480	\$	1,170,041	\$	1,255,041	\$	85,000	\$	1,628,361	\$	155,119
Services & Other		6,614,224		6,464,708		4,339,926		4,848,531		508,605		6,464,504		204
Supplies		402,445		469,642		235,295		352,232		116,937		317,325		152,317
Capital		578,411		8,358,418		1,534,930		5,272,584		3,737,654		3,713,011		4,645,407 (2)
Debt & Financing		330,696		333,660		29,745		250,245		220,500		333,660		-
Transfers Out		144,481		4,000,541		112,906		112,906		-		150,541		3,850,000 (3)
Total Expenditures	\$	9,628,032	\$	21,410,449	\$	7,422,843	\$	12,091,539	\$	4,668,696	\$	12,607,402	\$	8,803,047
Net Revenues/Expenditures		5,249,360		(7,051,567)		4,223,446		(1,191,866)		5,415,312		2,966,801		10,018,368
Beginning Funds Available		8,693,235		13,942,595		13,942,595		13,942,595				13,942,595		
Ending Funds Available	\$	13,942,595	\$	6,891,028	\$	18,166,041	\$	12,750,729			\$	16,909,396		
Less Reserves & Designations: Operating Designation Capital Reserve Catastrophic Events Reserve				1,363,190 4,840,196 687,642								1,363,190 4,840,196 10,706,010		
Projected Ending Funds Available	\$	13,942,595	\$	-							\$	-	-	

⁽¹⁾ System Development Fees are currently ahead of budget due to the variations in tap size, flow, and higher than anticipated development of single and multi-family homes.

⁽²⁾ Capital Projects are currently under budget due to the timing of projects. Capital in this fund is estimated to be under budget due to the timing of projects and will be reevaluated in the fourth quarter and funding for projects will be carried forward into 2022. Carryforward amounts are not yet known.

⁽³⁾ Transfers out are estimated to be under budget due to a budgeted transfer from the Wastewater Fund to the Water Fund not being needed for 2021.

Fund: Transportation Fund Department: Public Works

					Y	TD Actuals Through			20	21 Variance	г	2021 Department)21 Annual Variance
	20	020 Audited	20	21 Amended	Se	•		2021 YTD		Actual to	_	Yearend		stimate to
Category		Actual		Budget		2021		Budget*		Budget		Estimates		Budget
Revenues														
Town Taxes														
Use	\$	3,507,004	\$	2,165,522	\$	3,099,234	\$	3,314,115	\$	(214,881)	\$	4,071,440	\$	1,905,918 (1)
Sales		13,077,347		12,448,201		11,526,768		9,266,441		2,260,327		13,676,806		1,228,605 (2)
Motor Vehicle		2,214,112		2,535,979		2,763,395		1,901,984		861,411		3,521,812		985,833 (3)
Intergovernmental		7,447,683		7,285,191		6,645,579		5,463,893		1,181,686		7,998,306		713,115 (4)
Investment Earnings		168,803		218,921		(2,501)		164,191		(166,692)		97,595		(121,326) (5)
Contributions & Donations		161,477		-		-		-		-		-		-
Other Revenue		26,772		1,500		32,904		1,125		31,779		44,213		42,713
Total Revenues	\$	26,603,198	\$	24,655,314	\$	24,065,379	\$	20,111,749	\$	3,953,630	\$	29,410,172	\$	4,754,858
Expenditures			_				_				_		_	
Personnel	\$	4,235,113	\$	4,955,470	\$	3,262,183	\$	3,487,183	\$	225,000	\$	4,842,607	\$	112,863
Services & Other		11,715,319		16,252,667		9,666,646		12,181,421		2,514,775		16,116,761		135,906
Supplies		898,588		948,173		579,793		711,130		131,337		883,778		64,395
Capital		1,069,323		5,864,813		708,801		5,044,479		4,335,678		5,115,006		749,807 (6)
Debt & Financing		902,625		909,500		794,200		794,200		-		909,500		-
Transfers Out		1,355,014		1,467,581		642,080		642,080		-		1,492,581		(25,000)
Total Expenditures	\$	20,175,982	\$	30,398,204	\$	15,653,703	\$	22,860,493	\$	7,206,790	\$	29,360,233	\$	1,037,971
Net Revenues/Expenditures		6,427,216		(5,742,890)		8,411,676		(2,748,744)		11,160,420		49,939		5,792,829
Beginning Funds Available		8,439,789		14,867,005		14,867,005		14,867,005				14,867,005		
Ending Funds Available	\$	14,867,005	\$	9,124,115	\$	23,278,681	\$	12,118,261			\$	14,916,944		
Less Reserves & Designations:														
Revenue Stabilization Reserve				342,337								342,337		
Capital Reserve				5,153,818								12,929,088		
Catastrophic Events Reserve				3,627,960								1,645,519		
Projected Ending Funds Available	\$	14,867,005	\$	-							\$	-		
·					,					•			•	

⁽¹⁾ Use tax is trending higher than originally budgeted due to higher than estimated permits. Budgeted amount for 2021 Use Tax is based on the 700 single family permits, through the third quarter the Town has received 933 single family permits.

⁽²⁾ Sales tax is trending higher than originally budgeted. Sales tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 16% increase due to higher spending and inflationary factors.

⁽³⁾ Motor Vehicle tax is trending higher than originally budgeted. Motor Vehicle tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 43% increase over year to date budget due to higher spending and inflationary factors.

⁽⁴⁾ Intergovernmental Revenue is trending higher than originally estimated due to timing.

⁽⁵⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽⁶⁾ Capital expenditures are currently running under budget due to the timing of projects.
*The 2021 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

Fund: Transportation Capital Projects Fund

Department: Public Works

					Υ	TD Actuals Through			20	21 Variance	Г	2021 Department	2	021 Annual Variance	
	20	020 Audited	20	21 Amended	Se	•		2021 YTD	_	Actual to	_	Yearend	E	stimate to	
Category		Actual		Budget		2021		Budget*		Budget		Estimates		Budget	
Revenues															
Town Taxes															
Use	\$	2,651,060	\$	1,951,894	\$	2,323,210	\$	2,323,210	\$	-	\$	3,669,795	\$	1,717,901	
Intergovernmental		134,305		-		1,845,383		-		1,845,383		-			(2)
Investment Earnings		247,638		103,412		(4,059)		77,559		(81,618)		103,439		27	
Impact Fees		12,479,450		9,424,745		8,956,872		8,956,872		-		14,446,672		5,021,927	(3)
Contributions & Donations		610,917		<u>-</u>		29,820		<u>-</u>		29,820		44,732		44,732	
Transfers In		<u>-</u>		750,000		750,000		562,500		187,500		750,000		-	
Debt & Financing Revenue		18,533,253		-		-		-		-		-		-	
Other Revenue		146		-		-				-					_
Total Revenues	\$	34,656,769	\$	12,230,051	\$	13,901,226	\$	11,920,141	\$	1,981,085	\$	19,014,638	\$	6,784,587	
Expenditures															
Capital	\$	9,482,749	\$	16,361,583	\$	4,431,065	\$	14,073,025	\$	9,641,960	\$	9,795,197	\$	6,566,386	(4)
Debt & Financing		19,881,627		1,346,169		772,901		772,901		-		1,346,169		-	
Transfers Out		-		33,000		-		-		-		33,000		-	_
Total Expenditures	\$	29,364,376	\$	17,740,752	\$	5,203,966	\$	14,845,926	\$	9,641,960	\$	11,174,366	\$	6,566,386	-
Net Revenues/Expenditures		5,292,393		(5,510,701)		8,697,260		(2,925,785)		11,623,045		7,840,272		13,350,973	
Beginning Funds Available		11,475,336		16,767,729		16,767,729		16,767,729				16,767,729			
Ending Funds Available		16,767,729	\$	11,257,028	\$	25,464,989	\$	13,841,944			\$	24,608,001			
Less Reserves & Designations:		10,101,120	*	,,,	*	_0, 10 1,000	•	10,011,011			*	_ :,000,001			
Capital Reserve				10,934,261								10,934,261			
Committed for Fund Purpose				322,767								13,673,740			
Projected Ending Funds Available		16,767,729	\$	-							\$		•		
•	<u> </u>				}						<u> </u>		:		

⁽¹⁾ Use tax is trending higher than originally budgeted due to higher than estimated permits. Budgeted amount for 2021 Use Tax is based on the 700 single family permits, through the third quarter the Town has received 933 single family permits.

⁽²⁾ Unanticipated intergovernmental revenue received from CDOT (Colorado Department of Transportation) for multiple projects throughout town, such as Founders and Allen.

⁽³⁾ Impact Fees are estimated to be higher than anticipated due to the increase in estimated development of single family homes. The original single family permits forecast for 2021 was 700, however through the first three quarters of the year 933 permits have been issued.

⁽⁴⁾ Capital expenditures are currently running under budget due to the timing of projects.

Fund: Fleet Services Fund Department: Public Works

Category	20	20 Audited Actual	202	21 Amended Budget	TD Actuals Through ptember 30, 2021	2021 YTD Budget*	21 Variance Actual to Budget	2021 epartment Yearend Estimates	•	21 Annual Variance stimate to Budget
Revenues				· ·		•	J			J
Intergovernmental	\$	6,610	\$	-	\$ -	\$ _	\$ -	\$ -	\$	-
Charges for Service		2,342,818		4,803,499	3,959,385	3,602,624	356,761	5,271,693		468,194 (1)
Investment Earnings		17,992		28,516	2,327	21,387	(19,060)	5,401		(23,115) (2)
Transfers In		200,247		207,202	103,096	103,096	-	217,795		10,593
Other Revenue		205,445		254,277	223,102	223,102	-	317,169		62,892
Total Revenues	\$	2,773,112	\$	5,293,494	\$ 4,287,910	\$ 3,950,209	\$ 337,701	\$ 5,812,058	\$	518,564
Expenditures										
Personnel	\$	711,000	\$	798,540	\$ 515,921	\$ 561,936	\$ 46,015	\$ 775,602	\$	22,938
Services & Other		272,662		275,644	223,614	206,733	(16,881)	299,496		(23,852) (1)
Supplies		391,622		407,330	340,399	305,498	(34,901)	448,986		(41,656) (1)
Capital		1,516,259		3,585,043	881,153	881,153	-	2,644,971		940,072 (3)
Transfers Out		15,736		16,457	12,343	12,343	-	16,457		-
Total Expenditures	\$	2,907,279	\$	5,083,014	\$ 1,973,430	\$ 1,967,663	\$ (5,767)	\$ 4,185,512	\$	897,502
Net Revenues/Expenditures		(134,167)		210,480	2,314,480	1,982,546	331,934	1,626,546		1,416,066
Beginning Funds Available		4,075,220		3,941,053	3,941,053	3,941,053		3,941,053		
Ending Funds Available	\$	3,941,053	\$	4,151,533	\$ 6,255,533	\$ 5,923,600		\$ 5,567,599		
Less Reserves & Designations: Committed for Fund Purpose				4,151,533				5,567,599		
Projected Ending Funds Available	\$	3,941,053	\$	-			:	\$ -	;	

⁽¹⁾ Charges for Service are trending over budget due to collection of revenue for the maintenance of Town vehicles. In correlation, services and other, and supplies are trending over due to those maintenance costs.

⁽²⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽³⁾ Capital expenditures are currently running under budget due to the reduced availability of vehicles to purchase

Fund: Fire Capital Fund

Department: Fire Department

					YTD Actuals Through					21 Variance	2021 Department		2021 Annual Variance		
	20	20 Audited	202	2021 Amended		_		2021 YTD		Actual to		Yearend		stimate to	
Category	Actual			Budget		2021		Budget*		Budget		Estimates		Budget	
Revenues															
Intergovernmental	\$	59,840	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Investment Earnings		34,838		24,017		(1,040)		18,013		(19,053)		13,796		(10,221) (1)	
Impact Fees		1,263,371		970,300		1,114,647		1,114,647		-		1,590,783		620,483 (2)	
Other Revenue		261		-		-		-		-		-			
Total Revenues	\$	1,358,310	\$	994,317	\$	1,113,607	\$	1,132,660	\$	(19,053)	\$	1,604,579	\$	610,262	
Expenditures															
Services & Other	\$	716	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Capital		77,379		70,000		-		-		-		70,000		-	
Interfund Loan		1,286,316		325,302		17,503		17,503		-		325,302		<u>-</u> _	
Total Expenditures	\$	1,364,411	\$	395,302	\$	17,503	\$	17,503	\$	-	\$	395,302	\$	-	
Net Revenues/Expenditures		(6,101)		599,015		1,096,104		1,115,157		(19,053)		1,209,277		610,262	
Beginning Funds Available		1,214,473		1,208,372		1,208,372		1,208,372				1,208,372			
Ending Funds Available	\$	1,208,372	\$	1,807,387	\$	2,304,476	\$	2,323,529			\$	2,417,649			
Less Reserves & Designations:															
Committed for Fund Purpose				1,807,387								2,417,649	-		
Projected Ending Funds Available	\$	1,208,372	\$	-	•					;	\$	-	=		

⁽¹⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽²⁾ Impact Fees are estimated to be higher than anticipated due to the increase in estimated development of single family homes. The original single family permits forecast for 2021 was 700, however through the first three quarters of the year 933 permits have been issued.

Fund: Police Capital Fund

Department: Police Department

		YTD Actuals Through			2021 Variance			2021 Department		21 Annual Variance					
	2020 Audited		20 Audited 2021		September 30, 2021		2021 YTD Budget*		Actual to			Yearend	Estimate to		
Category	Actual		Budget						Budget		Estimates		Budget		
Revenues															
Investment Earnings	\$	2,918	\$	7,853	\$	287	\$	5,890	\$	(5,603)	\$	1,655	\$	(6,198) (1)	
Impact Fees		630,150		485,686		555,814		385,392		170,422		796,108		310,422 (2)	
Total Revenues	\$	633,068	\$	493,539	\$	556,101	\$	391,282	\$	164,819	\$	797,763	\$	304,224	
Expenditures															
Capital	\$	22,031	\$	491,873	\$	2,725	\$	368,905	\$	366,180	\$	491,873	\$	-	
Interfund Loan		187,346		187,345		12,139		140,509		128,370		187,345		-	
Transfers Out		119,497		-		-		-		-		-		<u>-</u>	
Total Expenditures	\$	328,874	\$	679,218	\$	14,864	\$	509,414	\$	494,550	\$	679,218	\$	-	
Net Revenues/Expenditures		304,194		(185,679)		541,237		(118,132)		659,369		118,545		304,224	
Beginning Funds Available		141,791		445,985		445,985		445,985				445,985			
Ending Funds Available	\$	445,985	\$	260,306	\$	987,222	\$	327,853			\$	564,530			
Less Reserves & Designations: Committed for Fund Purpose				260,306								564,530			
Projected Ending Funds Available	\$	445,985	\$	-	· !						\$	-	:		

⁽¹⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽²⁾ Impact Fees are estimated to be higher than anticipated due to the increase in estimated development of single family homes. The original single family permits forecast for 2021 was 700, however through the first three quarters of the year 933 permits have been issued.

Fund: Police Forfeiture Fund Department: Police Department

Category	20	20 Audited Actual	202	1 Amended Budget		TD Actuals Through eptember 30, 2021		2021 YTD Budget*	20	21 Variance Actual to Budget		2021 Department Yearend Estimates		021 Annual Variance Estimate to Budget
Revenues	Φ	110	Φ	056	ው	7	Φ	100	Φ	(405)	Φ	7	Φ	(240)
Investment Earnings	<u>ф</u>	149	\$	256	\$		\$	192	\$	(185)			\$	(249)
Total Revenues	\$	149	\$	256	\$	7	\$	192	\$	(185)	\$	7	\$	(249)
Expenditures	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total Expenditures	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Net Revenues/Expenditures		149		256		7		192		(185)		7		(249)
Beginning Funds Available		21,855		22,004		22,004		22,004				22,004		
Ending Funds Available	\$	22,004	\$	22,260	\$	22,011	\$	22,196			\$	22,011		
Less Reserves & Designations:														
Committed for Fund Purpose				22,260								22,011		
Projected Ending Funds Available	\$	22,004	\$,	\$	-	-	

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Fund: Parks & Recreation Capital Fund**

Department: Parks and Recreation

					Y	TD Actuals Through			2021 Variance		D	2021 Department)21 Annual Variance	
	2020 Audited		ted 2021 Amended		September 30,		2021 YTD		Actual to		Yearend		Estimate to		
Category	Actual		ual Budget		2021		Budget*		Budget		Estimates		Budget		
Revenues								_		_				_	
Investment Earnings	\$	66,133	\$	106,783	\$	2,814	\$	80,087	\$	(77,273)	\$	37,053	\$	(69,730)	
Impact Fees		7,100,597		5,693,961		6,519,582		4,518,158		2,001,424		9,155,471		3,461,510 (1)	
Total Revenues	\$	7,166,730	\$	5,800,744	\$	6,522,396	\$	4,598,245	\$	1,924,151	\$	9,192,524	\$	3,391,780	
Expenditures															
Services & Other	\$	125,132	\$	171,800	\$	133,587	\$	128,850	\$	(4,737)	\$	171,800	\$	-	
Capital		208,083		5,750,065		1,312,285		4,312,549		3,000,264		5,750,065		- (2)	
Debt & Financing		710,813		710,413		156,206		156,206		-		710,413		-	
Total Expenditures	\$	1,044,028	\$	6,632,278	\$	1,602,078	\$	4,597,605	\$	2,995,527	\$	6,632,278	\$	-	
Net Revenues/Expenditures		6,122,702		(831,534)		4,920,318		640		4,919,678		2,560,246		3,391,780	
Beginning Funds Available		2,093,011		8,215,713		8,215,713		8,215,713				8,215,713			
Ending Funds Available	\$	8,215,713	\$	7,384,179	\$	13,136,031	\$	8,216,353			\$	10,775,959			
Less Reserves & Designations:															
Park Reserve				750,000								750,000			
Recreation Facility Reserve				375,000								375,000			
Committed for Fund Purpose				6,259,179								9,650,959			
Projected Ending Funds Available	\$	8,215,713	\$	-							\$	-			
					•					•			•		

⁽¹⁾ Impact Fees are estimated to be higher than anticipated due to the increase in estimated development of single family homes. The original single family permits forecast for 2021 was 700, however through the first three quarters of the year 933 permits have been issued.

⁽²⁾ Capital expenditures are currently running under budget due to the timing of projects such as Cobblestone Ranch Park, unspent funds will be carriedforward into 2022. Year end estimate include planned carryforward costs.

Fund: Conservation Trust Fund Department: Parks and Recreation

					Y	TD Actuals Through		20	21 Variance	D	2021 epartment		21 Annual Variance
	20	20 Audited	202	21 Amended	Se	_	2021 YTD		Actual to		Yearend	Ε	stimate to
Category		Actual		Budget		2021	Budget*		Budget	E	Estimates		Budget
Revenues													
Licenses & Permits	\$	118,733	\$	140,608	\$	86,813	\$ 22,399	\$	64,414	\$	129,999	\$	(10,609)
Intergovernmental		541,538		5,434,656		4,667,508	4,075,992		591,516		5,525,307		90,651 (1)
Investment Earnings		1,635		1,594		2,689	1,196		1,493		3,423		1,829
Total Revenues	\$	661,906	\$	5,576,858	\$	4,757,010	\$ 4,099,587	\$	657,423	\$	5,658,729	\$	81,871
Expenditures													
Personnel	\$	101,428	\$	166,780	\$	112,709	\$ 117,364	\$	4,655	\$	100,616	\$	66,164
Services & Other		78,240		7,000		38,670	5,250		(33,420)		53,723		(46,723)
Supplies		11,224		107,500		17,916	80,625		62,709		107,500		-
Capital		389,529		5,115,741		622,669	3,836,806		3,214,137		5,115,741		- (2)
Total Expenditures	\$	580,421	\$	5,397,021	\$	791,964	\$ 4,040,045	\$	3,248,081	\$	5,377,580	\$	19,441
Net Revenues/Expenditures		81,485		179,837		3,965,046	59,542		3,905,504		281,149		101,312
Beginning Funds Available		743,174		824,659		824,659	824,659				824,659		
Ending Funds Available	\$	824,659	\$	1,004,496	\$	4,789,705	\$ 884,201			\$	1,105,808		
Less Reserves & Designations:													
Committed for Fund Purpose				1,004,496							1,105,808		
Projected Ending Funds Available	\$	824,659	\$	-	:					\$	-	•	

⁽¹⁾ Intergovernmental is expected to be over budget due to the increase in funding from the State of Colorado Lottery Funds.

⁽²⁾ Capital expenditures are currently running under budget due to the timing of park improvements, unspent funds will be carried forward into 2022. Year end estimate include planned carryforward costs.

Fund: Community Center Fund Department: Parks and Recreation

Category	20	20 Audited Actual	202	21 Amended Budget	TD Actuals Through ptember 30, 2021	2021 YTD Budget*	20	21 Variance Actual to Budget	2021 epartment Yearend Estimates	021 Annual Variance stimate to Budget
Revenues				3.1		3.1		3.1		3.1
Town Taxes										
Use	\$	445,713	\$	334,764	\$ 390,178	\$ 261,250	\$	128,928	\$ 629,390	\$ 294,626 (1)
Sales		2,828,799		2,672,024	2,461,515	1,989,055		472,460	2,935,536	263,512 (2)
Motor Vehicle		400,496		458,716	487,801	344,037		143,764	637,034	178,318 (3)
Intergovernmental		35,474		-	25,000	-		25,000	64,083	64,083
Charges for Service		1,904,132		4,680,242	2,630,910	3,627,656		(996,746)	3,555,602	(1,124,640) (4)
Investment Earnings		23,225		7,704	(404)	5,778		(6,182)	8,079	375
Contributions & Donations		3,820		-	9,310	-		9,310	24,310	24,310
Other Revenue		19,067		41,616	11,746	31,212		(19,466)	18,291	(23,325)
Total Revenues	\$	5,660,726	\$	8,195,066	\$ 6,016,056	\$ 6,258,988	\$	(242,932)	\$ 7,872,325	\$ (322,741)
Expenditures										
Personnel	\$	3,323,272	\$	4,785,820	\$ 3,042,871	\$ 3,437,147	\$	394,276	\$ 4,395,322	\$ 390,498
Services & Other		2,090,837		2,620,131	1,672,828	1,676,884		4,056	2,263,515	356,616
Supplies		412,143		675,800	404,018	511,310		107,292	541,775	134,025
Capital		462,498		400,000	_	-		-	400,000	- (5)
Transfers Out		80,000		112,499	104,375	104,375		-	112,499	<u>-</u>
Total Expenditures	\$	6,368,750	\$	8,594,250	\$ 5,224,092	\$ 5,729,716	\$	505,624	\$ 7,713,111	\$ 881,139
Net Revenues/Expenditures		(708,024)		(399,184)	791,964	529,272		262,692	159,214	558,398
Beginning Funds Available		1,932,230		1,224,206	1,224,206	1,224,206			1,224,206	
Ending Funds Available	\$	1,224,206	\$	825,022	\$ 2,016,170	\$ 1,753,478			\$ 1,383,420	
Less Reserves & Designations:										
Capital Reserve				468,173					468,173	
Revenue Stabilization Reserve				356,849					915,247	
Projected Ending Funds Available	\$	1,224,206	\$	-					\$ -	

⁽¹⁾ Use tax is trending higher than originally budgeted due to higher than estimated permits. Budgeted amount for 2021 Use Tax is based on the 700 single family permits, through the third quarter the Town has received 933 single family permits.

⁽²⁾ Sales tax is trending higher than originally budgeted. Sales tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 16% increase due to higher spending and inflationary factors.

⁽³⁾ Motor Vehicle tax is trending higher than originally budgeted. Motor Vehicle tax budget was estimated to increase 3% from the 2020 actuals, however through the first three quarters of the year sales tax is at a 43% increase over year to date budget due to higher spending and inflationary factors.

⁽⁴⁾ Charges for Service are trending under year-to-date budget due to less than expected membership renewals for 2021 due to COVID disruptions.

⁽⁵⁾ Capital expenditures are currently running under budget due to the timing of projects.

^{*}The 2021 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

Fund: Golf Course Fund

Department: Parks and Recreation

Category	20	20 Audited Actual	20	21 Amended Budget		TD Actuals Through ptember 30, 2021	2	2021 YTD Budget*		21 Variance Actual to Budget		2021 epartment Yearend Estimates	,	21 Annual Variance stimate to Budget
Revenues	Φ	20.076	φ		Φ		ተ		Φ		Φ	0.000	Φ	0.000
Intergovernmental	\$	20,076 3,606,046	Ъ	3,487,607	\$	- 3,366,141	\$	3,048,169	\$	- 317,972	\$	8,000 3,822,766	\$	8,000
Charges for Service Investment Earnings		12,017		6,209		816		4,657		(3,841)		6,209		335,159 (1)
Transfers In		80,000		80,000		80,000		80,000		(3,041)		80,000		<u>-</u>
Other Revenue		3,073		-		331		-		331		686		686
Total Revenues	\$	3,721,212	\$	3,573,816	\$	3,447,288	\$	3,132,826	\$	314,462	\$	3,917,661	\$	343,845
Expenditures														
Personnel	\$	1,424,299	\$	1,495,570	\$	1,137,836	\$	1,044,751	\$	(93,085)	\$	1,494,106	\$	1,464
Services & Other	•	653,274	,	609,870	·	456,046	•	307,374	•	(148,672)	•	547,647	•	62,223
Supplies		591,365		595,225		530,086		474,156		(55,930)		660,213		(64,988) (2)
Capital		43,705		337,571		-		_		-		103,000		234,571 (3)
Debt & Financing		678,687		727,120		189,555		189,555		-		727,120		-
Interfund Loan		7,512		7,512		5,634		5,634		-		7,512		-
Transfers Out		3,148		3,148		2,361		2,361		-		3,148		
Total Expenditures	\$	3,401,990	\$	3,776,016	\$	2,321,518	\$	2,023,831	\$	(297,687)	\$	3,542,746	\$	233,270
Net Revenues/Expenditures		319,222		(202,200)		1,125,770		1,108,995		16,775		374,915		577,115
Beginning Funds Available		1,554,067		1,873,289		1,873,289		1,873,289				1,873,289		
Ending Funds Available	\$	1,873,289	\$	1,671,089	\$	2,999,059	\$	2,982,284			\$	2,248,204		
Less Reserves & Designations: Revenue Stabilization Reserve Capital Reserve Debt Service Reserve				212,346 957,928 500,815								212,346 1,535,043 500,815		
Projected Ending Funds Available	\$	1,873,289	\$	•						•	\$	-	- -	

⁽¹⁾ Charges for Service is expected to come in over budget due to number of rounds of golf played at the course, year to date rounds of golf played is up four percent over 2020.

⁽²⁾ Supplies are currently running over budget due to more golfers playing the course than anticipated.

⁽³⁾ Capital expenditures are currently running under budget due to the repaving of half the Golf parking lot being expensed out of a different fund as well as the timing of the second half the repaving of the narking lot

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review Fund: Economic Development Fund

						ΓD Actuals Through				21 Variance	D	2021 epartment		021 Annual Variance
Octomore:	20	20 Audited	202	21 Amended	Se	•	2	2021 YTD		Actual to		Yearend	E	stimate to
Category		Actual		Budget		2021		Budget*		Budget	t	Estimates		Budget
Revenues														
Town Taxes	•	4 004 700	•	705 400	•	075 004	•	570.040	_	(007.707)	•	700.040	•	(5.400)
Use	\$	1,881,788	\$	735,408	\$	275,891	\$	573,618	\$	(297,727)	\$	730,240	\$	(5,168)
Intergovernmental		61,031		<u>-</u>		-		<u>-</u>		-		<u>-</u>		-
Investment Earnings		140,583		36,729		(6,231)		27,547		(33,778)		36,729		-
Other Revenue		-		-		25,000		-		25,000		25,000		25,000
Total Revenues	\$	2,083,402	\$	772,137	\$	294,660	\$	601,165	\$	(306,505)	\$	791,969	\$	19,832
Expenditures														
Services & Other	\$	1,094,197	\$	5,480,545	\$	650,518	\$	650,518	\$	_	\$	802,750	\$	4,677,795 (1)
Transfers Out	Ψ	100,000	Ψ	-	Ψ.	-	*	-	•	_	Ψ.	-	Ψ.	-
Total Expenditures	\$	1,194,197	\$	5,480,545	\$	650,518	\$	650,518	\$	-	\$	802,750	\$	4,677,795
Net Revenues/Expenditures		889,205		(4,708,408)		(355,858)		(49,353)		(306,505)		(10,781)		4,697,627
Beginning Funds Available		4,819,203		5,708,408		5,708,408		5,708,408				5,708,408		
	•	•	•		•		•	, ,			•	, ,		
Ending Funds Available	Þ	5,708,408	Þ	1,000,000	Þ	5,352,550	\$	5,659,055			\$	5,697,627		
Less Reserves & Designations:														
Future Incentive Obligation				1,000,000								1,000,000		
Committed for Fund Purpose				_								4,697,627		
Projected Ending Funds Available	\$	5,708,408	\$							•	\$	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
1 Tojected Ending I und Available	Ψ	3,700,700	Ψ		1					;	Ψ			

⁽¹⁾ Services and Other annual variance is due to Economic Assistance Program funds not disbursed in accordanance with the economic edvelopment agreements for the year. The Economic Development Fund is budgeted to capacity but not all funds are spent each year.

Fund: Downtown Development TIF Fund

Department: Finance

Category	20	020 Audited Actual	202	21 Amended Budget		TD Actuals Through ptember 30, 2021	;	2021 YTD Budget*	20	021 Variance Actual to Budget		2021 epartment Yearend Estimates	,	021 Annual Variance stimate to Budget
Revenues														
Tax Increment Financing	_		_		_		_		_		_		_	
Property Tax TIF	\$	412,013	\$	471,426	\$	849,453	\$	362,998	\$	486,455	\$	849,453	\$	378,027
Sales Tax TIF		1,414,996		1,213,286		295,032		266,923		28,109		1,600,000		386,714
Other Revenue		3,575		-		-		-		-		-		
Total Revenues	\$	1,830,584	\$	1,684,712	\$	1,144,485	\$	629,921	\$	514,564	\$	2,449,453	\$	764,741
Expenditures														
Services & Other	\$	1,924,473	\$	858,293	\$	550,828	\$	643,720	\$	92,892	\$	1,088,172	\$	(229,879)
Supplies	·	15,000	·	, -	·	´ <u>-</u>	·	· -		, -		-	•	
Capital		-,		565,219		5,400		423,914		418,514		65,219		500,000
Debt & Financing		_		-		413		120,011		(413)		-		-
Interfund Loan		782,328		782,327		-		_		(110)		_		782,327
Transfers Out		702,020		750,000		750,000		750,000		_		750,000		102,021
Total Expenditures	¢	2,721,801	\$	2,955,839	\$	1,306,641	\$	1,817,634	\$	510,993	\$	1,903,391	\$	1,052,448
Total Expellutures	Ψ	2,721,001	Ψ	2,955,059	Ψ	1,300,041	Ψ	1,017,034	Ψ	310,993	Ψ	1,903,391	Ψ	1,032,440
Net Revenues/Expenditures		(891,217)		(1,271,127)		(162,156)		(1,187,713)		1,025,557		546,062		1,817,189
Beginning Funds Available		2,312,343		1,421,126		1,421,126		1,421,126				1,421,126		
Ending Funds Available	\$	1,421,126	\$	149,999	\$	1,258,970	\$	233,413			\$	1,967,188		
Less Reserves & Designations:														
Committed for Fund Purpose				149,999								1,967,188	_	
Projected Ending Funds Available	\$	1,421,126	\$	-							\$	-		

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review Fund: Philip S. Miller Trust Fund

Department: Town Council

	20	20 Audited	20:	21 Amended		TD Actuals Through eptember 30,	2021 YTD	21 Variance Actual to		2021 epartment Yearend	,	21 Annual Variance stimate to
Category		Actual		Budget		2021	Budget*	Budget	E	Estimates		Budget
Revenues												
Intergovernmental	\$	167	\$	-	\$	-	\$ -	\$ -	\$	-	\$	-
Charges for Service		60,269		236,000		549,780	236,000	313,780		567,681		331,681 (1)
Investment Earnings		1,248		1,037		139	778	(639)		573		(464) (2)
Contributions & Donations		287,195		255,000		107,500	107,500	-		215,000		(40,000)
Transfers In		175,000		175,000		175,000	175,000	-		175,000		-
Other Revenue		384					-	-		-		
Total Revenues	\$	524,263	\$	667,037	\$	832,419	\$ 519,278	\$ 313,141	\$	958,254	\$	291,217
Expenditures												
Personnel	\$	112,433	\$	109,680	\$	101,937	\$ 77,182	\$ (24,755)	\$	126,886	\$	(17,206)
Services & Other		445,923		532,920		684,442	399,690	(284,752)		783,792		(250,872) (1)
Supplies		14,697		11,660		30,485	8,745	(21,740)		70,946		(59,286)
Total Expenditures	\$	573,053	\$	654,260	\$	816,864	\$ 485,617	\$ (331,247)	\$	981,624	\$	(327,364)
Net Revenues/Expenditures		(48,790)		12,777		15,555	33,661	2,778		(23,370)		(36,147)
Beginning Funds Available		304,834		256,044		256,044	256,044			256,044		
Ending Funds Available	\$	256,044	\$	268,821	\$	271,599	\$ 289,705		\$	232,674		
Less Reserves & Designations: Committed for Fund Purpose				268,821						232,674		
Projected Ending Funds Available	\$	256,044	\$	-	:			,	\$	•	:	

⁽¹⁾ In the proposed Budget Amendment three, \$335,000 is being added to the Charges for Service and Services and Other categories as a result of greater than expected attendance at Town events (2) Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

Fund: Public Art Fund

Department: Town Council

Category	20	20 Audited Actual	202	21 Amended Budget		TD Actuals Through ptember 30, 2021		2021 YTD Budget*		21 Variance Actual to Budget		2021 epartment Yearend Estimates	\ Es	21 Annual /ariance stimate to Budget
Revenues	Φ.	070	Φ.	4 700	Φ.	(0)	Φ.	4.000	Φ.	(4.000)	Φ.	044	Φ.	(4.400)
Investment Earnings	\$		\$	1,720	\$	` ,	\$	1,290	\$	(1,298)	\$	314	\$	(1,406) (1)
Contributions & Donations		25,890		25,000		12,500		12,500		-		25,000		-
Other Revenue		6		-		-		-		-		-		-
Total Revenues	\$	26,766	\$	26,720	\$	12,492	\$	13,790	\$	(1,298)	\$	25,314	\$	(1,406)
Expenditures														
Services & Other	\$	13,819	\$	25,000	\$	14,495	\$	18,750	\$	4,255	\$	21,670	\$	3,330
Supplies		344		-		-		-		-		-		-
Total Expenditures	\$	14,163	\$	25,000	\$	14,495	\$	18,750	\$	4,255	\$	21,670	\$	3,330
Net Revenues/Expenditures		12,603		1,720		(2,003)		(4,960)		(3,723)		3,644		1,924
Beginning Funds Available		26,139		38,742		38,742		38,742				38,742		
Ending Funds Available	\$	38,742	\$	40,462	\$	36,739	\$	33,782			\$	42,386		
Less Reserves & Designations: Committed for Fund Purpose				40,462								42,386		
Projected Ending Funds Available	\$	38,742	\$	-							\$	-		

⁽¹⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review Fund: Municipal Facilities Capital Fund

Category	20	20 Audited Actual	202	21 Amended Budget		TD Actuals Through ptember 30, 2021	2021 YTD Budget*	21 Variance Actual to Budget	2021 Department Yearend Estimates	\ Es	21 Annual /ariance stimate to Budget
Revenues Investment Earnings	\$	18,671	\$	27,885	\$	(610)	\$ 20,914	\$ (21,524)	\$ -	\$	(27,885) (1)
Impact Fees Interfund Loan Revenue		422,400 26,809		319,110 26,809		363,295 1,990	253,214 26,146	110,081 (24,156)	521,917 26,809		202,807 (2)
Total Revenues	\$	467,880	\$	373,804	\$	364,675	\$ 300,274	\$ 	\$ 548,726	\$	174,922
Expenditures											
Interfund Loan	\$	147,782		-	\$		\$ -	\$ -	\$ -	\$	<u>-</u>
Total Expenditures	\$	147,782	\$	-	\$	-	\$ -	\$ -	\$ -	\$	-
Net Revenues/Expenditures		320,098		373,804		364,675	300,274	64,401	548,726		174,922
Beginning Funds Available		686,698		1,006,796		1,006,796	1,006,796		1,006,796		
Ending Funds Available	\$	1,006,796	\$	1,380,600	\$	1,371,471	\$ 1,307,070		\$ 1,555,522		
Less Reserves & Designations: Committed for Fund Purpose				1,380,600					1,555,522		
Projected Ending Funds Available	\$	1,006,796	\$	-	- -				\$ -		

⁽¹⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽²⁾ Impact Fees are estimated to be higher than anticipated due to the increase in estimated development of single family homes. The original single family permits forecast for 2021 was 700, however through the first three quarters of the year 933 permits have been issued.

Fund: General Long Term Planning Fund

						TD Actuals Through		20.	21 Variance	_	2021 Department)21 Annual Variance	
	20	20 Audited	203	21 Amended		_	2021 YTD		Actual to	_	Yearend		stimate to	
Category		Actual	201	Budget	UU	2021	Budget*		Budget		Estimates		Budget	
Revenues		7 10 00 01		g					900					
Town Taxes														
Use	\$	2,063,853	\$	1,515,089	\$	1,808,911	\$ 1,182,375	\$	626,536	\$	2,848,550	\$	1,333,461 (1)
Intergovernmental		2,194		-		-	-		-		-		-	
Investment Earnings		32,677		28,088		1,562	21,066		(19,504)		17,353		(10,735)	
Transfers In		1,003,743		687,143		-	-		-		687,143		-	
Debt & Financing Revenue		-		-		120	-		120		120		120	
Other Revenue		408		125,000		-	93,750		(93,750)		125,000			
Total Revenues	\$	3,102,875	\$	2,355,320	\$	1,810,593	\$ 1,297,191	\$	513,402	\$	3,678,166	\$	1,322,846	
Expenditures														
Services & Other	\$	324,658	\$	1,045,407	\$	211,710	\$ 784,055	\$	572,345	\$	815,561	\$	229,846 (2)
Supplies		176,517		133,200		10,045	99,900		89,855		106,931		26,269	
Capital		294,590		4,405,526		1,026,530	3,304,145		2,277,615		2,278,284		2,127,242 (2)
Total Expenditures	\$	795,765	\$	5,584,133	\$	1,248,285	\$ 4,188,100	\$	2,939,815	\$	3,200,776	\$	2,383,357	
Net Revenues/Expenditures		2,307,110		(3,228,813)		562,308	(2,890,909)		3,453,217		477,390		3,706,203	
Beginning Funds Available		2,542,845		4,849,955		4,849,955	4,849,955				4,849,955			
Ending Funds Available	\$	4,849,955	\$	1,621,142	\$	5,412,263	\$ 1,959,046			\$	5,327,345			
Less Reserves & Designations:														
Capital Reserve				617,400							-			
Committed for Fund Purpose				1,003,742							5,327,345			
Projected Ending Funds Available	\$	4,849,955	\$	•						\$	-	:		

⁽¹⁾ Use tax is trending higher than originally budgeted due to higher than estimated permits. Budgeted amount for 2021 Use Tax is based on the 700 single family permits, through the third quarter the Town has received 933 single family permits.

⁽²⁾ Services and Other and Capital expenses are estimated to be under budgeted due to the timing of projects that have been pushed to 2022 or the projects finishing under estimate budget for the year, remaining funds will be carried forward into 2022.

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review Fund: Employee Benefits Fund

						TD Actuals Through		20	21 Variance	D	2021 Department		21 Annual Variance
	20	20 Audited	20	21 Amended	Se	ptember 30,	2021 YTD		Actual to		Yearend	Ε	stimate to
Category		Actual		Budget		2021	Budget*		Budget		Estimates		Budget
Revenues													
Charges for Service	\$	7,651,095	\$	8,092,770	\$	6,096,621	\$ 6,069,578	\$	27,043	\$	8,193,979	\$	101,209
Investment Earnings		68,336		66,709		(3,113)	50,032		(53,145)		30,718		(35,991) (1)
Contributions & Donations		1,758,271		1,978,280		1,295,263	1,483,710		(188,447)		1,860,829		(117,451)
Other Revenue		-		-		66,956	-		66,956		66,956		66,956
Total Revenues	\$	9,477,702	\$	10,137,759	\$	7,455,727	\$ 7,603,320	\$	(147,593)	\$	10,152,482	\$	14,723
Expenditures													
Personnel	\$	68,461	\$	69,060	\$	50,232	\$ 48,598	\$	(1,634)	\$	69,601	\$	(541)
Services & Other		8,830,502		9,419,310		6,748,291	7,064,483		316,192		9,709,756		(290,446) (2)
Supplies		-		2,000		-	-		, -		-		2,000
Total Expenditures	\$	8,898,963	\$		\$	6,798,523	\$ 7,113,081	\$	314,558	\$	9,779,357	\$	(288,987)
Net Revenues/Expenditures		578,739		647,389		657,204	490,239		166,965		373,125		(274,264)
Beginning Funds Available		1,277,054		1,855,793		1,855,793	1,855,793				1,855,793		
Ending Funds Available	\$	1,855,793	\$	2,503,182	\$	2,512,997	\$ 2,346,032			\$	2,228,918		
Less Reserves & Designations:													
Claims Reserve				2,125,762							2,125,762		
Health Care Cost Reserve				377,420	_						103,156	_,	
Projected Ending Funds Available	\$	1,855,793	\$	-						\$	-		
					•				•			•	

⁽¹⁾ Investment Earnings are currently estimated to not reach budget, however the Town holds investments to maturity and any loss will be recovered over time.

⁽²⁾ In the proposed Third Budget Amendment, \$600,000 is being added to the Services & Other budget to accommodate higher than projected medical and prescription claim costs.

Fund: Parking Fund Department: Finance

Category Revenues	20	020 Audited Actual	20	21 Amended Budget	TD Actuals Through eptember 30, 2021		2021 YTD Budget*	20	21 Variance Actual to Budget		2021 Department Yearend Estimates	021 Annual Variance stimate to Budget
Investment Earnings	\$	661	\$	-	\$ 5,247	\$	-	\$	5,247	\$	7,322	\$ 7,322
Transfers In Debt & Financing Revenue	·	1,500,000 9,952,716		80,000	80,000	·	80,000	·	, - -	·	80,000	, -
Total Revenues	\$	11,453,377	\$	80,000	\$ 85,247	\$	80,000	\$	5,247	\$	87,322	\$ 7,322
Expenditures												
Services & Other	\$	-	\$	676,898	\$ -	\$	-	\$	-	\$	676,898	\$ -
Capital		-		9,968,102	9,968,102		9,968,102		-		9,968,102	-
Debt & Financing		194,979		433,329	219,667		219,667		-		433,329	-
Transfers Out		93,000		-	-		-		-		-	
Total Expenditures	\$	287,979	\$	11,078,329	\$ 10,187,769	\$	10,187,769	\$	-	\$	11,078,329	\$ -
Net Revenues/Expenditures		11,165,398		(10,998,329)	(10,102,522)		(10,107,769)		5,247		(10,991,007)	7,322
Beginning Funds Available		-		11,165,398	11,165,398		11,165,398				11,165,398	
Ending Funds Available Less Reserves & Designations:	\$	11,165,398	\$	167,069	\$ 1,062,876	\$	1,057,629			\$	174,391	
Committed for Fund Purpose				167,069							174,391	
Projected Ending Funds Available	\$	11,165,398	\$							\$		

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Townwide Summary**

	2020 Audited		YTD Actuals Through September 30,	2021 YTD	2021 Variance Actual to	2021 Department Yearend	2021 Annual Variance Estimate to
Category	Actual	Budget	2021	Budget*	Budget	Estimates	Budget
Revenues							
Town Taxes							
Property	\$ 1,334,170		\$ 1,396,224		\$ 71,053	\$ 1,405,426	
Use	10,549,418	6,702,677	7,897,424	7,654,569	242,855	11,949,415	5,246,738
Sales	53,486,147	50,899,623	47,238,036	38,090,045	9,147,991	57,731,992	6,832,369
Motor Vehicle	6,697,253	7,670,837	8,223,828	5,753,128	2,470,700	10,571,479	2,900,642
Other	358,555	419,690	278,622	314,768	(36,146)	367,328	(52,362)
Tax Increment Financing							
Property Tax TIF	412,013	471,426	849,453	362,998	486,455	849,453	378,027
Sales Tax TIF	1,414,996	1,213,286	295,032	266,923	28,109	1,600,000	386,714
Franchise Fees	2,393,118	2,533,582	1,389,657	1,900,187	(510,530)	2,518,995	(14,587)
Licenses & Permits	5,414,473	5,957,427	4,722,854	4,376,013	346,841	6,366,285	408,858
Intergovernmental	12,911,099	13,431,332	13,488,905	10,073,499	3,415,406	14,351,691	920,359
Charges for Service	63,328,682	68,611,208	51,997,751	52,932,553	(934,802)	69,095,902	484,694
Management Fees	4,308,917	4,304,660	3,228,495	3,228,495	-	4,304,660	-
Fines & Forfeitures	540,305	818,439	445,138	613,830	(168,692)	624,324	(194,115)
Investment Earnings	3,570,218	1,617,202	(107,570)	1,212,905	(1,320,475)	895,566	(721,636)
Contributions & Donations	2,961,363	2,318,105	1,487,009	1,648,579	(161,570)	2,252,752	(65,353)
Transfers In	5,616,817	8,877,069	1,188,096	1,000,596	187,500	2,628,080	(6,248,989)
Interfund Loan Revenue	2,584,889	871,259	49,039	73,195	(24,156)	584,165	(287,094)
Debt & Financing Revenue	30,388,557	2,357,145	1,477,414	1,477,294	120	1,926,339	(430,806)
Other Revenue	8,726,927	2,973,015	3,355,968	1,894,434	1,461,534	3,522,878	549,863
Total Revenues (Excluding One-Time)		\$ 183,439,309	\$ 148,901,375	\$ 134,199,181	\$14,702,194	\$193,546,730	\$ 10,107,421
Impact Fees	21,895,968	16,893,802	17,510,210	15,228,283	2,281,927	26,510,951	9,617,149 (1)
System Development Fees	27,542,761	23,660,371	30,052,180	18,774,504	11,277,676	36,949,712	13,289,341 (1)
Total Revenues (Including One-Time)		\$ 223,993,482	\$ 196,463,765	\$ 168,201,968	\$28,261,797	\$257,007,393	\$ 33,013,911
(0)							

⁽¹⁾ Impact Fees and System Development Fees are one time revenues that the Town receives associated with growth.

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Townwide Summary**

			YTD Actuals Through		2021 Variance	2021 Department	2021 Annual Variance
	2020 Audited	2021 Amended	September 30,	2021 YTD	Actual to	Yearend	Estimate to
Category	Actual	Budget	2021	Budget*	Budget	Estimates	Budget
Expenditures							
Personnel	\$ 61,618,871	\$ 67,647,407	\$ 47,426,730	\$ 48,861,824	\$ 1,435,094	\$ 66,010,162	\$ 1,637,245
Services & Other	56,292,164	71,436,596	39,687,403	49,074,200	9,386,797	62,021,192	9,415,404
Supplies	7,559,552	9,015,915	5,536,608	6,768,777	1,232,169	8,070,817	945,098
Debt & Financing	28,261,154	10,130,796	3,795,094	6,122,082	2,326,988	10,118,053	12,743
Interfund Loan	2,584,890	1,366,486	49,038	211,646	162,608	584,159	782,327
Transfers Out	7,011,317	13,179,634	4,379,162	6,823,908	2,444,746	6,930,645	6,248,989
Total Expenditures (Excluding One-Time)	\$ 163,327,948	\$ 172,776,834	\$ 100,874,035	\$ 117,862,438	\$16,988,403	\$153,735,028	\$ 19,041,806
Capital	63,991,622	125,580,799	42,182,473	93,462,798	51,280,325	80,561,565	45,019,234 (2)
Total Expenditures (Including One-Time)	\$ 227,319,570	\$ 298,357,633	\$ 143,056,508	\$ 211,325,236	\$68,268,728	\$234,296,593	\$ 64,061,040
Net Revenues/Expenditures	39,117,076	(74,364,151)	53,407,257	(43,123,268)	96,530,525	22,710,800	97,074,951
Beginning Funds Available	167,665,910	206,782,986	206,782,986	206,782,986		206,782,986	
Ending Funds Available	\$ 206,782,986	\$ 132,418,835	\$ 260,190,243	\$ 163,659,718		229,493,786	

⁽²⁾ Capital Expenses are one time projects and are not reoccurring.

TOWN OF CASTLE ROCK 2021 Third Quarter Financial Review **Townwide Summary**

Category Ending Funds Available	2020 Audited Actual \$ 206,782,986	2021 Amended Budget \$ 132,418,835	YTD Actuals Through September 30, 2021 \$ 260,190,243	2021 YTD Budget* \$ 163,659,718	2021 Variance Actual to Budget	2021 Department Yearend Estimates	2021 Annual Variance Estimate to Budget
Less Reserves & Designations:							
Contractual Reserve		300,000				300,000	
Revenue Stabilization Reserve		7,233,262				9,782,717	
Catastrophic Events Reserve		23,993,825				32,029,752	
Capital Reserve		49,677,622				97,585,088	
Opportunity/Econ. Dev. Reserve		1,296,152				1,296,152	
Future Incentive Obligation		1,000,000				1,000,000	
TABOR Reserve		2,151,353				2,151,353	
Committed for Fund Purpose		16,838,621				46,999,429	
Operating Designation		5,752,242				5,752,242	
Rate Stabilization Reserve		4,285,036				4,285,036	
Park Reserve		750,000				750,000	
Recreation Facility Reserve		375,000				375,000	
Debt Service Reserve		500,815				500,815	
Claims Reserve		2,125,762				2,125,762	
Health Care Cost Reserve		377,420				103,156	_
Total Reserves & Designations		116,657,110	•			205,036,502	-
Projected Ending Funds Available		\$ 15,761,725	:			\$ 24,457,284	:

Yearly Sales Tax Revenue



		Year	ly Sales Tax Ro	evenue		
	2016	2017	2018	2019	2020	2021
Prior Year						
Collections *	\$ 166,999	\$ 175,216	\$ 82,847	\$ 129,20	00 \$ 92,66	64 \$ 81,315
Jan	2,708,833	2,939,153	3,303,966	3,446,27	76 3,765,44	4,362,179
Feb	2,628,882	2,942,236	3,044,888	3,305,7	19 3,687,54	7 4,017,991
Mar	3,274,629	3,856,165	4,103,325	4,364,83	15 4,438,08	5,155,106
Apr	2,991,981	3,559,192	3,487,035	3,928,40	07 3,632,25	5,130,611
May	3,235,763	3,703,943	4,043,517	4,181,08	33 4,284,26	5,317,831
Jun	3,836,672	4,304,723	4,493,392	4,987,02	26 5,425,01	.1 6,126,707
Jul	3,547,768	3,899,703	4,080,724	4,402,09	98 5,146,99	6 5,574,422
Aug	3,551,913	3,898,049	4,266,934	5,295,70	5,061,76	5,444,351
Sep	3,946,825	4,190,106	4,319,640	4,823,34	46 5,435,93	-
Oct	3,528,073	3,513,275	3,984,307	4,008,06	60 4,779,02	-
Nov	3,479,493	3,877,471	4,104,407	4,316,63	30 4,836,62	- 6
Dec	4,855,770	5,426,023	5,562,531	5,980,28	32 6,455,11	.7 -
Totals	\$ 41,753,601	\$ 46,285,255	\$ 48,877,513	\$ 53,168,64	43 \$ 57,040,72	7 \$ 41,210,513
Year to Year (Change	10.9%	5.6%	8.8	7. 3	3%

	Monthly Sales Tax Comparisons					
	August 2020		August 2021	% Prior Month/Year Comparison		
\$	5,061,764	\$	5,444,351	7.6%		
	YTD 2020 * YTD 2021 * % Change YTD					
\$	\$ 35,441,364 \$ 41,129,198 16.0%					
* Y	* YTD totals above exclude prior year collections					

YTD Sales Tax Comparisons - By Industry					
Category	YTD 2020	YTD 2021	% Change YTD		
Food and General Merchandise	\$ 10,932,513	\$ 11,482,067	5.0%		
Misc Retail	4,049,245	5,613,384	38.6%		
Apparel and Accessories	3,270,197	5,186,786	58.6%		
Restaurants & Bars	3,960,075	4,965,535	25.4%		
Home and Garden	3,060,764	3,373,078	10.2%		
Auto and Auto Items	1,507,115	1,863,213	23.6%		
Utilities	1,469,409	1,718,059	16.9%		
Furniture and Home Décor	1,038,664	1,411,693	35.9%		
Agricultural and Construction	1,102,762	1,055,563	-4.3%		
Leasing and Rentals	821,842	820,561	-0.2%		
Ranch Supply/Pet Needs	644,643	814,209	26.3%		
Communication	842,977	781,872	-7.2%		
Audit Revenue	1,616,085	679,945	-57.9%		
Services	583,140	642,863	10.2%		
Wholesale and Manufacturing	381,315	433,563	13.7%		
Hotel	160,618	286,807	78.6%		

YTD Sales Tax Comparisons - By Geographical Area					
Category	YTD 2020	YTD 2021	% Change YTD		
Milestone/Metzler	\$ 7,782,719	\$ 8,511,492	9.4%		
Promenade	6,071,362	7,314,924	20.5%		
Outlet Mall	2,956,898	4,718,013	59.6%		
Out of State	3,924,287	4,540,422	15.7%		
Out of Town	3,381,893	3,582,596	5.9%		
Downtown	2,866,650	3,255,758	13.6%		
Wolfensberger	1,561,402	2,064,212	32.2%		
Area Around Outlet Mall	1,443,939	1,592,292	10.3%		
Founders Market Place	1,344,397	1,381,830	2.8%		
Plum Creek	784,483	1,116,288	42.3%		
Justice	682,094	794,522	16.5%		
Audit Revenue	1,616,085	679,945	-57.9%		
Remote Seller	285,499	596,085	108.8%		
Misc/ Other	343,799	506,112	47.2%		
Meadows	395,857	474,707	19.9%		



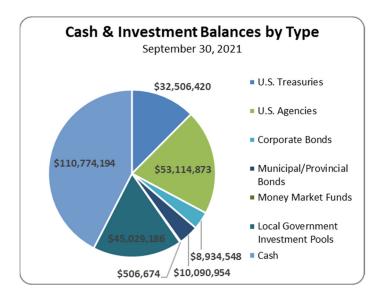
Attachment C - Investment Summary

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 2021 Budget and the 2021 – 2025 Five Year Capital Improvement Plan. The Town's total cash and investment balance as of September 30 is \$260,956,850 which reflects investment losses of \$362,199 and interest earnings of \$468,385 for the third quarter for a total increase of \$106,186. 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.

As of 9/30/2021, the Town's Investment Earnings are:							
	Investment Earnings		Market Change	Total			
1st Qtr \$	496,490	\$	(546,143)	\$	(49,653)		
2nd Qtr	532,145		(432,112)		100,033		
3rd Qtr	468,385		(362,199)		106,186		
4th Qtr	-		-		-		
\$	1,497,020	\$	(1,340,453)	\$	156,566		

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 9/30/2021, the Town's Cash and Investment Balances by Fund are:					
Governmental Activities					
General Fund	\$	38,824,868			
Economic Development Fund		5,301,478			
Parking Fund		1,062,876			
Transportation Fund		25,115,493			
Capital Funds:					
Transportation Capital Fund		25,953,562			
Parks Capital Fund		13,195,421			
Fire Capital Fund		2,304,476			
Facilities Capital Fund		1,371,472			
Police Capital Fund		987,222			
Other Governmental Funds:					
General Long Term Planning Fund		5,412,144			
DDA TIF Fund		1,258,972			
Conservation Trust Fund		4,788,306			
Philip S. Miller Trust Fund		252,512			
Public Art Fund		76,737			
Police Forfeiture Fund		22,011			
Internal Service Funds:					
Employee Benefits Fund		3,694,356			
Fleet Fund		6,260,033			
Total Governmental Funds	\$	135,881,938			
Business-type Activities					
Water Fund	\$	27,913,427			
Water Resources Fund		56,105,072			
Stormwater Fund		13,301,303			
Wastewater Fund		16,547,956			
Golf Fund		3,091,930			
Community Center Fund		1,573,175			
Development Services Fund		6,542,050			
Total Enterprise Funds	\$	125,074,911			
Total All Funds	\$	260,956,850			







Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 3. File #: ID 2021-123

To: Honorable Mayor and Members of Town Council

Thru: David L. Corliss, Town Manager

From: Melissa Hoelting, Community Relations Manager

Holiday Card Art Contest

Discussion

Community Relations developed a Holiday Card Art Contest with the goal of getting middle and high school-aged students thinking about and expressing what they love about the Town. The contest also promoted community involvement and partnerships with youth and area schools.

At the start of the school year, Community Relations reached out to Castle Rock middle and high school teachers to share information about the Holiday Card Art Contest and request that they add the project to their fall curriculum. Information about the contest was also shared on the Town's social media channels. All middle school and high school students residing in Castle Rock or attending a school in Castle Rock were eligible and encouraged to participate.

Two entries were received. The Public Art Commission reviewed the entries and selected the artwork submitted by Reese H., a freshman at Colorado Early Colleges of Castle Rock. Her beautiful, digitally produced artwork features a snowy scene of The Rock. (**Attachment A**)

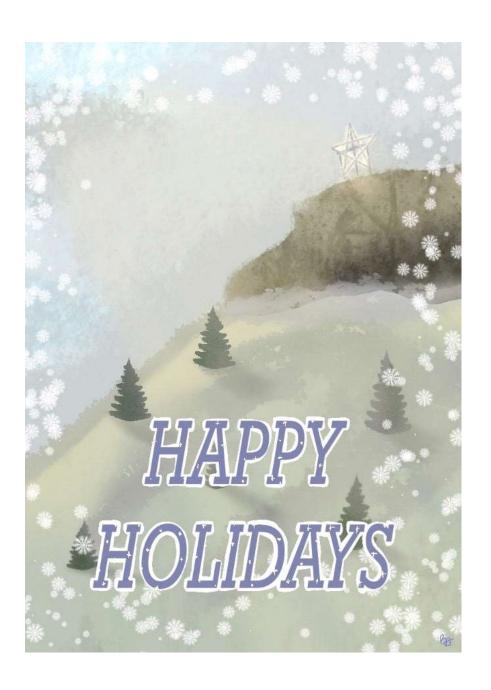
For her winning entry, Reese will be recognized at the Nov. 16 Council meeting, her art will be enlarged and displayed at the MAC through the holidays, she'll receive a \$100 Hobby Lobby gift card and a set of 50 cards featuring her art.

Reese's art will be featured on the Town's 2021 holiday cards. Community Relations will print 200 cards for approximately \$350.

Attachment

Attachment A: Winning Holiday Card Art Contest artwork

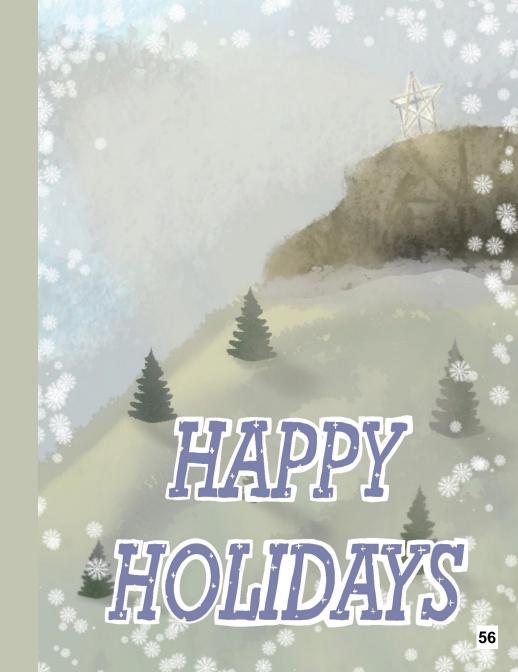
Item #: 3. File #: ID 2021-123





The Town of Castle Rock's holiday card was designed by **Reese H**., a freshman at Colorado Early Colleges of Castle Rock. Her winning digital entry, "**Happy Holidays,"** was selected by The Public Art Commission.

Reese loves to draw animals and loves Downtown Castle Rock because "It's very fun to just be able to hang out there and get to look around."



Moliclay
Wishes
from the
Town of Castle Rock





Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 4. File #: ID 2021-124

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Calendar Reminders

Executive Summary

Attached is a schedule of upcoming calendar items of general interest.

TOWN COUNCIL MEETING

TOWN MANAGER'S REPORT

DAVID L. CORLISS, TOWN MANAGER NOVEMBER 16, 2021



>

CALENDAR ITEMS

25-26 NOV	
7 DEC	Town Council Meeting – 6 p.m. hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
21 DEC	Town Council Meeting – 6 p.m. hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
23 DEC	Christmas Eve Holiday Observed - Town Offices Closed Rec Center, MAC open normal hours
24 DEC	Christmas Day Holiday Observed - Town Offices Closed Rec Center, MAC close at 2 p.m.
25 DEC	Christmas Day - Town Offices Closed Including Rec Center, MAC
31 DEC	New Years Day 2022 Holiday Observed - Town Offices Closed Including Rec Center, MAC

HIGHLIGHTS from CRgov.com/Events

Starlighting 2 - 7 p.m., ceremony at 5 p.m. NOV Downtown Castle Rock 25 17th Annual Turkey ROCK Trot 5K, 7:30 - 11 a.m. **Douglas County Events Center 3-4** Festival Park Starlight Market, 3 - 8 p.m. Dec. 3, 11 a.m. – 7 p.m. Dec. 4 DEC Festival Park Reindeer Games, 3 – 6 p.m. DEC Amphitheater at Philip S. Miller Park Santa Drive-by, 8 a.m. to 7 p.m. DEC Castle Rock Neighborhoods **Storytellers and S'mores, 5 - 7 p.m. Festival Park** DEC I Parking Lights & Movie Nights: Christmas Vacation, 4:30 - 6 p.m. Philip S. Miller Park Parking Lights & Movie Nights: Elf, 4:30 - 6 p.m. Philip S. Miller Park

NEIGHBORHOOD MEETINGS

Scheduled on Town Calendar:



Davey Daycare, 5-6 p.m. Virtual

300 square foot sunroom addition to the building at 399 N. Gilbert St.



6 S. Cantril (Craig & Gould neighborhood), 5-6 p.m. Virtual

New duplex and detached garage in Craig & Gould's neighborhood



Mount Royal Rezone and SDP, 6-7 p.m. Hybrid at the Library

3 single family lots in Plum Creek PD, located west of the intersection of West Prestwick Wy and Mount Royal Dr

*The Following Meetings are Tentative:



*5069 Bear Paw Drive, 6-7 p.m. Virtual

The proposed Use by Special Review, is an Accessory Dwelling and will be in the basement of the home and includes a 100 foot expansion of the home located in the Meadows subdivision.



*Canyons South Annexation and Zoning, 6-7 p.m. Hybrid at Town Hall

Annex 409 acres of unincorporated Douglas County property into the Town limits to develop a new neighborhood consisting of 474 single-family homes and 50,000 sq. ft. of neighborhood commercial located south of Crowfoot Valley Road, east of Founders Pkwy, north of Crimson Sky Dr and west of Castle Oaks Dr



NEIGHBORHOOD MEETINGS

*The Following Meetings are Tentative:



*Crystal Valley Ranch Filing 18, Tract C, 2nd Meeting, 6-7 p.m. Hybrid at The Pinnacle Mixed-use development with 24 two-story townhome units and a two-story commercial building (first floor retain and second floor office) on a 4-acre site at SE Corner of W. Loop Rd and Crystal Valley Pkwy

16 DEC

*Avilla at Founders (Bella Mesa South) SDP, 6-7 p.m. Virtual

105 single-story residential units (one-bedroom duplex, two-bedroom and three-bedroom houses) located at northwest corner of Mikelson Blvd and Mitchell St

63



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 5. File #: ID 2021-125

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Monthly Department Reports

Executive Summary

Attached are the monthly department reports for October 2021.



Development Services November 2021 Monthly Report

(Reporting on October 2021)



DEVELOPMENT SERVICES

November Monthly Report (Reporting on October)



INSIDE THIS ISSUE

Page 3: Employee Recognition

Page 5: New Land Use Submittals

Page 8: Boards and Commissions

Page 9: Town Council Actions

Page 10: Development Snapshot

For the latest Development Activity, visit:

CRgov.com/DevelopmentActivity



Encore opened and began moving in residents in October

FOUR CORNER STONES

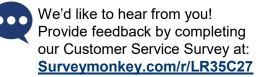
Distinct Town	Responsible
Identity	Growth
Community	Thriving
Service	Economy





View past issues of the *Development Highlights Newsletter*, visit:

CRgov.com/Development-Activity



News from the Director

To continue to best meet the needs of our residents, business partners and other community members, we have updated the format of the **Development Services Monthly** Report. I am excited to debut this update with the November 2021 edition. While much of the content is similar to past editions, I hope the new format helps streamline and simplify the report's content, particularly the Development Snapshot section that focuses on reporting development activity and the core service levels of the various Development Services divisions.



Tara Vargish, PE

Director

Development Services

As always, our staff is excited to share information about the development activities throughout our Town and we look forward to continuing to provide great customer service to our community.

To stay up to date on development in Castle Rock, check out previous issues of the Development Services Monthly Report or sign-up to receive the Development Highlights Newsletter by visiting: CRgov.com/Development-Activity.

Employee Recognition

New Employees, Awards, Staff Kudos





Congratulations to Tony Felts on one year with the Town!



Congratulations to Tammy King on five years with the Town!



Welcome to
Maureen Casper
who joins the
Town as a Grants
Administrator!



Congratulations to Chelsia Oborny on one year with the Town!



Congratulations to Larry Harold on seven years with the Town!



Thank You Ben Christensen who received an email from a local builder thanking him for his great customer service!

Neighborhood Clean-Up Day

The 2021 Neighborhood Clean-Up Day was held on Saturday, October 9 for the Craig & Gould and surrounding neighborhoods. Countless pieces of furniture, cabinets, tools and household items were saved from the landfill and repurposed by neighbors.

By the numbers

43

tons of waste collected

25

tons of metal recycled

21

dumpsters filled



Employee Recognition

Customer Service Feedback, Staff Spotlight



Customer Feedback Survey

We launched a customer feedback survey in 2019 to gather input about our customer service on



permits and projects, level of responsiveness to inquiries and development activities. If you receive an email from us titled "We would like your feedback!", please consider taking a few minutes to respond. Your feedback is valuable to us! The link is also available in staff email signatures. All responses are anonymous, unless you request to be contacted by staff. You can also enter our monthly drawing to win a \$25 gift card to a local Castle Rock business.

"Larry is truly a pleasure to work with! Thank you for working so hard to find solutions. If each reviewing agency worked as diligently as you do, we would certainly have an easier time on projects!" - Rikki A.

"Cara was very helpful. She must be a great asset for you." - Ken K.

"Tammy and Cara in Zoning were very helpful and responsive. Thank you."

"Tammy and Cara, this is awesome! Above and beyond. Thank you so much." - Rich M.

"Tina, I would like to reiterate how much I appreciate you and your efforts. Thank you so much." - Gabe S.

"I really appreciated all of the Castle Rock Development Services participants in the Site Precon Meeting for their partnership approach and helpful information. Special thanks to Sean Davin who led the meeting and set the tone for the collaboration. Looking forward to a successful partnership at the Promenade Block 3 Alana Apartments Project!" - Catamount Constructors Inc.

"Diane Maki really took the time to help me figure out what I needed and what I needed to do. I feel like she went above and beyond! And it's so rare

Staff Spotlight

Matthew Anderson is a Development Construction Inspector for Development Services under Public Works. Matthew spends the majority of his time working with right of way permits and contractors providing oversite needed within roadways, right of ways and easements focusing on the safety and protection of Town assets.

Matthew started working in construction framing houses in college, way back in the 1900s. Matthew moved to Colorado 20 years ago to go to graduate school and stayed. He and his beautiful daughters, Mavencia Hope and Adele Mercy, live in Sedalia on a ranch they manage for a great family. They enjoy raising cattle, riding horses to do cow work, fishing and camping. The girls were born in Haiti. Mavencia, his oldest daughter, has been in the U.S. for four years and is a talented artist who is a senior at Castle View High School. Adele, the "Cow Boss," came to the U.S. when she was four, eight years ago. She is in 7th grade at Castle Rock Middle School and wants to work for the CIA when she grows up.







New Land Use Submittals



Administrative Reviews

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 staff as well as plan review staff in Castle Rock Water, Public Works, Fire and Parks and Recreation.

Canvas at Castle Rock (formerly Epoque)

Parking and ADA design revisions for the multifamily development, located at Plum Creek Boulevard and Crystal Valley Parkway.

Canyons South (County Project)

Waterline design revision for the first phase of the residential project with 278 single-family lots. (Town will own and maintain the project's water system per previous agreements.)

Castle Rock Adventist Hospital

Erosion control plans for three-story, 70,000-squarefoot medical office building, located at 2350 Meadows Blvd.

CORE Electric Cooperative

Easement agreements for Phase 2 of underground utility feeder lines, located near the intersection of State Highway 83 and State Highway 86.

Lanterns

Construction documents and erosion control documents for a Family Amenity Center to include a clubhouse, playground, pool and pool house, located at the southwest corner of Montaine Circle and Burnell Road.

Lanterns/Montaine

Phasing design revision for 164 single-family residential lots located in the east interior of Montaine Circle and southeast portion of property and utilities, drainage and access agreements for 183 single-family lots, located south of Montaine Circle, connecting at Vervain Trail.

Meadows

Construction documents and erosion control plans for construction of Timber Mill Parkway located north of North Meadows Drive and west of State Highway 85.

Meadows

Subdivision improvements agreement for Filing 17, Area 2 for intersection improvements at Meadows Parkway and Regent Street.

Meadows, Castle Rock Industrial at The Meadows

Site Development Plans for two 80,000-square-foot office/warehouse buildings on lot 1 and lot 2, located on future Timber Mill Parkway, west of North Meadows Drive.

Meadows, StorHaus

Plat amendment subdividing one lot into two lots, located at Regent Street and Carnaby Lane.

Sanders Business Park

Site Development Plan for four flex-space buildings, totaling approximately 51,500 square feet, located on I-25 Frontage Road, north of Crystal Valley Parkway.

StorQuest

Construction documents and erosion control plans for redevelopment of existing storage facility, located at 2583-2633 Liggett Road.

Town Project

Erosion control plans for Terrain Control Valve Project, located on Founders Parkway, north of Crimson Sky Drive, and erosion control plans for Plum Creek Park improvements located at 3517 Mount Royal Drive.

New Land Use Submittals



Public Hearings Required

Land Use submittals that incorporate new land into the Town's jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings.





Canyons South

Planned Development Plan for the Canyons South Annexation application that proposes to develop a new neighborhood consisting of 474 single-family homes and 50,000 square feet of neighborhood commercial. The property is 409 acres in size and located south of Crowfoot Valley Road, east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive. The Planned Development Plan will require public hearings before the Planning Commission for review and recommendation and the Town Council for review and final decision.

The project is located adjacent to Councilmember Cavey's district.

Project Highlights

- Proposed neighborhood development with 474 single-family homes
- 50,000 square feet of neighborhood commercial space

Perry Street Social District

Downtown Site Development Plan for a property at 404 N. Perry Street. A mini entertainment district consisting of a craft beer taproom and three additional food and beverage concepts, anchored by the common covered area is being proposed. Used as a skating rink during the winter months, the common covered area ("The Pavilion") would be used as a beer garden for most of the year. The application also proposes to demolish the residential house on the north side of the property with the new tap house constructed at the location. Because the residence was built in 1931, prior to 1945, the demolition will require public hearings, including a recommendation from the Historic Preservation Board, and a final decision from Town Council.

The project is located in Councilmember LaFleur's district

Project Highlights

- Property measures approximately 0.399 acres or approximately 17,380 square feet
- The mini entertainment district would include a craft beer taproom and three additional food and beverage concepts

New Land Use Submittals



Public Hearings Required Continued



Spotlight Theater

Use by Special Review for a theater located at 680 Atchison Way. The youth theater will feature dance, vocal and theater training. Anticipated capacity is 100 audience members in the 5,000-square-foot space. Theater performances would be held on Fridays and Saturdays periodically during the course of a year. Training classes are held in the afternoon and early evenings throughout the week.

A Use by Special Review is required for theaters in the General Industrial (I-2) Zone District. As Spotlight Theater is proposed to go in to an existing building, it is a Use by Special Review – Tenant Finish. Use by Special Review – Tenant Finish. Use by Special Review – Tenant Finish applications require a hearing before the Planning Commission, which makes the final decision. The applicant held their pre-submittal neighborhood meeting on October 7, 2021.

The proposal is located in Councilmember Bracken's district.

Project Highlights

- Spotlight Theater is proposed to go in to an existing building, through Use by Special Review – Tenant Finish
- Youth theater with a capacity of 100 audience members in the 5,000-square-foot space

Boards and Commissions



Actions and Updates

Development Services supports five Boards and Commissions that have specific purposes for building appeals, variance hearings, land use case recommendations or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council.



Historic Preservation Board

October 6, 2021

The Historic Preservation Board took a "Ghostly and Tragic Tales of Castle Rock" tour with Castle Rock Museum Director Angie DeLeo, at its recent meeting.

Pictured from left to right):
Sandi Aguilar (board recorder)
Mike Borgelt
Annamarie Engelhard
Carlos Salinas
Angie DeLeo (tour guide, Castle Rock Museum)



Cancelled Meetings for October

- Board of Adjustment, October 7
- Design Review Board, October 13 and October 27
- Planning Commission, October 14 and October 28

Town Council Actions: Land Use Submittals





Ridge at Crystal Valley

Town Council considered the following proposal on October 5, 2021.

WSB & Associates, on behalf of the property owner, Crystal Valley Ranch Development Company, requested approval of a Site Development Plan known as the Ridge at Crystal Valley. The Ridge at Crystal Valley is comprised of property within the Crystal Valley Ranch Planned Development, 4th Amendment and the Ridge Estates Planned Development, and proposes a residential neighborhood consisting of 142 single-family homes, a new street network and more than 28 percent of open space on the 116-acre property. The property is generally located in the southwest section of Crystal Valley Ranch.

Site Development Plans for residential use require a public hearing before Town Council who shall review and make a decision upon the proposal following review and recommendation by the Planning Commission.

Town Council approved the resolution by a vote of 5-2.



Alexander Way

Town Council considered the following request on October 19, 2021.

Town Council reviewed an annexation request for Alexander Way, and found the request to be in Substantial Compliance with the application requirements for annexation, Article II, Section 30 of the Colorado Constitution and Section 31-12-107 (1), C.R.S.

This was a procedural vote, and did not yet annex the property. Town Council set Tuesday, December 7, 2021, as the next procedural vote to determine eligibility to be annexed.

Alexander Way is 73.76 acres north of Alexander Place and Brewer Court intersection.

Town Council approved the resolution of Substantial Compliance by a vote of 7-0.

Town Council Actions: Land Use Submittals





preservation grant request is for \$25,000.

is locally landmarked. This downtown historic

On September 1, 2021, the Historic Preservation Board voted 6-0 to recommend that Town Council approve this \$25,000 grant request.

Town Council approved the resolution by a vote of 7-0

Downtown Historic Preservation Grant Program

Town Council considered the following proposal on October 5, 2021.

In November of 2020, Town Council adopted a new Downtown Historic Preservation Grant Policy. The purpose of the Town's *Downtown Historic Preservation Grant Program* is to provide monetary assistance with rehabilitation and restoration of historic properties within the Downtown Overlay District (DOD) for exterior improvements. These grants are available up to 50% of the project cost up to 25,000. These funds are awarded to property owners within the DOD on a two-round, competitive basis as recommended by the Historic Preservation Board and approved by Town Council. Staff received no applications for the first round and received only one application for the second round, which closed on August 1, 2021.

The owners of the Douglas Masonic Temple Association building, located at 300 N. Wilcox Street, are requesting a downtown historic preservation grant to assist with the cost of the continuing window and door restoration. The Douglas Masonic Temple, formerly known as the First National Bank of Douglas County, is on the National Register of Historic Places and

CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2021





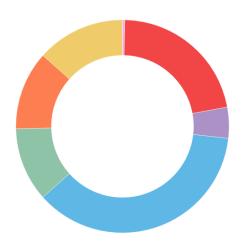
79,346

estimated population as of October 2021

Zoning Division

Core Service Levels

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-ways. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.



- Sign Complaint Responses 1
- Sign Removed from Right of Way – 60
- Sign Permits Reviewed 13
- Site Visits 101

- Code Complaint Responses **31**
- Notices of Violation Sent 33
- Business Licenses Reviewed –37
- Temporary Use Permits Issued 0
 *All 100% on time

Planning/Development Review

Core Service Levels

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

Pre-Applications this month

97 year-to-date Pre-Applications

percent of Pre-Applications over the previous 12 months advanced as new projects A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

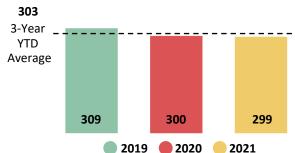
New Development Projects



29

New Development Project Applications this Month

Year-to-Date Development Projects



Development Reviews

Monthly Reviews

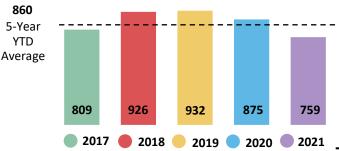
33 1st review*

2nd review*

22 3rd review or greater*

*All on time with the exception of one late review for each review category

Year-to-Date Planning/Development Reviews



CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2021



Building Division

Core Service Levels

Building Division staff process hundreds of building permits a month, from 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 in the Development Services' Monthly Report archive at:

CRgov.com/1674/Development-Services

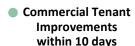
48



Building Permits Reviewed

Monthly Building Permit Reviews by Type*

*All 100% on time



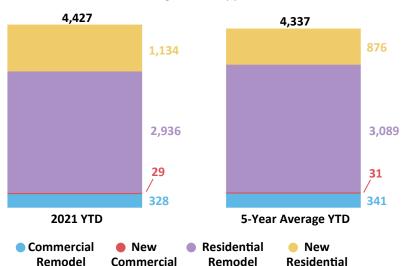
5

New Commercial within 20 days

Residential Remodel within 5 days New Residential Master Plans within 20 days

Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



Residential
Permits Issued
this Month

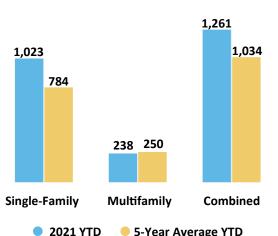


Square Feet of Commercial Space Permitted Year-to-Date



Commercial Space
Permitted Compared
to 5-Year Year-to-Date
Average

Year-to-Date Residential New Construction Permits Issued



OCTOBER 2021 | FINANCE DEPARTMENT



Mission

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

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.

Contact Finance Department

How does Finance support the Town's vision and priorities?

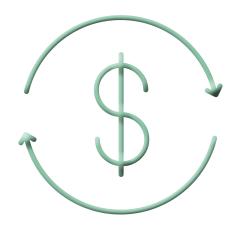
Accounting

The Accounting Team provides financial services such as accounts payable and receivable, investments, and capital asset reporting to internal and external customers. The team ensures financial transactions are recorded in accordance with the Town's Municipal Code, Governmental Accounting Standards and in compliance with governing laws and regulations.

Budget

The Budget Team supports departments Townwide with future budgeting and financial planning to attain strategic priorities in the short and long term. The team actively monitors, analyzes and reports on Town financial activity throughout the year.

Trish Muller, CPA Finance Director



Town of Castle Rock Finance Department 720-733-2227 CRgov.com/Finance

Payroll

The Payroll Team fulfills and maintains the critical role of employee compensation.

Technicians responsibly process and calculate appropriate benefit and other deductions and maintain all aspects of pay. They continually learn and navigate complex federal and state payroll and tax regulations while adhering to the highest standards of confidentiality and customer service.

Revenue

The Revenue Team provides education and outstanding customer service while licensing businesses and collecting sales tax with a "home town" feel and understanding. The team works with economic development, the Downtown Development Authority and the Urban Renewal Authority to align with the Town's vision.

ON THE MOVE

The Budget Division is excited to announce that **Melissa Everett** has accepted the position of **Financial Analyst!** Melissa has served the Town as a Payroll Technician since May 2019 maintaining the critical role of employee compensation. In her new position, Melissa will support departments Townwide with future budgeting and financial planning.

The Revenue Division is excited to announce the promotion of **Sabrina Smith** to the position of **Sales Tax Auditor!** Sabrina started with the Town in April 2021 as the Sales Tax/PIF Specialist where she did an excellent job of processing and ensuring compliance of sales tax and public improvement fees. In her new position, Sabrina will assist businesses with the Town's tax requirements.

TOWN COUNCIL

November 16, 2021

Presentation:

2020 Metropolitan District Summary

Update:

2021 Third Quarter Financial Review

Ordinances (First Reading):

Third Amendment to the 2021 Budget
Mill Levy - Downtown Development Authority
Mill Levy - General Improvement District

Resolutions:

2022 Proposed Budget - Downtown Development Authority 2022 Proposed Budget - Business Improvement District 2022 Proposed Budget - General Improvement District

2022 Loan Agreement - Urban Renewal Authority

NON-PROFIT FUNDING

Town Council awarded a total of \$42,500 to three deserving non-profit organizations for the 2022 Philip S. Miller Resource Grant Program (PSMRGP).

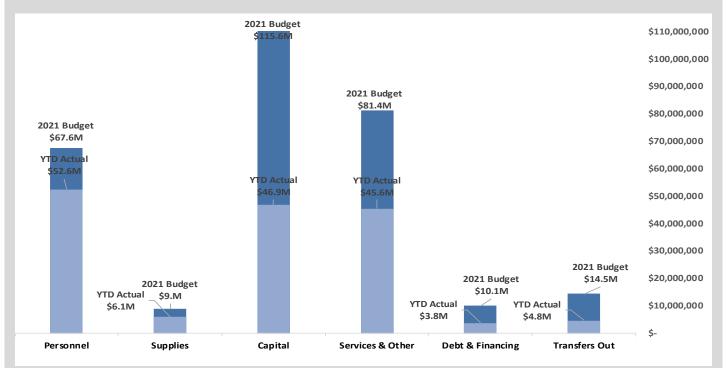
Per Town code, the Finance Department coordinates the application process for this program, funded by the Philip S. Miller Trust. The Public Safety Commission evaluates all applications and makes recommendations to Town Council who selects recipients of the grant funds. Eligible organizations have programs that support social and human services for Castle Rock residents and the community. Funding requests must include provisions for water, energy, food or shelter assistance.

Congratulations to the Crisis Center, Help & Hope Center and Harry C. Miller American Legion Post 1187. Thank you for your contributions to the Town of Castle Rock!

Information and applications are available at CRgov.com/grant.

Expenditures

Preliminary Townwide expenditures by category September 2021*



*Latest full month numbers available

Business licenses issued October 2021



For more information on new Castle Rock businesses, please visit www.CRgov.com



84

Total businesses licensed in June



37

Businesses licensed in Castle Rock



27

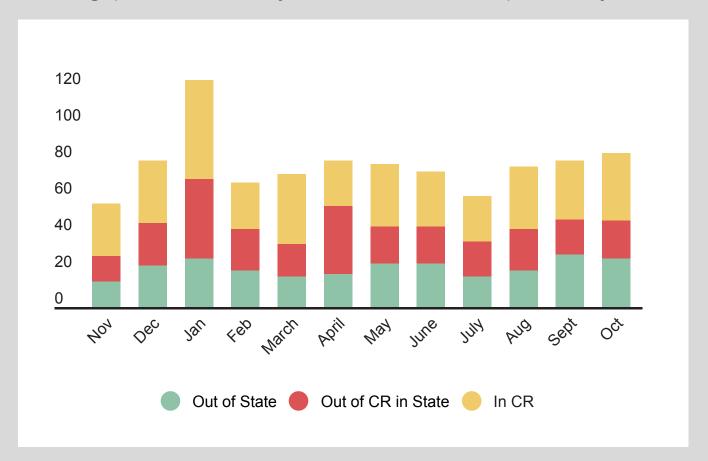
Businesses licensed out-of-state



20

Businesses licensed in CO but outside of Castle Rock

This graph illustrates how many business licenses are issued per month, by area.



Businesses licensed in Castle Rock, October 2021 - Check them out!

A Higher Standard Home Health Services, PLLC Home health nursing	CW Publishing Books, speaking, consulting	Meester Over Arms, LTD Firearms	
Acro & Calex, LLC Rental agreement	Dickeys Barbecue Pit New Owner Barbecue food	Mile Creative, LLC Creative services	
Balanced BODYWORX, LLC Massage, bodywork	Dulces Cuh Mexican Candy Mexican candy store	Miss Ms Tea Parlour 3 LLC New Owner Tea parties, gifts	
Behavioral Connections of Colorado In home therapy	Earle at Law Legal services	Mobile Tax Tax preparation	
BennettFamCo Original fine art	Erin Quinn Home Rental Short term rental	Mountain City Supply Factory Outlet Store Firearms, ammunition	
Board Riders Retail Inc. Apparel	Fidelis Wealth Advisors Financial planning	Stepping Stones Health coaching	
BPG Inspections Home inspections	FlyJoy.net Travel	The Kids Landing Indoor children's play center	
Carlisle Concepts Graphic design	Inconceivable Toys & Games Toys, games	The Raw Creative Women's clothing, accessories, home decor	
CAVA Fast casual restaurant	Jenny Burgdorf Events Event management	TLC Staffing Agency, LLC Staffing agency	
Checkup Property Inspections, LLC Home inspections	Kelly's Country Kettle Corn Kettle corn	Willow Avenue Apparel	
COI Enterprises, LTD Computer & marketing sales and services	Local Market Grocery retail	Wingstop #2039 Restaurant	
Colorado Cork & Keg Liquor, food	Mason Steele Short term rental	Your Numbers Nerd, LLC Bookkeeping services	



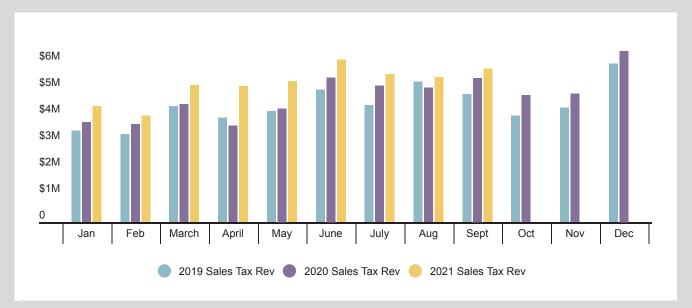








REVENUE



As sales tax returns are due 20 days after the end of the month, this report shows the prior month's revenue.

Communicating results

Sales tax collections for September were up 6.9 percent from the previous year's month, or up \$375,609 compared to September 2020. Year-to-date (YTD) collections are up 14.9 percent compared to the same time frame in 2020. Staff will continue to monitor this very important revenue stream for the Town and inform as needed.

September	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections	
2020	\$5,435,934	\$298,551	\$5,137,383	
2021	\$5,811,543	\$303,812	\$5,507,731	
Dollar +/-	\$375,609	\$5,261	\$370,348	
Percent Change	6.9%	1.8%	7.2%	
YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections	
YTD 2020 YTD		Revenue and Amounts Collected		
	Tax Collections	Revenue and Amounts Collected on Behalf of Others	Collections	
2020 YTD	Tax Collections \$40,877,298	Revenue and Amounts Collected on Behalf of Others \$3,853,216	Collections \$37,024,082	



Supporting fiscal accountability



\$40,700.49

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



\$309,504

Year-to-date delinquent account collections



68

Audits in process



\$62,619

Audit revenue collected for the month of September

Castle Rock Fire and Rescue Department



An Internationally Accredited Fire Rescue Agency 2017-2022

October 2021 Monthly Report

Department News: Below are pictures of several Public Education events we provided this month. Town Council proclaimed October 4-10 as Fire Prevention week.





A group from Freedom Service Dogs of America brought service dogs in-training, to help get them used to different environments; sights, sounds, and smells.

Operations Division:

Deputy Chief Rich Martin

Customer Service

Measurable Outcomes - Rating of 4 or better on customer survey cards 100% of the time **October 2021 ...100**%

Of the 36 customer survey cards we received in October, all 36 were of the highest overall rating of 5. Some of the comments we received read; "This was my family's first medical emergency & everyone was very kind & caring. Thank you!" Another read; "Your crew was exceptional! Though I was in astonishing pain, they moved me so carefully and gently, I felt better immediately. Thank you for treating me with such care & respect. Many, many thanks." Another read; "I couldn't ask for nicer & more efficient professional men. I wish I knew their names. All of them exceeded my expectations. Thank you to all of them, including the 911 operator. (My husband is home after his stroke)." Another read; "Castle Rock Fire/Paramedics are a big reason I am able to continue to live here in my home. Thanks so much!"

Call Statistics

For the month of October, we responded to 524 calls for service. Last year at this time, we responded to 521 calls. This places our year to date calls at 4,997, which is 535 more calls or 10.8% higher than last year. Average calls per day for the month were 16.4.

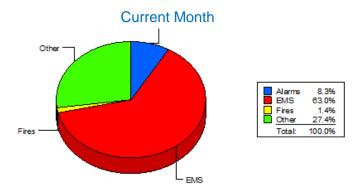
Of the 524 calls for service in October, 329 of the calls were for EMS. We had 303 patient contacts and transported 239 patients. This time last year, we had 218 transports.

Fire Calls

During the month of October, we ran 6 fire calls compared to 12 in October 2020. We had 38 alarm calls, which is 8 less than last year. Alarm calls are closely related to new commercial construction, where alarms are generated as new systems come on line.

The chart below indicates call proportions for the month of October:

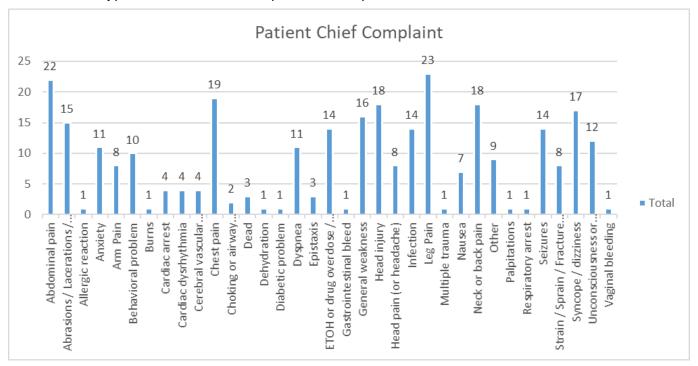
Total Incidents by Category



2

Emergency Medical Service Calls

The most common EMS calls in October were for leg pain with 23 patients. The second most common call type was for abdominal pain with 22 patients.



Measurable Outcomes

CRFD Paramedic on scene of all EMS calls 100% of the time September 2021...100% October 2021...100%

Monthly alerts called by crews and follow-up

Cardiac Alerts1Transported to appropriate facility100%Trauma Alerts1Transported to appropriate facility100%Stroke Alerts4Transported to appropriate facility100%Sepsis Alerts8Transported to appropriate facility100%

Correct treatment, destination, and procedures done 100%

Significant Incidents:

• A Shift: On 10/3, Engine 154, Medic 154, Battalion 151, and Engine 39 responded to SB I-25 MM183 on a motor vehicle crash with fire. Fire was extinguished. No injuries reported to either party.

- On 10/8, Quint 151, Medic 151, Squad 154, and Battalion 151 responded to Rock Park on top
 of the Rock on a medical assist. The patient was brought down from the rock with a rope
 rescue fall protection system, then transported to a nearby hospital.
- On 10/8, Engine 154, Medic 151, and Battalion 151 responded to The Meadows area on a cardiac arrest. Pulses regained on-scene, then transferred emergent to a local hospital.
- On 10/20, Quint 151, Medic 151, Battalion 151, Engine 152, Medic 154, Division Chief 151, and Medic 153 responded to the West Frontage Road and Plum Creek Parkway, just south of Plum Creek on a multiple injury extrication motor vehicle crash. Four total patients. One Red extricated and transported, two green transported, and one patient non-injury.
- On 10/21, Battalion 151, Quint 151, and Medic 151 provided a medical standby at the Craig & Gould area with SWAT activation. Crews transported one patient from the incident.
- On 10/21, Battalion 151, Engine 154 and Medic 154 responded to the Red Hawk area on a cardiac arrest, we did not transport; field pronouncement.
- On 10/22 Battalion 151, Quint 151, and Medic 151 responded to Rock Park on a medical assist. Crews transported one patient to a local hospital.
- On 10/26, Division Chief 151, Battalion 151, Engine 154, Medic 154, Quint 155, Quint 151, Medic 151, Engine 152, Engine 39, SMFRA Battalion 1, Safety 34, and Bureau 152 responded to 4755 Castleton Way for a commercial structure fire in a hotel. A suspicious fire was found in an exterior storage area. A civilian extinguished the fire as units arrived. Suspect arrested post incident by Bureau 152.
- On 10/27, Battalion 151, Quint 151, and Engine 152 responded to SB I-25 MM178 on a passenger car fire. The vehicle fire extinguished without incident, no injuries to civilians or firefighters.
- C Shift: On 10/4, Quint 151, Medic 151, Engine 154, Battalion Chief 151, Division Chief 151, and Bureau 152 responded to the area of 1400 Caprice drive for a reported out building fire. Parks personnel observed the onsite 8'x10' shed was on fire, they called 911, and attempted to extinguish without success. Upon arrival, units found a fully involved shed fire that had extended to a log pile behind the building. Crews were able to quickly extinguish the fire, and kept it from spreading to the adjacent front-end loader, slash pile, and open space area. The fire cause is under investigation. There were no civilian or firefighter injuries, and the shed was a total loss.

Deputy Chief Commentary

In October, we, unfortunately, have seen a consistent rise in COVID incidence and positivity rates within the state, county and town. We continue to stay current and comply with orders and guidance at local, state, regional, and national levels, with issues pertaining to the pandemic as they are updated and revised.

We continue to have challenges with the amount of hospitals that are on Emergency Room or total divert in the southern metropolitan area, as well as the amount of time they are on divert. This is occurring throughout the metro area and various groups continue working on any potential solutions

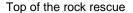
to this serious issue. In conjunction with Douglas County and Elbert County Fire Chiefs, we have implemented a southern area of hospital zones that will be utilized should all of these hospitals go on divert at the same time. The south area hospitals we have identified are Castle Rock Adventist, Parker Adventist, Sky Ridge, Sky Ridge Free Standing Emergency Department in Parker, and UC Health Highlands Ranch. This group believes that these hospitals are within an acceptable distance to travel and allow our units to return to district in an expedited manner.

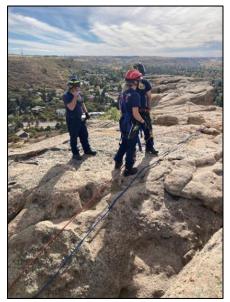
Lieutenant Osborn and DVC Bersagel-Briese presented their findings on highway incidents to the R&D Team any adjustments we may need to consider from the study. They will now work to present it to the Executive Staff.

We have received year over year data from Sky Ridge on stroke alerts we have transported to their facility. Our median "door to needle" time is 12 minutes, which is a fraction of the national standard accepted time. For large vessel occlusions, (LVO), the door to LVO activation time is 21.5 minutes, which is well below the national average as well. There was one "missed" stroke alert in the field out of the 31 patients we transported to Sky Ridge. This is an extremely low rate as well, given the sensitivity of the current stroke screening tools.

As part of our outcome based studies with accreditation, we continue to focus on Cardiac, Sepsis, Stroke and Trauma alerts, from initial contact, through transport to the appropriate facility, hospitalization, and ultimately, discharge from a health care facility. We continue to work with our medical director to show these outcomes by utilizing The Modified Rankin Score, which scores a patient's ability to return to the lifestyle they had prior to their serious medical issue. We believe this data is the most comprehensive at this time for us to get the best information and continue to look at ways to improve patient care and outcome.

Annual physicals started this month for all members. They are scheduled to be completed by the end of November. In October, members were involved in physical fitness for a total of 231.5 hours.







Administration Division:

Fire Chief Norris Croom

Key Admin Issues

After 19 months of COVID, unless something significant occurs, I'm not going to comment on it anymore. It's here, we know it, I'm not sure it's going away, so as I say – "Next".

As we move into the last couple of months of the year, our budget remains on track, and overall, we should come in just under budget (which is where we strive to be). We're still experiencing supply chain issues, and there are a number of items that we have ordered that are hung up somewhere in the system. We'll keep a close eye on this as well as expenditures since anything ordered under this year's budget has to be received by December 31.

After listening in to the CDPHE Chief Medical Officer hearing on ketamine, I'm 99.99% sure that we will no longer be able to use ketamine for sedation. We should still be able to use it for pain management, and Dr. France said there "may" be some opportunity in the future for additional waivers. As we've already done, we'll continue to adapt to these changes and work with viable alternatives.

I attended the virtual swearing in of our new United States Fire Administrator, Dr. Lori Moore-Merrell. I've known Dr. Moore-Merrell for over 20 years, and her efforts in fire and EMS over this time will pay great dividends for the fire service as a whole with her in this new role. I'm certainly proud to call her my friend!

Fire Chief Commentary:

Congratulations to FF/EMT Kevin Reed on receiving a Public Safety Award from our local American Legion Post 1187! Kevin was recognized, along with members of CRPD and DCSO, at the American Legion Awards Banquet on October 16th.

Sydney Kozel is our new Community Relations liaison, and I had an opportunity to meet with her and Melissa Hoelting to discuss her role and any needs we have of Community Relations going into next year. Sydney was previously in Colorado Springs, and she does have some experience with wildland fires. We will try and coordinate a district and station tour for her in the near future, so please extend a warm welcome if you have the chance to meet her.



Our community wildfire protection plan is going through one final review with Town staff, to include Mr. Corliss, before sending to Council for consideration and possible adoption. Once adopted, we will begin work on implementation starting next year.

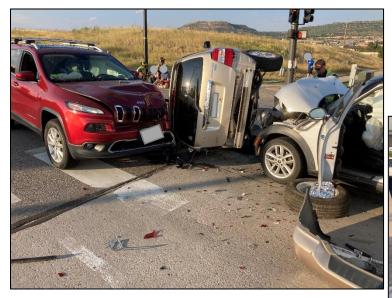
 As part of the startup to the CWPP, we met with the Escavera HOA to discuss opportunities to conduct some mitigation in this neighborhood. The HOA is very engaged, they have

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completed some mitigation on their HOA property, and are now looking to work with the Town to do the same on town property. They provided the department with a list of priority areas that they would like to see addressed, we have walked the areas of concern, and we provided a proposal back to them. They accepted our proposal, and we're now working on securing a contractor to complete the needed mitigation.

We are still discussing modifying our call types as they relate to wildland fires. The suggestion was made to potentially align with South Metro's call types for wildland fires, so this is being reviewed for consideration. It also needs to be taken to the Elbert County Fire Chiefs as this would be a global change in how we operate. More info will follow as it becomes available.

Finally, after 22 years, we no longer use alpha pagers. We had been working on phasing these out over the last couple of years, and we were recently able to make some changes in CAD that allowed us to completely eliminate these pagers. While it was not a significant monthly cost, it is one less item that we don't have to worry about anymore. They served us well, but technology has moved on.



Motor Vehicle Crash



Life Safety Division:

Division Chief Brian Dimock

Fire Marshal Commentary

Just like the leaves on the trees outside, October was changing all types of things around this division. October is the kick-off of Fire Prevention Week based on one of the worst fires in America's history, the Great Chicago Fire in 1871. We don't celebrate this time, but quite the opposite, we attempt to make the public aware of some fire safety tips during this time to prevent large scale fires like this from ever happening again. This year's national campaign was "Learn the Sounds of Fire Safety", focused on ensuring that all homes have working smoke alarms. Fire Prevention Week usually turns into Fire Prevention Month for us, and this really keeps the Fire/Life Safety Educators very busy with many events.

The other side of the division was keeping things moving right along within the district completing a total of 117 construction inspections over the course of the month. More detailed information below.

Key Life Safety Issues –

The Life Safety Division deals with fire/life safety items daily. This section is to highlight some of the more key items that can provide information that can possibly assist the reader in gaining knowledge of what the Life Safety Division does.

Every fire protection system that is installed into a commercial building is required to have a system inspection at least annually to ensure that the system is performing as it was intended. A report is then generated and this is called a "confidence report". These are required to be done by a thirdparty to ensure that there is not any bias in the reporting, and because it would be extremely expensive to have our employees trained to inspect all of these fire protection systems. Some of these systems are required to not only be inspected, but have testing and maintenance done within that year as well. This is a very intense item to keep track of. There are companies that charge the inspection companies a fee to gather this information and get it to the business owner and the fire department. These reports are vital to our records as it indicates if the inspector found a deficiency within the system that needs to be repaired. This is where we become an advocate for both the inspection company and the business owner. If the business owner is told they have to fix something by the inspector but does not believe that they need to, they can call or email the Life Safety Division and discuss this with us. If the inspection company has told the business owner that they need something fixed and the business owner is slow in getting this done, the inspection company can call the or email the fire department to have us assist with the education of the business owner. Currently, we are showing approximately 1,618 systems that are required to have at least an annual inspection.

During the month of October, there were four complaints consuming roughly two and a half hours of time.

It is important to note that the major goal and objective of the Life Safety Division is to complete all of the tasks requested; (not all inclusive) public education, plan reviews of development planning, concept plans, buildings, and fire protection systems; and to inspect new construction and sites,

existing occupancies for code compliance; and to ensure the safety of the occupants, workers and responders who may need to respond to an emergency at the site. The Division is involved in response and investigation assists to the Operations Division when requested, and provide a multitude of other services to the Town and its community members.

During the month of October, the Life Safety Division completed 583 calls for service that are described below. It is important to note that this is not a complete listing of all the items completed by the Division.

Fire Prevention Bureau - Code Enforcement / Inspection Activity:

Development and Construction activity continues to move forward at a very rapid rate. The following items were noted for October:

- 155 plan reviews were completed expending 161 hours of time from the three reviewers.

Inspections activity, including construction and existing occupancy, continued strong during the month of October:

- 226 inspections were completed utilizing a total of 208 hours. These were completed by the 5 members of the team. This included instruction for our newest member on some of the more unusual items that they may see.

Special Events activity picked up this summer and continues trending into the fall months. We are seeing more events throughout the town and the amount of mobile food trucks has increased tremendously this year.

- There were 9 inspections and reviews of the special events, and another 10 inspections of mobile food trucks using a total of 15 hours of staff time, normally during the weekend.

Overall: Maintaining fire and life safety during construction or at existing businesses is a priority within the Castle Rock Fire service area for the Life Safety Division. While this is not the only area that we monitor, this is one of the largest items that we come into contact with. During the month of October:

- A total of 171 occupancies were touched through inspections.
- The Life Safety Division logged just under 1,123 hours of total time during the normal duties of the day.

Unmanned Aerial Vehicles (UAV) -

One of the tools that is used within the Life Safety Division is the UAV's. These tools are constantly finding new uses within the emergency response fields. Although these look like any other UAV, they are the workhorse of this Division. They are very useful for construction site documentation, search and rescue operations, pre-fire inspections, fire operations, and wildland fire fighting.

- The UAV pilots logged a total of 34,486 feet of flight with a total flight time of 88 minutes of flight. This was completed during the 24 flights that took place. Although this skill is very perishable, it is

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hard to find the time to enhance your skills. We are looking at changing some items to allow for flight time at least once a week.

Responses/Investigations -

October increased our response assists and investigation entries. Although the number of entries were relatively the same the amount of time spent on these items increased due to numerous other factors, i.e. severity of item, or the length of time needed to conduct the investigation.

- 17 response assists were logged to assist the Operations Division with items that they had, logging a total 16.25 hours to complete.
- 14 investigation entries and 2 law enforcement entries pertaining to investigations, logging a total of 27.5 hours of time.

Public Education -

A total of 33 events took place during the month of October making contact with 8,168 citizens. A total of 34.75 hours were utilized in conducting public education and engaging in community risk reduction. However, this does not include the hours of time that were used to coordinate, prepare and complete follow up items after the events and classes took place.

October Highlights for CRFD Public Education and Events:

- "Learn the Sounds of Fire Safety" Fire Prevention Week 2021 (October 3-9, 2021)
 - Castle Rock Fire and Rescue teamed up with the National Fire Protection Association to help Castle Rock residents "Learn the Sounds of Fire Safety."
 - Educational Messaging
 - Throughout the month of October, CRFD educators delivered educational messaging on various Town social media platforms for life saving tips to help residents better understand the sounds of their smoke and carbon monoxide alarms to be prepared in the event of a fire.
 - Smoke Alarm "Birthday" Postcards
 - CRFD sent out postcards to Castle Rock residents encouraging them to check the age of the smoke alarms in their homes.
 - Postcards provided information how to check the age of smoke alarms, replacing old devices and more.
 - Research has shown all smoke alarm devices should be replaced at least every 10 years.
 - Visit CRgov.com/SmokeAlarms for more information.
 - o 22nd Annual Coloring Contest
 - To help Castle Rock students engage with 2021's Fire Prevention Week theme, CRFD hosted its 22nd annual fire safety coloring contest. Five winners will receive a presentation by CRFD at their school, including an ice cream party for their

- entire class. Winning entries will also be made into a decal and placed on the side of a fire truck where it will ride for a year.
- This event encouraged kids to "Learn the Sounds of Fire Safety" in a creative way. The contest ran from October 1-13 and was open to third though sixth-grade students in Castle Rock.
- By the numbers:
 - 185 students from 8 area schools participated in this year's contest.
 - This is the highest number of participants the contest has seen in the last 6 years and over three times the number of participants from 2020!
- Currently, CRFD is in the process of selecting 5 winners for 2021 and turning student artwork into decals for CRFD apparatus units.
- Winners will be announced soon!
- Final Town Council Open House
 - Station 154 hosted an Open House for Districts 1 and 3 on October 14, 2021.
 - Live Story time for children and families
 - CRFD educators and crew members provided live children's story times at the open houses, as well.
 - This concluded five open houses offered by the Town to give community members opportunities to ask questions and interact with Town council members and Town department representatives.
- Cardiopulmonary Resuscitation (CPR) classes
 - HeartSaver Total trainings were given to Public Works Streets Division and Castle Rock Senior Center employees and volunteers
 - HeartSaver Total is a course designed to prepare participants for the most common types of first aid emergencies and equips them with CPR skills for adults, children and infants. This comprehensive curriculum from the American Heart Association meets Occupational Safety and Health Administration (OSHA) requirements.
 - Upon completion of the HeartSaver Total trainings:
 - 100% of participants felt confident about using the skills the course taught them.
 - 100% of participants stated they "would now be able to respond in an emergency because of the skills they learned in the course."
 - Feedback from participants:
 - "I would definitely recommend this class to friends and family."
 - "Great class and instructors!"
 - "This was my first CPR class and it was a great experience!"
 - "Hands on learning was very helpful."
 - "Colleen was a joy- made the learning time real and fun!"

- School Parking lot visits and bay tours at stations
 - Met with 15 different school groups during the month of October.
 - Our goal for these visits is for all individuals to walk away learning something that can possibly save their own and their family's lives.
 - Crews and educators utilize a department wide Public Education binder to give our audiences a consistent message during every interaction.
 - Cognitive development and developmental characteristics throughout the lifespan are utilized to tailor messages to different age groups, as well.
- Freedom Service Dogs of America Training Partnership with CRFD
 - Freedom Service Dogs of America transform dogs into custom-trained, life-changing assistance dogs for people in need. Clients served through this program live with disabilities. The program serves military veterans, as well.
 - Service dogs can perform a multitude of tasks that increase the independence and selfsufficiency of their human partners. Service dogs need to be exposed to various sights, sounds, and smells. Any new and repeated exposers give the dogs a great chance of success in their future service dog role.
 - Trainers brought their "pups in training" to Station 151 to expose them to new sights, smells, and environments associated with firefighting.
 - Dogs, trainers and CRFD crew members went through repeated exposures to acclimate and familiarize dogs to:
 - Hear the sounds of sirens on the truck/medic units, air packs, etc.
 - See a firefighter with a mask on and gear.
 - Allow the dogs to walk around the apparatus units.
 - Meet new people.
- Safer Senior Program
 - According to statistics, adults 65 and older are twice as likely to be killed or injured by fire compared to the population at large.
 - CRFD recognizes that knowledge and awareness are one of the key components to helping prevent fires within this demographic.
 - During month of October, CRFD presented the 3-part Safer Senior program series in partnership with the Castle Rock Senior Center.
 - Participants completed a three-week program to take a proactive approach to learning what people can do to stay safe.
 - Topics covered included: emergency preparedness, medical emergencies and home fire safety and prevention.
 - Upon completion of the program, 100% of participants would "recommend this program to others."
 - For program improvement, participants provided feedback requests to make the program information more easily available on the CRFD website for reference later.
 This is a request educators are actively working on improving.

- Educators plan to continue making this program more available to Castle Rock residents 65 and older by partnering with healthcare entities and, assisted living locations in Town and more.
- Douglas County School District 8th Grade Career Virtual Expo
 - Access to virtual event was available throughout the month to 8th grade students throughout the Douglas County School District.
 - In the weeks leading up to the event, CRFD educators created a profile specific to the department to showcase the organization and what it takes to succeed in the fire service.
 - Educators utilized videos, pictures and links to help students explore and learn about career opportunities with CRFD. Students also had the opportunity to email educators throughout the virtual fair with fire service and career questions.
 - Virtual profiles/booths were viewed 7,186 times, an increase from 5,000 in 2020.
- PulsePoint Education and Awareness
 - PulsePoint is a 911-connected app that immediately informs you of emergencies occurring in your community and can also request your help when CPR is needed nearby. These alerts are in real-time and simultaneous with the dispatch of medical care, allowing everyday citizens to be the help until help arrives.
 - 587 PulsePoint App users following CRFD on the app enabled CPR alerts during the month of October.
 - Download the FREE PulsePoint app and follow Castle Rock Fire and Rescue today!

Car Seat Education

- Crews and administrative staff assisted with the completion of 19 car seat checks during the month of October.
 - These car seat checks were comprised of 14 rear-facing seats, 4 forward facing seats and 1 booster seat.
 - o Car seat checks were performed at our 5 stations throughout the month.
- Car seat checks provide an essential opportunity to educate parents/guardians in how to install and properly use these life-saving seats for their children.
- Community Member feedback:
 - "Explained how to improve the safety of my car seat, thank you!"
 - o "This was awesome, thanks for helping us keep out toddler safe! Thank you Taylor and Kevin!"
- Of the car seat education that was provided during the month of October,
 - 100% of respondents "would recommend this service to friends and family."
 - 100% of respondents indicated they are "better educated in child passenger safety after this experience."

Youth Firesetter Program:

- 3 Youth Firesetter follow up contacts were made this month.
 - This program focuses on identifying youths that have engaged in fire play and educating the child and their family members in an attempt to reduce the number of fire and fire related injuries.
 - Follow ups with guardians are conducted at three and six month increments following completion of the program and/or intervention CRFD recommended after the initial incident screening interview. This is established so that the youth and guardians understand that CRFD continues to be invested in the betterment of their wellbeing and as a way to keep lines of communication open between all parties involved.
- For more information on this program or if you have concerns around youth engaging in fire play, please email fireeducator@crgov.com.



A couple more school visits



Training Division:

Division Chief Oren Bersagel-Briese

Division Chief Commentary

October featured the annual Fire Leadership Challenge in Keystone, and CRFD had several members participate in the conference. The following members either completed or participated in their chosen leadership tracks: Osborn, Sutherland, Zelazek-Foulke, Roan, Melton, Helle, Rollins, Gallegos, Martin, Bersagel-Briese. Congratulations to those that completed either COLS, CHIEFS, or



ECO! Additionally, Jeff and I had the opportunity to lead a breakout session at the conference and share our approach to promotional process design.

Also this month, we were able to host Capt. Richard Birt (Las Vegas, ret.) for two days on fighting fires in buildings with solar panels. All on-duty crews participated, and we also had several off-duty members along with several members from other agencies join the training. There was a lot of good discussion and information sharing, and we appreciate Capt. Birt for coming to the department! Early in the month, we were also able to support several members attending the Mile High Firefighters Conference, which featured a lecture series and two days of hands-on training. Lastly, we appreciate Lt. Moore's coordination of this month's EMS training on CHF and respiratory emergencies.

October was also the official start to the MSA in-service training plan with crews having the opportunity to become familiar with the pack and its operations. Next month will begin the hands-on training along with some time in-person with the MSA reps. Additionally, the Acting Lieutenant school began with sessions featuring different aspects of the department, along with a leadership discussion with Rand Clark from Douglas County. Rand does an excellent class on Transitional and Integral Leadership and will be presenting again on November 12 – which is open to anyone.

Over at Acme, the crew was able to put on and help with several trainings including 'death by incline,' get out alive, RIT, and many company level drills...which are turning more destructive as the project nears completion. B-shift was also able to put on a multi-company evolution that featured defensive operations and victim rescue. Thank you to all of the instructors that made each of these trainings possible!

Work continues at the FTC, with the FTC Team spending a lot of time rebuilding, reconfiguring, and sheeting the walls in the building. We anticipate that the facility will be ready for training starting the second week of November, but that updates will continue for a while. We also conducted another round of PFAS testing with PCWRA and hope to have results soon.

While Capt. Hood is detailed to the academy through December, the schedule allowed for him to spend time at the department working on CRFD training and certification needs, planning the transition academy, and connecting with various crews.

In October, crews trained more than 2,527 hours on a wide range of topics to stay operationally prepared including EMS topics, driver/operator, engine and truck company operations, forcible entry, hose work, incident command, ground ladders, professional development, size-up, physical fitness, search and rescue, and much more.

Project Progress Report

We are currently working on the following projects:

FTC Projects
WMFR academy and transition academy
MSA in-service training program
Acme brick site

Global Technology Team Colorado Fire Comm. Training Subcommittee CMCB





Multi-company training at Acme



FDNY 9/11 stair climb



Acting Lt. school with Rand Clark

Logistics Division:

Division Chief Jim Gile

Division Chief Commentary

Work continues in the Logistics Division. We continue to work through various projects as we approach the end of the year. This includes the SCBA roll out, new medic in-service, new battalion project, new type VI brush truck builds and various district wide station repair and maintenance projects. We also continue to work through projects such as the First Net cellular changeover, new apparatus computers, and the Sierra Wireless Gateway project for the response apparatus. All of these projects and more have been met with various struggles and challenges not the least of which is



supply chain issues. Many things we used to take for granted are now difficult to find, are back ordered, or are stuck on a ship somewhere. This has affected nearly all of the things we use. All of us in Logistics have had to adapt and many times become quite creative in order to get the supplies, parts and equipment needed.

We do have various station projects that we will be attempting to get done by the end of year. These include ceiling repair at Station 151 kitchen, cement sidewalk in front of Station 154, and the wooden fence and gate replacement around yard and fuel/generator enclosure. Other projects such as the Station 154/155 door raise we are going to have to be pushed to 2022. This is due to difficulty getting a contractor and structural steel being difficult to get. We will put this out on a RFP after the first of the year for a hopeful springtime start.

Logistics Equipment Support Technician (LEST) Keegan continued his work in support of department operations. This month, he began performing annual NFPA fit testing of our new MSA G-1 masks. We had all been fitted into these last year as part of the PAPR deployment. Additionally, ground ladder testing was completed this month. Mr. Keegan continues to be available to help in moving apparatus around or chasing parts for Ben when needed. LEST Keegan continues to care for the day to day supplies and logistics needs of the department.

Sr. EVT Jennings continues to take care of the needed repairs and maintenance of all of our heavy apparatus, and some of our light apparatus. He has recently been working on the aerial apparatus, and of course, when it rains it pours. He was working on Quint 151 when we had a fluke ABS reluctor ring fall off of the inside of rear hub on Quint 155. He had to pull this unit out of service to prevent further damage and tear down. As a result of his shop at the PSTF having one aerial in it and waiting for parts, he has moved the second down to Station 152 to continue work on the unit there. We are getting into the time of year that outdoor work on an aerial is not an option. As with all other trades, supplies and parts are an issue for Ben as well. Specifically, we are having difficulty finding parts for the On-Spot chains. These have been an issue on the aerials specifically, and have been struck and bent multiple times. Ben is working to secure parts, but for the units, the On-Spots have had to be removed, crews will have to fall back to tire chains in the event they are needed. Sr. EVT Jennings

continues to work with Lt. Richardson and Boise Mobile Equipment on the two Type VI brush trucks in process.

As you are aware, CRPD has moved their Training and Logistics personnel into the office space on the North side of building. Please be aware that we are not the only ones in the building anymore when parking or visiting the PSTF Complex. With the parking struggles we continue to have, please avoid parking apparatus in the driveway of the South building.

Division Project Report

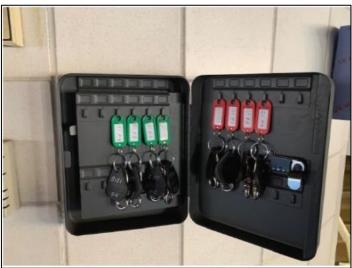
PSTF South building projects
Cell and MDC replacement
First Net Cellular project
Sierra Wireless gateway pilot
New staff vehicle orders for next year
Station 154 & 155 door raise project

SCBA replacement project COVID-19 logistics and supply CPSE Self-Assessment Manual New BC spec for 2021 New Type VI spec. for 2021 New air/light trailer spec for next year

HAAS alerting system (the system that alerts drivers of emergency vehicles in the area) totals for October are 2,258. Year to date is 24,550 and the total since we began the program is 121,887. Castle Rock Fire and Rescue was the first agency in Colorado to implement the system



Aerial Work at Station 152



MSA SCBA/Radio tags in Stations

Accreditation and Emergency Management:

Assistant Chief Craig Rollins

October, much like September, has been mostly dedicated to updating the Self-Assessment Manual (SAM) to the 10th edition and the Community Risk Assessment (CRA). One of the challenges updating the CRA has been the delayed release of 2020 census data. Based on the limited release of 2020 data, we have chosen to use the American Community Survey (ACS) 2019 1-year and 5-year estimates in order to finalize the document. Other data challenges encountered have included significant data compilation and source from the Douglas County Assessor Office. The CRA is a gating document to the update of the SAM Category 2. Most of the other SAM categories are progressing, albeit, slower than expected. Most categories have had an initial review of core competencies (mandatory compliance), with some of the non-core performance indicators started. Categories 1, 3, 5D, and 10 are complete.

The goal still remains to have all documents; SAM, CRA, and an updated Standards of Cover (SOC) complete and ready for review by the end of the year.

September 2021 Summary:

Calls for Service:

	All Incidents				Emergent Incidents			
	Incidents		Apparatus Response		Incidents		Apparatus Response	
	5	39	1242		345		847	
Urban	369	68%	756	61%	233	68%	503	59%
Rural	110	20%	264	21%	71	21%	195	23%
Interstate	19	4%	61	5%	19	6%	61	7%
Blank	41	8%	161	13%	22	6%	88	10%
Mutual Aid Calls	44	8%	204	16%	36	10%	166	20%
Aid Received	20	4%	102	8%	16	5%	78	9%
Aid Given	24	4%	102	8%	20	6%	88	10%















CRgov.com/ParksandRec



parks@CRgov.com





Upcoming Events

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

NOVEM,BER

STARLIGHTING

2 - 6 p.m. Downtown Castle Rock

NOVEM,BER 25

FACILITY CLOSURE

All day Recreation Center and Miller Activity Complex

DECEMBER 3

FESTIVAL PARK STARLIGHT MARKET

3 - 8 p.m. Festival Park

DECEMBER

FESTIVAL PARK STARLIGHT MARKET

11 a.m. - 7 p.m. Festival Park

DECEMBER

STORYTELLERS AND S'MORES

5 - 7 p.m. Festival Park

DECEMBER 17

PARKING LIGHTS AND MOVIE NIGHTS FEATURING CHRISTMAS VACATION

4:30 - 6 p.m.

The Event Pad at Philip S. Miller Park

DECEMBER 18

PARKING LIGHTS AND MOVIE NIGHTS FEATURING ELF

4:30 - 6 p.m. The Event Pad at Philip S. Miller Park

DECEMBER 24

EARLY FACILITY CLOSURE

Closing at 2 p.m. Recreation Center and Miller Activity Complex

DECEMBER 25

FACILITY CLOSURE

All day Recreation Center and Miller Activity Complex

DECEMBER 31

EARLY FACILITY CLOSURE

Closing at 2 p.m. Recreation Center and Miller Activity Complex

JANUARY

FACILITY CLOSURE

All day Recreation Center and Miller Activity Complex



Open Space & Trails

COLORADO FRONT RANGE TRAIL DESIGN

The Colorado Front Range Trail is a statewide-envisioned trail network that will eventually travel along Front Range communities, connecting New Mexico to Wyoming. With Castle Rock as a major crossroads, its proposed network will link Colorado Springs to the south and Denver to the north with over 80 miles of continuous trail.

In 2020, Town Council approved a services agreement with Short Elliott Hendrickson, Inc. (SEH) to design this section of trail through Castle Rock, completing design engineering, surveying and environmental, federal permitting and geotechnical services. The design will include approximately five miles in three separate areas in the Montaine, Terrain and Cobblestone Ranch neighborhoods.

The project's Conditional Letter of Map Revision (CLOMR) was submitted to Development Services for first review and comment on Nov. 1. Once approved, the CLOMR will be submitted to the Federal Emergency Management Agency for first review and comment. Construction and Temporary Erosion and Sediment Control plans will be submitted to Development Services for first review and comment on Nov. 19.

This project was identified in the Town Council-approved 2015 Castle Rock Parks and Recreation Master Plan. The design will be funded through the Conservation Trust Fund. A \$2 million grant awarded by the Great Outdoors Colorado Connect Initiative will help fund future project construction. Additional project partners include Douglas County, Stratus Terrain (the developers of Terrain), Toll Brothers, Inc. (the developers of Montaine), the Douglas Land Conservancy and the Colorado Agricultural Leadership Foundation.

CONCRETE REPAIR AND REPLACEMENT

Annual and ongoing repair and replacement of the Town's paved trail network is essential for maintaining and ensuring public access. Throughout 2021, this work was completed in the following areas by on-call contractor SaBell's Civil and Landscape, LLC. Repair and replacement is funded through sales tax allocated to the Transportation Fund and staff identify and prioritize repair needs annually through the budget process.

- Recreation Center storm drain and drainage channel
- Bison Park ADA compliance improvements
- Paintbrush Park curb ramp and sidewalk repair and replacement
- Founders Park pavilion concrete replacement
- Powerline Trail general repair and replacement where necessary
- Philip S. Miller Park cross-pan installation at entrance







POST Partners Volunteer Program

LEGACY TRAIL

Thanks to the efforts of staff and volunteers, an expanded portion of phase 2 of Legacy Trail is now officially open to the public. Volunteers for Outdoor Colorado hosted a women's-only work outing with 31 volunteers, equating to 284 hours of hard work in October! The group completed the 1,637 feet of trail that was initiated earlier this year, roughed in an additional 150 feet of future trail and installed six stones. The hope is that with a few more outings next year, the trail will be completed.

While there's more work to be done, over the last two years, crews have completed 2,500 feet of new trail headed east. Trail users should be aware this new section is an out-and-back route and does not yet connect back to Chuck's Loop. The temporary end of the new trail section is appropriately marked. Ultimately, phase 2 will connect to the existing Chuck's Loop Trail on the far eastern edge of the property.

Since 1984, Volunteers for Outdoor Colorado (VOC) has been motivating and enabling people to become active stewards of Colorado's natural resources. VOC works with conservation and land agencies and relies on thousands of people annually to provide a volunteer workforce for outdoor stewardship projects.

Look for more volunteer work days coming up in 2022. For more information about this property or the Town's partnership with Volunteers for Outdoor Colorado, visit CRgov.com/LegacyTrail.



Community Events

CASTLE ROCK TRAIL FESTIVAL AND LIVEBIG RUN

Racers explored Castle Rock's beautiful trails, learned to liveBIG and supported a great cause at the Castle Rock Trail Festival on Saturday, Oct. 2 at Philip S. Miller Park. This epic trail event had something for everyone – from ultra-distance runners to families with children ages 5-12, and memories with the entire family were made winding through fun obstacles at the liveBIG Family Adventure Run.

The 2021 Castle Rock Trail Festival courses included:

- 50K (approximately 31.06 miles)
- Half Marathon (13.1 miles)
- Race starts at 8:30 a.m.
- 10K (6.2 miles)
- 5K (approximately 3.1 miles)
- liveBIG Family Adventure Run (approximately 1.2 miles with family-friendly obstacles)

A total of 154 participants received a t-shirt, custom finisher medal, professional chip timing, free photo download following the event and post-race refreshments.

The liveBIG race was created to help people share the outdoors with their friends and family while also exercising their bodies and minds. All proceeds from this event go to the Town's Therapeutic Recreation Program, which promotes an active lifestyle for community members who have cognitive and physical disabilities.











FALL FESTIVAL FEATURING CREEPY CRAWLIES AROUND THE ROCK

From changing leaves to cooler temperatures, there's something special about fall in Castle Rock.

On Saturday, Oct. 16, at Festival Park, hundreds gathered to celebrate all things pumpkin, spooky and seasonal at the Fall Festival. Over 40 vendors featured locally made food, crafts, candles, soaps, artwork and pottery, all put on by the LOCAL Colorado, the organizer of the Sunday Farmers Market. Families also played outdoor games, decorated pumpkins and made fall crafts.

The Town and the Douglas Land Conservancy joined in the fun by having Nature's Educators present Creepy Crawlies Around the Rock. This educational, Halloween-themed animal booth included some of Castle Rock's creepiest creatures such as owls, vultures, snakes, frogs and other invertebrates.

SPOOKTACULAR

Over 1,200 young goblins, princesses and superheroes came out to celebrate all things not-so-spooking at the Town's annual Spooktacular celebration on Saturday, Oct. 23 at Philip S. Miller Park. Activities at this free event included bounce houses, carnival-style games, and of course, candy galore.

Due to the popularity of this event, families were asked to attend according to the following schedule: 1-2 p.m. was a sensory hour for kids who needed a quieter space to play; 2-3 p.m. was for attendees with last names starting with letters A-L; and 3-4 p.m. was for attendees with last names starting with letters M-Z.



Arts & Enrichment

FALL BREAK CAMPS

Staff hosted a fun-filled week of camps during fall break, in which over 50 children attended! The Recreation Center played hosted I2LI: STEMplicity Games and Clay Creation and Craft Camps, which 24 children attended.

The popular Athletics and Adventure Rock Rec Camp had 30 participants. Each day consisted of sports, hikes, afternoon craft time and swimming or trampoline time at Philip s. Miller Park. The last day of camp was officially deemed costume day to celebrate Halloween, and both campers and staff spent the day in full Halloween spirit. One of the children's favorite activities was erupting pumpkins.

NEW MURAL BRINGS POSITIVITY TO TRAILS AND DOWNTOWN

To instill community cheer and good spirit, the Town of Castle Rock Public Art Commission in partnership with the Castle Rock Artist Cooperative joined forces to install yet another mural installation in Downtown Castle Rock as part of the Painting Positivity Campaign.

Painting Positivity launched earlier this year and to date has featured the unveiling of a mural at the Fort CPA Group, a variety of street and trail art installations and free, pre-postaged postcards for community members to spread messages of love.

The Town's newest mural was installed in the stairway adjacent to the junction point of the Sellars Gulch and East Plum Creek trails. The stairway connects trail users to Festival Park and the Douglas County administration building at 100 Third Street in Castle Rock, and onlookers will undoubtedly enjoy the mural's vibrant, bright flowers for years to come. Its artist, Dan Toro, is from Wyoming and has over a decade of experience as a muralist with installations featured across the country.









Red Hawk Ridge

FOOD AND BEVERAGE

The Food and Beverage Division at Red Hawk Ridge is exceeding budgeted revenue by \$102,091 in 2021, an excellent position heading into the final two months of the year. Kitchen staff remains a concern and management will make a concerted effort to recruit during the offseason in preparation for 2022. Food shortages from vendors have also presented problems maintaining a full menu throughout the season. The division's current focus is shirting to holiday parties for the remainder of the year with three currently booked for the 2021 season.









Park Operations & Maintenance

HOLIDAY LIGHTING

Town staff began hanging holiday lights and decorations throughout Downtown. Residents were advised to watch for installation crews along the sides of Wilcox and Perry streets and in Festival Park. Staff will be working days and nights in preparation for the annual Starlighting celebration on Saturday, Nov. 20.

CENTENNIAL PARK HILLSIDE GRASS CONVERSION

Staff recently converted a section of Kentucky bluegrass at Centennial park to a native grass blend. Staff first removed the bluegrass and then prepped the area for conversion. A contractor was then utilized to seed spray 100 pounds of mixture containing wheatgrass, fescue and rye. The new grass reduced the park's irrigation area from 22,097 square feet to 2,916 square feet, which will reduce water consumption by nearly 200,000 gallons per year. The improvement will also help reduce the area's future maintenance requirements.

Castle Rock POLICE DEPARTMENT



One-By-One Policing

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

One-by-one policing is Castle Rock Police Department's vision and is a unique way of leading and serving people, which is central to our mission of providing a safe and secure community. This is our purpose, our cause, our belief, and it all starts within our organization. This page is dedicated to the ways in which we as a department reach out to our community one by one and where the community reaches back.

"I would like to praise your staff at Castle Rock Police Department. From the time that I walked in with a huge problem they helped me. Thanks to the front desk [E. Anderson], VAC D. Lewis, Officer A. Cruz and of course Detective Sergeant K. Collins.

Many thanks for all the help and support."

Carolyn N. (10/15/21)

"I was dealing with Officer T. Thompson this evening on an issue that came up [incident at a relative's school]. I would like to hand down an amazing review. I was clearly upset and he called and talked to me about it. He was absolutely fantastic, deescalated the situation, did everything by the book, and even gave a personal story that completely calmed me down and made me feel good about it. I normally wouldn't do this for a police officer; I don't like most of them. I have had bad experiences with them (not going to lie). But, if this country had more officers like him, it would be a lot cooler place. I just wanted to extend this to him through you. You have a very good officer; this country needs more like him."

Jarrod (10/13/21)

"I wanted to express my positive experience in this case. My experience with police so far has been mostly I would describe as very authoritative and cold. Officer T Yowell in this case has proven that this can be done differently. He was very professional and friendly and the way he approached this event (specifically the way he communicated and his demeanor left me with a feeling of the police watching out for its citizens in a humanized way. I think he struck a great balance between leading through the process and being human. Thank you so much. Hope we get more of that!"

David O. (10/15/21)

"I recently read the article in our local magazine and wanted to send you a little message. I had no idea what being an officer entails. Sure - responding to calls and all the negativity that comes with the job - so, let me just say, "THANK YOU." Not long ago my daughter "acted" up and I needed to get out of the house. I flagged you [Officer K. Lewis] down to "talk" - you were a Big Help...By the time I went back home, my tears stopped - heart calm - my home seemed to be at peace - Thank you again. The town and citizens are blessed with you here.

Anonymous Castle Rock Resident (10/5/21)



Officer W. Schonher, "Thank you for being so nice and friendly yesterday. It wasn't much of a ride, but thank you for making the best of it. I truly appreciate you trying to see about getting it extended. That was unexpected and very above and beyond.

Thank you so much again for everything."

Craig K. (10/4/21)

Message from the Chief



The format of the department's monthly report is purposely designed to mirror our department's five-year strategic plan. This will allow members of the community as well as members of our organization to gauge how we are progressing in key areas of our strategic plan.

The Police Department's strategic priorities will anchor and update the main sections of this report. By doing so, this will facilitate our continued focus on implementing our strategic plan and providing outstanding service to the Castle Rock community.

There are six strategic priorities included in the Police Department's Five-Year Strategic Plan:

Priority 1: Crime

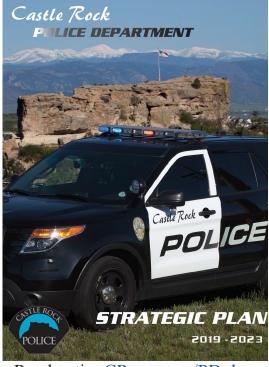
Priority 2: Traffic Safety

Priority 3: Employees

Priority 4: Prepare for Future Growth

Priority 5: Community Policing and Partnerships

Priority 6: Technology, Equipment and Training



Read entire CRgov.com/PDplan

National First Responders Day observed October 28

We are proud to stand alongside the brave men and women across the country who serve their communities selflessly every day.

Thank you for all you do!



Priority 1: Crime

Goal 1: Maintain or reduce the crime rate and provide a sense of safety and security

	Response Times									
PRIORITY 1 CALLS FOR SERVICE	# of Calls	Average Dispatch Time	Average Wait to Enroute	Average Drive Time	Average Time Ofcs on Scene					
October	93	1.46	0.37	5.81	66.39					
September	103	1.94	0.29	6.04	59.75					
August	95	1.70	0.27	5.58	54.84					
2021 YTD	823	1.51	0.30	5.43	66.93					
2020 MON. AVG	77	1.41	0.32	5.87	59.20					

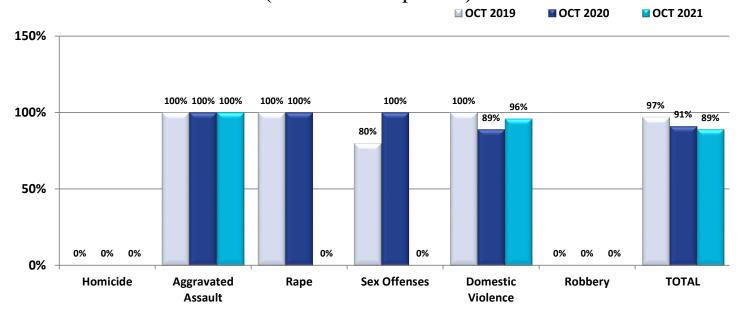
Persons Crime								
Crime Offense	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021		
Homicide	0	0	0	0	0	0%		
Rape	1	1	1	9	8	13%		
Sex Offenses	1	2	2	12	16	-25%		
Domestic Violence	23	19	17	145	154	-6%		
Aggravated Assault	2	1	2	19	20	-5%		
Robbery	1	0	0	6	1	500%		
Total Persons Crimes	28	23	22	191	199	-4%		
		Prop	erty Crime	;				
Crime Offense	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021		
Burglary	6	11	7	19	20	-5%		
Fraud/Forgery	1	19	27	58	215	-73%		
Motor Vehicle Theft	7	9	6	70	71	-1%		
Theft from Motor Vehicle	13	30	21	235	231	2%		
Theft	50	79	53	646	581	11%		
Vandalism	34	45	29	355	299	19%		
Total Property Crimes	111	193	143	1,383	1,417	-2%		
TOTAL ALL CRIMES (Person/Property)	139	216	165	1,574	1,616	-3%		

Priority 1: Crime (continued)

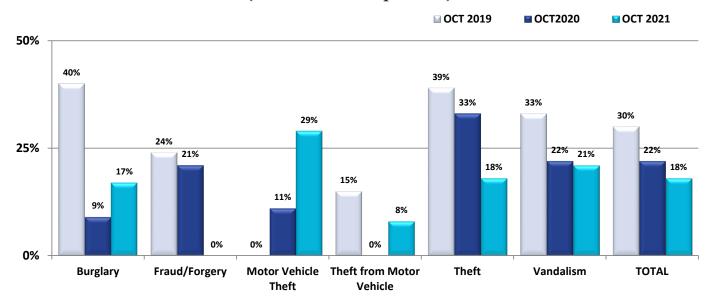


Goal 2: Maintain an investigative capability to identify, apprehend, and assist with the prosecution of criminal offenders

Persons Crime Clearance Rates (2019-2021 Comparison)



Property Crime Clearance Rates (2019-2021 Comparison)



Please note the offenses shown above with no data reflect zero incidents for that specific offense. The offenses displaying 0% reflect incidents had occurred during the month; however, they had not yet been cleared.

Priority 1: Crime (continued)

Goal 3: Maintain the capability of effective emergency management as well as the response to, and recovery from, a critical incident

Victims Assistance Unit (VAU)										
Activity 2021 2020 3-YR 2021 2020 % Change MO. AVG YTD YTD 2020-2020										
Cases assigned - Staff Advocates	11	22	23	206	212	-3%				
Cases assigned - Volunteer Advocates	28	8	10	122	104	17%				
Total cases assigned	39	30	33	328	316	4%				
Total victims served	89	56	62	630	541	16%				
Volunteer office hours	8	4	6	19	4	375%				
Total call out hours	23	21	17	140	110	27%				

CRPD Victims Assistance Unit

Welcome Craig Kemper to our VA Volunteer Team!

Craig is a seventh grade teacher and coaches boys' basketball at Elizabeth Middle School. He has been a resident of Castle Rock since 2014. Craig is a US Army Veteran, who was born in New Mexico, raised in Colorado, and has lived in Oklahoma, Texas, Virginia, West Virginia and Tennessee. He comes from a very sports-oriented family and has coached elementary track, little league baseball, middle school volleyball and basketball, as well as college football. Craig has officiated softball, volleyball, and basketball.

When not busy with his school duties, you will find him spending time with his fiancé and family. Craig is currently pursuing a master's degree in WWII Studies - his third overall master's degree. He is a huge United States history buff who enjoys learning as much as he can about the Civil War and WWII.



VA Volunteer C. Kemper

Priority 2: Traffic Safety



Goal 1: Increase traffic safety on the roadways in the Town of Castle Rock

	Traffic Crashes									
Crash Type	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021				
Fatality	0	0	0	0	0	0%				
Injury	0	1	2	22	21	5%				
Non-Injury	86	57	67	674	546	23%				
Traffic Crash Total	64	58	69	696	567	23%				
	Traffic Enforcement									
Traffic Type	2021 0CT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021				
Driving Under the Influence (DUI)	10	10	9	86	87	-1%				
	Traf	fic Citati	ions Depa	rtmentwi	ide					
Call Type	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021				
Traffic Tickets Issued	113	28	129	1,282	1,093	17%				
Written Warnings	128	164	223	1,783	1,930	-8%				
Total Traffic Stops	369	448	521	4,165	4,659	-11%				

Note: Total traffic stops includes municipal and state traffic stops.



Priority 3: Employees

Goal 1: Attract and retain the highest quality employees

Goal 2: Train and develop employees

Goal 3: Recognize employee accomplishments

	Staffing Levels									
Year	Sworn Officer Turnover	Total Sworn FTE	Total Turnover Rate	% Change from prior year						
2021	2	80	0.025	-75.0%						
2020	8	80	0.100	-12.2%						
2019	9	79	0.114	113.6%						
2018	4	75	0.053	29.8%						
2017	3	73	0.041	-41.6%						
2016	5	71	0.070	-5.6%						

Training Hours									
Topics	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021			
Hours	604.0	905.0	537.1	8,019.8	6,359.0 26.1%				
	Types of Trainings								
Internal/In-service (Fire	earms, crimina	al investigatio	ons)		3	81			
External Training (CO I Traffic Accident Investi					2	23			

Accomplishments / Recognition									
Type 2021 2020 3-YR 2021 2020 % Change MO. AVG YTD YTD 2020-2021									
Compliments	5	22	8.8	91	172	-47.1%			
Recognition / Awards	0	0	5.5	64	11	481.8%			

Priority 4: Prepare for Future Growth



- Goal 1: Monitor Townwide population growth estimates
- Goal 2: Monitor Police Department workload
- Goal 3: Evaluate an efficient method of delivering service to newly developed areas

Calls for Service (CFS)									
Calls for Service (CFS) Per Officer / Per 1st Responder	2021 OCT 80 OFC /55	2020 OCT 80 OFC /55	3-YR MO. AVG	2021 YTD 80 OFC /55	2020 YTD 80 0FC/ 55	% Change 2020-2021			
CFS TOTAL, includes self-initiated (SI)	4,252	5,051	5,537	48,123	53,147	-9.5%			
CFS, excludes self-initiated (SI)	2,080	2,100	1,990	20,335	19,138	6.3%			
Year-to-Date (Per 1,000 citizens)	27	29.1	28.5	268	252	6.3%			
CFS per Officer, excludes self-initiated	26	26.3	25.5	254	239	6.3%			
CFS per 1st Responder, excl. self-initiated	38	38.2	37.6	370	348	6.3%			

Communication Incoming Phone Calls

911 Calls	# of Calls	Avg per Day	AVG Answer Time (sec)	Answer Time ≤10 secs.	Answer Time ≤15 secs.	AVG Call Length (sec)
October	598	19	3.96	98.0%	99.8%	179.1
September	588	20	3.43	99.3%	100.0%	168.7
August	642	21	3.70	97.5%	99.8%	176.3
2021 YTD	5,473	18	3.22	98.9%	99.9%	185.3
2020 Monthly AVG	495	16.3		96.8%	99.5%	190.9
	•	APCO and	NENA Standard:*	90.0%	95.0%	N/A
Man Administration Calls	1 (51	150]		·	

YTD-Outbound Calls	11,759	39
YTD-Administration Calls	46,657	153
Mon. Outbound Calls	1,085	35
Mon. Administration Calls	4,654	150

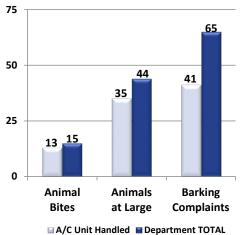
^{*}Association of Public-Safety Communications Officials (APCO) and National Emergency Number Association (NENA)

Downtown Liaison Officer (DLO)									
Type 2021 2020 3-YR 2021 2020 % Change OCT OCT MO. AVG YTD YTD 2020-2023									
Parking Enforcement/CFS	121	268	128	1894	1840	2.9%			
Parking Warnings	41	114	61.4	725	775	-6.5%			
Parking Tickets	11	19	54.8	234	452	-48.2%			
Counter Accident Reports	0	1	1.5	3	18	-83.3%			

Priority 4: Future Growth (continued)

Animal Control Response Comparison

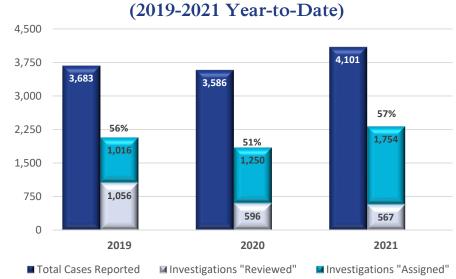




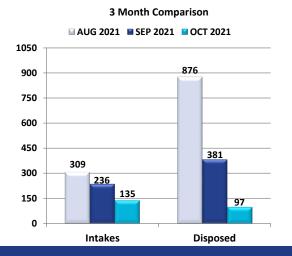
The ACU handled:

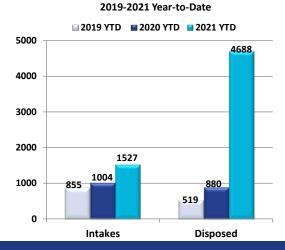
- 87 Percent of animal bites
- 80 Percent of animals at large
- 63 Percent of barking complaints

Investigations Case Reports



Property & Evidence





Priority 4: Future Growth (continued)



Records Unit

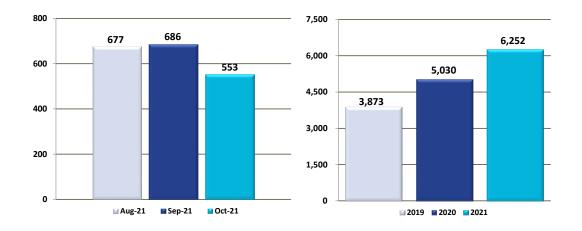
Workload	Backgrounds	Reports requested	Reports reviewed	eDiscovery	Synology*	Recordings	Reports to D.A.	Reports released
OCT 2021	91	553	541	51	2	1,248	5	525
OCT 2020	167	598	601	50	1	741	0	579
% Change 2020-2021	-45.5%	-7.5%	-10.0%	2.0%	100.0%	68.4%	N/A	-9.3%
3-YR MO. AVG.	95	409	422	62	5	436	12	381

^{*} Felony drug cases

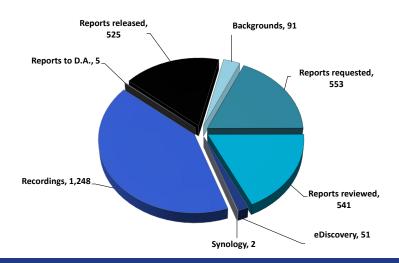
Reports Requested

Three-Month Comparison

Year-to-Date (2019-2021)



Records Unit Workload OCT 2021



Priority 5: Community Policing & Partnerships

Goal 1: Community engagement through outreach and education

Crime Prevention and Community Partnership Programs							
Running Program Types	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021	
Crime Free Multi-Housing	2	0	1.8	25	23	8.7%	
Crime Free Self-Storage	0	0	0.4	9	9	0.0%	
Rock Watch	2	3	30.4	550	497	10.7%	
CPTED (Crime Prevention)	1	1	0.6	20	14	42.9%	
R-U-OK	4	0	N/A	16	6	166.7%	
Total Activity	9	4	8.3	620	549	12.9%	

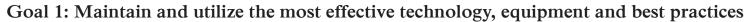
Note: R-U-OK totals periodically fluctuate as members enter or leave the program

Volunteer Hours							
Unit Hours	2021 OCT	2020 OCT	3-YR MO. AVG	2021 YTD	2020 YTD	% Change 2020-2021	
Explorer Unit	171.0	57.0	195.8	2,007.0	877.5	128.7%	
Victim Advocates	486.0	535.0	439.2	4,553.0	4,413.0	3.0%	
VIPS-Community Safety Vol.	57.0	98.0	206.5	1,119.0	959.0	16.7%	
VIPS-Admin & Investigative	10.0	83.0	40.4	238.8	413.0	-42.2%	
Total	295.0	336.0	888.4	4,483.8	3,208.5	39.7%	

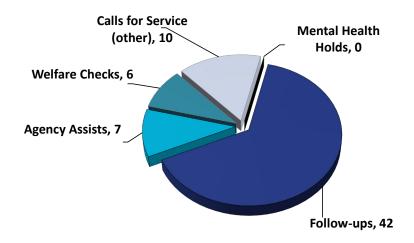
Goal 2: Optimize communication and marketing programs

Public Information Officer (PIO)							
OCT 2021	Facebook	Twitter	Nextdoor	Instagram			
Followers	16,749	3,382	33,449	3,105			
Number of posts	24	24 11 3					
Total Engagement	41,660	114	3,844	2,822			
	Police Town						
Call outs/Incident Response	1 0						
	TOTAL						
Media Inquiries	7						

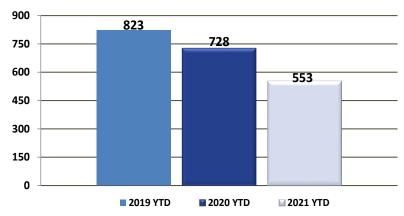
Priority 6: Technology, Equipment & Practices



Community Response Team (CRT) Dashboard **OCT 2021**



CRT Total Calls for Service (Year-To-Date)



Domestic Violence Lethality Assessment Program (LAP)							
Call Type 2021 2020 3-YR 2021 2020 % Change MO. AVG YTD YTD 2020-2021							
Total LAP reports completed	12	8	11	101	92	10%	
High Risk	1	3	6	41	54	-24%	

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

ePoliceReporting						
Online Reports 2021 OCT 2020 OCT 3-YR MO. AVG 2021 YTD 2020 YTD % Change YTD						
Online reports received	37	20	25.7	743	273	172.2%

Department Highlights

K9 Unit Shogun & Maverick

Patrol Deployments: 5

Officer Gondeck and Maverick deployed once on a building search. Officer Fellows and Shogun deployed four times on high risk stops, building search and evidence search.

Narcotics Deployments: 3

Officer Gondeck and Maverick deployed for three vehicle sniffs leading to the seizure of Methamphetamine and a firearm.

Training: 51 hours

Officer Gondeck/Maverick trained 26 hours, and Officer Fellows/Shogun trained 25 hours during the month.





Maverick

Shogun



PIO Temby's Corner October's Top Post

OCT 15, 9 a.m.

The top post this month goes to seeking the public's assistance: The Castle Rock Police Department is seeking the public's help in identifying two individuals involved in an armed robbery. It happened Wednesday, Oct. 13, around 10:15 a.m. at a local hardware store.

The subjects (see photos) threatened employees and shoppers with an axe and machete. They made off with more than \$2,000 worth of tools. Fortunately, no one was injured in the incident. Their getaway pickup truck was reported stolen from another jurisdiction but it has



since been recovered. Prior to the Castle Rock robbery, the same suspects robbed a hardware store in Greenwood Village.

If you witnessed either of these incidents, have any additional information or can identify the subjects, please contact Detective deLumeau at sdelumeau@crgov.com or at 720-733-6085.





Halloween Fun with our Officers and our Castle Rock kids!



Drug Take Back Day



Officers O'Donnell (left) and Stark (right) collected 299 pounds of unwanted prescription and non-prescription drugs on Saturday, Oct. 23. A collection bin is also available in our lobby during business hours (M-F) from 8 am-5pm.

Coffee with a Cop



Our first Coffee with a Cop event (since the 2020 Covid cancellations) was held at Black Rock Coffee on Oct. 6. It was wonderful visiting with everyone who joined us. The next event will be announced on our social media pages: https://www.facebook.com/CRpoliceCO

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.



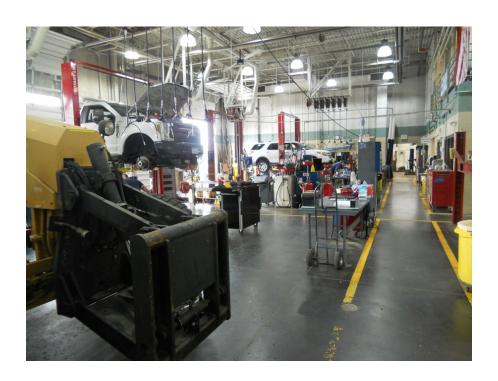


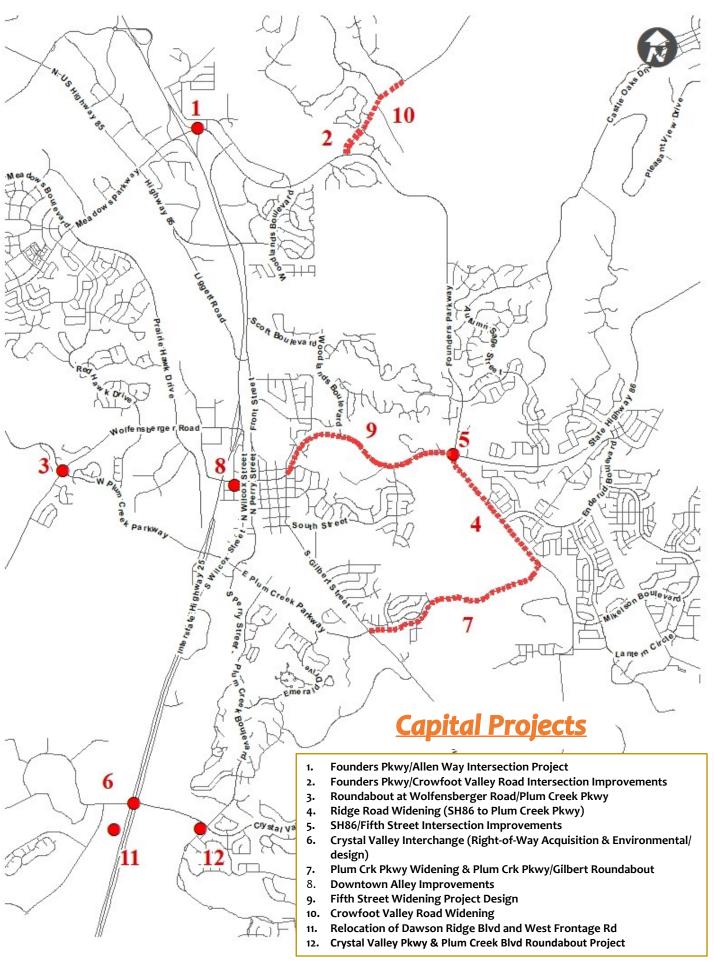
Monthly Report

October 2021

The Public Works Department operates under the **CAN DO** philosophy – We are committed to doing the job right with a positive attitude while staying dedicated to meeting the needs of our Town values and continually searching for opportunities to improve.

PW Mission: To provide outstanding service, safety and support for transportation infrastructure and maintenance.





- Founders Pkwy/Allen Way Intersection Improvement Project This project will address the need for the following improvements:
 - An additional eastbound left turn lane from Founders Parkway to Allen Way
 - A dedicated right turn lane from Founders Parkway to Allen Way
 - An additional southbound right turn lane from Allen
 Way to westbound Founders Parkway
 - An additional I-25 northbound on-ramp lane
 - A second through lane at Allen Way and Allen Street

Phase: Construction – Close out— Work continues on the close out phase with CDOT. The project team (Town of Castle Rock, NORAA Contractors, FHU, and CDOT) continues to meet weekly to finalize the documentation needed to close out the project. Town has advertised the Notice of Final Settlement which starts the process of final payment to the contractor. Town is estimating that all final paperwork will be submitted to CDOT by the end of November 2021. With final paperwork to CDOT in November this project will be closed out in December 2021

Budget: \$2.64M Close Out: Winter 2021

- 2. Founders Pkwy (SH86)/Crowfoot Valley Road Intersection Improvement Project and Crowfoot Valley Road Widening Project – This project will address the need for the following improvements:
 - An additional eastbound left turn lane from Founders Parkway to Crowfoot Valley Road
 - An additional northbound lane on Crowfoot Valley Road between Founders Parkway and Knobcone Drive
 - A southbound free right turn lane from Crowfoot Valley Road to westbound Founders Parkway
 - Widen Founders Parkway both eastbound and westbound between the Crowfoot Valley Road and Woodlands Boulevard
 - Widen Crowfoot Valley Road from Founders Parkway to Knobcone Drive

Phase: Construction: Closeout - No Change: Waiting on CDOT formal close out of project. The Grading, Erosion, and Sediment Control permit remains open to monitor vegetation coverage and growth. Inspections will be performed until the requirements of the permit are achieved.

Budget: \$3,550,000 **Close Out:** Fall 2021

3. Wolfensberger Road/Plum Creek Parkway Roundabout Project - This project will accomplish the design and construction of a roundabout at this intersection to improve operations and minimize accident potential.

Phase: Closeout — Substantial completion was issued in Spring 2019. Punch list items are complete. The Town is working with the adjacent property owners to complete the final landscape tie-ins and adjustments. The final landscaping work is anticipated to be complete by Fall 2021. The

work completed this month in progression to project closeout is as follows:

Completed irrigation and landscaping work on adjacent property

Remaining Budget: \$137,000 Final Completion: Fall 2021

4. <u>Ridge Road Widening</u> – Ridge Road will be widened from two to four lanes between the Founders Parkway (SH86)/ Fifth Street/Ridge Road intersection and Plum Creek Parkway. The goal is to reduce traffic congestion on the Ridge Road corridor.

Phase: Design: The Memmen parcel slope and temporary easements are complete. Negotiations with the remaining owners continues. The legal description for the CORE (IREA) easement was completed.

Stanley Consultants is the design firm for the project. The following is a summary of the activities performed this month:

- Compile the Utility Engineering (SUE) field work
- Compile survey of new improvements, start applying to plans
- Initial coordination with the Four Corners project and new adjacent developer
- Design a workaround to avoid ROW take on Haddad property

Budget: \$900,000

ROW Acquisition: Fall 2021

Targeted Construction Completion: Fall 2022

- 5. Founders Parkway (SH86)/Fifth Street Intersection "Four Corners" Improvements With new traffic studies submitted, the consultant will investigate multiple alternatives to address safety concerns and capacity issues at the intersection. Improvements under evaluation include:
 - Southbound traffic add left turn lane, add a free right turn lane, convert right turn lane to through/right
 - Eastbound traffic convert right turn lane to through right, add free right turn lane
 - Northbound traffic add left turn lane, add second through lane, add a free right lane
 - Westbound traffic add through lane, add a free right turn lane

Phase: Design: David Evans & Associates (DEA) is the design consultant for this project. The following is a summary of the activities performed this month:

- Continue work on the design of the project
- Continuing the analysis of a full and ¾ movement at the Bader Court / Emmaus Anglican access off 5th Street
- Continuing working on the utility plan for the entire project
- Continuing to work on environmental clearances and water quality with CDOT
- Continuing to work on establishing right of way needs and identifying areas in which additional right of way may be required

- In November, Staff will be presenting to the Public Works Commission and Town Council a resolution approving the First Amendment to the Service Agreement for Design of the Four Corners Intersection Improvement Project. This amendment is necessary to add additional scope of work that resulted from input from CDOT to complete additional traffic analysis, public feedback during project open houses to review access improvements, additional land acquisition services, and support necessary to assist with construction implementation. The proposed resolution would add \$355,096 to the project and extend the completion of service to December 31, 2023. The extension of the contract into 2023 will allow for consultant assistance in answering questions during the bidding and construction phases
- IGA with Douglas County has been reviewed by Town staff and submitted back to Douglas County for final edits. Schedule is to have the IGA to Town Council in early 2022 for approval. This IGA is for a Contribution to the project of 1 million dollars from Douglas County

Budget: \$1,200,000 for design in 2020 with DRCOG Grant

Reimbursement (Town share \$240,000)

Design Completion: 1st quarter 2022

ROW Acquisition: 1st quarter 2022

Targeted Construction: Winter 2023

6. Crystal Valley Interchange - Pre-construction Activities -

The purpose of this project is to achieve acquisition of remaining right-of-way, complete design, and set aside future project funding allowing potential funding partnerships to assist with advancing construction.

Phase: Right-of Way Acquisition

Acquisition Services

- East Side of I-25 Town Staff is moving forward with properties which are in various states of negotiation.
- West Side of I-25 Town staff and consultants are preparing Notice of Intent for several property owners. The SWQ property closed in early May.

Phase: Design—Interchange Access Request and Environmental Assessment Reevaluation, and Design

- The BUILD grant agreement has been executed. Town staff is working with CDOT to begin reimbursement payments
- Jacobs continues working on the traffic count operations update, the traffic analysis, and survey
- Design criteria was finalized
- The CMGC RFP is out for review with CDOT and Douglas County

Budget: \$6,500,000, and Development Escrow

Completion: Summer 2023

Targeted Construction: Spring 2025

7. Plum Creek Parkway Widening and Plum Creek Parkway/ Gilbert Street Roundabout Project – This project will implement the Transportation Master Plan's identified improvements for this corridor. The addition of the remaining two lanes of the master planned four-lane roadway on Plum Creek Parkway between Eaton Street and Ridge Road. Not only will it include the addition of two lanes, but also bicycle and pedestrian multi use lanes. It will also include roundabout modifications at Ridge Road. The improvement has been broken out into three phases in order to meet the department's objectives. Phase 1A included portions of storm sewer improvements between Gilbert and Eaton. Phase 1B includes all roadway/utility/pedestrian access improvements between Gilbert and Eaton, including the implementation of roundabouts at the intersections of Gilbert and Eaton. Phase 2 includes all roadway/utility/pedestrian access improvements between Eaton and Ridge Road.

Phase 1A: Drainage Improvements: Close out - Final contract items have been resolved and the project is ready to advertise for final payment.

Budget: \$1,158,300

Construction Completion: Complete

Phase 1B: Plum Creek Pkwy Widening and Roundabout: Construction - The following is a summary of activities performed this month:

- With Castle Rock Parks and Recreation, reached out for quote on Baldwin Park irrigation and landscape restoration
- Worked with local landscaper to obtain quote for Vista apartments sod installation
- Processed two of the remaining four change orders to close out construction contract

Roadway and roadside improvements are complete. The project team begins procurement activities to restore Baldwin Park. Remaining work includes: Baldwin park irrigation and landscaping restoration work.

Budget: \$7,507,723

Construction Completion: Fall 2021

Phase 2: Design and ROW Acquisition – The following is a summary of design activities performed this month:

- Executed service agreement with Kilty and Company to perform appraisal services for two parcels needed for construction (drainage and construction easements)
- Executed offsite drainage engineering service task order for floodplain delineation
- Continued refinement of 90% design for November final submittal

Budget: \$794,375

Design Completion: Winter 2021 **ROW Completion:** 1 quarter 2022 **Targeted Construction:** Winter 2022

B. <u>Downtown Alley Improvements:</u> Four alleyways in the downtown area are beyond their service life and are not providing an appropriate level of service. Reconstruction of alley pavement in addition to drainage improvements and sanitary sewer system replacement will renew the service life of both the pavement and sanitary sewer in the area.

- 2 Alleys (Westerly Alleys 14 & 17) Located West of Jerry St. between 5th and 3rd streets
- 2 Alleys (Easterly Alleys 10 & 11) Located East of Perry St. between 6th and 4th streets

Phase – Construction

- Construction is in the punch list phase; all alleys are onen
- Maintaining site erosion control measures

Budget: \$877,900 Completion: Fall 2021

Fifth Street Widening Project Design – Fifth Street is a major arterial connecting local and regional travel between the easterly portions of Town and I-25. Roadway and pedestrian improvements for Fifth Street have been identified within the 2017 Transportation Master Plan (TMP) that will maintain adequate capacity and ensure efficient road network connections for future development.

The Fifth Street Widening project will complete all design elements for implementation of the full build-out transportation network from South Gilbert Street to Ridge Road as identified in the TMP. The transportation network improvements identified in the TMP are as follows:

- Widening to a 4-lane major arterial configuration from Woodlands Blvd. to Ridge Road
- Implementation of on-street bike lane/shoulder from South Gilbert Street to Ridge Road
- Addition of sidewalk from Woodlands Blvd. to Ridge Road along south side of Fifth Street

Fifth Street Widening Project Design - The following is a summary of activities performed this month:

- Obtained CDOT executed IGA for construction funding (\$3.5 Million)
- Refined alternative concepts
- Evaluation of continuous Green-T intersection at Valley Drive began
- Set first open house date of January 20, 2022

Budget: \$1,500,000

Design Completion: December 2022 **Right-of-way acquisition:** Winter 2022 **Construction Completion:** Winter 2023

10. Crowfoot Valley Road Widening – Crowfoot Valley Road will be widened between the Knobcone Drive and Macanta Blvd. Currently, this section of Crowfoot Valley Road is a two lane transition section of asphalt roadway with portions in the Town of Castle Rock and in Douglas County. Recent improvements have been completed at both ends of this project along Crowfoot Valley Road, and the intent of this project is to complete improvements to the "gap" between these improvements. The proposed roadway will be a fourlane section, including painted median / turn lanes, with bike lanes in both directions. Project is being managed by Douglas County Staff.

Phase: Design —The consultant continues with data research, including drainage report review and typical section review

Budget: \$2,000,000 (Town contribution to construction

funding; IGA to be executed with County)

ROW Acquisition: End of 2021
Design Completion: Summer 2022
Construction Completion: Spring 2023

11. Relocation of Dawson Ridge Blvd and West Frontage Rd -

The purpose of this project is to relocate the I-25 West Frontage Rd to the west of the BNSF Railroad tracks to provide access to the surrounding neighborhoods and residents after the Crystal Valley Interchange is complete.

Phase: Design – Staff has completed the RFP for design and

is working on executing a service agreement.

Budget: \$299,000

Design Completion: December 2022 **Construction Completion:** Fall 2023

12. Crystal Valley Pkwy & Plum Creek Blvd Roundabout Project

This intersection is a major arterial currently controlled by stop signs in two directions. As the traffic volumes increase and with ongoing residential development and future construction of the new Crystal Valley Interchange, this existing traffic control will not be the most efficient and could contribute toward increased accidents. This project will accomplish the design of a roundabout intersection in order to improve the traffic capacity of the intersection, help to manage speeds along Crystal Valley Parkway, and to accommodate the growth in traffic that is expected to increase once the Crystal Valley Interchange has been constructed.

Phase: Design

- Request for proposals advertised on October 8, 2021
- Five proposals were received
- Taking Service Agreement to Town Council in December 2021

Budget: \$400,000 pending approval of budget amendment

Design Completion: June 2022 **Targeted Construction:** Spring 2023

<u>Traffic Signal System Upgrades</u> – This project is a multi-year signal system upgrade project that began in 2015 and is ongoing as funds are available. The project has included proven technology advances at signalized intersections, for our daily operations, and for communications between the center and each intersection.

- Staff is a part of the CDOT managed, adaptive signal system project that will implement adaptive signal timing on Founders and Meadows Parkway, as well as a six abutting Town signals. In October, Town IT staff coordinated with the consultant and CDOT to establish protocol for data sharing. The adaptive system should be operational by February 2022.
- The Town's ATSPM project is broken into two phases, Phase I and Phase II. Phase I includes detection purchase and installation at 15 intersections. In October,

installation by contractor, Adiona Transportation Solusignal timing. Bids are being reviewed for Phase II and selection should be made by November 15.

Budget: \$868,700

Construction Completion: End of year 2023

2020—2021 Intersection Signalization Construction Project -Signals were constructed at Meadows Boulevard & Cherokee Drive (mast arm signal) and at Hwy 85 & Liggett Rd (temporary span wire signal).

The last item to resolve is relocating preemption devices, which is now complete and is being tested for successful operation. This project is expected to be complete in early November.

Budget: \$588,000

Construction Completion: November 2021

Rectangular Rapid Flashing Beacon (RRFB) 2021 Project - This project completes about half of the requested pedestrian beacon crossing locations that staff received in 2019.

All beacon locations were installed this month. Final crosswalk markings and concrete work for pedestrian refuges is underway.

Budget: \$250,000

Construction Completion: Fall 2021

2021 Pavement Maintenance Program (PMP)

Meadows Blvd/Castleton Court concrete restoration was completed with planned quantities. The contractor will begin work on streets included in the expanded scope Monday, November 1. This work involves concrete panel repairs on Atchison Way and Topeka Way.

Miscellaneous Concrete Project began Monday, October 25 with

the replacement of identified damaged curb, gutter and sidewalk around These are Town. areas that residents other Town and Departments submitted to **Public** throughout Works the year. The contractor will also be installing chase



detection has been purchased and staff recommended drains and traffic safety improvements in designated locations.

tions. Phase II includes software development and The Sidewalk, Curb and Gutter project was completed in the month of May. The project came in under contract time and budget.

> The Full Depth Reclamation project was completed in the month of May. The project came in under contract time and budget.

> The Asphalt Overlay Project was completed in August. All expanded scope of work is complete. The project came in under contract time and budget.

> The Meadows Blvd/Castleton Court concrete restoration project came in under contract time and budget.

> The Slurry Seal Project was completed in early October. All expanded scope is complete and the project came in under contract time and budget.

> The Town Facilities Parking Lot Improvements were completed on Thursday, October 14. The project came in under contract time and budget.

2021 Bridge Maintenance Program (BMP)

Staff is working with the consultants to complete all documents in relation to the maintenance work. Bids for the 2021 Bridge Rehabilitation for S. Wilcox Bridge over E. Plum Creek, will be submitted for competitive bids upon completion of all submittals, the consultant will submit an estimation of costs. This project is expected to start in early November and be complete by the end of December 2021, pending weather.

Review and Permitting

Development Review - All 55 reviews were completed. One was late by one day by the PW Development Services Team. **Permitting & Inspection –** 34 right-of-way permits were issued.

Taxi Voucher Program

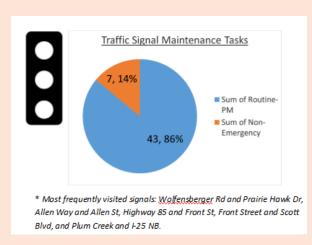
For the month of October, the Taxi Voucher Program funded 168 rides; which is a 68% increase to last year's October total of 100 rides, and a 23% increase from last month's total rides. Transportation services are provided for Castle Rock citizens who can-

not drive, have a disability that prevents them from driving, or Operations do not have access to a vehicle. In October 23 individuals used the Taxi service. Of those individuals, 72% of the rides were for work, 21% for shopping trips, and 7% for medical appointments. Seventy-three rides were provided for people without access to a vehicle, 59 rides to seniors, and 36 rides to disabled riders.

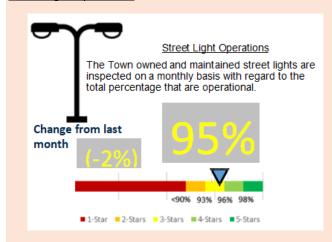
The Castle Rock Senior Center provided 753 rides in October.

Traffic Engineering and Operations

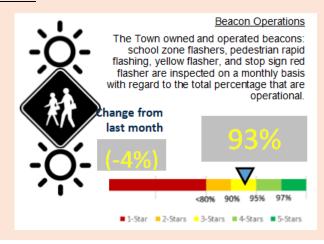
Traffic Signal Operations and Maintenance

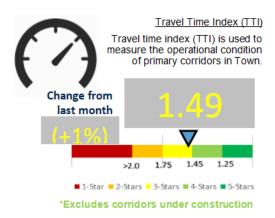


Street Light Operations



Beacon





Street Signs and Pavement Marking Maintenance

For the month of October, the crew accomplished 1260 tasks. Of these tasks, 30 of them were sign work activities related to fabrication, install, repairs, replacements, inspections and investigations. One-hundred two were related to signs and markings projects. We had 190 RRFB related tasks, including windshield inspections, new installations, repair tasks and investigations. We completed 930 marking tasks related to install, inspections, and replacements. Other tasks included work zone, special events, and underground locates and traffic count tasks.

Paint season is ending for the Town crew. Work by the Town's marking contractor, Colorado Barricade, is 74% complete forwhite long lines, 64% complete for yellow long lines, and 92% complete for signalized intersection symbols, crosswalks and stop bars.

Transportation Planning

Neighborhood Traffic Calming Program (NTCP):

The NTCP exists to verify and address quality of life items associated with vehicular traffic on local neighborhood streets and certain collector roadways. No new inquiries for the NTCP were received in October. At this time, there are no active projects for traffic calming.

Castle Rock Downtown Alley Master Plan:

The project was presented and discussed with the DDA/DMA Board and the Chamber of Commerce in October. Now that the primary public input period has ended, the project team will begin to develop conceptual plans for the selected alleys. Input can still be provided on the design and other elements throughout the project. Approximate order of magnitude costs estimates to bury the overhead power lines are being calculated and will be included in the plan as part of the cost estimates.

Downtown Castle Rock Grants:

Town staff will be attending upcoming DRCOG meetings to discuss the requirements for the Downtown pedestrian street light grant. The funds will be available in Fiscal Years 2022 and 2023. The project will install roughly 40 new acorn style streetlights along several low-lit Downtown streets. The grant award is for \$480,000 with a local match of \$120,000. The Town has approved the Scope of Work (SOW) for the CDOT Revitalizing Main Streets grant for \$150,000 with a local match of \$15,000. Once the agreement is executed, the project will begin. The SOW will improve the visibility of several downtown crosswalks on Wilcox, add benches and trashcans, and construct four, year round outdoor dining patios in Downtown. Lastly, the Town should hear about the RAISE grant application for the Crystal Valley Interchange construction this fall.









As you drive around Castle Rock and see many different departments providing first-class service, you will notice how they rely on their Town-issued vehicles. The Fleet Division takes great pride in knowing that those vehicles are reliable and safe to operate.

Fleet Services Division continues to make sure that Town vehicles and equipment are ready for operation. This includes public safety vehicles like Police & Fire but also other department vehicles that need to



be in use to provide great service for our residents.

The Fleet Division had a very productive month in October completing 112 work orders and processing 129 vehicles for the month. Total output for the month was \$71,334 with \$31,000 of that being direct labor. Technician productivity was also very good for the month of October coming in at 83.3%. In addition, Fleet availability came in at 96.8% all well above our benchmarks.

Our parts department continues to work through supply shortages which has slowed down some of our repair times. We are confident they will find alternate suppliers to provide us the parts and supplies we



along several low-lit Downtown streets. The grant award is for specific proved the Scope of Work (SOW) for the CDOT Revitalizing Main the Town.

Objective/Benchmark: Complete at least 75% of our work orders within 24-hours of coming to shop.

Outcome: Fleet team completed 81.9% of the work orders within 24-hours of opening repair requests or service requests. This benchmark number shows how quickly vehicles and equipment get serviced and repaired and back on the job. This benchmark number is just under our monthly objective.

Objective/Benchmark: Town vehicles and equipment available for use 95% of time.

Outcome: Town vehicles and equipment were available 96.8% of the time. This high fleet availability rate means that Town vehicles and equipment are ready when they are called upon to perform.

Objective/Benchmark: Technician productivity percentage of 70% (APWA standard)

Outcome: Technician productivity was 83.3%. This productivity number was a very good increase considering the difficulty in getting some parts and some larger jobs that were completed.

Street Operations & Maintenance Division

During the month of October, the Street Operations & Maintenance Division (SO&MD) performed work in the following maintenance operations:

- *Road Verge Maintenance
- *Street Sweeping
- *Gravel Road Maintenance
- *Pothole Repair
- *Asphalt Patch Repair

Road Verge Maintenance

During October, crews wrapped up the majority or road verge maintenance operations for the year. With the growing season over, mowing, trimming, and spraying activities will be concluded until spring. Trash cleanup will be an ongoing and continuous process. The crew dedicated 324 hours to clean up and mow the last areas in need covering just over 120 edge line miles.

Pothole Repair

In October, Streets division dedicated 96.5 labor hours inspecting and repairing potholes throughout 184 lane miles of roadway within the Town. Crews used 7 tons of hot mix asphalt to repair the equivalent of 933 potholes found during these inspections.

Street Sweeping Operations

October saw the start of the Town wide fall sweeping program

and the last of the downtown and business area AM sweeping program. Streets crews swept just over 588 lane miles of roadway over the course 445 labor hours, between these two operations. A total of 430 cubic yards of material was removed from the roadway and disposed of.

Gravel Road Maintenance

Maintenance and shoulder repair work was undertaken on 3.86 miles of Town roadways. Crews worked 134 hours to maintain these roadways and shoulder areas.

Asphalt Patch Repair

Streets Division executed repair on numerous asphalt patches throughout Town. In all, Crews dedicated 232 hours and used just under 49 tons of Hot Mix Asphalt. The repairs were carried out as a response to a combination of road condition need and Utility repair cuts.

Looking Ahead

In November, the Division is maintaining vigilance to be ready to respond to snow. The Town wide Fall sweeping operations will continue as well as asphalt and pothole repairs as weather permits.

MONTHLY REPORT FOR THE

OFFICE OF TOWN CLERK

Providing exceptional public service to our community and internal partners, with a commitment to integrity, honesty, and accountability, while conforming to the highest standards of conduct and ethics.

OCTOBER 2 021



Special Event Liquor Permits

October & Upcoming Events

Oct 23	4 Paws 4 Life Rescue, Shopping Extravaganza, Outlets
Oct 30	Ghost Town Hoedown, Event Center
Nov 6	Town, Pie Bakeoff, PS Miller Park
Nov 13	Humane Society, Treelighting, Outlets
Nov 20	Chamber, Starlighting, Downtown
Nov 25	Task Force, Turkey Rock Trot, Events Center
Dec 10	Meadows, Holiday Wine Soiree, Grange

Carriage Rides

Carriage Rides will be held downtown from Festival Park between 6-8pm beginning on Nov 26.

Tickets will go on sale November 10th at www.downtowncastlerock.com/events

Elections

www.CRgov.com/elections

Guardians of Democracy Designated Election Official FCPA Filing Officer <u>October 8:</u> Ballots Mailed & Drop Boxes open <u>October 25:</u> Voter Service Centers Open

November 2: Election Day

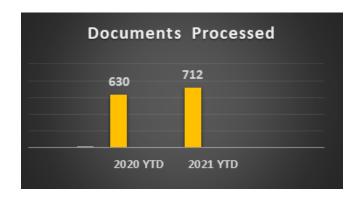
November 16: Risk Limiting Audit

November 19: Canvass

Records

www.CRgov.com/municipal code
Historian, Archivist, Keeper of the
Laws, Legal Notices
Route and execute Town documents

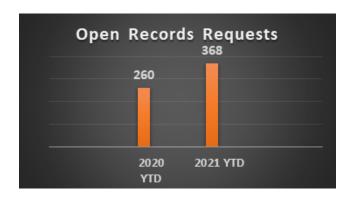
Codify Town laws
Archive Town records into Alchemy
Publish and post legal notices
Process recordings and agreements for Legal



CORA Requests

<u>www.CRgov.com/openrecords</u> Provide Transparency to the Public

Coordinate with departments to fill public records requests under Colorado Open Records Act



No Knock Program

www.CRgov.com/noknock
Program Created in 2008
7,491 Total





Liquor Licensing Authority

www.CRgov.com/liquor

Outdoor Modifications

COVID modifications - State now extended to May 31, 2022

B&B Cafe COVID Patio Crowfoot COVID Patio

Crush COVID Modification
Angies COVID Modification
Union COVID Modification
My Cafe COVID Modification
Whiskey Lodge COVID Modification
Cork and Keg COVID Modification

Z'Abbracci's COVID Patio + Modification Scileppi's COVID Patio + Modification Castle Café COVID Patio + Modification 105 West Public Consumption Area

New Licenses

State waving fees to December 7, 2021

Rock Liquors - Issued Nov 5
Perry Street Social District - pending CO
7-11 on Lake Gulch - pending CO
Dos Santos - pending CO
Wingstop - hearing Nov 3
Buffalo Wild Wings - hearing Nov 3
Shake Shack - hearing Nov 3
Block & Bottle - hearing Nov 3
Bella Vista Salon - hearing Nov 3

Transfers





	2017	2018	2019	2020
New:	3	7	8	12
Transfers:	11	9	6	6
Special Events:	77	77	77	32
Modifications :	7	11	10	22
Other:	155	145	143	187

Other Activity

2021 Election: Information & Voter Registration can be found at www.DouglasVotes.com

October 8: Ballots mailed: Ballots will be mailed out beginning October 8.

October 8: Ballot drop boxes: Drop boxes will open.

October 25: Voter Service Centers: Voter Service Centers and Polling Centers open.

November 2: Election Day

November 16: Risk Limiting Audit: The Town Clerk will participate in the Risk Limiting Audit which randomly pulls ballots to ensure the votes were accurately recorded.

November 19: The Town Clerk will participate in the Canvassing Board and Final Certification of the Election Results.

2021 Issue Committees:

FireFighters for a Safer Castle Rock: This issue committee has stated their purpose as "Advocating future public safety of Castle Rock by supporting 2A and 2D".

Taxed Enough Already Castle Rock: This issue committee has stated their purpose as "To oppose all four local ballot issues in Castle Rock in 2021".

Castle Rock Can Do Better: This issue committee has stated their purpose as "To oppose Issue 2A on the 221 Town of Castle Rock ballot".

No on Castle Rock Tax Increase: This issue committee has stated their purpose as "To educate the public".

Castle Rock Parks and Trails Foundation: This issue committee has stated their purpose as "To encourage voters to say Yes to 11/2021 ballot measures 2a,b,c&d".

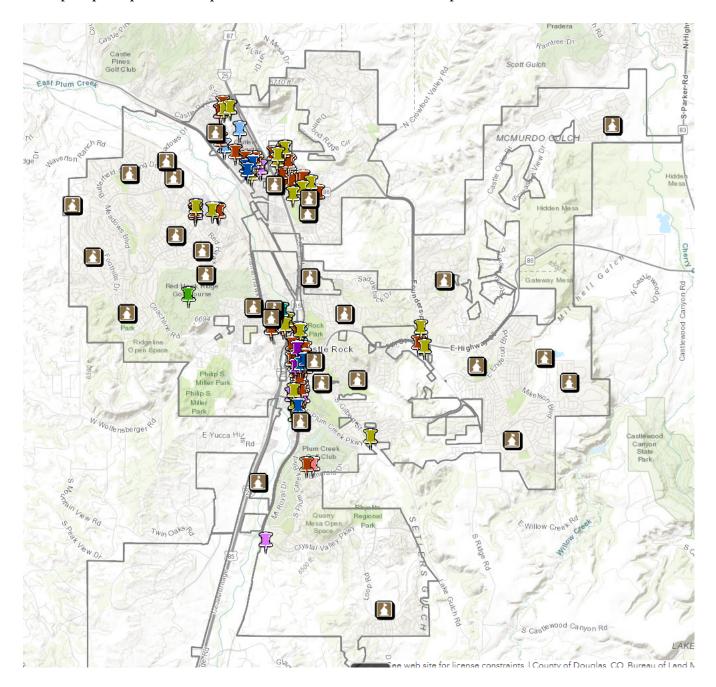
Liquor Licensing Map - Teamed with GIS to create a map of all liquor licenses in Castle Rock. Measuring functionality was added to determine if distancing requirements are met per state statute. (see attached)

<u>Public Records Request Software</u> - GovQA was selected as the software to automate, streamline, and improve the public interface for CORA requests. Staff will fine tune the product and provide training to affected staff, then will begin utilizing this new product.

Liquor Licensing Software - Evaluating software to assist with automation, streamlining processes, and improved public interface for processing liquor licensing, automating reminders to licensees, and providing a portal for them to access their information, submit applications, pay fees, and check their status, etc. *This project is put on hold as we search for other vendors*.

Liquor Licensing Map

Each pushpin represents a liquor license. The other icons are the preschools and K-12 schools in Town.



Town Manager's Office

Under the direction and guidance of the Town Manager, Assistant Town Manager and Special Projects Manager, 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

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

Community Relations

Facilitates
community
outreach and
involvement for
departments
Townwide

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

Human Resources

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













Key Accomplishments

Completed 128 preventative maintenance activities and 17 custodial inspections, in addition to regular work order requests. In total, the Facilities Team handled 219 work orders in October

Completed several tasks associated with new Castle Rock Water Admin Building including punch walk, owner training, key hierarchy and hiring new Facility Services worker to clean the facility

Replaced corroded sprinkler heads in the Rec Center chemical and filter rooms

Completed paint and stucco repairs on **two** Castle Rock Water buildings and installation of **three** new workstations at Plum Creek Water Purification Facility

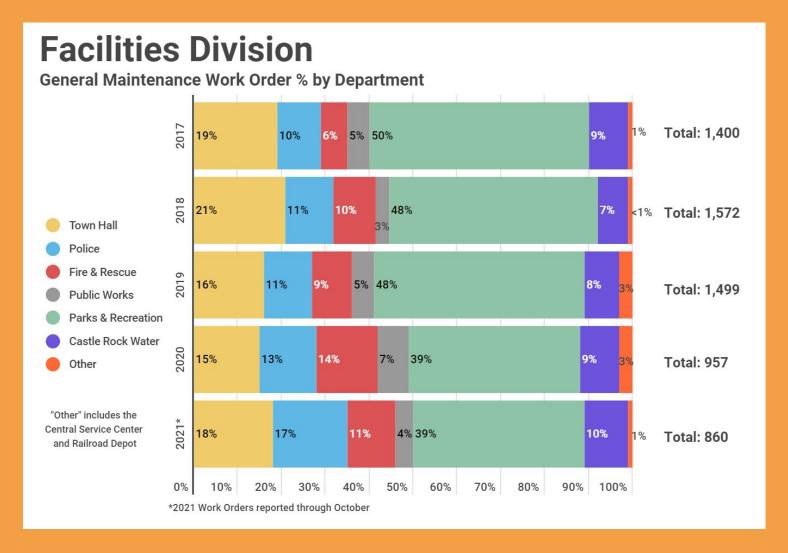
Completed backflow tests as needed

Planning for numerous other projects including replacement bollards at the Town Hall plaza, ceiling and gutter replacements at Fire Station #151, snow guards at the Public Safety Training Facility, replacement of server room HVAC and future demolition of the structure at 4233 Home Street





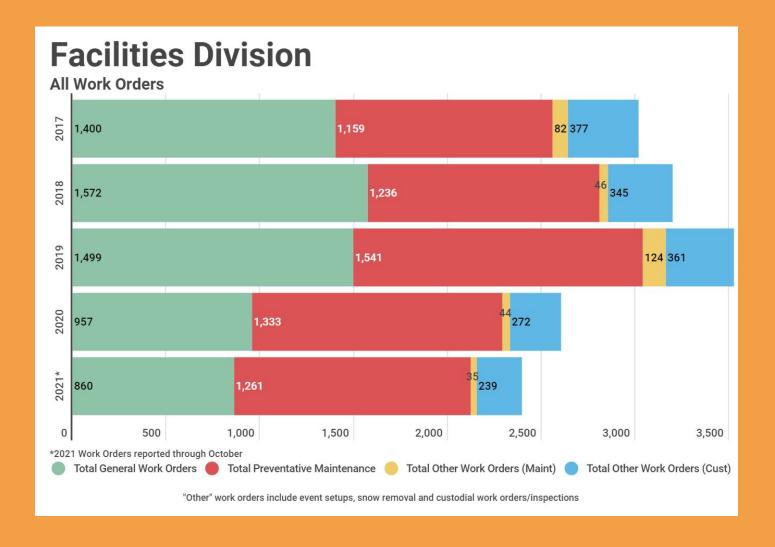






Facilities







Key Accomplishments



Successful upgrades Town applications: Salesforce, Jabber, Global Protect

Welcomed Steve Yee, new Computer Technician

Conducted **one** Town-wide training course

Conducted the annual DoIT Customer Survey



Division of Innovation and Technology



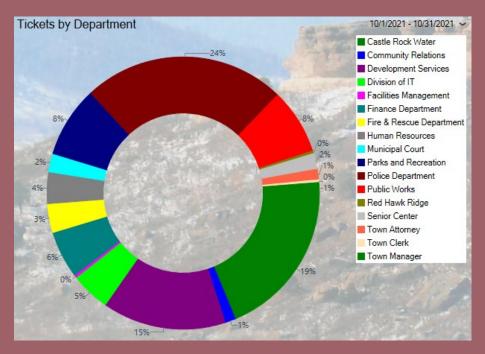


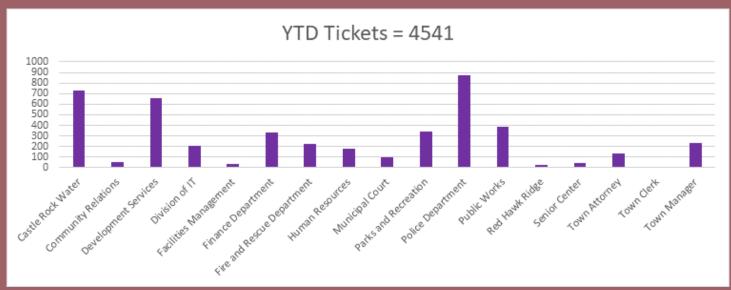
Help Desk	Addressed 301 total tickets, with an average time to resolve of 60 hours
	There were two emergency tickets this month, 100 % of which were resolved within one calendar day (80% is goal)
	There were 18 urgent priority tickets this month, 100 % of which were resolved within two calendar days (85% is goal)
	There were 254 medium priority tickets this month, 94 % of which were resolved within 10 calendar days (90% is goal)
	Addressed 14 total tickets, with an average open-to-resolve time of 55 hours
	There were no annexations in October
Geographic	There were no zoning changes in October
Information Systems (GIS)	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 zoning changes reflected within that timeframe



Division of Innovation and Technology



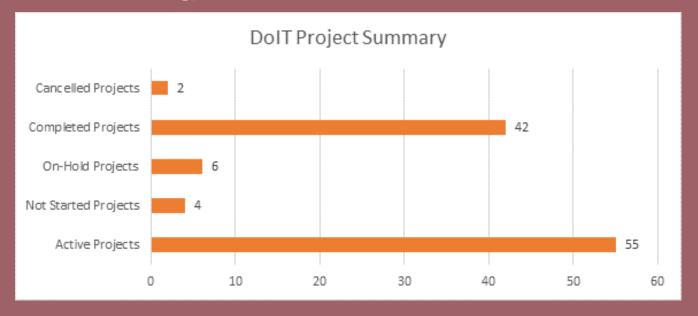


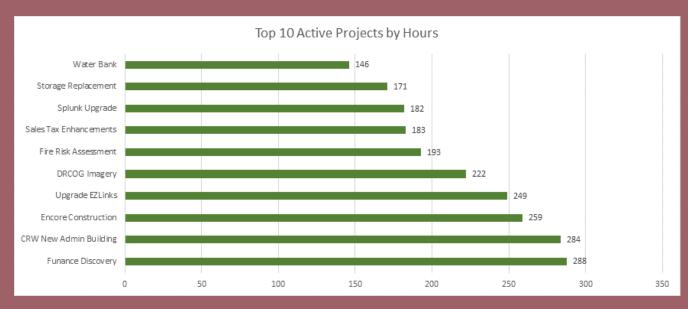




Division of Innovation and Technology









Key Accomplishments



In October, Community Relations supported the State of the Town event and the District 1 and 3 open house. The team completed **two** publications: Outlook magazine and Your Town Talk newsletter



Key Accomplishments



Staff during **October** issued news releases about:

- Castle Rock Water recognized for environmental leadership
- Easy as pie? Submit an entry in the Town's Pie Bake Off Nov. 6
- Town Council encourages 'Yes' vote on 2A, 2B, 2C and 2D in Nov. 2 election
- Family friendly Halloween fun at Spooktacular Oct. 23
- Fall fun and more at the Fall Festival Oct. 16
- Police chief appointed to International Association of Chiefs of Police's Board of Directors
- Oct. 2 and 19 Council updates

Hyperlinked items were available as of Nov. 8.



Community Relations













Community Relations ■ October 2021 Report

MEDIA



Media Requests

GRAPHICS



Visuals Created

A Top Post

TRADITIONAL OUTREACH



Communications Plans, year to date



Videos Completed

8

News Releases Distributed



Publications Completed ONLINE OUTREACH





65 Calendar Items Approved



SOCIAL MEDIA OUTREACH



175 Social Media

Updates



12〔?

Questions Answered on Social Media

Facebook

22,392

Followers

A celebrity sighting of Zack Morris and Kelly Kapowski at the PSM Challenge Hill was the most popular post, reaching 17,200 people with 554 reactions, 82 comments and 52 shares

Nextdoor





33,536Total members

The Oct. 19 Town Council preview was the most popular post with 1,691 impressions

SOCIAL MEDIA REVIEW

7,560

Followers

A celebrity sighting of Zack Morris and Kelly Kapowski at the PSM Challenge Hill was the most popular, reaching 6,030 people with 719 reactions, 30 comments, 185 shares and 17 saves



9,197 Top Tweet

Twitter

Instagram



A tweet about Chief Cauley's appointment to IACP's Board of Directors was the most popular with 12,556 impressions, 5 retweets and 27 likes



Key Accomplishments



HR sat on one interview panel in October: Sales Tax Auditor





Welcome!

Employee Orientation

Seven new full-time employees came on board during October

Congratulations!

Performance Evaluations

HR on Nov. 2 provided a report to departments regarding performance evaluation due dates, to help supervisors ensure timely completion of employees' performance evaluations

HR in October reviewed 94 performance evaluations prior to their filing to ensure comments are consistent with ratings and that the Town's performance management standards are being met

Thank you!

Employee Recognition

There were **seven** award recognitions in October

Well done!

Training

There were no training classes in October



Key Accomplishments



The Court staff continues to work towards texting reminders to defendants about upcoming court dates and deadlines. There have been a few technical glitches to troubleshoot as the software is relatively new.

The Court staff is in the beginning stages of the 2021 Santa's Second Chance program. The intention is to work closely with the Police Department to provide gifts to children of families in need this holiday season. An email has been sent to all Castle Rock schools requesting a list of students who have the greatest need and a "wish list" for each student. The Court will be asking Town employees to participate in the annual Adopt-A-Child-Program again this year.

Created a "Bench Book" for visiting judges. This book provides easy access to court rules/procedures, fine and fee schedule and information specific to Castle Rock Municipal Code.



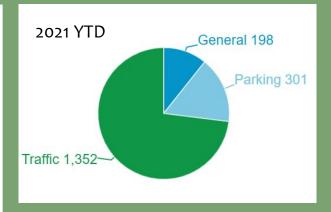
Municipal Court

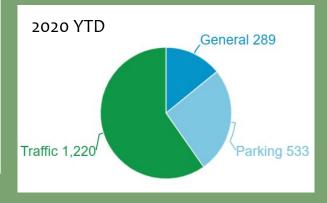


Total cases filed in Castle Rock Municipal Court: 2019-2021



Total cases filed in Castle Rock Municipal Court by type year to date: October 2020 vs. October 2021









Our Vision: We will be a national leader among water utilities, focused on customer satisfaction and delivering outstanding quality and value.

Castle Rock Water recognized for environmental leadership

The Town's water future is Castle Rock Water's number one priority. But, accomplishing that priority while protecting the community's environmental future is also important. That's the message of the department's new recognition for environmental leadership.

Colorado's Environmental Leadership Program recently awarded Castle Rock Water Director Mark Marlowe with the 2021 24-Karat Gold Award. The organization honored Marlowe for going above and beyond required job duties to create and implement a sustainable initiative to impact the environment, the economy and the community.

Castle Rock Water was specifically recognized for its reuse water project. Ultimately, reuse water could account for one-third of the Town's annual water consumption.

"It's really humbling to receive this award from Colorado's Environmental Leadership Program," said Marlowe. "Reuse water was truly a team effort. Our water resource analysts, treatment engineers, water quality consultants, financial analysts and outreach specialists all worked together to make reuse water a viable option for long-term water in the Castle Rock community."

The Environmental Leadership Program is a statewide program that recognizes and awards organizations that go beyond compliance with environmental regulations by advancing sustainability in Colorado.



And a few other recent awards:

- Outstanding Water Treatment Plant from Rocky Mountain Section of AWWA for Plum Creek Water Purification Facility
- Water Treatment Plant Maintenance award to Casey Devol from Rocky Mountain Section of AWWA
- Engineering Excellence from the American Council of Engineering Companies (ACEC) for Burns & McDonnel's design of Advanced Treatment at PCWPF
- Best Projects (Water/Environment) from Engineering News Review (ENR) Mountain States for Burns & McDonnel's design for Advanced Treatment at PCWPF
- Gold Level (4th year) of the Environmental Leadership Program by Colorado Department of Public Health and Environment

Douglas and Arapahoe County water providers partnering for a strong water future

One strategy in long-term water planning is having the storage to manage renewable water supplies when they are available. The Cherry Creek Project Water Authority (CCPWA) was created in 2005 so local water providers could partner for water supply opportunities. The newest project is the construction of Walker Reservoir, a 650-acre-foot (AF) water storage facility.

The partners, the Pinery Water and Commen Wastewater District, Cottonwood Water and Sanitation District, Inverness Water and Sanitation District, and the newest member, Castle Rock Water will share in ownership and cost of the approximately \$12 million reservoir, located near Franktown. The Authority contracted Wenck, now a part of Stantec, for design of the reservoir and construction observation, and HPM Contracting was selected to construct the full reservoir.

The purpose of the reservoir is for the Authority, and its members, to store up to 650 acre-feet (AF) of water for use during dry months when demands are high. The proximity of this property to Cherry Creek and the partnering communities,



Castle Rock Water Commissioner Gienger and staff attended a groundbreaking ceremony Sept. 27, with stakeholders from each water provider to commemorate this collaborative partnership.



makes this reservoir a cost-effective option. The reservoir is for drinking water storage and not open to the public. Construction activities began in October 2021 and project completion is scheduled for Spring 2023.

Conservation



Conservation is Education, education, education, and more education!

Professional landscapers working in the Town of Castle Rock must attend an irrigation efficiency course. They receive the how-to's on best practices in efficiency practices, from the certifying QWEL agency, South Metro Water Supply Authority. Castle Rock Water staff provides information on the regulations from the Town and why they are important to community goals for conservation and quality of life. These workshops are usually held every month during non-irrigation season.

2

Good job!

Welcome



Greg Kropkowski Business Solutions Manager



Erin Sweeney Cross-Connection Control Technician



Julia Wells Office Assistant II (part-time)



Grant Garvin Plant Mechanic II



Water Star Award

The Water Star Award recognizes a coworker within Castle Rock Water for doing an excellent job in fulfilling the Department's Vision and Mission.

Safety

Demonstrated outstanding safety conscious behavior in performing a job or task.

Exceptional Service

Provided exceptional service to either an internal or an external customer

Quality

Delivered excellent quality service or product

Value

Provided remarkable value for our customers

Environmental:

Demonstrated extraordinary environmental responsibility

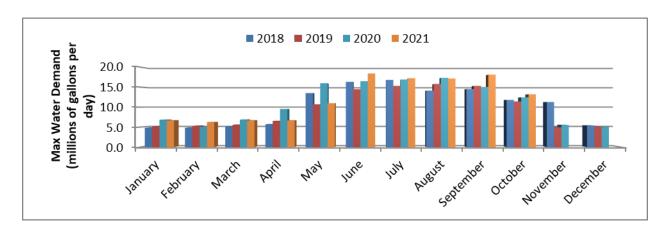
FiscalDemonstrated superb fiscal responsibility

Jane Chrestensen,

Senior Billing Specialist, was awarded the Water Star Award by Jaret due to her flexibility, adaptability and team attitude. With the department being so short staffed, Jane was there to fill in the gaps and do her best to help out. Most specifically, Jaret appreciated her helping Meters in so many different capacities, making his job and his department function smoothly.



Water Demand



Max daily 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.

Oct. 2021 13.24 million gallons/day
Oct. 5 yr. avg. 11.4 million gallons/day

15% higher than average

Max daily water demand in 2020 17.3 MGD in August (record breaking)

Water demand total

Water demand total is how much water was used over the entire month. Population and weather changes can significantly affect usage.

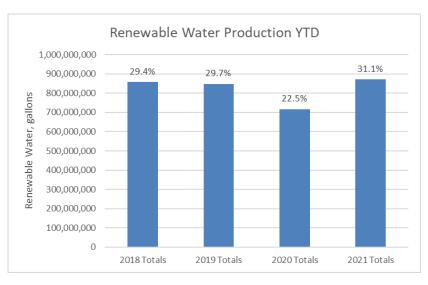
Oct. 2021 253.1 million gallons
Oct. 2020 264.2 million gallons

4.2% decrease from last year

Water demand total for 2020 3,251.7 MG

Renewable water supply

- The CR-1 diversion produced an average of 0.19 MGD for the month of October.
- The Town's fourteen alluvial wells, the CR-1 diversion, and the Plum Creek Raw Water Return Line (PCRWRL) delivered a total of 64.1 MG (196 AF) of renewable water (and an average of 0.9 MGD).
- In total, renewable supplies accounted for 26.8% of the total water supply for the month and 1.1% of the annual water supply (190,615,035 MG or 8,593 AF) to date.



Our goal is to reach 75% renewable water by 2050.

Note: In 2020, renewable water production was down due to the construction of Advanced Treatment processes to the Plum Creek Water Purification Facility.

Water Demand

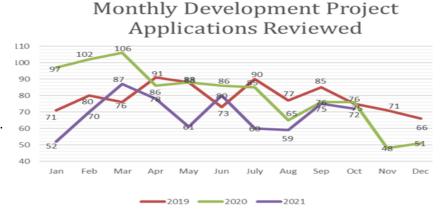
Renewable supplies are those water sources that are replenished by precipitation (think of our alluvial wells, CR-1, PCRWRL, and WISE), whereas reusable supplies are those waters that are either from the Denver Basin (deep wells) or imported supplies (such as WISE, RHR, PCRWRL) that can be used over and over, to extinction. The average reusable supplies used by Castle Rock for 2021 through October is 56.9%.

5

Alluvial supply

Oct. 2021 production: 22.1 MG/67.8 AF

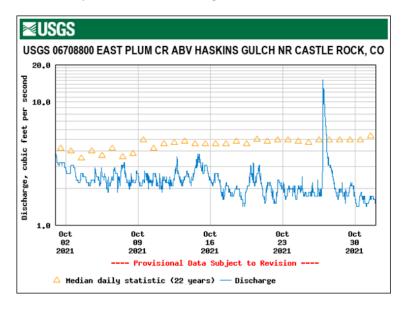
- The graph shows the monthly production of the Town's alluvial well system, which helps to supply PCWPF. The production from the alluvial wells in Oct. was 22.1 mg.
- We had three alluvial well rehabilitations completed this year.



East Plum Creek Flows

Average Oct. streamflow: 2.7cfs

The flow hydrograph represents stream flows in East Plum Creek (EPC) taken from the stream gauge located above Haskins Gulch. The hydrograph shows that estimated flows in the East Plum Creek basin ranged between 1.41 and 15.2 cubic feet per second (cfs) during the month of October,



with an average streamflow of 2.7 cfs. This month's average streamflow of 2.7 cfs is below the 20-year median of 4.7 cfs.

There were active calls on the South Platte River in October. Most of the active calls have had a more senior water right than some of the Town's water rights. This means that the Town's diversions were out-of-priority, so the stream depletions were replenished by non-tributary return flows. This also means that the Town had slightly less reusable water going down Plum Creek during the active calls. The priority date on a river call may change each day depending on the stream flow available and the seniority of the diversions that need water on that day.

As a participant in the Chatfield Storage Reallocation Project, the Town is able to store up to 2,000 AF of water in Chatfield Reservoir. This means that our reusable water that flows down Plum Creek and past the Plum Creek Diversion can be captured and stored at Chatfield for later use. First storage started on May 15, 2020 and as of the end of October, we have approximately 1,530 AF of water stored in Chatfield.

Water Demand

Drought Monitor

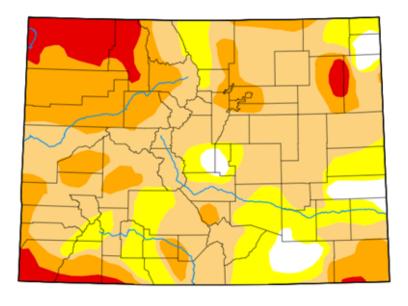
The average WSI for October was 2.7, well above the 1.1 trigger level, which is considered "good."

According to the U.S. Drought Monitor maintained by the United States Department of Agriculture (USDA), approximately 76.77% of Colorado is experiencing Moderate Drought (D1) to Exceptional Drought (D4) conditions, with Moderate Drought conditions in Douglas County. The Town of Castle Rock Drought Management Plan uses a Water Supply Index (WSI) for the Town that is similar to the U.S. Drought Monitor in that it provides us an indicator to drought level; however, the WSI accounts for local conditions relative to the Town's capability to address our water resources and daily water demands. The WSI is calculated by taking the sum of our supply (deep groundwater, alluvial wells, surface water, and WISE) and dividing that by our maximum daily demand. We generally want to see a WSI above 1.1, which means that we have enough resources to meet our demands. Anything below a 1.1 will trigger a drought stage relative to its severity.

The NRCS Colorado Precipitation Report

Nov. 1, 2021

- South Platte River Basin:
- YTD precipitation is at 80% of average
- Snow Water Equivalent (SWE) at 81% of average



Map released: Thurs. November 4, 2021

Data valid: November 2, 2021 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

6

United States and Puerto Rico Author(s): Adam Hartman, NOAA/NWS/NCEP/CPC

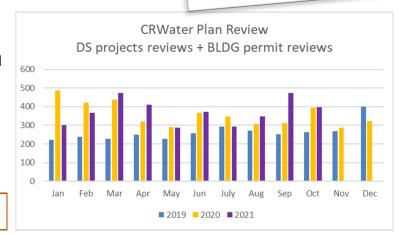
Pacific Islands and Virgin Islands Author(s): Curtis Riganti, National Drought Mitigation Center

Plan Review

For each commercial and residential project submitted for development review, Castle Rock Water provides plan review, as appropriate, for:

- Water
- · Sanitary sewer
- Stormwater
- Landscape/irrigation
- Temporary erosion and sedimentary control

Castle Rock Water reviews site plans, construction drawings and technical reports for each project to ensure the public infrastructure built by the developer is following the criteria set by the Town.



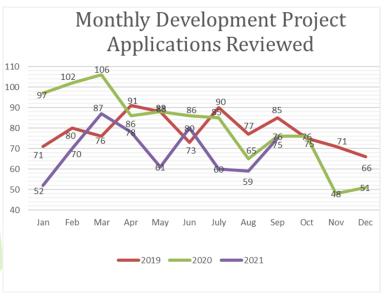
Reviews

179 Development Services PROJECT plan reviews
218 Building PERMIT reviews for
72 separate projects

Total Distinct	2020:	2021:	Decreased
Projects	76	72	5%
Total Dev Review project reviews	2020:	2021:	Decreased
	208	179	15%
Total Building permit reviews	2020:	2021:	Increased
	186	218	16%

Building permits are reviewed to calculate the system development fees for each lot, as determined by the number of fixtures, irrigated area, meter size, etc. This is necessary for proper billing.





Oct. 2021 total reviews: 397



Service levels

The average number of days assigned to review: 12.2 days The average days to complete assigned reviews: 11.0 days

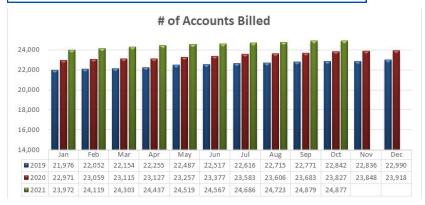
Plan Review: 89% of the reviews were completed on-time

Review time for each plan is 1 to 5 weeks, a permit is 3-5 days.

7

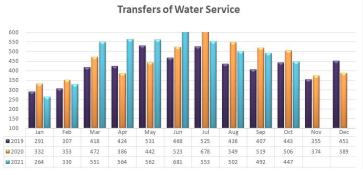
Business Solutions

Customer Service & Billing

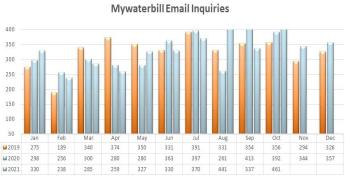




Sign up for an online water account, opt-in for paperless billing by Nov. 30 and be eligible to win \$50 of your bill!









Customer Outreach

Keeping customers informed about the value of water.

Everyone uses water and thus we collaborate on communication efforts across the nation. October was Shower Better Month with the EPA's message about changing showerheads to WaterSense ones and taking shorter showers. (We personalized it with our cute pug in a showercap!) Castle Rock Water also partners with Live Like You Love It (ColoradoWater.org), the U.N.'s Toilet Day (Nov.), and Imagine a Day Without Water, among others. How we manage water at home, wherever that is, affects us all.

Water Outreach Social Media Stats	REACH
Shower Better Month—Oct. 6	2,414 people
Insulating Indoor Pipes—Oct. 13	2,643 people

Prepare Your Yard for Winter—Oct. 20	2,398 people
ColoradoScape Contest Reveal—Oct. 27	6,258 people
WRSMP Open House post—Oct. 4	1,946 people
Imagine a Day Without Water—Oct. 21	200 people
ELP 24-Karat Gold Award news—Oct. 27	3,036 people
Water Use Can Be Scary—Oct. 29	2,220 people
EMAIL: Join us Oct. 21 to talk about our water future	7,964 opened (37% open rate)
HOA EMAIL: How do irrigation practices affect your budget?	90 opened (38% open rate)

Business Solutions

Customer Outreach

Before we wind down from the 'season', we have one more thing to say.

Having an informed community, means our customers better understand and support the projects and funding for our award-winning utility. It also helps determine the direction the community would like Castle Rock Water to go. On multiple occasions in October (and September), Castle Rock Water had face-to-face interaction with customers to provide updates and answer questions.

First, there were several Town Council open houses in which every department in the Town was represented. Water not only spoke about budgets and needs, but also long-term projects. Additionally, Castle Rock Water hosted Your Town Academy on Oct. 8. This 8-week class had just under 30 adult students learning about the government processes. The students learned about the finances, operations and planning for the department, as well as took a tour of the Plum Creek Water Purification Facility.

On Oct. 21, residents were invited to the new Administration and Customer Service building to learn about and provide input on the updates to the Water Resources Strategic Master Plan. Most questions were about the timeline of the various projects anticipated. Several took the opportunity to ask about water issues and projects in their specific neighborhood.



One Your Town Academy student remarked, "Each department had a unique way of presenting and showing us what they do and why; but regardless of the night one consistent common theme was passion and love for the work they do for the Town. Each presentation was interactive, unquarded and fun."



Castle Rock Water gave away another front yard ColoradoScape makeover for the third year in a row. The purpose of the social media contest is to further educated residents about the beauty of a low-water landscape. All of the turf was removed to save water and to reduce maintenance needs in the yard. Three trees were added to fill in large areas and help protect sun-drenched plants. The design encompassed forty plants to add color, attract hummingbirds and provide low maintenance options. Several paths were added for design interest as well as create more functionality to the space.





Flowers and shrubs placed throughout the mulch and rock areas create a better design flow.

A special thanks to JPL Cares, the landscape contractor, and TOCR's Julie Kirkpatrick, landscape designer, for their contribution to making our community a more beautiful place!

164

Lemon thyme, growing in between the pavers will provide a lemon scent when trampled on.

Meters

*

Meters Read

Meters are read the first three days of every month. The number of meters read continues to increase month to month and is a significant increase over last year.

Skipped Reads

Oct. 2021: 0.68%

Measuring skipped reads is a strong indication of the level of preventative maintenance being done by our team. A skipped read is indicative of a problem with the metering infrastructure (i.e. battery, wiring, etc.). Fewer skipped reads means more properly working meters, which is good for all our customers.

The AWWA standard is 2%, so we still continue to stay well below the industry average.

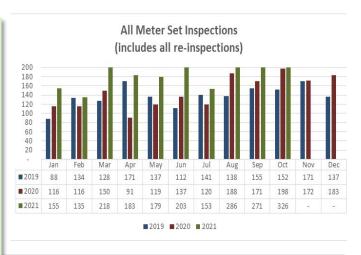


Meter Set Inspections

Re-inspections: 71%

Meter set inspections are required on all new meters installed. This ensures that the meters are installed per specifications and according to Town code. 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. Re-inspections are needed to ensure installation meets code when original inspections are failed.

October 2021 saw a record high for monthly meter set inspections and, unfortunately, a record high for failed inspections and re-inspections. New failed inspection processes and rates have been put in place to curb this inefficient practice.

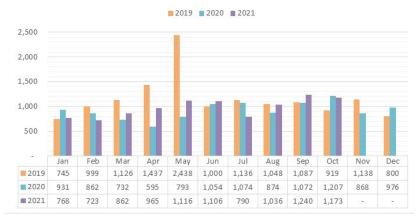


Work Orders

Oct. 2021: 1,173

Meter services performs a variety of service work orders every month beyond meter reading. These include curb stop maintenance, meter replacement and repair, final reads for transfers of service, disconnection and reconnections, meter set inspections, and more.

ALL Service Work Orders



Operations & Maintenance

LEVELS O	F SERVICE	Oct. 2021
Drinking Water Compliance	Castle Rock Water will deliver water that meets or surpasses the requirements of both Primary Drinking Water Regulations and Secondary Maximum Contaminant Levels 100% of the time.	Ninety routine samples were completed. One of the samples tested positive for total coliform. As a result, three additional samples were tested and all three samples were negative for coliform, satisfying the regulatory requirements set forth by the Safe Drinking Water Act and Colorado Drinking Water Standards. The positive test result was attributed to sample contamination and/or laboratory error and was not an indication that drinking water within the Town's water system was contaminated. Total chlorine residual at the time of sample collection was 2.20 mg/L, which is well above the minimum level of 0.28 mg/L.
Pressure Adequacy	< 1% of our customers will experience less than 43 pounds per square inch (psi) of pressure at the meter during normal operations.	There were no water pressure issues in October.
Sewer System Effectiveness	<1% of our customers will experience a sewer backup caused by the utility's sewer system per year. Castle Rock Water remains in the Top Quartile for least number of sewer backups based on the American Water Works Association benchmarking.	There were no sewer system issues this month.
Drinking Water Supply Outages	<5% of our customers will experience water outages for one or more events totaling more than 30 hours/year. Castle Rock Water remains in the Top Quartile for water system integrity based on the American Water Works Association benchmarking.	There were three water system integrity issues in October. There was a main break on Oakwood, near the site of a previous repair on an 8" ductile iron pipe. Another corrosion hole was found and the team was able to extend the existing repair clamp, to complete the repair. Twenty-one homes were affected with lower than normal pressure during the repair. Operations assisted the Meters division with a service line that was damaged during a shut off, affecting only one homeowner who was out of water for less than eight hours. A contractor located and repaired a damaged service line, with Distribution's help, affecting two homeowners for less than one hour during the repair. There was a beam break on 6" cast iron pipe in the Glovers neighborhood. The main was throttled back during the repair and 24 homes experienced reduced pressure for less than four hours.
Water Quality Complaints	Castle Rock Water remains in the Top Quartile for water quality complaints based on the American Water Works Association benchmarking.	There were no water quality issues in Oct.

Operations & Maintenance

Locate Report



Castle Rock Water's locate requests from 811 have continued to rise, year over year.

Before you start a project, call 811. Whether you are planning to do it yourself, or hiring a professional, we will help you do it safely. The local 811 Call Center will contact Castle Rock Water and will schedule a time for us to come out to locate public water, wastewater and stormwater lines in the road and in your project area.

ANNUAL UTILITY LOCATES												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	577	475	617	1,190	1,289	1,162	1,199	1,334	1,442	1,472	1,612	1,803
February	521	485	538	1,094	1,093	1,383	1,334	1,378	1,293	1,404	1,443	1,958
March	660	552	818	1,437	1,349	1,906	1,625	1,851	1,514	1,560	1,626	2,253
April	838	681	1,025	1,482	1,552	1,784	1,631	1,760	1,856	1,984	2,600	2,524
May	853	863	385	1,541	1,531	1,609	1,809	2,002	1,801	2,122	2,288	2,524
June	969	844	982	1,314	1,399	1,654	2,075	1,872	1,854	1,716	1,931	2,278
July	680	582	859	1,350	1,392	1,477	1,675	1,582	1,556	1,937	1,894	2,311
August	901	723	1,123	1,476	1,468	1,494	1,651	2,001	1,986	1,603	2,096	2,589
September	880	723	1,029	1,240	1,373	1,343	1,701	2,102	1,747	1,979	2,026	2,133
October	715	688	1,155	1,501	1,376	1,314	1,579	1,792	2,064	1,839	1,913	1,962
November	536	518	1,041	1,072	866	1,134	1,131	1,460	1,469	1,649	1,734	
December	415	405	925	1,005	1,043	1,063	1,059	1,277	1,293	1,175	1,859	
Totals	8,545	7,539	11,097	15,702	15,731	17,323	18,469	20,411	19,875	20,440	23,022	22,335

Collections

Castle Rock Water tracks within the top quartile in the Sanitary Sewer Overflow rate, according to the American Water Works Association. Our team runs a camera through the sewer mains to look for problems. When problems are identified, they are cleared with a high pressure water jet. The goal is to clean and inspect one-fifth of the collection system or 55 miles each year.

YTD

Lines Cleaned 70.63 miles
Lines Inspected 25.90 miles
SSO Rate 0.0 SSO/100 mi

Oct: No sanitary sewer issues.

Stormwater Maintenance







The Stormwater team repaired two failed outfalls and the basin near Lowes.

They dried out and removed over 150 cubic yards of sediment while restoring the pond.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 6. File #: ID 2021-126

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 that have been 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, as well as 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 <a href="https://creativecom/creat

1. New Quasi-Judicial Applications Requiring Public Hearings

Alexander Way Planned Development Plan and Zoning Regulations:



The property owners have submitted an application for a Planned Development Plan for 77.96 acres located north of Alexander Place and Brewer Court intersection. The project is being referred to as Alexander Way. The applicants have submitted a petition seeking annexation for 73.76 acres of the property. The annexation petition was found to be substantially complete by Town Council at their October 19 meeting and set the eligibility hearing for December 7. The Planned Development Plan and Zoning regulations includes

a 4.2-acre parcel that is already within the Town. The applicant is seeking zoning which would allow for 53 single family homes, 24 live/work units, and includes 30 acres of open space. The applicant held their initial neighborhood meeting on July 13, 2021. The Planned Development Plan will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The proposal is located adjacent to both Councilmember Cavey and Councilmember LaFleur's districts.

New Pre-Application Meeting Requests

Brookside Business Center Site Development Plan



A pre-application meeting request was submitted seeking information on application and submittal requirements to build a new auto body shop and parking lot at 1184-1288 Brookside Circle in the Brookside Business Center Planned Development. The general location is east of South Wilcox Street and Brookside Circle. Foundation Automotive is proposing a new 25,700 square foot auto body shop and 556 parking spaces on the 6.78 acre parcels. As part of this PREAPP, the applicant is pursuing vacation of Brookside Circle. Timing of the project is unknown. The proposal is located in Councilmember Dietz's District.

Ongoing Development Activity:

Commercial Development Activity

Promenade:

- Buffalo Wild Wings, site plan and construction drawings approved, located on southwest corner of Factory Shops Boulevard and New Memphis Court.
- Alana at Promenade Apartments, building and site construction for proposed multifamily residential, located on Alpine Vista Circle, west of Promenade Parkway.

- Cuba Cuba, site plan review for enclosed patio located at 6375 Promenade Parkway.
- Shake Shack, building and site construction, located west of Promenade Parkway from Whole Foods.

Meadows:

- o Town Center:
 - Ubergrippen, TCO for construction of 18,000 square foot indoor climbing wall facility, located on Bilberry Street south of Mercantile Street including a trail connection to the tunnel under Meadows Boulevard.
- Aspen View Academy, site plan amendment and construction document review for an addition, located at 2131 Low Meadow Boulevard.
- Bridge and access road, approved plat and construction documents, connection of the roundabout on North Meadows Parkway south, and then east crossing Plum Creek.
- Access road, construction documents review for public street construction that will support future commercial/office developments located northwesterly of the N. Meadows Drive roundabout.
- Grading only permit issued, for future development located south of the roundabout at North Meadows and Timber Mill Parkway
- Castle Rock Adventist Hospital Medical Office Building, site plan amendment and construction document review for a new 70,000 SF medical office building, located at 2350 Meadows Boulevard.
- Kum and Go, site plan review for a 5,620 square foot Convenience Store and Fuel Canopy at the northwest corner of Meadows Parkway and Lombard Street.
- Lot grading, retaining wall, and waterline construction plan review and plat, located on vacant commercial lots north of the AMC theatre.
- The Learning Experience, revised construction plan review for a 10,000 square foot, single-story daycare center to be located on Meadows Boulevard between Springbriar Drive and Shane Valley Trail.
- Pond Improvements, construction for improvements to existing storm water facility adjacent to Prairie Hawk, south of Low Meadow.
- Castle Rock Industrial at the Meadows Lot 1, site plan review for new 80,000+/square foot warehouse space located on the future Timber Mill Parkway north of North Meadows Drive.
- Castle Rock Industrial at the Meadows Lot 2, site plan review for new 80,000+/square foot warehouse space located on the future Timber Mill Parkway north of North Meadows Drive.

Downtown:

- 221 Wilcox Street, site plan review for mixed use building with 38 residential units and 8,100 square foot of retail space, located on the southwest corner of Wilcox and Third Streets.
- Douglas County Libraries, site plan review for 62,000 square foot library building and demolition of the existing building, located at 100 South Wilcox Street.
- Encore, building Temporary Certificate of Occupancy and site construction, northeast corner of Wilcox and South Streets.
- Olinger, Andrews, Caldwell Gibson Chapel Renovation, site and building construction, located at 407 Jerry Street.

- Perry Street Social, site plan review to create a mini entertainment district, located at 404 N. Perry Street.
- Pizza Hut Retail Center, building and site construction for new commercial center located at 340 S. Wilcox.
- Railroad Quiet Zone Railroad, Town project, construction plan review for improvements at 2nd Street, 3rd Street, and 5th Street.
- Town of Castle Rock Police Department, construction for parking lot expansion, located at Perry Street and 2nd Street.
- US Postal Facility, building TCO for retail facility located north of Wells Fargo Bank, adjacent to ENT Credit Union.
- The View, site plan approved for 6-story building with mixed-uses including 218 residential units, located at 6th Street and Jerry Street.

Dawson Trails Residential/Commercial:

 Dawson Trails, Planned Development amendment for 2,062 acres with 5,850 residential dwelling units and a maximum of 3,200,000 square feet (sf) of commercial/non-residential uses, located to the west of I-25 and generally south and north of Territorial Road.

• Other Commercial Projects throughout Town:

- 105 West Brewery, site plan review for façade and proposed silo, located at 1043
 Park Street.
- 282 Malibu Commercial buildings, site construction for two 4,000 square foot commercial buildings, uses area unknown at this time, located at 282 Malibu St.
- 7-11 convenience store, fuel island and retail space, site construction located at the southeast corner of Plum Creek Parkway and Lake Gulch Road, adjacent to the newly constructed Town roundabout.
- Castle Rock Auto Dealerships, site plan review for service center expansion, located at 1100 South Wilcox Street.
- Castle Rock Industrial Park, site and building construction, office, warehouse, and flex space located at the northwest intersection of State Highway 85 and Liggett Road.
- Davey Daycare, site plan review (historic preservation) for a 300 square foot sunroom, located at 399 North Gilbert Street.
- Founders Marketplace, Liberty Express Carwash, site plan amendment and site construction, located northeast of Fifth Street and Founders Parkway.
- Founders Marketplace, Medical Office Building, TCO for building located in the northeast quadrant of Founders Parkway & State Highway 86.
- Founders Marketplace, Retail building, site plan approved for mixed-use retail building located on Ridge Road between King Soopers Fueling Station and IREA substation.
- Garage Condos, site and building construction, located on Liggett Road.
- Heckendorf Ranch Retail, site plan review for a new 8,100 SF retail building, located on Crystal Valley Parkway east of Plum Creek Boulevard.
- In-N-Out Burger, building and site construction on northwest side of mall on Factory Shops Boulevard.
- Miller's Landing, zoning amendment withdrawn.
- Outlets at Castle Rock, site plan review, two new pad sites on west side of mall on Factory Shops Boulevard.

- o Phillip S. Miller Regional Park, construction plan approved for Play Loop Trail.
- Plum Creek Golf Course, site plan review for new clubhouse located at Plum Creek Boulevard and Players Club Drive.
- Sanders Business Park, site plan approved and plat in review for 2.4-acre site located south of The Plum Creek Community Church on the I-25 Frontage Road. The future use is a facility for distribution of heating and plumbing equipment.
- Sanders Business Park Flex Space, site plan review, for four flex space buildings with an approximate total of 51,000 square feet, located on South Wilcox between South Perry Street and Crystal Valley Parkway.
- StorQuest, site plan and construction documents review for new 98,000 square foot self-storage and RV parking located off Liggett Road west of Kellogg Court.
- T-Mobile small cell sites, construction documents for 4 locations in the public right-of-way: 1) Park Street and 8th Street, 2) Factory Shops Blvd & New Memphis, 3) Factory Shops and Outlet Entrance, 4) Limelight near Hospital ER Entrance.
- The Famous Steak House, site development plan and interior building renovation, located in former Jarre Creek Brewery building south of Chili's.
- U-Haul self-storage, site construction and buildings permitted for site located on I-25 East Frontage Road north of South Perry Street and Manatt Court.
- 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,
 3) Promenade Parkway,
 4) Castlegate Drive West,
 5) Castlegate Drive West and Castle Rock Parkway,
 6) Factory Shops Boulevard and Meadows Boulevard,
 7) Mitchell Street near Mesa Middle School.
- Walmart, site plan review for new drive-through ATM at the west end of the existing parking lot.
- Your Storage Center, building TCO for 23,800 square foot indoor car storage building, located on the east I-25 frontage road north of Perry Street.

Residential Development Activity

- 302 North Lewis Street Historic Preservation application, 830 square foot detached garage.
- o 306 North Lewis Street Historic Preservation application, 400 square foot addition.
- Alexander Way, annexation petition for 73.76 acres of land located north of Alexander Place and Brewer Court.
- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge.
- Bella Mesa, plat review and site construction to re-route storm flows for PLD Tract, located north of Mikelson Boulevard and Mitchell Street.
- Canvas at Castle Rock, site construction, for 102 townhome units, located at Plum Creek Boulevard and Crystal Valley Parkway.
- Canyons South Longstory Avenue, construction plan review for water and sanitary mains for future development, located in Douglas County on the east side of Crowfoot Road.
- Crystal Valley Ranch, site construction, single-family subdivisions located southeast and southwest of Crystal Valley Parkway and West Loop Road. Also, in southern interior portion of Loop Road, south of Loop Road, and between West Loop Road and the Lanterns property.
- Crystal Valley Ranch, revisions to landscaping plans, located west of West Loop Road and River Oaks Street.

- Crystal Valley Ranch, construction plan review for a recreation facility that will serve the new single-family home project located at the southeast corner of West Loop Road and Crystal Valley Parkway.
- Diamond Ridge area, plat for single-family home and outbuilding, located west of Nova Place cul-de-sac.
- Echelon (formerly Caliber at Terrain), site and building construction for a
 238 unit multi-family development, located in the northeast quadrant of Founders
 Parkway and State Highway 86.
- Founders Village, site construction, detached single-family home neighborhood located northeast of Mikelson Boulevard and Mitchell Street.
- Founders Village the Enclave, site construction, 88 additional townhomes to complete the existing development located at Enderud and Wagonwheel.
- Greystone Townhomes, construction plan review for one three-story building with 5 units located northwest of Plum Creek Parkway and Gilbert.
- Hillside, construction document re-approval, single-family attached and detached age 55 and older at the northeast corner of Coachline Road and Wolfensberger.
- Lanterns/Montaine, site construction, main collector loop roadway, Montaine Boulevard, and amenity center located in the south-central portion of the project.
- Lanterns/Montaine, site construction, 107 single-family lot subdivision located in the northerly portion of the project.
- Lanterns/Montaine, site construction, 85 single-family lot subdivision located in the south-central portion of the project.
- Lanterns/Montaine, grading and construction documents approved, 133 singlefamily lot subdivision located in the southeasterly portion of the project.
- Lanterns/Montaine, subdivision plat, construction documents and erosion control plans for 164 single-family residential lots located in the east interior of Montaine Circle and southeast portion of property.
- Lanterns/Montaine, subdivision plat, construction documents and erosion control plans for 81 single-family residential lots located in the northerly interior of Montaine Circle.
- Lanterns/Montaine, subdivision plat, construction documents and erosion control review for 68 single-family residential lots located in the northerly interior of Montaine Circle.
- Lanterns/Montaine, subdivision plat, construction documents and erosion control plans for 183 single-family residential lots located southwest of Montaine Circle.
- Lanterns/Montaine, site plan and construction documents for monument sign located at Crystal Valley Parkway and Plum Creek Boulevard.
- Lanterns/Montaine, construction documents for 117 single-family residential lots located at the northeast corner of the Lanterns development.
- Lanterns.Montaine, site plan review for family amenity center, located on the northeast corner of E Montaine Circle.
- Liberty Village, site plan review, 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.
- Liberty Village, site construction for 19 lot single-family project at Missoula Trail and Castle Oaks Drive and completion of Castle Oaks Drive/bridge replacement within Cobblestone Ranch property.
- Meadows, site construction, 209 single-family lot subdivision located north of Red Hawk subdivision and west of Prairie Hawk Drive.

- Meadows, site construction for 57 single-family detached homes on the east and west sides of Coachline Road north of Wolfensberger.
- Meadows South, site construction for 116 single-family attached homes on the south side of Wolfensberger Road and adjacent to PS Miller Regional Park.
- o Meadows, Paint Brush Park, Town Project, tributary improvements plans in review.
- Memmen Young Infill, rezoning, site development plan review, and associated 5-acre annexation under review, located west of Ridge Road and north of Plum Creek Parkway.
- Oakwood Apartments, site construction and building permits, for senior housing project redevelopment, located on the northeast corner of Front Street and Oakwood Drive.
- Red Hawk, site construction, 29 single-family home project located south of Melting Snow Way and east of Bent Wedge Point.
- Ridge at Crystal Valley, site development plan, plat, and construction documents in review for 142 single-family home project. Located southwest of the Loop Road in Crystal Valley Ranch.
- Terrain North Basin, Phase 1, site construction for approximately 96 single-family home project located along Castle Oaks Drive.
- Terrain North Basin, Phase 2, site plan review for approximately 105 single-family home project located along Castle Oaks Drive.
- Terrain Sunstone Village, site construction, 120 single-family home project located south of intersection of State Highway 86 and Autumn Sage.
- Terrain Upper Sunstone, site construction, 261 single-family home project located south of State Highway 86 and east of King Soopers/Ridge Road.
- The Oaks Filing 3, site construction, 117 single-family home project located on South Ridge Road west of Appleton Way.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 7. File #: ID 2021-127

To: David L. Corliss, Town Manager

Through: Tara Vargish, Director Development Services

From: Kevin Wrede, Planning Manager

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:

Alexander Way Planned Development Plan and Zoning Regulations

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.

Attachments

Staff Memorandum





AGENDA MEMORANDUM

To: David L. Corliss, Town Manager

Through: Tara Vargish, Director Development Services

From: Kevin Wrede, Planning Manager

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

Alexander Way Planned Development Plan and Zoning Regulations:



The property owner has submitted an application for a Planned Development Plan and Zoning Regulations for 77.96 acres located north of Alexander Place and Brewer Court intersection. The project is being referred to as Alexander Way. The applicants have submitted a petition seeking annexation for 73.76 acres of the property. The Planned

Development Plan and Zoning regulations includes a 4.2-acre parcel that is already within the Town. The applicant is seeking zoning which would allow for 53 single family homes, 24 live/work units, and includes 30 acres of open space. This project will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The proposal is located adjacent to both Councilmember Cavey and Councilmember LaFleur's districts.

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





The property owner has submitted a Historic Preservation application for a proposed duplex and detached garage on the vacant lot at 6 S. Cantril Street. Located south of the South Street and S. Cantril Street intersection, the property is north of the Douglas County Fairgrounds and the Town trail and measures approximately 0.161 acres (7,013 square feet). Each, 2-storied duplex unit would include approximately 2,000 square feet with the total square footage for both, 2-storied units measuring about 4,000 square feet. The detached garage structure would measure approximately 500 square feet with vehicular access to the garage from the rear alley. Because this new construction application is within the Craig and Gould's neighborhood, the application will require a public hearing before the Historic Preservation Board for review and final decision. The project is within Councilmember LaFleur's district.

221 Wilcox Street Site Development Plan:



The property owner has submitted a Site Development Plan (SDP) application for mixed use project at 221 Wilcox. The property is 0.373 acres in size and located at the southwest corner of N. Wilcox Street and Third Street. The SDP proposes a mixed use development with a total of 38 apartment units, 8,100 sq. ft. of commercial, and 60 parking spaces. The building is proposed at five stories high. The ground floor is to contain the commercial use while the second through fourth floors are to contain the residential use. Parking will be located underground. The SDP will require a public hearing before the Design Review Board for review and final decision. The project is located within Councilmember LaFleur's district.

Alexander Way Annexation:



Page 3

The property owner has submitted an annexation petition to annex 73.76 acres north of the Alexander Place and Brewer Court intersection. The project is being referred to as Alexander Way. The applicant presented the anticipated zoning that they would seek, which would allow 53 single family detached lots and 24 live/works units. The annexation requires public hearings before Planning Commission for review and recommendation and Town Council for final decision. The project is located adjacent to both Councilmember Cavey and Councilmember LaFleur's districts.

Auburn Heights Apartments Planned Development Plan Major Amendment and Site





The property owner has submitted an application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge, which is approximately 6 acres in size and 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 and the SDP amendment seeks to rearrange the buildings on the site to reduce impacts to surrounding neighbors. The project is known as Auburn Heights Apartments and proposes a total of five apartment buildings containing a total of 104 units, a clubhouse, pool, dog run, playground, and 222 parking spaces. 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 hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is located within Mayor Pro Tem Bracken's district.

Canyons South Annexation and Planned Development Plan:



The property owner has submitted an annexation petition to annex a 409-acre site located south of Crowfoot Valley Road, east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive into the Town of Castle Rock. The owner has also submitted a Planned Development Plan for zoning of the property for a new neighborhood consisting of 474 single-family homes and 50,000 sq. ft. of neighborhood commercial. The annexation and zoning will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is adjacent to Councilmember Cavey's district.

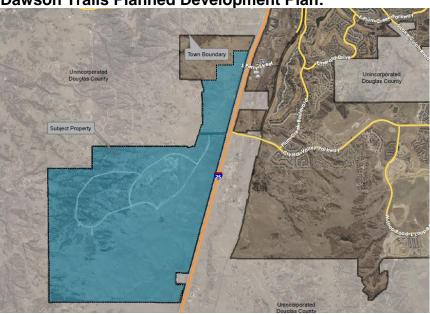
Davey Daycare Historic Preservation Design Review:



The property owner has submitted a Historic Preservation application for a proposed approximately 300 square foot sunroom addition to the building at 399 N. Gilbert Street, also known as Davey Daycare. The property measures approximately 0.360 acres, or approximately 15,682 square feet. The sunroom addition would be on the west, rear side of the building, and would serve as a year-round outdoor space for infants ranging in age from six weeks to 18 months. The property does not have an historic landmark

designation, and the building was constructed around 1965. However, since this new construction project is within the Craig and Gould neighborhood, the application will require a public hearing before the Historic Preservation Board for review and final decision. The project is within Councilmember LaFleur's district.

Dawson Trails Planned Development Plan:



The property owner has submitted an application for the Dawson Trails Planned Development Plan for approximately 2,062 acres located in the southwest quadrant of Town, west of I-25 and generally north and south of Territorial Road. The PD Plan proposes a maximum of 5,850 dwelling units and a maximum of 3,200,000 square feet (sf) of commercial/non-residential uses. The proposed open space dedication includes 535.8 acres or 26% of the site identified on the plan, with an additional 10% open space to be identified and dedicated with each Site Development Plan, for a total of 35% open space. The public land dedication is 244.6 acres, 11.9% of the site. The PD Plan also reflects the proposed alignment of the west frontage road along I-25 in coordination with the Town's future Crystal Valley Interchange location. The Planned 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 located within Councilmember Dietz's district.

Douglas County Library Site Development Plan:



The property owner has submitted an application for a site development plan for a new Castle Rock branch library. The SDP proposes a new two-story 62,000 sq. ft. library to replace the existing one-story 45,000 sq. ft. library. The existing library will remain open until the new building is constructed. Once the new building is constructed, the old library building will be demolished and replaced with parking. The project is 3.5 acres in size and located at the southeast corner of Wilcox and Phelps. The SDP will require a public hearing before the Design Review Board (DRB) for review and final decision. The project is located within Councilmember LaFleur's district.





The property owner has submitted a Petition for Annexation for a five-acre parcel. The parcel is located south of Fifth Street, north of East Plum Creek Parkway, and west of Ridge Road. The 5-acre parcel is completely surrounded by the existing Memmen Young Infill Planned Development. A single family residence is currently on the property. The applicant will propose to incorporate the parcel into the Memmen Young Infill PD through the Major Amendment under review. The annexation of the parcel and the Memmen Young Infill PD Major Amendment would be considered concurrently during required public

hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is surrounded by Councilmember Johnson's district.





The property owner has submitted a Planned Development Plan and a Site Development Plan (SDP) for a 567-unit residential development within the Memmen Young Planned Development. The Site Development Plan proposes 353 single-family homes and 214 paired homes. The proposed development is 180.5 acres in size of which 87.2 acres is proposed to be open space. The proposed Site Development Plan is contingent on the approval of the Memmen Young Infill Planned Development Major Amendment and the annexation of a 5-acre parcel. The Planned Development Plan and 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 Councilmember Johnson's district.

North Basin Village at Terrain (Phase 2) Site Development Plan:



The property owner has submitted a Site Development Plan (SDP) for 105 single family homes on approximately 1,180 acres within the Terrain North Basin Phase 2 development.

The proposed development also includes approximately 150 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 Councilmember Cavey's district.

Perry Street Social District Site Development Plan:



The property owner has submitted an application to convert part of a downtown block on the northeast corner of N. Perry and Fourth Streets into a mini "entertainment district," which would include a craft beer taproom, three additional food and beverage concepts, and a common covered area pavilion. The common covered area ("The Pavilion") would be used as a beer garden for the majority of the year and an ice rink during the winter months. Located at the northeast corner of N. Perry and Fourth Streets, the property measures approximately 0.399 acres or approximately 17,380 square feet. The Site Development Plan will require a public hearing before the Design Review Board for review and final decision. The project is located in Councilmember LaFleur's district.

Pioneer Ranch Annexation and Planned Development Plan:



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 requires public hearings before Planning Commission for review and recommendation and Town Council for final decision. The project is adjacent to Councilmember Cavey's district and Councilmember LaFleur's district.

Pinon Manor Apartment Planned Development Plan:



The property owner has submitted a rezoning application for 472, 481 and 498 S. Gilbert Street. The application proposes to consolidate three properties totally 3.25 acres into one zoning classification known as Pinon Manor Planned Development (PD). The rezoning would allow for the existing developed apartments to remain and to provide for the development of an adjacent parcel to contain 3 new apartment buildings with a total of 20

new dwellings. The PDP will require public hearings with the Planning Commission for review and recommendation, and Town Council for final decision. The project is located within Councilmember Dietz's district.

Plum Creek Golf Course Site Development Plan:



The property owner has submitted a Site Development Plan (SDP) application for a new 3,920 square foot clubhouse, on a 3.7-acre site, at the Plum Creek Golf Course. The old clubhouse was previously sold and converted into a wedding venue. In the interim, the golf course has been operating out of a temporary trailer. The SDP is subject to the residential/non-residential interface and is therefore quasi-judicial requiring public hearings before the Planning Commission for review and recommendation, and Town Council for final decision. The project is located in Councilmember Dietz's district.





The property owner of Spotlight Theater has submitted an application for a Use by Special Review – Tenant Finish for a theater located at 680 Atchison Way #400. Spotlight Theater

is a youth theater with dance, vocal, and theater training center. Spotlight Theater anticipates that they will be able to have a capacity of 100 audience members in the 5,000 square foot space. Theater performances are held on Friday and Saturdays periodically during the course of the year. Training classes are held in the afternoon and early evening during the course of the week. A Use by Special Review is required for theaters in the General Industrial (I-2) Zone District. As Spotlight Theater is proposed to go in to an existing building, it is a Use by Special Review – Tenant Finish. Use by Special Review – Tenant Finish applications require a hearing before Planning Commission, which makes the final decision. The applicant held their pre-submittal neighborhood meeting on October 7, 2021. The proposal is located in Mayor Pro Tem 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: <a href="https://creativecom/creati



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 8. File #: PROC 2021-012

To: Honorable Mayor and Members of Town Council

David L. Corliss, Town Manager From:

Proclamation Recognizing the Painting Positivity Campaign [For Council Action -

Presentation on December 7, 2021]

Executive Summary

Councilmember Caryn Johnson will be presenting the attached Proclamation Recognizing the Painting Positivity Campaign at the December 7, 2021, Town Council meeting.







PROCLAMATION

Honoring the Town of Castle Rock Public Art Commission and the Castle Rock Artist Cooperative

Whereas, we know that art binds people together, shares our story, nurtures our souls, and provides a deeper, more meaningful human experience; and

Whereas, in 2020 the world experienced the COVID-19 pandemic, the Town of Castle Rock Public Art Commission (PAC) and the Castle Rock Artist Cooperative (CRAC), having observed the trials our world experienced, joined together, and conceived the "Painting Positivity" art campaign with the mission to spread hope, unity, and love in our community in 2021; and

Whereas, we acknowledge the many hours the members of the PAC and CRAC spent in 2021 to bring Castle Rock the "Painting Positivity" campaign that shares Castle Rock's story of positivity, hope, and love through art comprising a mural on the north wall of the Fort CPA building, small-scale photo mosaics (street art), postcards to spread messages of love, hope, and positivity through the written word, and a mural on the stairwell from the Douglas County parking garage to the East Plum Creek Trail.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK HEREBY HONORS

THE TOWN OF CASTLE ROCK PUBLIC ART COMMISSION AND CASTLE ROCK ARTIST COOPERATIVE FOR THEIR INIATIVE AND COLLABORATION ON THE 2021 "PAINTING POSITIVITY" CAMPAIGN AND URGES THE RESIDENTS OF OUR COMMUNITY TO PAINT POSITIVITY EVERY DAY.

PASSED, APPROVED AND ADOPTED this 7th day of December, 2021, by the Town Council of the Town of Castle Rock, Colorado.

Attest:	Town of Castle Rock:	CASTLE ROCK
Lisa Anderson, Town Clerk	Jason F Gray Mayor	COLORADO



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 9. File #: RES 2021-100

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

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

> Matt Benak, P.E., Water Resources Manager Lauren Moore, Water Resources Program Analyst

Resolution Approving the 2021 Spot Water Lease Agreement Between the Town of Castle Rock and Chatfield East Property Owners Association (Chatfield Reservoir.

Douglas County)

Executive Summary

Castle Rock Water is seeking Town Council approval of a resolution (*Attachment A*) for a spot water lease with Chatfield East Property Owners Association (Chatfield East POA). As the Town is not currently able to fully utilize excess storage supplies in Chatfield, Chatfield East POA wishes to lease some of the Town's surplus water stored in Chatfield Reservoir for use in their Substitute Water Supply Plan. The leased water will be used by Chatfield East POA to replace any Denver Aquifer well depletions that they have from Plum Creek in 2021 and 2022.

If Council approves this lease, up to 32.082 acre feet (AF) of water would be released from the Town's Chatfield Reservoir storage into the main stem of the South Platte River. This release would occur between November 17, 2021 and December 31, 2022. The Town will assess a \$340 per AF price for the water and a \$2,500 lease development fee. The initial payment of the 32.082 AF lease and lease development fee will be required upon approval of this lease, with any remaining unused quantity refunded at the end of each year. The potential revenue for this lease is up to \$13,407.88. The agreement will terminate at the end of 2022.

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

On October 27, 2021, Castle Rock Water Commission voted unanimously to recommend Town Council approval of the 2021 Spot Water Lease with Chatfield East POA.

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

Item #: 9. File #: RES 2021-100

goal is to maximize leasing opportunities for idle water rights. Over the past three years the Town has generated over \$130,000 by leasing idle water rights to downstream users (see table 1 below) and continues to do so in 2021. 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 three years.

2018	2019	2020
\$29,019.13	\$30,606.65	\$70,699.75

To date in 2021, Castle Rock Water has earned \$160,689.85 in lease revenue from water rights. The Town currently owns 590 AF of storage space in Chatfield Reservoir and plans to purchase an additional 129 AF of storage in 2022, for a total of 719 AF of storage capacity by next year. Additionally, the Town has an agreement with the Colorado Water Conservation Board (CWCB) to lease the remaining optioned storage space (1,410 AF in 2021; 1,281 AF in 2022), allowing for up to 2,000 AF of storage. The Town currently has 1,531 AF of surplus water stored in Chatfield Reservoir. The spot lease with Chatfield East POA 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, Castle Rock Water would receive up to \$13,407.88 of additional revenue in 2022. 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. 2021-

A RESOLUTION APPROVING THE 2021 SPOT WATER LEASE AGREEMENT BETWEEN THE TOWN OF CASTLE ROCK AND CHATFIELD EAST PROPERTY OWNERS ASSOCIATION

WHEREAS, the Town of Castle Rock (the "Town") and the Chatfield East Property Owners Association, Inc. (the "Association") have agreed to enter into a 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 2022; and

WHEREAS, the Association desires to lease a certain portion of the Surplus Water from the Town for use as an additional source of water to replace depletions to Plum Creek from pumping and use of water from Denver aquifer wells on individual lots in the Chatfield East Subdivision.

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

Section 1. Approval. The Spot Water Lease Agreement between the Town and the Association, in the form attached as *Exhibit 1*, is hereby approved. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 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/CHATFIELD EAST PROPERTY OWNERS ASSOC. SPOT WATER LEASE AGREEMENT

THIS SPOT WATER LEASE AGREEMENT ("Agreement") is entered into _______, 2021 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 the Chatfield East Property Owners Association, Inc. ("Association") as Lessee, whose address is: P.O. Box 192, Littleton, Colorado 80160, 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 2022; and

WHEREAS, the Association desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of this Agreement for use in a Substitute Water Supply Plan ("SWSP") as an additional source of water to replace depletions to Plum Creek from pumping and use of water from Denver aquifer wells on individual lots in the Chatfield East Subdivision pursuant to the Decrees in Case Nos. W-8568-77 and 89CW068.

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 the Association agree as follows:

1. <u>Water Rights Lease.</u> The Town hereby leases to the Association a total of 32.082 acrefeet (AF) annually of the Surplus Water ("Leased Spot Water"), which will be made available through December 31, 2022, with deliveries not to exceed 2 AF per day.

2. Deliveries.

- A. Amount. The Town shall provide the Association 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. The Town shall deliver the Leased Spot Water to the Association on the following monthly schedule: 16.332 AF in January 2022, and 1.75 AF each month in February through October 2022. Actual day-to-day deliveries of Leased Spot Water to the Association 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. The Association 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. <u>Location</u>. The point of delivery of the Leased Spot Water shall be at Chatfield Reservoir.

- C. <u>Acceptance of Deliveries</u>. Subject to the non-refundable payment obligation below, the Association may either accept or decline delivery of any portion of the Leased Spot Water the Town delivers to Chatfield Reservoir 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. <u>Accounting</u>. The Association must provide the Town with a weekly accounting of the water beginning on the 1st of each month it uses this supply as a replacement source. The Association must supply the Town its augmentation 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. <u>Lease Rate</u>. The Association shall pay to the Town \$340.00 per acre foot for each acre-foot of Leased Spot Water measured at Chatfield Reservoir, and used for replacement of depletions by the Association. The total amount owed for delivery of the Leased Spot Water is \$10,907.88, payable at the time of execution of this Agreement. The Town will reconcile the accounting for deliveries made through December 31 each year and send an invoice to the Association for the balance due or refund as necessary.
- B. <u>Lease Development Fee</u>. The Association will be responsible for a \$2,500 lease development fee to cover the Town staff time and costs to develop the Spot Water Lease. The Lease Development Fee (\$2,500) is due to the Town at the time of execution of this Agreement, which is not effective until such payment is made.
- 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 Water Quality Control Division or by the U.S. EPA 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, the Association acknowledges that water meeting the requirements of this paragraph is suitable for replacement purposes and will accept such water as meeting the terms of this Agreement.
- 5. <u>Lease Term.</u> The term of this Agreement shall commence on its execution and expire December 31, 2022. By mutual written agreement of the Parties, this Lease Agreement may be renewed on the same or on different terms.
- 6. <u>Lessee's Obligations</u>. The Association's obligations under this Agreement are limited to making the payments as described in paragraph 3 above.
- 7. <u>Notice</u>. All notices which may be required to be given by either Party to the other shall be made in writing and either hand delivered or sent by first class United States mail, postage prepaid, addressed as follows, or by facsimile, or via electronic means:

If to Town: Town of Castle Rock (Castle Rock Water)

Attn: Water Resources Manager (Matt Benak)

175 Kellogg Court Castle Rock, CO 80109

with copy to: Town of Castle Rock

Attn: Town Attorney (Mike Hyman)

100 N. Wilcox Street Castle Rock, CO 80104

If to Lessee: Chatfield East Property Owners Association, Inc.

Attn: Nina McVicker

P.O. Box 192

Littleton, Colorado 80160

- 9. <u>Assignment</u>. Lessee may not assign its rights hereunder without the prior written consent of Lessor, which may be withheld in Lessor's sole discretion. In the event that Lessor consents to an assignment of Lessee's rights hereunder, the assignee shall execute an assumption agreement pursuant to which it shall assume Lessee's obligations hereunder. The terms of such assumption agreement must be approved by Lessor.
- 10. <u>Entire Agreement</u>. 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. <u>Binding Effect</u>. The execution of the Agreement by the Town as lessor and the Association 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 Lease shall be binding on the Parties' respective successors and assigns.
- 12. <u>Controlling Law</u>. This Lease Agreement shall be governed under, and construed pursuant to the laws of the State of Colorado.

(signature page to follow)

LESSOR:	
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, Dir. of Castle Rock Water
STATE OF COLORADO)) ss. COUNTY OF DOUGLAS) The foregoing instrument as acknowledged	before me this day of, 2022 by
Lisa Anderson as Town Clerk and Jason Gray as N	Mayor of the Town of Castle Rock, Colorado.
Witness my official hand and seal. My commission expires:	
	Notary Public
LESSEE:	
Chatfield East Property Owners Association, Inc.	
By: Janice Wiskamp, President	_
STATE OF COLORADO)) ss. COUNTY OF DOUGLAS)	
The foregoing instrument as acknowledged Janince Wiskamp as President of the Chatfield East	before me this day of, 2022 by t Property Owners Association., Inc.
Witness my official hand and seal. My commission expires:	
	Notary Public



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 10. File #: MIN 2021-020

Honorable Mayor and Members of Town Council To:

Lisa Anderson, Town Clerk From:

Minutes: November 2, 2021 Town Council Meeting

Executive Summary

Attached are minutes from the November 2, 2021 Town Council Meeting for your review and approval.



Town Council Meeting Minutes - Draft

Mayor Jason Gray
Mayor Pro Tem Kevin Bracken
Councilmember Ryan Hollingshead
Councilmember Laura Cavey
Councilmember Desiree LaFleur
Councilmember Caryn Johnson
Councilmember Tim Dietz

Tuesday, November 2, 2021

6:00 PM

Town Hall Council Chambers 100 North Wilcox Street Castle Rock, CO 80104 Phone in: 720-650-7664 Meeting code: 146 428 1387

www.CRgov.com/CouncilMeeting

This meeting is open to the public and will be held in a virtual format in accordance with the Town Council Electronic Participation, Connected, and Hybrid Meeting Policy. Public may choose to attend in person at Town Hall, or electronically or by phone if preferred. This meeting will be hosted online and can be accessed at www.CRgov.com/CouncilMeeting, or phone in by calling 720-650-7664, meeting code 146 428 1387 (if prompted for a password enter "Nov2Council"). All 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).

All times indicated on the agenda are approximate. Remote participants please visit www.CRgov.com/CouncilComments to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. November 2, 2021, to be included in the public record.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION - Mark Marble, Castle Rock Police Chaplain

CALL TO ORDER / ROLL CALL

Present: 6 - Councilmember Hollingshead, Councilmember LaFleur, Councilmember Johnson,

Councilmember Dietz, Mayor Pro Tem Bracken, Mayor Gray

Not Present: 1 - Councilmember Cavey

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Councilmember Dietz commented that history repeats itself and asked what are we choosing and what are we willing to do. Freedom of speech, freedom to choose. He encouraged people to get involved and talk to their neighbors and find solutions. We are staffing for the future. What we have now is not enough for the future and we need to be part of the solution and do not want to lose our personnel to other communities.. Dietz also invited citizens to the Veterans Day celebration at the Veterans Memorial downtown at 11am this Saturday.

Mayor Gray commented that it is nice to be able to vote in this country and encourages everyone to vote. He thanked all the volunteers at the County Clerk's Office, the County Clerk Merlin Klotz, and Town Clerk Lisa Anderson for what they

do.

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Gary Godfrey, resident for 8 years, is interested in the update to the wireless cellular facilities and would like to know what that entails. He has voiced his concern with the lack of coverage and wants to work on getting the community engaged to see what kind of support we have in the community. He also wants to hear about supporting local business owners. Their alliance has 90 businesses and he wants to know more about the proclamation honoring small businesses. Godfrey stated that he voted and he supported all of the tax issues and gave credit to our Police and Fire departments. He would like to see funding go toward more traffic safety controls.

TOWN MANAGER'S REPORT

ID 2021-114 Update: Calendar Reminders

Nov 6 Veterans Memorial Celebration.

Nov 11 Veterans Day holiday offices closed

Nov 16 Council photos

Nov 20 2-6pm Starlighting

Nov 25-26 Thanksgiving holiday offices closed

Dec 7 and 21 Council meetings

Dec 23-24 Christmas holiday offices closed

David Corliss, Town Manager, also showed a summary of neighborhood meetings and events coming up.

ID 2021-115 Update: Wireless Cellular Facilities

David Corliss, Town Manager, noted the information provided and that more information will be sent out. The Town responds to requests from cellular providers and we are working to streamline that process. The county is conducting a survey on cellular and broadband access.

Update: Appropriation of Conditional Water Storage Rights at Prewitt and Fremont Butte Reservoirs [Morgan, Washington and

Logan Counties, Colorado]

David Corliss, Town Manager, summarized water rights on the Platte in northeast Colorado and that we are actively pursuing with Parker. There are short term and large long term costs.

<u>ID 2021-117</u> Update: Residential Unit Data (through September 30, 2021) with Potential Buildout Estimates

David Corliss, Town Manager, states we are keeping track of entitlements of records and what has been built.

ID 2021-118 Update: Undeveloped Property Inquiries (through October 21, 2021)

David Corliss, Town Manager, stated we keep track of undeveloped property.

ID 2021-119 Development Services Project Updates

ID 2021-120 Update: Quasi-Judicial Projects

TOWN ATTORNEY'S REPORT

B(3)

District.

<u>ID 2021-121</u> Castleview Metropolitan District No. 2 Proposed Issuance of Subordinate Limited Tax General Obligation Bonds, Series 2021

Mike Hyman, Town Attorney, stated we received notice from Castleview Metro District 2 that they would like to issue debt. They submitted documentation for repayment and are well within their debt cap and mill levy cap and maximum term. They are cash flow bonds and they are not paid until the taxes come in. The finance director, Trish Muller, reviewed the plan and didn't not any issues. The interest compounds, and staff recommends that they do not compound. That is their only comment. The Town code allows us to make recommendations to the

Councilmember Johnson confirmed the location is at the Oaks of Castle Rock, south of Plum Creek Parkway around Castleview Drive. Hyman will provide Council a boundary map. Johnson also confirmed there is no approval process and asked if the Town is allowed to require Council approval for future metro districts. Hyman stated we could change our code, but he feels it would require a robust conversation with Council and it would have to be done at the time the district was formed. Council does approve their service plans. Staff is in the process of developing a model service plan. If we set the rules with the mill levy, length of time, etc., we can provide some protections for the residents.

Mayor Pro Tem Bracken inquired about the process. Hyman stated when interest compounds it rolls back into the principal of the bonds. The debt ceiling cap is the amount of the bond issued, not the amount with the interest added. Council would have to approve an amendment to their service plan and then go to a vote to increase their debt cap. Bracken asked if we could amend the compounding interest clause. Hyman stated we can only make comments and have no authority. There is no action Council can take to prevent it as the service plan allows for it.

Councilmember Johnson stated the acknowledgement is where we would add our recommendations and comments.

ACCEPTANCE OF AGENDA

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Johnson, to Accept the Agenda as presented. The motion passed by the following vote:

Yes: 6 - Hollingshead, LaFleur, Johnson, Dietz, Bracken, Gray

Not Present: 1 - Cavey

CONSENT CALENDAR

PROC Proclamation Supporting Small Business Saturday [For Council Action

<u>2021-011</u> - Presentation on November 16, 2021] (added November 2, 2021)

RES 2021-096 Resolution Approving the First Amendment to a Services

Agreement with David Evans and Associates, Inc., for the Design of the Four Corners Intersection Improvement Project [Founders

Parkway, State Highway 86, Fifth Street, and Ridge Road]

RES 2021-097 Resolution Approving the Assignment and Assumption Agreement

Regarding the Establishing Agreement for the Plum Creek Water

Reclamation Authority [Allowing Parker Water and Sanitation District to

Replace Castle Pines North Metropolitan District on the Plum Creek Water

Reclamation Authority Board]

MIN 2021-019 Minutes: October 19, 2021 Town Council Meeting

Moved by Councilmember Johnson, seconded by Councilmember Dietz to approve the Consent Calendar as read. The motion passed by a vote of:

Yes: 6 - Hollingshead, LaFleur, Johnson, Dietz, Bracken, Gray

Not Present: 1 - Cavey

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

RES 2021-098

Resolution Approving the Intergovernmental Agreement Between the Town of Castle Rock and the Consolidated Bell Mountain Ranch Metropolitan District for Water Service and Improvements

[Unincorporated Douglas County subdivision located south of Town and adjacent to Crystal Valley Ranch and Lanterns subdivisions]

Mark Marlowe, Director of Castle Rock Water, stated they have been working on this for 16 years and recognized Tim Friday, Assistant Director, for all his work to get this done. Bell Mountain Ranch Consolidated Metro District approved the agreement last week. There are 321 homes in unincorporated Douglas County and relied on their own groundwater system. Castle Rock owns some of that groundwater. They have had trouble complying with State water quality requirements without a way to comply without assistance. They also need a long-term, renewable water supply. The County is supportive of this and will likely be able to refund some of their engineering costs. They are going to pay full rate to connect to the Town plus a 10% extraterritorial fee. Their system and assets would transfer to the Town. There are 6 reserved taps for future homes built and a community center and two irrigation taps. This will dissolve the Bell Mountain water district. System development fees will be assessed at the 2020 fees because the draft terms were approved by Council in 2020. We have been wanting to build a water treatment plant, which we will obtain from them. We will acquire additional property for a tank site, a water treatment plant site, an

easement to connect our existing wells to the water treatment plant. Their monthly bills will average \$179 a month which is similar to where they are today. There will be a \$77 per month interim finance charge based on the estimated cost to connect to our system that will be finalized once complete. They will be subject to the same rules our customers are. The water used by Bell Mountain will not be returned to us, it will go to septic tanks. We will be able to access the septic return flows in the future. The District Court has to approve the dissolution of their water district which will take several months. The bids to build the connection have to come in at less than \$2.5M to Bell Mountain Ranch. If that doesn't happen, each party has the option to terminate the agreement. We will build and manage building the improvements. Castle Rock Water Commission and staff recommend approval.

Councilmember LaFleur, asked if there are any concerns with their water run off and asked if any resident was not in favor. Marlowe stated we have no concern, it goes to the creek now and that won't change. The customers have been talking to them the last 18 months. There may be a handful of residents that were skeptical, but out of 321 residences, 29 came and most were fine with it. This is a decision of their board that is elected by their residents. No residents showed up at their board meeting last week when they approved this.

No public comment.

David Corliss, Town Manager, congratulated Mark and his staff. This is a big deal for Bell Mountain Ranch and the Town and he wants to ensure the record reflects that we are doing this at their request. There is a cap on the number of residential units in the agreement of 5 additional homes. It is always a possibility that later in the century they may want to subdivide the property, but the agreement does not obligate us to provide water to additional homes. Mayor Gray stated this is something that the County and Bell Mountain want us to do. We are not annexing them, we are providing water that also benefits the Town.

Moved by Councilmember LaFleur, seconded by Councilmember Dietz, that Resolution 2021-098 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Hollingshead, LaFleur, Johnson, Dietz, Bracken, Gray

Not Present: 1 - Cavey

RES 2021-099

Resolution Approving the First Amendment to the Ridge Estates

Annexation and Development Agreement [South of Crystal Valley

Ranch, east of Bell Mountain Ranch and north of Sellers Creek Ranch]

Mark Marlowe, Director of Castle Rock Water, presented the amendment to the Ridge Estates Development Agreement. The original annexation agreement in 2020 was to provide an easement across their property to provide water to Bell Mountain. The developer realized the potential benefit of water to Bell Mountain for their development to share infrastructure. They worked out a deal that Bell Mountain Ranch who would pay 70% of costs for the pump station and pipe and 30% paid by Ridge Estates. The developer will agree to design the enhanced water improvements pump station and pipeline to Bell Mountain tanks and they

give an easement to build a third tank on that tank site. Bell Mountain's cost to connect is lowered to about \$1.39M by sharing costs. This is pending approval of the IGA with Bell Mountain and the dissolution of Bell Mountain water district. We would then vacate the easement because we will have a new easement for the waterline. We would manage and oversee construction. Castle Rock Water Commission and staff recommend approval.

No public comment.

Moved by Councilmember Johnson, seconded by Councilmember Dietz, that Resolution 2021-099 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Hollingshead, LaFleur, Johnson, Dietz, Bracken, Gray

Not Present: 1 - Cavey

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Hollingshead, to Adjourn. The motion passed by the following vote:

Yes: 6 - Hollingshead, LaFleur, Johnson, Dietz, Bracken, Gray

Not Present: 1 - Cavey

Meeting Adjourned 6:59 pm.

Lisa Anderson, Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 11. File #: ORD 2021-030

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA Finance Director

> Ordinance Approving the Third Amendment to the Town of Castle Rock 2021 Budget by Making Supplemental Appropriations for Fiscal Year 2021, and Providing for the **Emergency Adoption of this Ordinance on Second and Final Reading (First Reading)**

Executive Summary

The charter for the Town of Castle Rock allows for amendments to budget appropriations, including requests for supplemental appropriations that require approval by ordinance (Section 9.10). The Finance Department prepares budget amendments for Town Council consideration based on needs that may arise throughout the year. The number of budget amendments varies by year depending on needs/opportunities as they are identified. The chart below shows supplemental appropriations for the last five years and the budget amendments approved to date in 2021.

			Revenue	upplemental opropriations
	1st Amendment	\$	447,250	\$ 400,000
	2nd Amendment		-	511,595
	3rd Amendment		-	427,471
2016	4th Amendment		69,029,861	120,209,275
20	5th Amendment		714,580	1,429,160
	6th Amendment		200,000	200,000
	7th Amendment		1,891,052	3,193,772
	8th Amendment		-	20,941,997
1	1st Amendment	\$	1,300,413	\$ 4,003,269
201	2nd Amendment	_	500,000	 4,856,315
18	1st Amendment	\$	3,089,307	\$ 12,902,213
2018	2nd Amendment		2,208,255	15,640,170
6	1st Amendment	\$	6,629,396	\$ 14,703,782
2019	2nd Amendment		993,356	8,974,651
2	3rd Amendment		875,000	2,030,000
0	1st Amendment	\$	2,272,651	\$ 14,118,583
02	2nd Amendment		5,479,352	9,782,105
7	3rd Amendment		30,470,990	20,716,258

Supplemental expenditure requests in this proposed Third Amendment, in **Attachment A**, to the 2021 Budget total \$4,919,933. Supplemental revenue in the amount of \$360,000 is also requested. Descriptions of requested items are included in **Attachment B**. The Finance Department has reviewed all requests and has determined that sufficient funding is available to accommodate this proposed Third Amendment to the 2021 Budget. A summary of requested items follows.

Discussion

Major requests included in this budget amendment are described below and are grouped by Town priority. All requested changes to appropriations are referred to in **Attachment B** and increase total Townwide expenditures for 2021 by \$4,919,933.

Secure our water future

 Castle Rock Water requests supplemental appropriation of \$2,718,155 for the Walker Reservoir Project within the Cherry Creek Project Water Authority (CCPWA). Funds for this project were originally planned to be spent in 2022, but design work will need to begin in 2021. Adjustments will be made during the first budget amendment in 2022 to ensure the Town does not double count the funds.

Enhance our transportation

- The Public Works Department requests supplemental appropriation in the Transportation Capital Fund for design and right-of-way procurement for the Crystal Valley and Plum Creek Boulevard intersection roundabout for \$400,000. These funds were originally planned for 2022, however, in order for the construction to happen in 2022, design work needs to begin in 2021.
- Supplemental appropriation is requested in the Transportation Fund in the amount of \$25,000, to purchase a UTV (Utility Terrain Vehicle) side by side to assist in the inspections for the

Item #: 11. File #: ORD 2021-030

roads. These funds will be transferred from the Transportation Fund into the Fleet Fund to ensure the new UTV is in the vehicle replacement program.

Maintain strong Parks and Recreation

- The Parks Department requests supplemental appropriation in the Golf Fund in the amount of \$541,500 for golf maintenance equipment. The purchase of this equipment was originally planned for 2022, however a cost saving opportunity presented itself for the fourth quarter of 2021. Adjustments will be made during the first budget amendment in 2022 to ensure the Town does not double count the funds.
- Supplemental appropriation in the Philip S Miller Trust Fund to increase revenues and expenses by \$335,000. Revenue and expenses for special events have exceeded budgeted estimates in 2021. This request will have a zero balance increase to the budget.

Ensure outstanding public safety

The Police Department requests supplemental appropriation in the Police Capital Fund in the amount of \$225,278 for accommodation of a Council-approved (July 6th, 2021) expenditures to complete the Police Department parking lot improvement project.

Other Town funds and initiatives

- The Human Resources Division requests supplemental appropriation within the Employee Benefits Fund in the amount of \$600,000 (these funds are currently in the Healthcare Claims Reserve within the fund). Though the fund is trending to be under budget these funds will cover any unforeseen health insurance claims for the remainder of the year. Any unused funds at year end will roll back into the Healthcare Claims Reserve.
- The Human Resources Division requests supplemental appropriation within the Employee Benefits Fund in the amount of \$50,000. Funds will be utilized to cover higher than forecasted employee participation in the Employee Wellness program.

The supplemental amount of expenditures requested in this amendment are shown below and are grouped by Town fund.

		Supplemental			
			Requests		
Transportation Fund		\$	25,000		
Philip S. Miller Trust Fund		335,000			
Police Capital Fund		225,27			
Transportation Capital Fund		400,00			
Water Resources Fund		2,718,155			
Golf Course Fund			541,500		
Employee Benefits Fund		650,000			
Fleet Services Fund		25,000			
	TOTAL	\$ 4,919,933			

Budget Impact

As presented in **Attachment C**, the Finance Department has ensured that funding is available

Item #: 11. File #: ORD 2021-030

through either revenues and/or fund balance for these requested items while maintaining adequate reserves within each fund.

Staff Recommendation

Staff recommends that Town Council approve the Ordinance as written. Due to statutory timing pertaining to the 30-day referendum, adopting this on an emergency basis would allow the Town of Castle Rock to remain in compliance with Town Charter Section 9-6(b) and as a result, staff is requesting approval of the second reading on emergency adoption.

Proposed Motion

"I move to approve the Ordinance as introduced by title, on first reading."

Alternative Motions

I move to approve the ordinance 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: Ordinance

Attachment B: Requests for Supplemental Appropriations Attachment C: Estimated Ending Funds Available for 2021

ORDINANCE NO. 2021-__

AN ORDINANCE APPROVING THE THIRD AMENDMENT TO THE TOWN OF CASTLE ROCK 2021 BUDGET BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021, AND PROVIDING FOR THE EMERGENCY ADOPTION OF THIS ORDINANCE ON SECOND AND FINAL READING

- **WHEREAS**, by Ordinance No. 2020-016, the Town Council for the Town of Castle Rock, Colorado (the "Town"), approved and appropriated revenues and expenditures for the fiscal year 2021 (the "2021 Budget"); and
- **WHEREAS**, by Ordinance No. 2021-009, the Town Council approved the First Amendment to the 2021 Budget; and
- **WHEREAS**, by Ordinance No. 2021-013, the Town Council approved the Second Amendment to the 2021 Budget; and
- **WHEREAS**, upon certification of the Town Manager and availability of revenue, supplemental appropriation of revenues is authorized under Article IX of the Town Charter and Section 9.10 of the Castle Rock Municipal Code; and
- **WHEREAS**, revenues collected in prior years are available to accommodate the additional authorized expenditures as set forth in this Third Amendment to the 2021 Budget; and
- **WHEREAS**, upon review, Town Council is prepared to adopt the Third Amendment to the 2021 Budget without amendment; and
- **WHEREAS**, Section 9-6(b) of the Town Charter provides that no amendment to the budget shall increase the authorized expenditures to any amount greater than the total of estimated revenue; and
- **WHEREAS**, to ensure that all revenues and expenditures identified in this Third Amendment are accounted for in the 2021 fiscal year as required by the Town Charter, the Town Council hereby finds and determines that an emergency exists and, as such, it is necessary for the preservation of the immediate public health and safety for this Ordinance to take effect upon its adoption.

NOW THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Adoption. The Third Amendment to the 2021 Budget, which amendment reflects the following budgeting and appropriation of aggregate 2021 revenues and expenditures to the respective Town funds, is hereby adopted:

		2021 Adopted Budget	2021 Budget Revisions	2021 Revised Budget
Transportation Fund	Revenues	\$24,655,314	-	\$24,655,314
-	Expenditures	30,398,204	25,000	30,423,204
	Net Change	(\$5,742,890)	(25,000)	(\$5,767,890)
Philip S. Miller Trust Fund	Revenues	\$667,037	\$335,000	\$1,002,037
	Expenditures	654,260	335,000.00	989,260
	Net Change	\$12,777	\$-	\$12,777
Police Capital Fund	Revenues	\$493,539	-	\$493,539
	Expenditures	679,218	225,278	904,496
	Net Change	(\$185,679)	(225,278)	(\$410,957)
Transportation Capital Fund	Revenues	\$12,230,051	-	\$12,230,051
	Expenditures	17,740,752	400,000	18,140,752
	Net Change	(\$5,510,701)	(400,000)	(\$5,910,701)
		2021 Adopted Budget	Budget Revisions	2021 Revised Budget
	_	400 540 070		400.540.070
Water Resources Fund	Revenues	\$32,519,972	- 2710155	\$32,519,972
	Expenditures	42,136,233	2,718,155	44,854,388
	Net Change	(\$9,616,261)	(2,718,155)	(\$12,334,416)
Golf Course Fund	Revenues	\$3,573,816	-	\$3,573,816
	Expenditures	3,776,016	541,500	4,317,516
	Net Change	(\$202,200)	(541,500)	(\$743,700)
Employee Benefits Fund				
	Revenues	\$10,137,759	\$-	\$10,137,759
	Revenues Expenditures	\$10,137,759 9,490,370		
			\$-	\$10,137,759
Fleet Services Fund	Expenditures	9,490,370	\$- 650,000.00	\$10,137,759 10,140,370
	Expenditures Net Change Revenues Expenditures	9,490,370 \$647,389	\$- 650,000.00 \$(650,000)	\$10,137,759 10,140,370 (\$2,611)
	Expenditures Net Change Revenues	9,490,370 \$647,389 \$5,293,494	\$- 650,000.00 \$(650,000) 25,000	\$10,137,759 10,140,370 (\$2,611) \$5,318,494
	Expenditures Net Change Revenues Expenditures	9,490,370 \$647,389 \$5,293,494 5,083,014	\$- 650,000.00 \$(650,000) 25,000	\$10,137,759 10,140,370 (\$2,611) \$5,318,494 5,108,014
Fleet Services Fund	Expenditures Net Change Revenues Expenditures Net Change	9,490,370 \$647,389 \$5,293,494 5,083,014 \$210,480	\$- 650,000.00 \$(650,000) 25,000 25,000	\$10,137,759 10,140,370 (\$2,611) \$5,318,494 5,108,014 \$210,480

Section 2. <u>Compliance.</u> The Third Amendment to the 2021 Budget, as adopted, complies with Article IX of the Town Charter, and the total authorized expenditures and provisions for contingencies do not exceed the total estimated revenues available for appropriation.

Section 3. <u>Severability.</u> If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this Ordinance.

	health, safety and welfare and this Ordinance bears a ught to be obtained.				
it is declared that an emergency exists and	For the reasons stated in the recitals to this Ordinance, dit is necessary for the preservation of the immediate to take effect upon its adoption on second and final				
	NG this 16 th day of November, 2021 by a vote of for appliance with Section 2.02.100.C of the Castle Rock				
7 th day of December, 2021 by the Town Co	OPTED AS AN EMERGENCY ORDINANCE this buncil of the Town of Castle Rock by a vote of for inary majority required by Section 2.02.100.E of the				
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	Trish Muller, CPA, Finance Director				

ESTIMA	ATED ENDING F	UN	DS AVAILA	BL	E FOR 2021	L*	7,1,1,	<u></u>	TIVIENT C
Information presented on a			2020		2021		2021		2021
<u>Budgetary Basis</u>			Audited	4	Amended		Budget		Amended
			Actual		Budget		Revisions		Budget
Transportation Fund	Revenues	\$	26,603,198	\$	24,655,314	\$	-	\$	24,655,314
-	Expenditures		20,175,982		30,398,204		25,000		30,423,204
	Net Change		6,427,216		(5,742,890)		(25,000)		(5,767,890)
Estimated Ending Funds Available	rice change		14,867,005		9,124,115		(25,000)		9,099,115
Designations & Reservations:			, ,		-, , -		(-,,		-,,
Revenue Stabilization Reserve					342,337		-		342,337
Catastrophic Events Reserve					1,731,891		-		1,731,891
Capital Reserve					7,049,887		(25,000)		7,024,887
Total Designations & Reservations			•		9,124,115		(25,000)		9,099,115
Unobligated Reserves					-		-		-
Philip S. Miller Trust Fund	Revenues	\$	524,263	\$	667,037	\$	335,000	\$	1,002,037
·	Expenditures		573,053	·	654,260	•	335,000	·	989,260
	Net Change		(48,790)		12,777		-		12,777
Estimated Ending Funds Available	_		256,044		268,821		-		268,821
Committed for Fund Purpose					268,821		-		268,821
Unobligated Reserves					-		-		-
Police Capital Fund	Revenues	\$	633,068	\$	493,539	\$	-	\$	493,539
·	Expenditures	·	328,874	·	679,218	·	225,278		904,496
	Net Change		304,194		(185,679)		(225,278)		(410,957)
Estimated Ending Funds Available	, and the second		445,985		260,306		(225,278)		35,028
Committed for Fund Purpose			-7		260,306		(225,278)		35,028
Unobligated Reserves					-		-		-
Transportation Capital Fund	Revenues	\$	34,656,769	\$	12,230,051	\$	-	\$	12,230,051
	Expenditures	,	29,364,376	,	17,740,752	,	400,000	•	18,140,752
	Net Change		5,292,393		(5,510,701)		(400,000)		(5,910,701)
Estimated Ending Funds Available			16,767,729		11,257,028		(400,000)		10,857,028
Committed for Fund Purpose			-, - , -		322,767		-		322,767
Capital Reserve					10,934,261		(400,000)		10,534,261
Total Designations & Reservations			•		11,257,028		(400,000)		10,857,028
Unobligated Reserves					-		-		-
Water Resources Fund	Revenues	\$	36,031,148	\$	32,519,972	\$	-	\$	32,519,972
	Expenditures		48,861,899		42,136,233		2,718,155		44,854,388
	Net Change		(12,830,751)		(9,616,261)		(2,718,155)		(12,334,416)
Estimated Ending Funds Available	-		43,964,848		34,348,587		(2,718,155)		31,630,432
Designations & Reservations:							1		*
Operating Designations					1,862,326		-		1,862,326
Capital Reserve					28,231,614		(2,718,155)		25,513,459
Reserve for Catastrophic Failure			=		4,254,647		-		4,254,647
Total Designations & Reservations					34,348,587		(2,718,155)		31,630,432
Unobligated Reserves					-		-		-

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Information presented on a			2020		2021		2021		2021
Budgetary Basis			Audited		Amended		Budget		Amended
Budgetury Busis			Actual		Budget		Revisions		Budget
Golf Course Fund	Revenues	\$	3,721,212	\$			-	\$	
	Expenditures	Τ.	3,401,990	7	3,776,016	τ.	541,500	τ.	4,317,51
	Net Change		319,222		(202,200)		(541,500)		(743,700
Estimated Ending Funds Available	Ü		1,873,289		1,671,089		(541,500)		1,129,589
Designations & Reservations:					, ,		•		<u> </u>
Revenue Stabilization Reserve					212,346		-		212,340
Capital Reserve					957,928		(541,500)		416,42
Debt Service Reserve					500,815		-		500,81
Total Designations & Reservations			-		1,671,089		(541,500)		1,129,589
Unobligated Reserves					-		-		
Employee Benefits Fund	Revenues	\$	9,477,702	\$	10,137,759	\$	-	\$	10,137,759
• •	Expenditures	•	8,898,963		9,490,370	·	650,000	·	10,140,370
	Net Change		578,739		647,389		(650,000)		(2,611
Estimated Ending Funds Available	· ·		1,855,793		2,503,182		(650,000)		1,853,18
Designations & Reservations:					, ,		•		<u> </u>
Claims Reserve					2,093,064		(650,000)		1,443,06
Health Care Cost Reserve					410,118		-		410,11
Total Designations & Reservations			-		2,503,182		(650,000)		1,853,18
Unobligated Reserves					-		-		
Fleet Services Fund	Revenues	\$	2,773,112	\$	5,293,494	\$	25,000	\$	5,318,49
	Expenditures		2,907,279		5,083,014		25,000		5,108,01
	Net Change		(134,167)		210,480		-		210,48
Estimated Ending Funds Available	_		3,941,053		4,151,533		-		4,151,53
Committed for Fund Purpose					4,151,533		-		4,151,533
Unobligated Reserves					-		-		
Total All Funds	Revenues	\$	114,420,472	\$	89,570,982	\$	360,000	\$	89,930,98
	Expenditures		114,512,416		109,958,067		4,919,933		114,878,00
	Net Change		(91,944)		(20,387,085)		(4,559,933)		(24,947,018
Estimated Ending Funds Available		\$	83,971,746	\$	63,584,661	\$	(4,559,933)	\$	59,024,72
Total Designations & Reservations					58,581,234		(4,334,655)		54,246,57
Total Committed for Fund Purpose					5,003,427		(225,278)		4,778,14
Total Unobligated Fund Balance					-		<u>-</u>		
Estimated Ending Funds Available				Ś	63,584,661	\$	(4,559,933)	Ś	59,024,728

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Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 12. File #: RES 2021-101

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Resolution Approving the Proposed 2022 Fiscal Year Budget for the Castle Rock

Downtown Development Authority

Executive Summary

In accordance with Colorado Revised Statutes, §31-25-816, the Executive Director of the Castle Rock Downtown Development Authority (CRDDA) has presented the Board of Directors with a proposed Annual Budget for the fiscal year 2022. The proposed CRDDA Budget for 2022 (*Exhibit 1*) is hereby submitted to Town Council for review and approval in accordance with the policies of the Town of Castle Rock.

Discussion

Town Council has approved a matching contribution to the revenues, collected by imposition of the CRDDA mill levy (3 mills), of approximately \$195,000. The proposed CRDDA budget reflects this amount; however, the actual match will be based on the final assessed valuation and related mill certification done in December.

Budget Impact

The impact to the Town will be approximately \$195,000 for the mill levy match as accommodated for in the 2022 Town of Castle Rock budget.

Staff Recommendation

Staff recommends that Town Council approve Resolution as written.

Proposed Motion

"I move to approve a resolution approving the Castle Rock Downtown Development Authority proposed annual budget for 2022."

Item #: 12. File #: RES 2021-101

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: 2022 CRDDA Budget Message and Proposed Budget

RESOLUTION NO. 2021-

A RESOLUTION APPROVING THE PROPOSED 2022 FISCAL YEAR BUDGET FOR THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, by Ordinance No. 2008-39, the Town Council of the Town of Castle Rock, Colorado (the "Town") approved the creation of the Castle Rock Downtown Development Authority (the "Authority"); and

WHEREAS, pursuant to Section 31-25-816(1), C.R.S., the Authority shall adopt a budget for each fiscal year, which budget shall be submitted to the Town Council for approval; and

WHEREAS, the Town conducted its administrative review of the Authority's proposed budget for fiscal year 2022 (the "2022 Budget") in accordance with Town policies; and

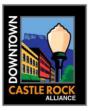
WHEREAS, upon review, the Town Council is prepared to approve the 2022 Budget.

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

Section 1. Approval. The 2022 Budget, attached as *Exhibit 1*, is hereby approved in the form presented at tonight's meeting.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 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	Trish Muller, CPA, Finance Director					



Castle Rock Downtown Alliance

A partnership between the Downtown Development Authority and Downtown Merchants Association

Downtown Development Authority

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

September 2, 2021

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,

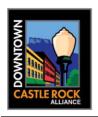
I am pleased to present the Downtown Development Authority's Budget Message for 2022:

In 2021, the Downtown Development Authority (DDA) is excited about the increased level of energy and foot traffic in Downtown during the spring and summer of 2021. As capacity restrictions were lifted in early spring of 2021, Downtown began to see more people in Downtown during both the work week and weekend hours. With the goal of the DDA being to create and maintain an active and vibrant downtown, there are many positive signs to indicate that some of this goal is being accomplished.

In the spring of 2021, the DDA and Town Council approved a redevelopment agreement with the private sector for the construction of The View mixed-use redevelopment project. This project is a public private partnership that, in addition to new residences, office space and retail space, will add 100 public parking spaces to the Downtown on the north end of Downtown, just outside of the Downtown Core. This project in combination with other recent development projects such as the Riverwalk and Encore projects, contribute to a daytime, evening and weekend population of people in Downtown, and increase public parking in Downtown. The impact of these projects is encouraging smaller adaptive reuse projects like Ecclesia and now the proposed Perry Street Social District which incorporates the ice rink concept that was started by the DDA and now has been sold to the private sector ownership.

The 2022 DDA Budget includes just 1 fund, the DDA Operating Fund. This is a change from the DDA Budget of prior years which had 2 funds and included the now closed, Ice Rink Fund. As has been discussed in prior year's budget messages, the lease at 414 Perry Street expired after the 2020-2021 rink season. The ice rink equipment and shade structure owned by the DDA were sold to the current landlord in 2021 and the landlord intends to operate an ice rink at the same location in future winter seasons, as well as investment in an adaptive reuse of surrounding property. All remaining funds in the Ice Rink Fund will be transferred to the Operating Fund in 2021, closing out this fund. This transfer of residual equity from the Ice Rink Fund to the Operating Fund closes out this fund and is shown in the 2021 Year End Estimate.

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.



Castle Rock Downtown Alliance

 $A\ partnership\ between\ the\ Downtown\ Development\ Authority\ and\ Downtown\ Merchants\ Association$

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

Castle Rock DDA Budget for 2022 Operating Fund

		2019 Actuals	2020 Actuals	2021 Budget	2021 Estimate	2022 Budget
ncome		<u> EUIS Actuals</u>	<u> LOLO Actuals</u>	<u> 2021 Buuget</u>	<u> </u>	LOLL Duaget
	Mill Levy	164,917	192,634	190,000	175,858	195,000
	Specific Ownership Tax	25,670	16,941	8,000	10,000	10,000
	Town Mill Levy Match	164,917	178,226	190,000	175,858	195,000
	Flower Box and Patio	8,576	9,582	8,000	10,000	10,000
	Misc. Other	1,390	513	-		-
	Sale of Sprung Structure	-	-	-	25,000	2,500
	Total Income	365,470	397,896	396,000	396,716	412,500
xpenses						
	Personnel	174,996	190,317	230,000	185,000	235,000
	Office Admin.	24,004	31,376	35,000	38,000	40,000
	Professional Services - Acct., Audit, Legal	9,594	13,481	22,000	15,612	20,000
	Programs - Trolley	63	-	1,000	1,000	-
	Programs - Façade/Downtown Impr. Program	9,846	13,639	38,000	21,000	40,000
	Programs - Flower Box and Patio	16,905	30,705	28,000	25,000	30,000
	Marketing and Websites	7,297	11,931	5,000	3,000	15,000
	Rent Expense	9,117	9,363	9,200	9,000	10,000
	Capital	-	-	10,000	10,000	10,000
	Contingency Expenses	-	-	10,000	20,400	20,000
	Total Expenses	251,822	300,812	388,200	328,012	420,000
	Beginning Fund Balance	330,835	444,483	541,567	541,567	735,271
	Transfer In/Out	-	-	-	125,000	-
	Net Activity	113,648	97,084	7,800	68,704	(7,50
	Estimated Ending Fund Balance	\$ 444,483	\$ 541,567	\$ 549,367	\$ 735,271	\$ 727,771

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

Castle Rock DDA Budget for 2022

Ice Rink Fund

		100	Milik Fullu			
		2019 Actuals	2020 Actuals	2021 Budget	2021 Estimate	2022 Budget
Income						
	Sponsorships	29,250	18,970	30,000	11,000	(
	Skating Admissions	77,011	77,006	85,000	62,000	(
	Skating Rentals	35,984	36,748	38,000	15,000	(
	Capital Contribution - DDA TIF	15,000	15,000	15,000	-	(
	Sale of Rink Equipment	-	-	-	25,000	(
	Total Income	157,245	147,724	168,000	113,000	(
Expenses						
	Administration	530	5,736	500	500	(
	Programs / Operations / Personnel	130,724	116,573	175,000	56,000	(
	Marketing	2,907	4,253	5,000	300	(
	Equipment	2,953	2,301	5,000	2,374	(
	Total Expenses	137,114	128,863	185,500	59,174	(
	Beginning Fund Balance	32,182	52,313	71,174	71,174	(
	Transfer In/Out	-	-	-	(125,000)	(
	Net Activity	20,131	18,861	(17,500)	53,826	(
	Estimated Ending Fund Balance	\$ 52,313	\$ 71,174	\$ -	\$ -	\$ -

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



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 13. File #: ORD 2021-031

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2021, To Be Collected in 2022, and Providing for the Emergency Adoption of This Ordinance on Second and Final Reading (First

Reading)

The following information will be resubmitted to Council with updated information as it is received from the Douglas County Assessor's Office as a result of their final certification of assessed values for 2021.

Executive Summary

Attached is the Ordinance establishing the Mill Levy of the Castle Rock Downtown Development Authority for collection in 2022 (*Attachment A*). In August, the County Assessor certifies the Total Value of all Personal and Real Property within the Authority. This value is used to calculate the preliminary mill levy rate. In December, the County Assessor recertifies the Total Value of Real and Personal Property.

Discussion

The Castle Rock Downtown Development Authority Board of Directors has requested Town Council to certify its respective mill levy of 3.000 mills, which is anticipated to yield approximately \$195,000.

Financial Impact

As the final assessed valuation is received and certified in December, the resulting property tax revenue will be reflected in 2022.

Staff Recommendation

Staff recommends that Town Council approve this Ordinance as written.

Proposed Motion

Item #: 13. File #: ORD 2021-031

"I move to Approve An Ordinance Levying General Property Taxes for the Year 2021, for 2022 Collection, for the Castle Rock Downtown Development Authority, first reading."

Alternative Motions

I move to approve the ordinance 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: Ordinance

`ORDINANCE NO. 2021-___

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES ON BEHALF OF THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR 2021, TO BE COLLECTED IN 2022, AND PROVIDING FOR THE EMERGENCY ADOPTION OF THIS ORDINANCE ON SECOND AND FINAL READING

WHEREAS, pursuant to the requirements of Section 31-25-816(1), C.R.S., the Castle Rock Downtown Development Authority (the "Authority") has submitted its proposed budget for the 2022 fiscal year (the "2022 Budget") to the Town Council of the Town of Castle Rock, Colorado (the "Town") for approval; and

WHEREAS, the 2022 Budget, as adopted, anticipates the receipt of revenues from imposition of a mill levy on taxable property within the Authority's jurisdictional boundaries; and

WHEREAS, it is anticipated that the 2021 preliminary assessed valuation for the Authority, as determined by the Douglas County Assessor, will yield approximately \$195,000 in revenues; and

WHEREAS, the Authority has formally requested that the Town Council exercise its power under Section 31-25-817, C.R.S., to certify the Authority's 2021 mill levy to the Douglas County Board of Commissioners for collection in 2022; and

WHEREAS, according to Section 39-5-128(1), C.R.S., the Town Clerk is required to certify the Authority's mill levy to the County by no later than December 15, 2021; and

WHEREAS, to ensure that the December 15th deadline is met, the Town Council hereby finds and determines that an emergency exists and, as such, it is necessary for the preservation of the immediate public health and safety for this Ordinance to take effect upon its adoption.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

- **Section 1.** <u>Calculation of Mill Levy</u>. The mill levy certified by this Ordinance is in compliance with applicable constitutional and statutory provisions.
- **Section 2.** Levy of Property Tax. For the purpose of meeting general operating expenses of the Authority during the 2022 fiscal year, there is levied a tax of 3.000 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the Authority's jurisdictional boundaries for the taxable year 2021, to be collected in 2022.
- **Section 3.** <u>Certification.</u> The Town Clerk is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the Authority as set forth herein.

Section 4.	Severability.	If any claus	se, sentence,	paragraph,	or part of	this Ordina	ance
or the application	thereof to any per	rson or circu	mstances sh	all for any	reason be	adjudged	by a
court of competen	t jurisdiction inval	id, such judg	ment shall n	ot affect the	e remainin	ig provisioi	ns of
this Ordinance.							

Section 5. <u>Safety Clause</u>. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare, and bears a rational relation to the legislative object sought to be obtained.

Section 6. <u>Emergency Clause</u>. For the reasons stated in the recitals to this Ordinance, it is declared that an emergency exists and it is necessary for the preservation of the immediate public health and safety for this Ordinance to take effect upon its adoption on second and final reading.

APPROVED ON FIRST READING this 16th day of November, 2021 by a vote of _____ for and ____ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED AS AN EMERGENCY ORDINANCE this 7th day of December, 2021 by the Town Council of the Town of Castle Rock by a vote of ____ for and ___ against, constituting the extraordinary majority required by Section 2.02.100.E of the Castle Rock Municipal Code.

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	Trish Muller, CPA, Finance Director



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 14. File #: RES 2021-102

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

Trish Muller, CPA, Finance Director From:

> Resolution Approving the Miller's Landing Business Improvement District 2022 Operating Plan and Budget; and Appointing Members to the Board of Directors to

Fill Vacancies

Executive Summary

Each year per 31-25-1211, C.R.S., business improvement districts shall file an operating plan and its proposed budget for the next fiscal year with the clerk of the municipality no later than September 30 of each year. The municipality shall approve or disapprove the operating plan and budget within thirty days after receipt, but no later than December 5.

In 2017, the Town approved a planned development and URA plan for Millers Landing revenue share back for 100% property tax and 60% sales tax in exchange for a first class hotel, mixed use office and retail and provide remediation of a 1970's land fill. The land fill has been remediated and no additional improvements have been implemented to date.

The Resolution (Attachment A) to approve the Miller's Landing Business Improvement District 2022 Operating Plan and Budget (Exhibit 1); Resumes (Attachment B and C) of Board Members to fill vacancies are attached. The vacancies arose due to the passing of one board member and the resignation of another for personal reasons.

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).

Item #: 14. File #: RES 2021-102

Attachments

Resolution Attachment A:

Operating Plan and Proposed Budget Resume for Paul Blatnak Exhibit 1:

Attachment B: Resume for Scott D. Springer Attachment C:

RESOLUTION NO. 2021-

A RESOLUTION APPROVING THE MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT 2022 OPERATING PLAN AND BUDGET; AND APPOINTING MEMBERS TO THE BOARD OF DIRECTORS TO FILL VACANCIES

WHEREAS, in 2016, the Town Council of the Town of Castle Rock, Colorado (the "Town") approved formation of the Miller's Landing Business Improvement District (the "District") by Ordinance No. 2016-027; and

WHEREAS, the District serves the 64-acre parcel currently proposed for commercial mixed-use development known as Miller's Landing (the "Project"); and

WHEREAS, the Town, Citadel Development, LLC, the District, and the Castle Rock Urban Renewal Authority entered into a Public Finance Agreement ("PFA"), which addresses the development and financing of public improvements for the Project, as well as authority, obligations, and limitations imposed on the District; and

WHEREAS, pursuant to Section 31-25-1211, C.R.S., Town Council must approve the District's annual operating plan and budget, attached hereto as *Exhibit 1* ("2022 Plan and Budget"), and which shall identify the services or improvements to be provided by the District, the taxes, fees, or assessments to be imposed by the District, and the estimated principal amounts of bonds to be issued by the District; and

WHEREAS, the 2022 Plan and Budget reflects the financial plan to enable development of the Project, as provided in the PFA, and requires full compliance with same.

WHEREAS, the District's Board of Directors (the "District Board") is comprised of five electors who are appointed by Town Council; and

WHEREAS, it has become necessary for the Town Council to appoint qualified individuals, Scott Springer and Paul Blatnak, to fill two vacancies on the District Board.

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

- **Section 1.** <u>Approval</u>. The Miller's Landing Business Improvement District 2022 Operating Plan and Budget, in the form attached as *Exhibit 1*, is hereby approved.
- **Section 2.** <u>Appointment</u>. Scott Springer and Paul Blatnak are hereby appointed to the District Board.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021, by t	he 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	Trish Muller, Finance Director				

2022 OPERATING PLAN AND BUDGET

MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT

Town of Castle Rock, Douglas County, Colorado

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	AREA BOUNDARIES	
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EXHIBIT A: Director Contact Information

EXHIBIT B: District Budget 2022

EXHIBIT C: District Boundary Legal Description

EXHIBIT D: District Boundary Map

2022

OPERATING PLAN FOR MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT

PURPOSE AND SCOPE OF THIS DISTRICT

A. Requirements for this Operating Plan

The Business Improvement District Act, section 31-25-1201, et seq., C.R.S., as amended (the "Act"), and specifically section 31-25-1211, requires that Miller's Landing Business Improvement District (the "District") file an operating plan and proposed budget with the Town Clerk of the Town of Castle Rock (the "Town") no later than September 30 of each year. This is the District's operating plan and proposed budget for 2022 (the "Operating Plan").

Under the Act, the Town is to annually approve an operating plan and budget within 30 days of the submittal of all required information.

The District will operate under the authorities and powers allowed under the Act, as further described and limited by this Operating Plan.

B. What Must Be Included in the Operating Plan

Pursuant to the provisions of the Act, this Operating Plan specifically identifies: (1) the composition of the Board of Directors; (2) the services and improvements to be provided by the District; (3) the taxes, fees, and assessments to be imposed by the District; (4) the estimated principal amount of the bonds to be issued by the District; and (5) such other information as the Town may require.

C. Purposes

The ongoing and/or contemplated purposes of the District for 2022 include the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts to support the development of a mixed-use commercial project which is anticipated to include office, retail, restaurant, bar, hospitality, and accessory uses within the District's boundaries. A further goal of the Operating Plan is to align with the Town of Castle Rock's Citadel Station – Castle Meadows Urban Renewal Plan, which was established to reduce, eliminate and prevent the spread of blight within the Citadel Station – Castle Meadows Area (collectively, the "Project").

2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS

A. Organization

The District was organized by the Town by Ordinance No. 2016-027, adopted September 20, 2016.

B. Governance

The District is governed by an appointed board of directors (the "Board of Directors").

C. Board

The Board of Directors is comprised of five electors of the District who are appointed by the Town Council to serve at the pleasure of the Town Council. The following Directors have been appointed by the Town Council and are currently serving as the Board of Directors:

- 1. Shawn Temple (President)
- 2. Cheryl Temple (Treasurer and Secretary)
- 3. Blake Calvert
- 4. Vacancy
- Vacancy

Director and other pertinent contact information is provided in Exhibit A.

3. AREA BOUNDARIES

A legal description of the territory within the boundaries of the District is provided in Exhibit C, and a map depicting the District's boundaries is provided in Exhibit D (the "Property").

4. PUBLIC IMPROVEMENTS

A. Improvements and Services

The District is empowered to provide the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts, including "Improvements" as that term is defined in section 31-25-1203(5), C.R.S., services as described in section 31-25-1212(1)(f), and other powers granted to such districts under section 31-25-1212.

All improvements furnished by the District shall be public improvements that will be owned or leased by the Town, the District, the Castle Rock Urban Renewal Authority ("URA"), Douglas County or the State of Colorado.

All improvements furnished by the District shall be located on land that is or will be owned in fee or by an easement, or leased by the District, the Town, the URA, Douglas County or the State of Colorado.

It is anticipated that in 2021 and into 2022 the District will commence and continue the planning, design, construction and/or work on the following preconstruction activities, improvements and services for the Project:

- a) preconstruction design and engineering;
- b) grading and retaining walls;
- c) water and sanitary sewer improvements;
- d) storm water improvements; and
- e) a hotel and conference center to be owned and operated by the District.

5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE

A. 2016, 2017 and 2018 Elections

The District held an election on November 8, 2016, for the purpose of authorizing District debt and financial powers for all authorized uses of the District per the Act. It is anticipated the District will construct, own, and maintain public conference/meeting facilities. The District held an election on November 7, 2017, for the sole purpose of authorizing District debt for the proposed public conference/meeting facilities. The District's legal counsel recommended additional ballot questions be voted on in November 2018 in order to more specifically authorize debt for the proposed landfill remediation and for the provision of dry utilities, as well as to authorize the District to mortgage district property, all in accordance with the purposes and powers of the District. The proposed ballot questions will not increase the District's overall debt limit or debt authorization pursuant to this Operating Plan.

B. Public Improvement Fee

As required by the Public Finance Agreement (as defined and described in Section 6.E. below) the owner of the Property will impose a Public Improvement Fee ("PIF") on all sales and lodging rentals within the District for the benefit of the District. The purpose of the PIF will be to retire the indebtedness of the District as required by the Public Finance Agreement.

The following PIF covenants were recorded against the property within the boundaries of the District in 2018:

Declaration of Covenants Imposing and Implementing the Miller's Landing Credit Public Improvement Fee, recorded August 28, 2018, in the public records of the Douglas County Clerk and Recorder at Reception No. 2018052650.

Declaration of Covenants Imposing and Implementing the Miller's Landing Add-On Public Improvement Fee, recorded August 28, 2018, in the public records of the Douglas County Clerk and Recorder at Reception No. 2018052649.

C. Administration

The District is not expected to have employees and all administrative functions are expected to be furnished by contract with private entities.

D. Marketing

The District will undertake promotional and marketing activities in support of District activities, business recruitment, management and development of the Project consistent with the Section 31-25-1212, C.R.S.

6. FINANCIAL PLAN AND BUDGET

A. 2022 Budget

The proposed 2022 Budget for the District is attached as Exhibit B.

B. Authorized Indebtedness

Subject to the approval by the Town of a Plan of Finance required under the Public Finance Agreement, the principal amount of debt authority authorized by this Operating Plan is that amount that will be sufficient to yield, after costs of issuance, \$65,000,000 of bond or other debt proceeds to the District for public improvement acquisition and construction purposes, including survey, design, planning, engineering, land acquisition, completion, construction, acquisition and/or installations of the proposed public improvements, plus construction contingencies, design and construction engineering, construction management and other capitalized costs ("Capital Costs"). Bond or other debt proceeds may also cover costs and expenses for financing the facilities, including, but not limited to, capitalized interest, bond issuance costs, bond reserve funds, credit enhancement costs, and District organizational costs.

The District is authorized to issue all, none or some of the bonds or other debt associated with the Project upon compliance with the applicable conditions in the Public Finance Agreement (see Section 6.E. below).

Consistent with the provisions of the Public Finance Agreement and the District's 2018 Operating Plan, on September 12, 2018, the District issued Series 2018A Revenue Bonds (Tax-Exempt) in the amount of \$8,065,000 and Series 2018B Revenue Bonds (Taxable) in the amount of \$13,185,000. The proceeds of these bond issues will be utilized consistent with the provisions of the District's Operating Plan(s).

C. Property Tax and Debt Service Mill Levy Cap

The District is authorized to levy a mill levy and to impose, collect and spend rates, tolls, charges, special assessments, and any and all fees and revenue from other sources available to the District pursuant to the Act. The District shall not impose a mill levy in excess of 50 mills for the purposes of debt service without Town approval.

The cost of the District's operations, maintenance and administrative costs shall be paid through a variety of revenue sources, including ad valorem taxes and fees, rates, tolls and charges as deemed necessary, prudent and appropriate in the estimation of the Board of Directors.

D. District Revenues

See proposed 2022 Budget attached hereto as Exhibit B.

E. Public Finance Agreement

The District entered into a Public Finance Agreement (the "PFA") by and among the District, the Town, the URA and Citadel Development, the project developer, in order to generally allow the District to: (1) collect (or receive from the URA) all of the District's incremental property tax, (2) impose a property tax mill levy of not less than 50 mills within the District, and (3) issue Bonds to finance the remediation of the landfill and develop public improvements for the Project.

In addition to the limitations of the Act and those provided in this Operating Plan, the District shall undertake the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements for the Project only in accordance with the terms and conditions of the PFA, the provisions of which is incorporated by reference herein. This Operating Plan shall not be construed as having or have the effect of amending the Public Finance Agreement. In the event of any conflict between this Operating Plan and the PFA, the PFA shall govern and control.

In 2021 the District and the Town began discussions about potentially amending the PFA. In the event the PFA is amended, the District shall be authorized to undertake and carry out any activities, including but not limited to the issuance of debt, consistent with the provisions of such PFA, as amended, without the need for an amendment to this Operating Plan.

7. DISSOLUTION

The District may be dissolved under the conditions of section 31-25-1225, C.R.S.

8. CONCLUSION

This Operating Plan meets the requirements of the Act and further meets applicable requirements of the Colorado constitution and other law. The types of services and improvements to be provided by the District are those services and improvements which satisfy the purposes of Part 12 of Article 25 of Title 31, C.R.S.

EXHIBIT A Director and Other Contact Information

BOARD OF DIRECTORS:

Shawn Temple

Email: shawn@P3advisorsllc.com

Cheryl Temple

Email: Cheryl_temple@sbcglobal.net

Blake Calvert

Email: calvert@corecivil.com

Vacancy

Vacancy

DISTRICT LEGAL COUNSEL:

Spencer Fane LLP 1700 Lincoln Street, Suite 2000 Denver, CO 80203 Matt Dalton Tom George

Phone: 303-839-3800

Email: mdalton@spenferfane.com; tgeorge@spencferfane.com

EXHIBIT B

District Budget 2022

Miller's Landing Business Improvement District Proposed Budget General Fund For the Year ended December 31, 2022

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual 6/30/2021	Estimate <u>2021</u>	Proposed Budget <u>2022</u>
Beginning fund balance	5,108	<u>.</u>	34,538	34,538	32,440
Revenues:					
Property taxes	2,609	2,611	2,619	2,619	3,726
Specific ownership taxes	1,250	1,004	835	1,500	1,082
URA Increment	25,055	11,889			
Developer advances	-	150,000	142,636	150,000	130,000
Interest income	<u>555</u>				-
Total revenues	29,469	165,504	146,090	154,119	134,808
Total funds available	34,577	165,504	180,628	188,657	167,248
Expenditures:					
Legal		100,000	-		100,000
Accounting and audit		15,000	-		15,000
Insurance		10,000	-		10,000
Operating costs			85,806	95,000	
Business promotion		15,000	56,830	60,000	15,000
Management consulting	-	-	-	-	-
Miscellaneous / IGA		5,000	566	1,000	5,000
Treasurer's fees	39	217	39	217	234
Contingency	-	15,930	-	-	17,657
Emergency reserve		4,357			4,357
Total expenditures	39	165,504	143,241	156,217	167,248
Ending fund balance	\$ 34,538	\$ -	\$ 37,387	\$ 32,440	\$ -
Assessed value		\$ 1,449,990			\$ 2,069,040
URA		1,188,880			1,696,453
Net Assessed Value		261,110	:		372,587
Mill levy		10.000	:		10.000

Miller's Landing Business Improvement District Proposed Budget Capital Project Fund For the Year ended December 31, 2022

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual <u>6/30/2021</u>	Estimate <u>2021</u>	Proposed Budget <u>2022</u>
Beginning fund balance	3,571,868	3,391,868	3,386,593	3,386,593	3,386,793
Revenues:					
Developer Advance	-	6,188,132	1,064,774	2,500,000	2,000,000
Bond issuance	-	20,000,000	-	-	
Interest income	14,244	20,000	101	200	200
Total revenues	14,244	26,208,132	1,064,875	2,500,200	2,000,200
Total funds available	3,586,112	29,600,000	4,451,468	5,886,793	5,386,993
Expenditures:					
Issuance costs	-	1,500,000	-	-	
Engineering		1,000,000			-
Project management		1,000,000			
Grading - retaining walls	-	3,100,000	-	-	-
Storm and Sewer	-	5,000,000	-	-	-
Industrial tributary	•		-	-	-
Landfill remediation	-	-	-	-	-
Water improvements	-	5,000,000	-	-	-
Streets	-	10,000,000	-	-	-
Construction in progress	199,519	-	1,064,774	2,500,000	2,000,000
Repay developer advances	-	-	-	-	-
Transfer to Debt Service		3,000,000		<u> </u>	
Total expenditures	199,519	29,600,000	1,064,774	2,500,000	2,000,000
Ending fund balance	\$ 3,386,593	\$ -	\$ 3,386,694	\$ 3,386,793	\$ 3,386,993

Miller's Landing Business Improvement District Proposed Budget Debt Service Fund For the Year ended December 31, 2022

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual 6/30/2021	Estimate <u>2021</u>	Proposed Budget <u>2022</u>
Beginning fund balance	4,040,718	2,606,482	2,660,549	2,660,549	2,017,000
Revenues:					
Property taxes	13,047	13,056	13,047	13,047	18,629
Ownership taxes	6,249	1,022	4,173	8,000	1,412
URA Increment	125,274	59,444	71,284	71,284	101,787
Developer advance			148,174	804,816	1,419,842
Transfer from Capital Projects		3,000,000	-	-	000
Interest income	14,157	54,000	100	200	200
Total revenues	158,727	3,127,522	236,778	897,347	1,541,870
Total funds available	4,199,445	5,734,004	2,897,327	3,557,896	3,558,870
Expenditures: Miscellaneous					
Bond interest - Series 2018 A	1,054,800	1,054,800	527,400	1,054,800	1,054,800
Bond interest - Series 2018 B	483,900	483,900	241,950	483,900	483,900
Bond interest - Series 2021	100	600,000	100	100	1 170
Treasurer's fees	196	1,087	196	196	1,170
Trustee fees		2,000		2,000	2,000
Total expenditures	1,538,896	2,141,787	769,546	1,540,896	1,541,870
Ending fund balance	\$ 2,660,549	\$ 3,592,217	\$ 2,127,781	\$ 2,017,000	\$ 2,017,000
Reserve Fund	\$ 2,017,000	\$ 3,192,217	\$ 2,017,000	\$ 2,017,000	\$ 2,017,000
Capitalized Interest	\$ -	\$ 400,000	\$ -	\$ -	\$ -
Assessed value		\$ 1,449,990			\$ 2,069,040
URA		1,188,880			1,696,453
Net Assessed Value		261,110			372,587
Mill levy		50.000			50.000
Total levy		60.000			60.000

EXHIBIT C

District Boundary Legal Description

A PARCEL OF LAND BEING A PART OF LOT 2, BLOCK 7, CITADEL STATION FILING NO. 6, A SUBDIVISION PLAT RECORDED UNDER RECEPTION NO. 8708767 AND A PART OF THE SOUTHEAST QUARTER OF SECTION 10 AND A PART OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 8 SOUTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER QUARTER CORNER OF SAID SECTION 10 AND ASSUMING THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10 TO BEAR SOUTH 89°27'26" EAST, 2616.68 FEET AS PLATTED, WITH ALL BEARINGS CONTAINED HEREIN BEING RELATIVE THERETO:

THENCE NORTH 00°35'04" WEST ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10, A DISTANCE OF 403.83 FEET TO THE SOUTHWESTERLY CORNER OF OUTLOT B, SAID CITADEL STATION FILING NO. 6; THENCE NORTH 70°14'23" EAST ALONG THE SOUTHERLY LINE OF SAID OUTLOT B, A DISTANCE OF 21.48 FEET, TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY (ALSO KNOWN AS COACHLINE ROAD) AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008075142, SAID POINT BEING A POINT ON THE NORTHERLY LINE OF SAID LOT 2, BLOCK 7, SAID POINT ALSO BEING THE **POINT OF BEGINNING**;

THENCE ALONG THE NORTHERLY AND EASTERLY LINE OF SAID LOT 2, BLOCK 7 THE FOLLOWING TWENTY-TWO (22) COURSES:

- 1. CONTINUING NORTH 70°14'23" EAST, A DISTANCE OF 420.04 FEET;
- 2. NORTH 89°42'53" EAST, A DISTANCE OF 60.00 FEET;
- 3. NORTH 0°17'7" WEST, A DISTANCE OF 41.71 FEET;
- NORTH 71°29'11" EAST, A DISTANCE OF 22.78 FEET;
- 5. NORTH 57°11'1" EAST, A DISTANCE OF 127.32 FEET;
- 6. NORTH 79°57'40" EAST, A DISTANCE OF 150.30 FEET;
- 7. NORTH 33°12'60" EAST, A DISTANCE OF 188.02 FEET;
- 8. NORTH 67°16'37" EAST, A DISTANCE OF 98.12 FEET;
- 9. NORTH 89°36'24" EAST, A DISTANCE OF 218.51 FEET;
- 10. NORTH 57°52'24" EAST, A DISTANCE OF 190.11 FEET;
- 11. NORTH 52°55'43" EAST, A DISTANCE OF 279.75 FEET;
- 12. SOUTH 7°13'59" EAST, A DISTANCE OF 36.25 FEET, TO A POINT ON A CURVE;
- 13. ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 170.00 FEET, A CENTRAL ANGLE OF 58°05'53", AN ARC LENGTH OF 172.38 FEET, THE CHORD OF WHICH BEARS SOUTH 36°16'56" EAST, 165.09 FEET;
- 14. SOUTH 65°19'52" EAST, A DISTANCE OF 10.92 FEET;
- 15. NORTH 14°31'34" EAST, A DISTANCE OF 120.00 FEET;
- 16. NORTH 50°36'4" EAST, A DISTANCE OF 187.64 FEET;
- 17. NORTH 82°51'32" EAST, A DISTANCE OF 87.69 FEET;
- 18. NORTH 22°23'46" EAST, A DISTANCE OF 59.05 FEET;
- 19. NORTH 53°48'14" EAST, A DISTANCE OF 202.23 FEET;
- 20. SOUTH 23°36'32" EAST, A DISTANCE OF 793.03 FEET;
- 21. SOUTH 88°3'18" WEST, A DISTANCE OF 134.81 FEET;
- 22. SOUTH 0°0'15" EAST, A DISTANCE OF 700.98 FEET TO A POINT ON THE SOUTH LINE OF NORTHEAST QUARTER OF SAID SECTION 10;

THENCE SOUTH 89°27'26" EAST ALONG SAID SOUTH LINE, A DISTANCE OF 329.66 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 10;

THENCE SOUTH 89°46'21" EAST ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11, A DISTANCE OF 572.43 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF THE ATCHISON, TOPEKA & SANTA FE RAILROAD;

THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE THE FOLLOWING THREE (3) COURSES:

- 1. SOUTH 1°56'48" EAST, A DISTANCE OF 173.53 FEET, TO A POINT ON A CURVE;
- 2. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 880.93 FEET, A CENTRAL ANGLE OF 37°31'24", AN ARC LENGTH OF 576.93 FEET, THE CHORD OF WHICH BEARS SOUTH 16°48'53" WEST, 566.67 FEET;
- 3. SOUTH 35°34'35" WEST, A DISTANCE OF 193.47 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008054850;

THENCE ALONG THE RIGHT OF WAY AS DESCRIBED THE FOLLOWING FOURTEEN (14) COURSES:

- 1. NORTH 75°34'19" WEST, A DISTANCE OF 170.83 FEET, TO A POINT ON A CURVE;
- 2. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 665.50 FEET, A CENTRAL ANGLE OF 17°49'03", AN ARC LENGTH OF 206.95 FEET, THE CHORD OF WHICH BEARS NORTH 66°39'48" WEST, 206.12 FEET;
- 3. NORTH 32°14'44" EAST, A DISTANCE OF 6.00 FEET;
- 4. NORTH 57°45'16" WEST, A DISTANCE OF 709.16 FEET;
- 5. NORTH 18°59'47" WEST, A DISTANCE OF 32.16 FEET;
- 6. NORTH 32°14'44" EAST, A DISTANCE OF 275.60 FEET, TO A POINT ON A CURVE;
- 7. ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 910.00 FEET, A CENTRAL ANGLE OF 07°46'45", AN ARC LENGTH OF 123.55 FEET, THE CHORD OF WHICH BEARS NORTH 28°21'22" EAST, 123.46 FEET TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10:
- 8. NORTH 89°27'26" WEST AND ALONG SAID SOUTH LINE, A DISTANCE OF 133.30 FEET, TO A POINT ON A CURVE:
- 9. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 790.00 FEET, A CENTRAL ANGLE OF 03°51'20", AN ARC LENGTH OF 53.16 FEET, THE CHORD OF WHICH BEARS SOUTH 30°19'4" WEST. 53.15 FEET:
- 10. SOUTH 32°14'44" WEST, A DISTANCE OF 274.89 FEET;
- 11. SOUTH 83°29'15" WEST, A DISTANCE OF 33.31 FEET;
- 12. NORTH 57°45'16" WEST, A DISTANCE OF 380.82 FEET;
- 13. SOUTH 32°14'44" WEST, A DISTANCE OF 6.00 FEET, TO A POINT ON A CURVE;
- ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 864.50 FEET, A CENTRAL ANGLE OF 14°13'19", AN ARC LENGTH OF 214.59 FEET, THE CHORD OF WHICH BEARS NORTH 64°51'56" WEST, 214.04 FEET TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10, SAID POINT ALSO BEING A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008075142;

THENCE ALONG SAID NORTHERLY RIGHT OF WAY LINE THE FOLLOWING THREE (3) COURSES:

- 1. CONTINUING ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 864.50 FEET, A CENTRAL ANGLE OF 17°28'53", AN ARC LENGTH OF 263.77 FEET, THE CHORD OF WHICH BEARS NORTH 80°43'02" WEST, 262.74 FEET;
- 2. NORTH 89°27'28" WEST, A DISTANCE OF 548.00 FEET, TO A POINT ON A CURVE;
- 3. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 500.50 FEET, A CENTRAL

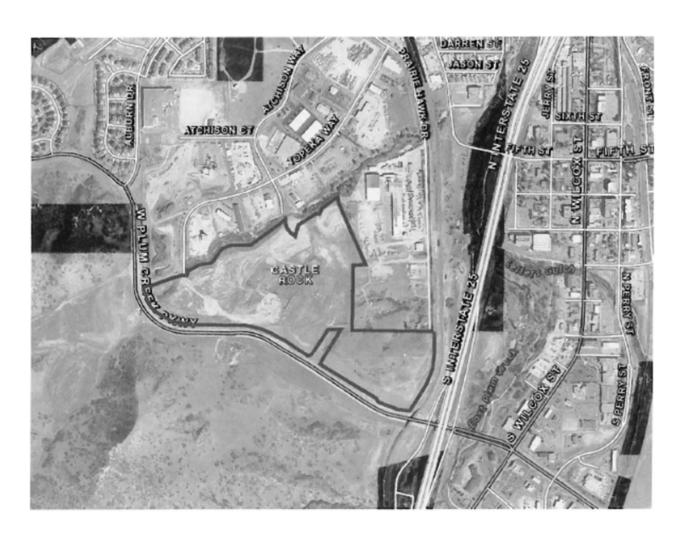
ANGLE OF 75°02'22", AN ARC LENGTH OF 655.50 FEET, THE CHORD OF WHICH BEARS NORTH 51°56'17" WEST, 609.64 FEET TO THE **POINT OF BEGINNING**,

SAID PARCEL CONTAINING A CALCULATED AREA OF 2,871,687 SQUARE FEET OR 65.925 ACRES, MORE OR LESS.

ALL REFERENCES TO RECORDED DOCUMENTS ARE FILED WITH THE DOUGLAS COUNTY CLERK AND RECORDER.

SAID PARCEL IS ALSO KNOWN BY THE FOLLOWING STATE PARCEL ID NUMBERS: 2505-101-02-026; 2505-104-00-004; AND 2505-104-00-005.

EXHIBIT D District Boundary Map



Paul Blatnak





Objective

Listen, understand, and support the goals of the Business Improvement District, and provide insight and experience to facilitating successful outcomes and projects as a team member, within Douglas County.

Professional Experience

Director of Preconstruction Services

2020-Present

Turner Construction Company, Denver, CO

- Lead and manage the Preconstruction Services department.
- Lead and manage major pursuits.

Preconstruction Mgr. / Director of Preconstruction Services

2013-2020

PCL Construction Services, Inc., Denver, CO

- Lead and manage major pursuits.
- Lead and manage the Preconstruction Services department.

Lead Preconstruction and Procurement Manager

2010-2013

Kiewit-Turner (Joint Venture), Aurora, CO

• Lead the Preconstruction and Procurement effort for the Denver Replacement Medical Center Facility for the Veteran Affairs.

Director of Preconstruction Services

2008-2010

Kiewit Building Group, Englewood, CO

- Lead Preconstruction, Estimating, Business Development, and Marketing
- Lead and managed a \$1.7 billion, 2 million square foot cutting edge Veterans Affairs healthcare campus preconstruction and construction services.

Director of Preconstruction Services

2006-2008

Icon Group, Inc., Castle Rock, CO

- Marketing New proposals, web site development, maintaining current client relationships, cold calls.
- Human Resources Hiring, firing, employee handbook, safety, training, and needs, managing benefits such as PTO, healthcare, dental, FSA/125k, and 401k.
- Relationships Providing growth opportunities for team members, maintaining and developing new relationships, industry networking.
- Preconstruction Take-off, pricing, market research, teamwork (from conceptual to buyout), management of teams, coordination, efficient, effective communication,

.

Paul Blatnak Resume

- necessary skills for the trade, "Starting with the End in Mind." (Examples of work available upon request.)
- Tools & Resources Understand Timberline and On-Screen, develop databases and templates for software integration (excel, timberline, on-screen), track material/commodity escalation, structural analysis, owner soft cost checklists, scopes of work, clarifications (narrated and graphic), contracts.
- Skills Collaboration, team synergy/integration, world-class results, change an industry, efficiency, effectiveness, understanding company character, understanding the needs of estimating/operations/architects/engineers/owners, making something good, great.

Estimator / Senior Estimator

2005-2006

G.E. Johnson Construction Company, Denver, CO

- Member of a team that increased revenue from \$150 million to \$300 million in two
 years through building a cohesive preconstruction team, providing consistent and
 reliable estimates, implementing new programs, and allowing team members to
 explore new means and methods for performing preconstruction tasks.
- Assisted in the implementation of on-screen digital take-off, using On-Screen Software, to produce more accurate take-off, and aid in design/budget discussions with the design team.
- Implemented Timberline Software in order to deliver more accurate estimates vital to a negotiated bid contractor.
- Assisted in the implementation of a web based solution for pre-qualification and tracking
 of subcontractors through the planning and bidding processes called, ISF.
- Mentored new employees on systems and strategy.

Estimator 2003-2005

J.E. Dunn Construction Company, Denver, CO

- Responsible for preconstruction services and estimating on negotiated projects;
- Generating GMP proposals for negotiated projects including constructability reviews of
 contract documents, releasing construction documents for bid, and identifying
 construction document deficiencies and changes. Subsequently communicating
 discrepancies, clarifications and cost impacts to owners and architects while providing
 proactive solutions, VE alternatives, and developing detailed scopes of work before
 buyout.
- Also responsible for performing subcontractor interviews for buyout, developing preliminary schedules, tracking costs, and writing concise subcontracts so as to ease the transition from estimating to project management.
- In addition, coordinating materials and utilities to the site, facilitate meetings to assure owner requirements are being met in the building design, and developing / maintaining relationships with owners, architects, engineers and subcontractors to successfully start and complete projects and acquire new leads for future projects.

Field Engineer / Estimator / Asst. Project Manager

2000-2003

J.E. Dunn Construction Company, Kansas City, MO

• A dual position in project management and estimating, functioning as a general contractor, construction manager, or program manager.

Paul Blatnak Resume

- As a field engineer and project manager, responsibilities included updating drawings, reviewing and verifying changes, coordinating subcontractors and materials, processing change orders, creating and updating schedules, tracking subcontractor and overall project schedule of values, verifying pay applications, and developing pre-punch lists to decrease duration of project closeout.
- As an estimator, responsibilities included leading and coordinating project teams (architect, engineers, and contractors) to complete design-build RFP's. Role encompassed encouraging subcontractor involvement and developing scopes of work to identify and eliminate "holes" in construction documents during the hard-bid process. Furthermore, the use of range estimating techniques to determine project values during the pre-construction period, carrying through to the permit set of drawings. Employed detailed quantity take-off for self-performed work and verified / developed values for changes, and VE alternatives.

Intern / Part-Time Estimating

1999-2000

J.E. Dunn Construction Company, Kansas City, MO

- Responsibilities included assisting the senior estimator at Sprint World Headquarters Campus in generating estimates for DD, TI, and Core & Shell drawings.
- Gained experience in developing progress / budget estimates for the buildings and site.
- As a part-time employee, performed renovation, addition, and new building estimates for senior PM's and VP of the Educational Division.

Intern 1998

Oscar J. Boldt Construction Company, Wauwatosa, WI

• Responsibilities included managing subcontractors on site, pay applications, layout and placement of concrete foundations for a medical office building and parking structure.

Accreditations / Certifications

LEED Accredited Professional ACI Certified OSHA 30 First-Aid/CPR

Education

College of Engineering, 1995 - 2000

University of Kansas

Bachelors in Architectural Engineering (5-year program).

Organizations / Community

AGC – Diversity Committee, 2017 – Present

AGC - Specialty Contractors Council, 2013 - Present

AGC – Subcontractor Relations Committee, 2013 – Present

AGC - A3LC, 2013 - Present

Habitat for Humanity, 2008 – Present

CU Boulder (ARCE & Civil Engineering: Sr. Capstone Class – faculty, mentor), 2008 – Present

Relevant Project Experience

Relevant Project Experience available upon request

References

References available upon request



Qualifications Summary

- More than 40 years of professional experience.
- Co-Founder of P3 Advisors, LLC, a real estate development and investment firm specializing in complex brownfield, mixed use, and specialty snow sports projects that leverage public private partnerships to deliver superior returns for partners and communities.
- Consulted for state and local transportation agencies on a broad range of engineering, environmental, management and sustainability topics.
 Includes extensive due diligence experience with Class III Railroads.
- Key facilitator and author of "The Brownfields Book" published by Jenner & Block and Weston Solutions, Inc. This publication was one of the first comprehensive compendiums of the process and challeges of redeveloping contaminated real estate.
- Credentials include participation in many trade and public sector organizations such as the Transportation Research Board, Business Leaders for Transportation Coalition, the Castle Rock Economic Development Council, and the World Business Council for Sustainable Development.
- Fifteen publications, several of which focused on specific transportation and brownfield redevelopment projects and approaches.

SCOTT D. SPRINGER

Education

M.En., Environmental Science (Applied Ecology Concentration) — Miami University (1981)

B.A., Botany—Miami University (1978)

Employment History

2014 – Prese	ent P3 Advisors, LLC; Co-Founder
1992-2014	WESTON [Chicago, IL; Vice President, Sales Manager]
1991-1992	Environmental Strategies Corporation [Reston, VA; Vice President]
1982-1991	WESTON [Vernon Hills, IL; Project Scientist/Project Director]
1981-1982	Booz, Allen and Hamilton, Inc. [Washington, DC; Associate]
1980-1981	U.S. EPA [Washington, DC; Environmental Scientist]
1976-1980	Miami University [Oxford, OH; Research Scientist]

Key Projects

Brownfield Redevelopment of Miller's Landing, P3 Advisors, Castle Rock, CO. P3 Advisors is the Master Developer of a 65-acre brownfield in the dynamic Denver metropolitan real estate market. The project, at buildout, will consist of 1M plus square feet of hospitality, office, and destination retail uses.

Brownfield Redevelopment of Transportation Oriented Development, WESTON, Mundelein, IL. The P3 Co-Founders facilitated a Master Developer agreement with the Village of Mundelein that has been highlighted by the Urban Land Institute as a particularly unique and creative approach to suburban in-fill brownfield and transit-oriented development.

Real Estate Solutions (RES) and Integrated Redevelopment and Infrastructure Solutions (IRIS), WESTON, Midwestern Division Leader.

Led service line efforts in identifying Midwest and national redevelopment opportunities that involve under-performing environmentally impaired properties. Providing property and market assessments; client interface and engagement; and coordination of financial and environmental conditions risk assessment tasks.

Infrastructure Redevelopment Project, Illinois, Illinois Department of Transportation (IDOT), Project Director. In support of the redevelopment of transportation infrastructure, directed the evaluation of 19 commercial and industrial properties within a proposed bridge right-of-way. Included investigation, remedial design, specification development, construction oversight, regulatory analysis, and health and safety services. Personally provided expert witness testimony associated with third-party cost recovery action.

TRB, Committee on Waste Management and Resource Efficiency in Transportation (ADC60), Chair. The committee, staffed with senior public and private sector transportation experts from across the country, provides a forum for innovative, broad-based technological progress in the areas of waste management, contaminated property assessment and management, pollution prevention, and environmental systems. For the TRB, acted as the primary author

on a recently completed White Paper presenting both current and forward-looking views of waste and waste-related problems that the transportation industry confronts.

Redevelopment of Contaminated Urban Property, Chicago, IL, City of Chicago, Convening Group Member. Represented WESTON, the only environmental consulting firm to be selected to participate in the core convening group charged with exploring new and creative ways to redevelop contaminated urban properties. Through a series of seminars and work group meetings, barriers, solutions, and action items were identified and documented by July 1995. Sponsored by the City of Chicago and the John D. and Catherine T. MacArthur Foundation.

Redevelopment of an Industrial Waste Landfill, Michigan, Confidential Client, Project Director. Directed multiple phases of work culminating in the creation of a recreation complex on a former industrial waste landfill. Technical support included geophysical, soil-gas and traditional site characterization methods, remedial/redevelopment design services, and construction management support. Also assisted in public meetings and zoning hearings in support of the end use.

Redevelopment of Chicago Lakefront Property, Illinois, Benjamin Thompson & Associates and VOA Associates, Inc., Project Director. Directed all environmental management aspects of the redevelopment of contaminated Chicago lakefront property. Developed and successfully negotiated Remedial Action Plan with state regulators, allowing for on-site residuals management in an area of public recreational use. Used realistic and supportable risk assessment methodologies combined with engineering controls to create a cost-effective redevelopment approach. Directed preparation of construction plans and specifications that integrated construction, health and safety, materials management, and engineering control requirements.

Sustainable Scenarios Workshops, Industry-Sponsored Series, Various Locations, Multiple Participant Companies, Participant. Represented WESTON at two, 2-day industry-sponsored workshops that furthered our understanding of sustainable development and explored the differing visions of sustainability among industry, government, and non-government organizations (NGOs). The World Business Council for Sustainable Development facilitated the workshops. Fortune 100 multi-national companies, industry leaders in sustainable development, utility companies, law firms, large municipalities, and a broad array of NGOs participated in the workshops.

Publications and Presentations

Buchanan, W., Picker, C.A., Riewer, C.M., and S.D. Springer. 1997. "Federal, State, Municipal, and Private Initiatives." *The Brownfields Book*, pp.6-20. Adams, K.T., Canning, K., Mainquist, L., and S. D. Springer, Editors. Jenner & Block and Weston Solutions, Inc., Chicago, IL.

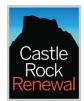
Springer, S.D. and M.D. Sutherland. 1995. "Development of Transportation Facilities Involving Contaminated Properties." Presented at the WEFTEC 1995 Water Environmental Federation, 68th Annual Conference, Miami, FL.

Springer, S.D. 1995. "How Superfund Reauthorization May Accommodate Brownfield Redevelopment. ISBA Program on Environmental Issues Associated with Real Estate." Presented to the Illinois State Bar Association, Chicago, IL.

Schick, R. and S.D. Springer. 1994. "A Bridge Over Troubled Land: Legal and Engineering Lessons Learned in Dealing with Multiple Contaminated Properties During RHM Bridge Project." Presented at the 73rd Annual Meeting of the Transportation Research Board, Washington, DC.

2

Springer, S.D. 1991. "Hazardous Waste and Highways: Issues and Answers." Presented at the Transportation Highway Engineering Conference, Springfield, IL.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 1. File #: URA MIN 2021-001

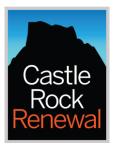
Castle Rock Urban Renewal Authority Board of Commissioners To:

Pete Mangers, Executive Director From:

Minutes: Approval of October 6, 2020 Minutes

Executive Summary

Attached are minutes from the October 6, 2020 CRURA meeting for your review and approval.



CASTLE ROCK URBAN RENEWAL AUTHORITY

Board of Directors:

Jason Gray, Chair Jason Bower, Co-Chair George Teal James Townsend Kevin Bracken Caryn Johnson

MINUTES

8:00 pm Tuesday, October 6, 2020 100 N. Wilcox Street Castle Rock, CO 80104

THIS MEETING IS OPEN TO THE PUBLIC. PLEASE NOTE THAT ALL TIMES INDICATED ON THE AGENDA ARE APPROXIMATE. INTERESTED PARTIES ARE ENCOURAGED TO BE PRESENT EARLIER THAN THE SCHEDULED TIME.

1. Call to Order / Roll Call:

Chairman Gray called the URA Meeting to order at 8:06 pm. All members were present.

2. Unscheduled Public Comment (During this time, members of the public are invited to address the Authority on items which are NOT scheduled on the agenda. Comments are limited to four (3) minutes per speaker.)

No public comment.

3. Approval of November 5, 2019 Minutes

Moved by Bracken, seconded by Townsend to Approve the November 5, 2019 Minutes as presented. Approved by a Vote of 6-0.

4. Appointment of Pete Mangers as Executive Director of the Castle Rock Urban Renewal Authority

Moved by Townsend, seconded by Teal to Approve Pete Mangers as Executive Director. Approved by a Vote of 6-0.

Town Manager, Dave Corliss, expressed appreciation to Pete Mangers for stepping forward to assume the responsibilities as Executive Director.

5. Staff Report:

Approval of CRURA Resolution 2020-01 - A Resolution Approving the 2021 CRURA Budget

Mangers, Executive Director, explained that the first receipt of TIF revenue had been received which will allow CRURA to pay back the Town loans issued in 2014 and 2017 in the amount of approximately \$50,000 and subsequently was asking for approval of the 2021 budget.

No public comment.

Moved by Townsend, seconded by Teal to Approve the Resolution as presented. Approved by a Vote of 6-0.

 Approval of CRURA Resolution 2020-02 - A Resolution Adopting the Town of Castle Rock / Castle Rock Urban Renewal Authority 2021 Loan Agreement

Mangers, Executive Director, presented the item for a loan agreement which was requesting the approval of the intent to borrow if necessary. He explained that during the multiple years the CRURA had been in existence that the Town only issued a loan for two of those years.

No public comment.

Moved by Teal, seconded by Townsend to Approve the Resolution as presented. Approved by a Vote of 6-0.

• Approval of CRURA 2020 Annual Report

No questions of staff directed to Mangers.

No public comment.

Moved by Teal, seconded by Johnson to Approve the 2020 Annual Report. Approved by a Vote of 6-0.

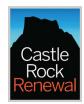
Adjourn

Moved by Gray, seconded by Johnson to Adjourn the meeting. Approved by a Vote of 6-0.

Chairman Gray adjourned the meeting at 8:15 pm.

Submitted by:

Robbie Schonher, Assistant Town Clerk



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 2. File #: URA RESO 2021-001

To: Castle Rock Urban Renewal Authority Board of Commissioners

From: Pete Mangers, Executive Director, Castle Rock Urban Renewal Authority

> Michael Hyman, Legal Counsel, Castle Rock Urban Renewal Authority Trish Muller, CPA, Treasurer, Castle Rock Urban Renewal Authority

Resolution of the Castle Rock Urban Renewal Authority Adopting the 2022 Castle

Rock Urban Renewal Authority Budget

Background and Introduction:

Staff is requesting Urban Renewal Authority Board of Commissioners (BOC) action on the 2022 Castle Rock Urban Renewal Authority (CRURA) Budget. In addition, staff has included the 2021 Annual Report.

The proposed 2022 CRURA Budget resolution is included for BOC review and approval. The budget document provides a funding source for 2022 and includes conservative amounts for revenue and expenditures. Future annual appropriations for CRURA will be acted upon by the BOC in association with Town Council budget calendar.

The proposed 2022 Budget of the Castle Rock Urban Renewal Authority (CRURA) is attached. In conformance with requirements of the State of Colorado, the budget must include anticipated revenues, proposed expenditures, beginning and ending fund balance, and three years of comparable budget data. The basis of accounting used in the CRURA Budget is accrual.

Activities in 2021:

No significant capital improvements were completed in 2021. Any costs associated with use of Town URA staff or EDC staff or use of consultant's/expert consultants will be reimbursed by TIF revenues when a URA Project occurs and TIF is collected.

Staff Recommendation

Staff recommends approval of CRURA Resolution No. 2021-001, A Resolution of the Castle Rock Urban Renewal Authority Adopting the 2022 Castle Rock Urban Renewal Authority Budget.

Proposed Motion

I move to approve CRURA Resolution No. 2021-001, A Resolution of the Castle Rock Urban

Item #: 2. File #: URA RESO 2021-001

Renewal Authority Adopting the 2022 Castle Rock Urban Renewal Authority Budget.

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

Resolution No. 2021-001 Attachment A:

2022 Castle Rock Urban Renewal Authority Budget Exhibit 1:

CRURA 2021 Annual Report Attachment B:

CRURA RESOLUTION NO. 2021-

A RESOLUTION OF THE CASTLE ROCK URBAN RENEWAL AUTHORITY ADOPTING THE 2022 CASTLE ROCK URBAN RENEWAL AUTHORITY BUDGET

WHEREAS, on June 4, 2013, the Town Council of the Town of Castle Rock approved the formation of the Castle Rock Urban Renewal Authority (CRURA); and

WHEREAS, a proper notice of the public hearing on the CRURA's proposed 2022 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the November 16, 2021, meeting of the CRURA Board of Commissioners (the "CRURA Board"); and

WHEREAS, upon completion and review of the proposed budget, the CRURA Board is prepared to adopt a final budget for fiscal year 2022 (the "2022 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CASTLE ROCK URBAN RENEWAL AUTHORITY:

Section 1. Approval. The 2022 Budget, attached as *Exhibit 1*, is hereby approved and adopted, and, therefore, budgeted and appropriated in the following fund:

Urban Renewal Authority Fund \$36,275

Section 2. Compliance. The 2022 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 by the Board of Commissioners of the Castle Rock Urban Renewal Authority, on first and final reading, by a vote of _____ for and ____ against.

ATTEST:	CASTLE ROCK URBAN RENEWAL AUTHORITY
Lisa Anderson, Secretary	Jason Gray, Chair
Approved as to form:	
Michael J. Hyman, Authority Counsel	

2022 CRURA Budget

Line Item Description

Property Tax Increment \$ - \$ - \$ - \$ Town Fee of .5% - - - 750 <t< th=""><th>2 Budget - 775 35,500 - 36,275</th></t<>	2 Budget - 775 35,500 - 36,275
Town Fee of .5% - - 750 Sales Tax Increment - - - Interest - - - Developer Fees - - - Misc. Revenue - - - Loan Proceeds from Town - 24,000 - Contributed Services - 35,500 -	775 - - - - 35,500 -
Town Fee of .5% - - 750 Sales Tax Increment - - - Interest - - - Developer Fees - - - Misc. Revenue - - - Loan Proceeds from Town - 24,000 - Contributed Services - 35,500 -	775 - - - - 35,500 -
Sales Tax Increment - - - Interest - - - Developer Fees - - - Misc. Revenue - - - Loan Proceeds from Town - 24,000 - Contributed Services - 35,500 -	- - - - 35,500
Interest - - - Developer Fees - - - Misc. Revenue - - - Loan Proceeds from Town - 24,000 - Contributed Services - 35,500 -	-
Developer FeesMisc. RevenueLoan Proceeds from Town-24,000-Contributed Services-35,500-	-
Misc. RevenueLoan Proceeds from Town-24,000-Contributed Services-35,500-	-
Loan Proceeds from Town-24,000-Contributed Services-35,500-	-
Contributed Services - 35,500 -	-
	-
Proceeds from Debt Issuance	36,275
Total Revenue 59,500	
Expenditures - Personnel	
Salaries/Benefits - 35,500 -	35,500
Total Salaries/Benefits - 35,500 -	35,500
Operating Expenditures	
Dues & Publications - 250 -	-
Legal - 3,000 -	-
Office Supplies - 100 -	-
Postage - 100 -	-
Bank Fees 78 500 114	115
Web Design and Maintenance 349 500 349	350
Professional Svs - 10,000 -	310
Travel - 500 -	-
Training - 1,000 -	-
Outreach - 250 -	-
Audit	
Total Operating Expenditures 427 16,200 463	775
Debt Service Payments	
Principle	-
Interest	
Total Debt Service Payments	-
Other Epxenses	
Transfer to Dist. Bond Agent	-
Contingency (15%) - 7,800	
Total Other Expense - 7,800 -	-
Total Expense <u>427</u> 59,500 463	36,275
Revenue Over/(Under) Expenditures (427) - 287	
Beginning Funds Available 28,296 27,869 27,869	28,156
Ending funds Available \$ 27,869 \$ 27,869 \$ 28,156 \$	28,156



Castle Rock Renewal

2021 ANNUAL REPORT

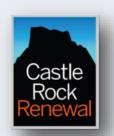
November 2021



Plan Highlights ~

- Located at the NW intersection of Interstate 25 and Plum Creek Pkwy, bounded by Plum Creek Pkwy on the south, I-25 on the east, and the Castle Highlands Industrial Park on the north.
- Comprised of 3 privately owned legal parcels totaling approx. 65.9 acres within the Town boundary.
- To reduce, eliminate and prevent the spread of blight, the goal of the Plan is to remediate the abandoned municipal dump site and abandoned clay mines located on the site and stimulate growth and investment in the area.

Partners in Community Development



Contact us:

100 N. Wilcox Street Castle Rock, CO 80104 720-733-3519 www.castlerockrenewal.org

2022 CRURA Budget

Line Item Description

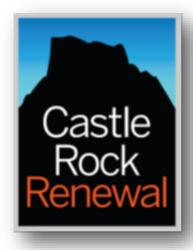
Line item bescription				Proposed
Revenues	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Neveriues	2020 Actual	2021 Duuget	2021 LStilliate	2022 Duuget
Property Tax Increment	\$ -	\$ -	\$ -	\$ -
Town Fee of .5%	<u>-</u>	<u>-</u>	750	775
Sales Tax Increment	_	_	-	-
Interest	_	_	_	_
	_	_	_	_
Developer Fees Misc. Revenue	-	-	-	-
	-	-	-	-
Loan Proceeds from Town	-	24,000	-	
Contributed Services	-	35,500	-	35,500
Proceeds from Debt Issuance				
Total Revenue		59,500	750	36,275
Expenditures - Personnel				
Calarias/Danafit-		35 500		35 500
Salaries/Benefits		35,500		35,500
Total Salaries/Benefits	-	35,500	-	35,500
Operating Expenditures				
Dues & Publications	-	250	-	-
Legal	_	3,000	_	_
Office Supplies	_	100	_	_
Postage	_	100	_	_
Bank Fees	78	500	114	115
Web Design and Maintenance	349	500	349	350
Professional Svs	349		-	
	-	10,000	-	310
Travel	-	500	-	-
Training	-	1,000	-	-
Outreach	-	250	-	-
Audit	-	46 200	-	
Total Operating Expenditures	427	16,200	463	775
Debt Service Payments				
Principle	-	-	-	-
Interest	-	-	-	-
Total Debt Service Payments	-	-	-	-
Other Epxenses				
Transfer to Dist. Bond Agent	_	_	_	_
Contingency (15%)	_	7,800	_	_
Total Other Expense	-	7,800	-	-
Total Expense	427	59,500	463	36,275
Revenue Over/(Under) Expenditures	(427)		287	
Beginning Funds Available	28,296	27,869	27,869	28,156
Ending funds Available	\$ 27,869	\$ 27,869	\$ 28,156	\$ 28,156



CRURA

Commissioners

- ♦ Jason Gray, Chair
- ♦ Kevin Bracken, Vice-Chair
- ♦ Ryan Hollingshead
- **♦ Laura Cavey**
- **♦ Caryn Johnson**
- ♦ Desiree LaFleur
- **♦ Tim Dietz**



CRURA Staff

- ♦ Pete Mangers,
 Executive Director
- ♦ Michael J. Hyman,
 Legal Counsel
- ♦ Trish Muller,
 Treasurer
- ♦ Lisa Anderson,
 Clerk



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 1. File #: GID MIN 2021-001

To: **Board of Directors**

Trish Muller, CPA, Finance Director From:

Minutes: Approval of the October 6, 2020 Minutes

Executive Summary

Attached are minutes from the October 6, 2020 GID meeting for your review and approval.



TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

Board of Directors:

Jason Gray, Chair Jason Bower, Co-Chair George Teal James Townsend Kevin Bracken Caryn Johnson

MINUTES

8:00 pm Tuesday, October 6, 2020 100 N. Wilcox Street Castle Rock, CO

THIS MEETING IS OPEN TO THE PUBLIC. PLEASE NOTE THAT ALL TIMES INDICATED ON THE AGENDA ARE APPROXIMATE. INTERESTED PARTIES ARE ENCOURAGED TO BE PRESENT EARLIER THAN THE SCHEDULED TIME.

1. Call to Order / Roll Call:

Chairman Gray called the Meeting to order at 7:57 pm. All members were present.

2. Unscheduled Public Comment (During this time, members of the public are invited to address the Authority on items which are NOT scheduled on the agenda. Comments are limited to four (3) minutes per speaker.)

No public comment.

3. Approval of September 1, 2020 Minutes

Moved by Townsend, seconded by Teal to Approve the September 1, 2020 Minutes as presented. Approved by a Vote of 6-0.

4. Resolution 2020-001 – A Resolution Approving the Festival Park Commons General Improvement District 2021 Budget

Pete Mangers, Revenue Manager, Presented the item to the Board noting that currently it is set at zero mills as well as a zero budget for this year and that the item was being presented to the Board due to statutory requirements. Manger added that mills will be assessed in 2022 for collection in the year 2023.

No public comment.

Moved by Teal, seconded by Townsend to Approve the Resolution as presented. Approved by a Vote of 5-1 with Boardmember Johnson voting No.

5. Adjourn

Moved by Gray, seconded by Townsend to Adjourn the meeting.

Approved by a Vote of 6-0.
Chairman Gray adjourned the meeting at 8:01 pm.
Submitted by:
Robbie Schonher, Assistant Town Clerk



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 2. File #: GID RESO 2021-001

To: **Board of Directors**

Trish Muller, CPA, Finance Director From:

Resolution Adopting the 2022 Fiscal Year Budget for the Town of Castle Rock

Festival Park Commons General Improvement District

Executive Summary

Colorado Revised Statute 29-1-105 requires General Improvement District to file its budget with the Colorado Department of Local Affairs (DOLA).

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2022 is \$60,467. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2021, resulting in GID property tax revenue beginning in 2022.

Staff Recommendation

Staff recommends that the Board of Directors approve both resolutions as written.

Proposed Motion

I move to approve GID Resolution No. 2021-001 and GID Resolution No. 2021-002 as introduced by title.

Alternative Motions

Item #: 2. File #: GID RESO 2021-001

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

I move to continue these items to the next meeting on _____ date to allow additional time to (list information needed).

Attachments

GID Resolution No. 2021-001 Attachment A:

2022 Town of Castle Rock Festival Park Commons GID Budget Exhibit 1:

GID RESOLUTION NO. 2021-

A RESOLUTION ADOPTING THE 2022 FISCAL YEAR BUDGET FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, a proper notice of the public hearing on the District's proposed 2022 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the November 16, 2021, meeting of the District Board; and

WHEREAS, upon completion and review of the proposed budget, the District Board is prepared to adopt a final budget for fiscal year 2022 (the "2022 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. Approval. The 2022 Budget, attached as *Exhibit 1*, is hereby approved and adopted, and, therefore, budgeted and appropriated, in the following fund:

General Improvement District Fund \$60,467

Section 2. Compliance. The 2022 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ____ for and ____ against.

ATTEST:	TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT
Lisa Anderson, ex officio Clerk of the District	Jason Gray, ex officio Chair of the District
Approved as to form:	Approved as to content:
Michael J. Hyman, Attorney for the District	Trish Muller, Finance Director

	Castle Rock GID for 2022			
	Operating Fund			
		2022 Budget		
Income				
	Mill Levy	\$	60,467	
	Misc. Other		-	
	Total Income		60,467	
Expenses				
	Personnel		-	
	Office Admin.		-	
	Professional Services - Acct., Audit, Legal		-	
	Total Expenses		-	
	Beginning Fund Balance		_	
	beginning i unu balance			
	Transfer In/Out		(60,467)	
	Net Activity		60,467	
	Estimated Ending Fund Balance	\$	-	



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 3. File #: GID RESO 2021-002

To: **Board of Directors**

From: Trish Muller, CPA, Finance Director

> Resolution Levying General Property Taxes for the Town of Castle Rock Festival Park Commons General Improvement District for the Year 2021, to be Collected in

2022

Executive Summary

Colorado Revised Statute 29-1-105 requires General Improvement District to file its budget with the Colorado Department of Local Affairs (DOLA).

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2022 is \$60,467. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2021, resulting in GID property tax revenue beginning in 2022.

Staff Recommendation

Staff recommends that the Board of Directors approve both resolutions as written.

Proposed Motion

I move to approve GID Resolution No. 2021-001 and GID Resolution No. 2021-002 as introduced by title.

Item #: 3. File #: GID RESO 2021-002

Alternative Motions

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

I move to continue these items to the next meeting on _____ date to allow additional time to (list information needed).

Attachments

GID Resolution No. 2021-002 Attachment A:

> Exhibit 1: 2022 Town of Castle Rock Festival Park Commons GID Budget

GID RESOLUTION NO. 2021-

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT FOR THE YEAR 2021, TO BE COLLECTED IN 2022

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, the District Board has adopted a budget for the 2022 fiscal year, which budget anticipates the receipt of revenues from the imposition of a mill levy on taxable property within the District's jurisdictional boundaries; and

WHEREAS, pursuant to Section 39-5-128, C.R.S., the ex officio Clerk of the District is required to certify the mill levy imposed by the District to the Douglas County Board of Commissioners by no later than December 15, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

- **Section 1.** <u>Calculation of Mill Levy</u>. The mill levy certified by this Resolution is in compliance with applicable constitutional and statutory provisions.
- **Section 2.** Levy of Property Tax. For the purpose of meeting the general operating expenses of the District during the 2022 fiscal year, there is a levied tax of 45.000 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the District's jurisdictional boundaries for taxable year 2021, to be collected in 2022.
- **Section 3.** <u>Certification</u>. The Town Clerk, as the ex officio Clerk of the District, is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the District as set forth herein.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of for and against.

ATTEST:	TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT
Lisa Anderson, ex officio Clerk of the District	Jason Gray, ex officio Chair of the District
Approved as to form:	Approved as to content:
Michael J. Hyman, Attorney for the District	Trish Muller, Finance Director

	Castle Rock GID for 2022			
Operating Fund				
		2022 Budget		
Income				
	Mill Levy	\$ 60,467		
	Misc. Other	-		
	Total Income	60,467		
Expenses				
	Personnel	-		
	Office Admin.	-		
	Professional Services - Acct., Audit, Legal	-		
	Total Expenses	-		
	Beginning Fund Balance	_		
	Deginning Fund Buldner			
	Transfer In/Out	(60,467)		
	Net Activity	60,467		
		23,107		
	Estimated Ending Fund Balance	\$ -		



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 15. File #: RES 2021-103

To: Honorable Mayor and Members of Town Council

Thru: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Resolution Ratifying the 2022 Fiscal Year Budget and Mill Levy for the Town of Castle Rock Festival Park Commons General Improvement District [Parking Garage

Adjacent to Encore]

Executive Summary

The Town of Castle Rock Festival Park Commons General Improvement District (GID) submit its budget to the Town Council for ratification.

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2022 is \$60,467. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2021, resulting in GID property tax revenue beginning in 2022.

Staff Recommendation

I move to approve the Resolution as introduced by title.

Proposed Motion

"I move to approve a resolution Ratifying the 2022 Town of Castle Rock Festival Park Commons

Item #: 15. File #: RES 2021-103

General Improvement District Budget and Mill Levy."

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

Resolution No. 2021-Attachment A: Attachment B: Resolution No. 2021-001

Exhibit 1: 2022 Town of Castle Rock Festival Park Commons GID Budget

Attachment C: Resolution No. 2021-002

RESOLUTION NO. 2021-

A RESOLUTION RATIFYING THE 2022 FISCAL YEAR BUDGET AND MILL LEVY FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District; and

WHEREAS, the 2022 Budget has been prepared and reflects projected revenues and expenditures for fiscal year 2022; and

WHEREAS, the District's total 2022 fiscal year budget (the "2022 Budget") is \$60,467; and

WHEREAS, the District has levied property taxes in the amount of 45.00 mills for fiscal year 2021 (the "Mill Levy") and, as such, anticipates receiving property tax revenues beginning in 2022.

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

Section 1. Approval. The 2022 Budget and Mill Levy, attached as *Exhibit 1*, are hereby ratified in the form presented at tonight's meeting.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 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	Trish Muller, CPA, Finance Director			

GID RESOLUTION NO. 2021-

A RESOLUTION ADOPTING THE 2022 FISCAL YEAR BUDGET FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, a proper notice of the public hearing on the District's proposed 2022 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the November 16, 2021, meeting of the District Board; and

WHEREAS, upon completion and review of the proposed budget, the District Board is prepared to adopt a final budget for fiscal year 2022 (the "2022 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. Approval. The 2022 Budget, attached as *Exhibit 1*, is hereby approved and adopted, and, therefore, budgeted and appropriated, in the following fund:

General Improvement District Fund \$60,467

Section 2. Compliance. The 2022 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ____ for and ____ against.

ATTEST:	TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT
Lisa Anderson, ex officio Clerk of the District	Jason Gray, ex officio Chair of the District
Approved as to form:	Approved as to content:
Michael J. Hyman, Attorney for the District	Trish Muller, CPA, Finance Director

	Castle Rock GID for 2022			
Operating Fund				
		2022 Budget		
Income				
	Mill Levy	\$ 60,467		
	Misc. Other			
	Total Income	60,467		
Expenses				
	Personnel			
	Office Admin.			
	Professional Services - Acct., Audit, Legal			
	Total Expenses			
	Beginning Fund Balance			
	Transfer In/Out	(60,467		
	Net Activity	60,467		
	Estimated Ending Fund Balance	\$		
	Estimated Ending Failu Balance	<u> </u>		

GID RESOLUTION NO. 2021-

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT FOR THE YEAR 2021, TO BE COLLECTED IN 2022

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, the District Board has adopted a budget for the 2022 fiscal year, which budget anticipates the receipt of revenues from the imposition of a mill levy on taxable property within the District's jurisdictional boundaries; and

WHEREAS, pursuant to Section 39-5-128, C.R.S., the ex officio Clerk of the District is required to certify the mill levy imposed by the District to the Douglas County Board of Commissioners by no later than December 15, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

- **Section 1.** <u>Calculation of Mill Levy</u>. The mill levy certified by this Resolution is in compliance with applicable constitutional and statutory provisions.
- **Section 2.** Levy of Property Tax. For the purpose of meeting the general operating expenses of the District during the 2022 fiscal year, there is a levied tax of 45.000 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the District's jurisdictional boundaries for taxable year 2021, to be collected in 2022.
- **Section 3.** <u>Certification</u>. The Town Clerk, as the ex officio Clerk of the District, is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the District as set forth herein.

PASS	SED, APPRO	VED AND AD	OPTED th	nis 16th day of	November,	2021 by the	Board
of Directors	of the Town o	f Castle Rock	Festival Pa	ark Commons	General Imp	provement I	District
by a vote of	for and	against.					

ATTEST:	TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT
Lisa Anderson, ex officio Clerk of the District	Jason Gray, ex officio Chair of the District
Approved as to form:	Approved as to content:
Michael J. Hyman, Attorney for the District	Trish Muller, CPA, Finance Director



Agenda Memorandum

Agenda Date: 11/16/2021

Item #: 16. File #: RES 2021-104

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

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

David Van Dellen, Stormwater Manager

Resolution Approving the Intergovernmental Agreement Between the Douglas County School District and the Town of Castle Rock Regarding the District's Compliance with the Town's MS4 Stormwater Discharge Permit Requirements [Item applies to current and future Douglas County School District facilities within the Town

boundaries1

Executive Summary

The purpose of this memo is to request Town Council authorization of a Resolution approving an Intergovernmental Agreement (IGA) between the Douglas County School District (District) and the Town of Castle Rock (Town), regarding a Municipal Separate Storm Sewer System (MS4) Participation Agreement (see **Attachment 1**). The District is under a Non-Standard MS4 Permit with the State which allows for their agency to delegate portions of their permit requirements to the Town for facilities owned and operated by the District within the boundaries of Castle Rock. Under this agreement, the Town will be authorized to administer the Construction and Post-Construction Runoff Control Programs on behalf of the District on all District owned sites within Town limits. All other aspects of the District's MS4 Permit will remain under their authority and responsibility. There are twenty properties, including a portion of Douglas County High School, that will be influenced by this agreement. The agreement goes into effect immediately and will apply to all new and existing development activity on District property. The Town will recuperate costs associated with this Agreement through Development Fees and Stormwater Monthly Charges.

Notification and Outreach Efforts

Since this action does not impact Castle Rock residents, no notification or outreach efforts have been undertaken.

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

This item was reviewed with the Castle Rock Water Commission at the October 27, 2021, meeting. Commission members were generally supportive of the agreement from a conceptual standpoint.

Discussion

Item #: 16. File #: RES 2021-104

The Town takes on no additional responsibility under the Town's MS4 Permit beyond what is already in place through code, development procedures and MS4 Permit requirements for private property in the Town of Castle Rock. The District accepts responsibility to assure compliance with the Town's regulations for all development activity related to stormwater quality and maintenance of stormwater facilities on their property. The Town will provide the District with documentation on permit activity that applies to their properties for annual reporting purposes. As part of this Agreement, the District grants the Town access to all District properties for the purpose of administering the Construction and Post-Construction programs. The District further agrees to grant drainage easements on all stormwater facilities required under the MS4 Permit on future development projects. Under this Agreement, the District will remain responsible for all maintenance of stormwater facilities on their property. The Town assumes responsibility to inspect and notify the District of any deficiencies in operation and maintenance of required facilities on their property. In the event that the District fails to maintain their stormwater facilities, the Town has the right to complete the work and charge the District at 125% of the cost of the work.

Budget Impact

The District will be subject to all development review and inspection fees in accordance with the Development Fee Schedule. This revenue covers the cost to inspect and administer the Post-Construction oversight program on District owned property. These activities have historically been administered by the Town under a voluntary understanding between parties, and this agreement ratifies this working relationship. The District is also subject to Stormwater Monthly Service Charges. The estimated annual revenue received from the District to the Stormwater Enterprise is \$180,000 of which a portion goes toward overseeing the MS4 permit activities associated with District properties. In the event that development occurs on District property, these activities are subject to development review and inspection fees to cover the cost of service to ensure compliance with Town code, a portion of which applies to MS4 related activities. These fees range from \$250 to over \$15,000 depending on the site and type of project. A nominal cost associated with compiling documentation for annual reporting is required in addition to other private properties however this is a nominal cost that can easily be accounted for through the overall program.

Staff Recommendation

Staff recommends approval of the Resolution approving an Intergovernmental Agreement between the Douglas County School District (District) and the Town of Castle Rock (Town), regarding an MS4 Participation Agreement.

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 1: Resolution approving an Intergovernmental Agreement between the Douglas County School District (District) and the Town of Castle Rock (Town), regarding an MS4 Participation

Item #: 16. File #: RES 2021-104

Agreement

Exhibit 1: Douglas County School Dist. IGA for MS4 Permit Services

RESOLUTION NO. 2021-

A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE TOWN OF CASTLE ROCK REGARDING THE DISTRICT'S COMPLIANCE WITH THE TOWN'S MS4 STORMWATER DISCHARGE PERMIT REQUIREMENTS

WHEREAS, the Colorado Department of Public Health and Environment (CDPHE) has issued Colorado Discharge Permit System ("CDPS") General Permit No. COR080012 (the Town's Permit") to the Town of Castle Rock (the "Town") for stormwater discharges associated with a municipal separate storm sewer system ("MS4") to the Cherry Creek Reservoir Drainage Basin; and

WHEREAS, CDPHE has also issued a CDPS General Permit (the "District's Permit") to the Douglas County School District (the "District") for stormwater discharges associated with an MS4, which discharges occur partially within the Town's jurisdictional boundaries; and

WHEREAS, the District and the Town wish to enter into an agreement whereby the District will agree to comply with the Town's construction and post-construction programs for stormwater control measures and to allow the Town to fully enforce such programs consistent with the requirements of the Town's Permit with respect to all construction activities subject to the District's Permit within the Town that the District owns or operates, or has the authority to implement.

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

Section 1. Approval. The Intergovernmental Agreement between the District and the Town, in the form attached as *Exhibit 1*, is hereby approved. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

PASSED, APPROVED AND ADOPTED this 16th day of November, 2021 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

INTERGOVERNMENTAL AGREEMENT BETWEEN THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE TOWN OF CASTLE ROCK, STATE OF COLORADO, REGARDING AN MS4 PARTICIPATION AGREEMENT

THIS INTERGOV	ERNMENTAL AGREEMENT ("Agreement") is made and entered into this day
of	, 2021, by and between the Douglas County School District (District),
and the Town of Ca	astle Rock, a Colorado home rule corporation, by and through the Town of Castle
Rock Storm Water	Enterprise, (the "Town"), hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the District and the Town desire to continue their partnership as documented in this MS4 Participation Agreement; and

WHEREAS, the Town was issued a Colorado Discharge Permit System (CDPS) General Permit COR080012 for Stormwater Discharges Associated with Municipal Separate Storm Sewer System (MS4) that Discharge to the Cherry Creek Reservoir Drainage Basin from the Colorado Department of Public Health and Environment (CDPHE) effective on April 15, 2016, expiring June 30, 2021, and administratively extended, hereinafter referred to as the "Standard Permit"; and

WHEREAS, the District was issued a CDPS General Permit for Stormwater Discharges Associated with MS4 from the CDPHE, hereinafter referred to as the "Non-standard Permit", located partially within the Town of Castle Rock; and

WHEREAS, the Town must implement, enforce, and administer the Standard Permit requirements within the associated jurisdictional boundary and the District must implement, enforce, and administer the Non-standard Permit requirements within the associated jurisdictional boundary, hereinafter collectively referred to as the "MS4 Permits"; and

WHEREAS, both the Town and the District are required to develop Program Description Documents and supporting documents to describe how the permittee will comply with their MS4 Permit requirements; and

WHEREAS, the Town has adopted the Temporary Erosion, and Sediment Control (TESC) Manual in June of 2019, and as may be amended from time-to-time, in accordance with the Town's Standard Permit; and

WHEREAS, the Town adopted the Storm Drainage Design and Technical Criteria Manual, most notably Chapter 14, "Stormwater Quality", in 2007, most recently amended in June of 2019, and as may be further amended from time-to-time, in accordance with the Town's Standard Permit; and

WHEREAS, previously the Town and the Local Agency have partnered to implement the Construction and Post-construction program requirements within the District's Non-standard Permit area in the Town; and

WHEREAS, the District Non-standard Permit requires that the District enter into an agreement with the Local MS4 Agency in this case the Town whereby the District is excluded from the Non-standard Permit requirements for applicable Construction and Post-construction activities and allows the Standard Permittee full authority to implement its Construction and Post-construction programs within the Non-standard Permittee's jurisdictional boundary in accordance with the

Standard permit requirements; and

WHEREAS, all properties owned by the District within the Town that are excluded from the Non-Standard Permit and therefore not within the permitted jurisdictional boundary of the District shall be under the full authority of the Town's Standard Permit, including enforcement authority.

WHEREAS, the Parties acknowledge that the activities that will be conducted by the Town do not constitute full compliance with all requirements of the District's Non-standard Permit.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the Parties hereto agree as follows:

1. Services.

- a. The Town agrees to allow the District to rely on the Town's Construction and Post-construction program requirements of the Town's Standard Permit for the portion of the District's Non-standard Permit located within the jurisdiction of the Town.
- b. In accordance with applicable development fees paid by the District, the Town agrees to provide plan review and approval, permitting, inspection, and acceptance consistent with all applicable Town regulations for the District's Nonstandard Permit jurisdictional boundary within the Town as provided for in this Agreement. These services will be in accordance with the Town's standards for the Construction and Post-construction program documents of the Town's Standard Permit. All fees payable by the District shall be in accordance with the Town's Development Fee Schedule, as amended.
- c. The District, their contractors, or assigns, agree to follow the Town's Land Use process consistent with all applicable Town regulations, and the Town will forward applicable records and documentation to the District within forty-five (45) days of any request by the District for the recordkeeping requirements of the Nonstandard Permit and annual report to CDPHE.
- d. The District hereby grants, bargains, and conveys to the Town and its agents, employees, and contractors the right to access and utilize property owned by the District for access from public rights-of-way, abutting private roadway, and/or private driveway, including all other rights the District possesses to access their Property, for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, repairing or replacing Post-construction stormwater facilities as may be necessary in accordance with the Standard Permit program requirements. The District is responsible for maintenance of all stormwater facilities on their property. If the District fails to maintain a facility, the Town has the right to complete maintenance and charge the District at 1.25 times the cost of maintenance.
- e. The Town will not provide support for any of the District's Non-standard Permit requirements related to Public Education and Outreach, Illicit Discharge Detection and Elimination, Pollution Prevention/Good Housekeeping for

Permittee's Operations, or other sections of the District's Non-standard Permit not specified above.

- f. The District agrees to pay monthly stormwater charges for all District properties in accordance with the Town Municipal Code, as amended and as charged through applicable water billing accounts for each property.
- g. The District agrees to delegate authority, including enforcement authority, to the Town for compliance under the Town's Standard Permit all District properties within the Town that are excluded from the Non-Standard Permit due to size or other limiting factors.
- 2. <u>Standard of Performance</u>. The Town agrees to use its best efforts to comply with the Town's Standard Permit but cannot guarantee that all activities will comply with the District's Non-standard Permit. The Town assumes no responsibility for compliance with the District's Non-standard Permit. The District acknowledges that the Town Standard Permit program requirements may be more stringent than the Non-standard Permit requirements, and if so, the District will be subject to those requirements for the Construction and Post-construction programs as applicable in this agreement.
- 3. <u>Enforcement.</u> The District agrees to comply with the Town's Standard Permit Construction and Post-construction programs and to allow for the Town to fully enforce the Town's Standard Permit programs consistent with the Town's Standard Permit for all applicable construction activities in the District's Non-standard Permit jurisdictional boundary within the Town for which the District owns, operates or has implementation authority over.
- 4. <u>Geographic Area Applicability</u>. This Agreement will only apply to District owned properties within the geographical area defined by the Town's jurisdictional boundary, or as otherwise amended and agreed upon by both parties, in accordance with MS4 Permit requirements.
- 5. **Responsibility/Liability**. Each Party to this Agreement shall be responsible for that Party's own performance under this Agreement and each Party shall be responsible for its own defense in connection with any claims made against such Party by reason of that Party's performance of the matters covered by this Agreement.
- 6. <u>Notice</u>. 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 below, or at such other address as has been previously furnished in writing, to the other Party. Such notice shall be deemed to have been given when deposited in the United States mail.

District:		
	, Colorado 8	
	Attention:	
	With an electric copy to	

Town of Castle Rock: Town of Castle Rock

100 N. Wilcox St.

Castle Rock, Colorado 80104

Attention: David Van Dellen, Stormwater Manager With an electronic copy to <u>Legal@CRgov.com</u>

- 7. <u>Additional Documents</u>. The Parties agree to execute any additional documents or take any additional action that is necessary to carry out the intent of this Agreement.
- 8. <u>Colorado Law</u>. The laws of the State of Colorado shall govern this Agreement. Venue for any action hereunder shall be in the District Court, County of Douglas, State of Colorado and the Parties waive any right to remove any action to any other court, whether state or federal.
- 9. <u>Separate Entities</u>. The Parties enter into this Agreement as separate, independent governmental entities and shall maintain such status throughout.
- 10. No Third-Party Beneficiaries. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement. Any beneficiary of the terms and conditions of this Agreement are not intended beneficiaries but are incidental beneficiaries only.
- 11. <u>No Waiver of Governmental Immunity Act</u>. The Parties hereto understand and agree that this Agreement is relying on, and in no way is intended to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, sections 24-10-101 to 120, C.R.S., or otherwise available to the Parties.
- 12. <u>Amendment.</u> This Agreement may only be amended in writing signed by the parties hereto.
- 13. <u>Effect of Invalidity</u>. Invalidation of any of the provisions of this Agreement or any paragraph, sentence, clause, phrase or word herein, or the application thereof in any given circumstance, shall not result in the termination of this Agreement.
- 14. <u>Term.</u> This Agreement shall remain in full force and effect until terminated by either Party. Either Party may terminate this Agreement upon providing one hundred eighty (180) days written notice to the other Party.
- 15. <u>Previous Agreements.</u> This Agreement supersedes any previous agreement between the Parties regarding shared MS4 responsibilities making those previous agreements, or portions thereof that dealt with MS4 responsibilities, null and void.

IN WITNESS WHEREOF, this Agreement is executed by the Parties hereto as of the date first written above.

	District
_	By:
Date:	Name:
	Title:
ATTEST:	APPROVED AS TO FORM:
By:	By:
Name:	Name:
Title:	Title:
ATTEST	TOWN OF CASTLE ROCK, by and through the Town of Castle Rock Storm Water Enterprise
Lisa Anderson, Town Clerk	David L. Corliss, Town Manager
Approved as to form:	Approved as to content:
Michael J. Hyman, Town Attorney	Mark Marlowe, Director of Castle Rock Water