



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 15, 2022

6:00 PM

Town Hall Council Chambers

100 North Wilcox Street

Castle Rock, CO 80104

Phone in: 720-650-7664

Meeting code: 2482 912 9175

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 2482 912 9175 (if prompted for a password enter "Nov15Council"). 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 15, 2022, to be included in the public record.

5:00 pm COUNCIL DINNER & INFORMAL DISCUSSION

6:00 pm INVOCATION - Mark Marble, Castle Rock Police Chaplain

6:05 pm CALL TO ORDER / ROLL CALL

- **PLEDGE OF ALLEGIANCE**

- **COUNCIL COMMENTS**

1. [PROC 2022-010](#) **Proclamation Supporting Small Business Saturday** [For Presentation
- Approved on November 1, 2022, by a vote 7-0]

2. [APPT 2022-009](#) **Appointment: Board of Building Appeals**

- **UNSCHEDULED PUBLIC APPEARANCES**

Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up.

Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- **TOWN MANAGER'S REPORT**

3. [ID 2022-119](#) Update: Calendar Reminders
4. [ID 2022-120](#) Update: Monthly Department Reports
5. [ID 2022-121](#) Update: Third Quarter Financial Review, Period Ending September 30, 2022
6. [ID 2022-122](#) Development Services Project Updates
7. [ID 2022-123](#) Update: Quasi-Judicial Projects

- **TOWN ATTORNEY'S REPORT**

8. [ID 2022-124](#) Dawson Ridge Metropolitan District No. 1 - Review of Proposed Bond Issuance

- **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.

9. [ORD 2022-029](#) Ordinance Amending Ordinance No. 2019-008 Regarding the Exercise of the Town's Powers of Eminent Domain to Acquire Certain Real Property Interests Necessary for the Crystal Valley Interchange Project (Second Reading - Approved on First Reading on November 1, 2022, by a vote 7-0) (*Hyperian Fund, L.P. Property*)
10. [RES 2022-129](#) Resolution Approving a Purchase Agreement with McCandless Truck Center for (1) 2022 HV507 International Dump/Snow Removal Truck
11. [RES 2022-130](#) Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source with Calgon Carbon for the Plum Creek Water Purification Facility Granulated Activated Carbon Filter Media Replacement [*Plum Creek Water Purification Facility in Castle Rock, CO*]
12. [MIN 2022-019](#) Minutes: November 1, 2022 Town Council Meeting

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

Public comment will be taken on items and limited to four (4) minutes per speaker. 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 15, 2022, to be included in the public record.

- 13. [ORD](#) **Ordinance Approving the Fourth Amendment to the 2022 Fiscal
[2022-030](#) Year Budget by Making Supplemental Appropriations for the 2022
Fiscal Year, and Providing for the Emergency Adoption of this
Ordinance On First and Final Reading**
- 14. [RES](#) **Resolution Approving a Contract to Buy and Sell Real Estate
[2022-131](#) Between the Town of Castle Rock and Douglas County School
District Re-1 (312 Cantril Street)**
- 15. [DIR 2022-020](#) **Discussion/Direction of the Public Safety Commission's
Recommendations for the 2023 Philip S. Miller Resource Grant
Program, Six Applications**
- 16. [ORD](#) **Ordinance Approving an Agricultural Lease Agreement Between
[2022-031](#) the Town of Castle Rock and Ruppel Farms, LLC (First Reading)
[Weld County, Colorado]**

- **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.

- **RECESS TO EXECUTIVE SESSION**

- 17. [EXEC](#) **Executive Session: Town Manager and Town Attorney Annual
[2022-005](#) Performance Evaluations**

- **RECONVENE - EXECUTIVE SESSION REPORT**

- 18. [EXEC](#) **Executive Session Report: November 15, 2022 - Town Manager
[2022-006](#) and Town Attorney Annual Performance Evaluations**

- **ADJOURN**



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 1. **File #:** PROC 2022-010

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation Supporting Small Business Saturday [For Presentation - Approved on November 1, 2022, by a vote 7-0]

Executive Summary

Mayor Jason Gray will be presenting a Proclamation on November 15, 2022, in support of Small Business Saturday on November 26, 2022.

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; and

Whereas according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States, and

Whereas 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

Whereas 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; 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 26, 2022, 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 15th day of November, 2022, by the Town Council
of the Town of Castle Rock, Colorado.

ATTEST:

Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

Jason Gray, Mayor





Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 2. **File #:** APPT 2022-009

To: Honorable Mayor and Members of Town Council

Thru: David L. Corliss, Town Manager

From: Shannon Eklund, Executive Assistant

Appointment: Board of Building Appeals

Executive Summary

The Board of Building Appeals retained a vacancy following the annual recruitment period in May 2022. Applicant Daniel Steixner was interviewed on October 27, 2022 by the Board Chair and staff liaison.

The interview panel recommends Daniel Steixner to fill the vacancy on the Board of Building Appeals, for a term ending May 31, 2024.

The Board of Building Appeals hears and decides on appeals of orders, decisions and determinations made by the Chief Building Official relative to the application and interpretation of Town-adopted building codes and regulations, as well as the Town's contractor registration ordinance. Meetings are held on the first non-holiday Monday of March, June, September, and December, at 6 p.m. at Town Hall, and are open to the public. More information about Town boards and commissions can be found online at www.CRgov.com/Boards <<http://www.CRgov.com/Boards>>.

Proposed Motion

"I move to appoint Daniel Steixner to the Board of Building Appeals for a term ending on May 31, 2024."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 3. **File #:** ID 2022-119

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Calendar Reminders

Executive Summary

Attached is an outline of upcoming items of general interest.

TOWN COUNCIL MEETING

TOWN MANAGER'S REPORT

DAVID L. CORLISS, TOWN MANAGER
NOVEMBER 15, 2022



UPCOMING CALENDAR ITEMS

16 NOV	Douglas County 2022 State of the County – 12 p.m. Program, 11:30 a.m. Lunch (RSVP) Denver Marriott South at Park Meadows, 10345 Park Meadows Drive, Lone Tree
16 NOV	Open House: CDBG Consolidated Annual Performance Evaluation Report – 6 p.m. Town Hall Council Chambers
19 NOV	Castle Rock Starlighting Lighting of the Star at approx. 5:30 p.m.
24-25 NOV	Town Offices Closed for Thanksgiving Holiday MAC and Recreation Center modified hours
6 DEC	Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
20 DEC	Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
26 DEC	Town Offices Closed for Christmas Holiday MAC and Recreation Center modified hours



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 4. **File #:** ID 2022-120

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

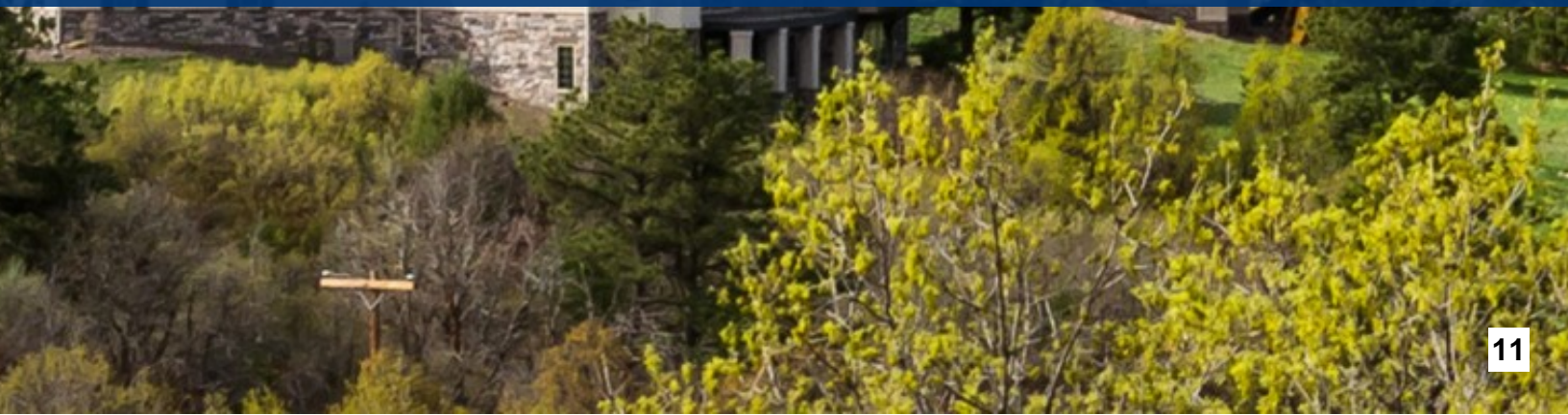
Update: Monthly Department Reports

Executive Summary

Attached are the monthly department reports for October 2022.



Development Services October 2022 Monthly Report



DEVELOPMENT SERVICES

October 2022 Monthly Report



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Page 5: Contractor Luncheon

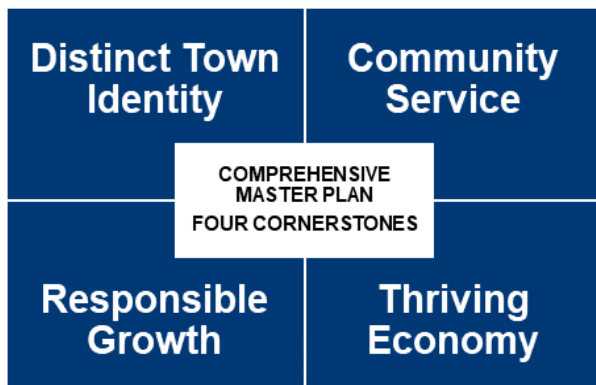
Page 6: New Land Use Submittals

Page 7: Boards and Commissions

Page 8: Town Council Actions

Page 9: Development Snapshot

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



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



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



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



We'd like to hear from you! Provide feedback by completing our [Customer Service Survey](#).



Philip S. Miller Library

News from the Director

New Developments will include ColoradoScape in Castle Rock!

Development in Castle Rock will have a whole new “ColoradoScape” look starting in the New Year. On October 18th, Town Council approved an ordinance changing the Town’s landscaping criteria to disallow turf in new front yards and allow less than 500 square feet of turf in backyards. The new ColoradoScape criteria goes into effect for all new building permits starting January 1, 2023.

ColoradoScape is a method of landscape design focused on “xeriscaping” with native Colorado and regionally adaptive plants that produces beautiful water-sustainable landscapes. In Colorado’s semi-arid climate, it is an ideal alternative to water-guzzling lawns, providing landowners with a variety of water-saving, colorful, textural and high curb appeal options. Castle Rock is proud to be adopting these innovative requirements on all new developments to help conserve one of our most precious resources.



Tara Vargish, PE
Director
Development Services

Planting ColoradoScape does more than just save water. It will increase your property value, reduce maintenance and create wildlife habitats. What’s not to love about that? Though the new ColoradoScape ordinance requires all new developments to adopt the plan, all residents are highly encouraged to change over to ColoradoScape if they can – Castle Rock Water even provides [rebates](#) to some residents to help pay for the change! You can find detailed information on how to get started at the [ColoradoScape page](#) and the [Landscape and Irrigation Criteria Manual](#) hosted by Castle Rock Water!

Employee Recognition

New Employees, Anniversaries, Certifications and Staff Kudos



Congratulations to Larry Hearold on 8 years with the Town!



Congratulations to Brad Boland on 6 years with the Town!



Welcome to Carson Byerhof on joining the Town as a Plan Review Project Coordinator!



Congratulations to Tammy King on 6 years with the Town!



Congratulations to Chelsia Oborny on 2 years with the Town!



Congratulations to Jason Smith for passing his ICC Certification for Permit Specialist!



Congratulations to Cara Reed for passing her Colorado Association of Code Enforcement Official (CACEO) Advanced Certification Course



Congratulations to Scott Seubert on receiving the Rock Star Award! The Rock Star Award is a “pass-around award” designed to be an employee-to-employee award. Each month the Rock Star Award recipient will confidentially select another employee in a different department and notify Human Resources. The award is based on observed behavior that exemplifies the Town’s values. Human Resources will arrange recognition and notify all Town employees of the selection.

Staff Kudos

- *“Tammy, Just wanted to drop you a line and say thank you for all your help and expertise in the process. We couldn’t have navigated it without you. Thanks again and all the best.” - John C.*
- *“Thank you so much for your outstanding help Diane. It really made this complex water and permission matter crystal clear.” - Ash H.*

Employee Recognition

Customer Service Feedback and Staff Spotlight



Win a \$25 Gift Card!



Fill out our Customer Feedback Survey to let us know how we are doing! Your participation will automatically enter you into a drawing for a \$25 gift card to a

local Castle Rock business.

Feedback Surveys can be found

[online](#) and at the bottom of staff email signatures.

489 surveys distributed

24 October responses

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

Customer Feedback

- *"You all are terrific people to work with! You are friendly, helpful, and professional!"*
- *"**Tammy King** and **Scott Seubert** were both very professional and helpful in providing direction over an issue of a violation for Plum Creek Masters. Many thanks!"*
- *"**Tammy** was super diligent and super helpful in providing me all the info I needed. I needed to know legal ownership of a piece of property that CR Town may have been ownership. She provided me detailed info that CORE Elect, in fact owned the property. That is detailed helpful, above and beyond helpfulness."*
- *"Outstanding employees; **Jeff Smullen & Scott Seubert**."*
- *"**Lenore Bennett** was very friendly and helpful!"*
- *"**Brett** was awesome to work with and truly helped us out!"*
- *"My interactions with Castle Rock Development Services are consistently excellent. You all are always courteous, responsive, professional, knowledgeable, and willing to work on issues together. If only all buildings could be built in Castle Rock! Thank you."*
- *"**Larry Herold** has been very helpful with the process and informative on completing the project."*
- *"The process has been painless and the only delay has been my inexperience with the related code requirements for my permit type (which I should have researched in more detail before placing the request)."*
- *"Great service. Thank you"*

Staff Spotlight: BrieAnna Simon

BrieAnna Simon started with the Town in July of 2022 as a Senior Planner and offers 9 years of Urban Planning experience to the position. She works with the Planning Division where she reviews and coordinates quasi-judicial projects through the Town's process.

A typical day in BrieAnna's position consists of reviewing plans against the Town's regulations, coordinating with project applicants, and answering various questions from the public.

BrieAnna grew up in Rhinelander, Wisconsin, home of the Hodag! She received her undergraduate degree at Minnesota State University in Urban and Regional Studies, and her Masters at the University of Minnesota in Urban and Regional Planning. She swam competitively for 11 years, enjoys overlanding, camping, and hiking. She also loves anything crafty and making sugar cookies. She lives in Castle Rock with her boyfriend Matt and white German Shepard, Nala (pictured below).



Contractor Luncheon



The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. These are great opportunities to discuss code and policy changes that impact construction in our Town. We learn from builders what we are doing well and how to improve communication and streamline our permit processes. Our discussion time continues to help us understand each other's point of view!

The Development Services Department recently held a Contractor Luncheon Meeting on Wednesday, October 19, 2022

Discussion topics:

Jon White, Chief Building Official

- Improvement Location Certificate (ILC) reviews for Colorado
- BOBA (Board of Building Appeals)
 - Introduce members
 - Who, what, why

Brett Longnecker, Building Inspector Supervisor

- General housekeeping items
- Combustion air requirements

David Van Dellen, Stormwater Manager

- Walls in easements (Single-Family)

Tina Close, Plan Review Supervisor CRW

- Contact for Meter Services
 - Tina Ferguson (tferguson@crgov.com)
- Permit Technicians
 - ColoradoScape
 - Single-family landscape requirements for submittals
 - Schedule a meeting with permit technicians

Jon White, Chief Building Official

- Open discussion

Luncheon Sponsored By:



Next Contractor Luncheon*:

Wed., Nov. 16th, 2022
11:30 a.m. —1:00 p.m.

**Town Hall Council
Chambers**

*Three or more Council members, Board or Commission members may be attending this luncheon

To receive discussion points on the agenda contact:

buildingcounter@crgov.com



[View luncheon meeting summary notes of past meetings.](#)

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, Castle Rock Water, Public Works, Fire, and Parks and Recreation.

221 N. Wilcox Street

Plat to combine five lots under same ownership for proposed mixed-use building.

Castle Rock Microwave

Non-material site development plan amendment for additional office area. Located at 520 Topeka Way.

Crystal Valley Ranch

Subdivision improvements agreement amendment for addition of traffic calming enhancements. Located west of West Loop Road and south of Lions Paw.

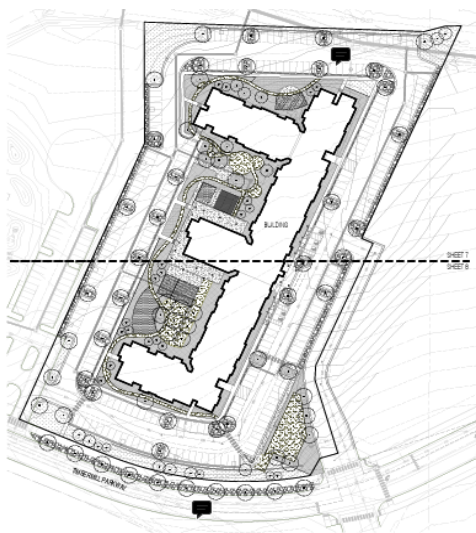
Heckendorf Ranch

488 Crystal Valley Parkway

Site development plan amendment for façade changes to a 7,684 square-foot multi-use retail building.

Meadowmark Apartments

Construction documents and erosion control plans for senior affordable housing project, consisting of 200 apartment units. Located west of Timber Mill Parkway and North Meadows Drive intersection.



Meadowmark Apartments
Site Development Plan

The Meadows

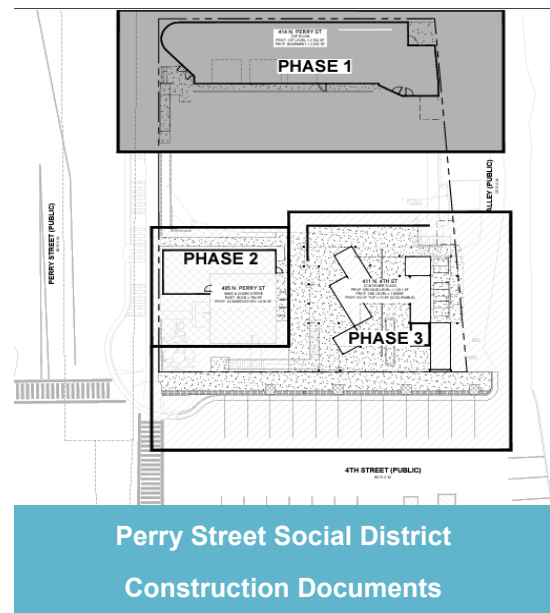
Stormwater design revision for access road and bridge connecting roundabout on N. Meadows Drive to COI parcel on the east side of Plum Creek.

Miller's Landing

Tributary design revision for limits of construction and erosion control. Located on Plum Creek Parkway across from Miller's Activity Center.

Perry Street Social District

Construction documents and erosion control plans for mini entertainment area. Located at northeast corner of N. Perry Street and Fourth Street.



Plum Creek Golf Course

Waterline easement for Plum Creek Golf Course Clubhouse. Located at 331 Players Club Drive.

Sanders Business Park

Stormwater infrastructure easement. Located on I-25 frontage road, north of Crystal Valley Parkway.

Terrain, North Basin

Stormwater design revisions for 95 single-family lots. Located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

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 and determinations. These boards and commissions are filled by residents, and in some cases, business owners as appointed by Town Council.



Board of Adjustment

October 6, 2022

The Board met for their regularly scheduled meeting to discuss two public hearing items. The first item was a request for approval of variance from the minimum street setback for a single family residence to build an attached garage on the property. The Board approved the request with a vote of 5-0.

The second item was a request for an approval of variance from the minimum rear setback single-family and duplex residences to replace an existing garage with an addition to the home. The Board approved the request with a vote of 5-0.



Historic Preservation Board

October 5, 2022

The Board met for their regularly scheduled meeting to discuss two public hearing items. The first was a Downtown Historic Perseveration Grant Application to assist with the siding replacement and trim for the Chamber of Commerce building located at 420 Jerry Street. The grant application was submitted by the property owner. The Board approved the request with a vote of 6 to 0.

The second item was a Local Restoration Grant Application. The grant is to assist with the replacement of siding with like-materials of the Chamber of Commerce building, located at 420 Jerry St. The grant application was submitted by the property owner. The Board approved the request with a vote of 6 to 0.



Design Review Board

October 12, 2022 meeting canceled.

October 26, 2022 meeting canceled.



Planning Commission

October 13, 2022 meeting canceled.

October 27, 2022 meeting canceled.



Town Council Actions

Land Use Submittals

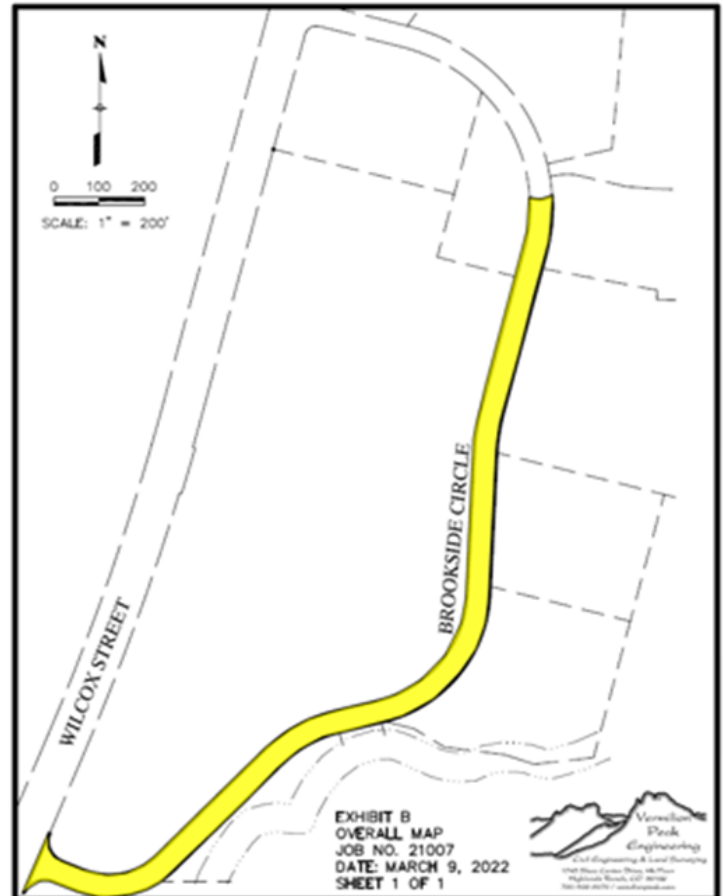


Town Council considered the following submittal in October 2022:

Brookside Circle Right-of-Way Vacation

On October 4th, 2022, Town Council met for their regularly scheduled meeting to discuss a public hearing item—the ordinance vacating a portion of Brookside Circle lying within the Brookside Business Center Planned Development. The property is owned by Foundation Automotive Group and for purposes of the redevelopment of the area, requested vacation of the Right-of-Way. Vacation of Right-of-Way means to transfer all, or a portion of public right-of-way to private ownership of a connecting parcel of land. Town Council approved the Right-of-Way vacation with a vote of 6-1 on the first reading.

On October 18th, 2022, Town Council met for their regularly scheduled meeting to discuss the public hearing item on the ordinance vacating a portion of Brookside Circle. Town Council approved the Right-of-Way vacation with a vote of 5-1 on the second reading.



Proposed Brookside Circle ROW Vacation



Visit our [webpage](#) to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2022



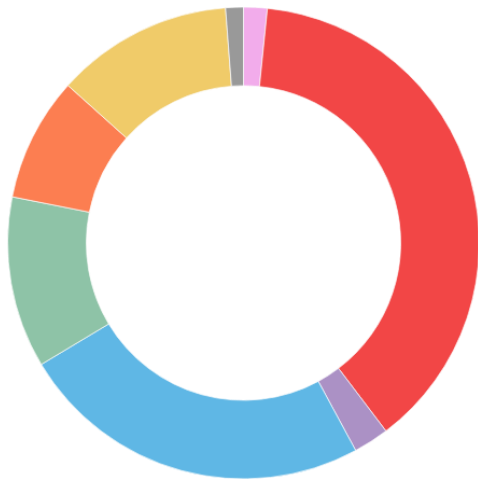
81,811
estimated population* as of
October 2022

*Population based on the total number of occupiable residential units

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 – 4
- Signs Removed from Right of Way – 94
- Sign Permits Reviewed – 6
- Site Visits – 60
- Code Complaint Responses – 29
- Notices of Violation Sent – 21
- Business Licenses Reviewed – 30
- Temporary Use Permits Issued – 3

*All 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.

New Development Projects



36

New Development
Project Applications
this Month

Development Reviews

Monthly Reviews

39
18
11

first review*
second review*
third review or greater*

*On time with the exception of one late first review, two late second reviews, and three late third reviews due to volume.

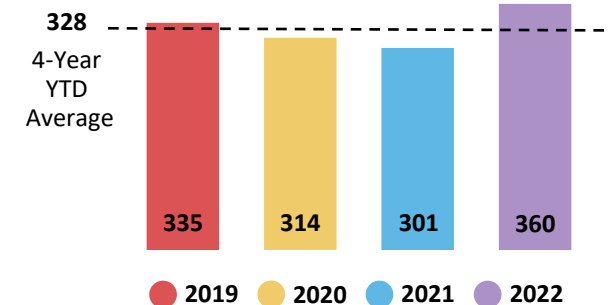
Pre-Applications

12 Pre-Applications this month
80 year-to-date Pre-Applications
17 percent of Pre-Applications over the previous 12 months advanced as new projects

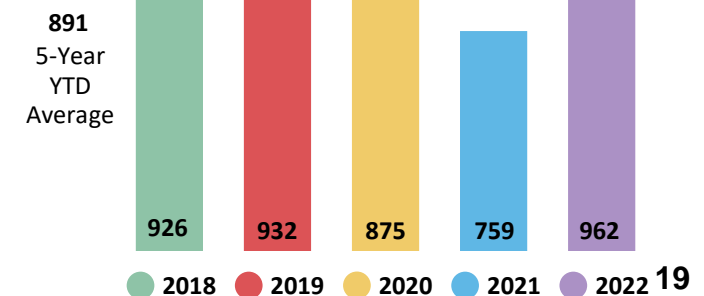
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2022

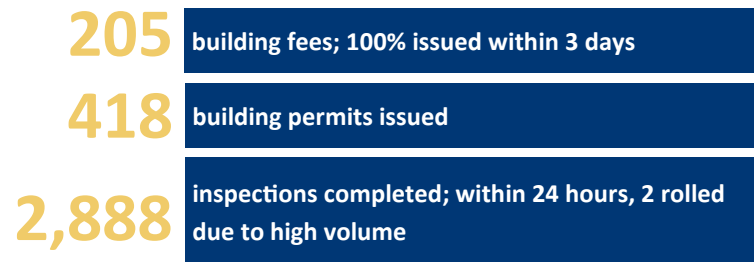


Building Division

Core Service Levels

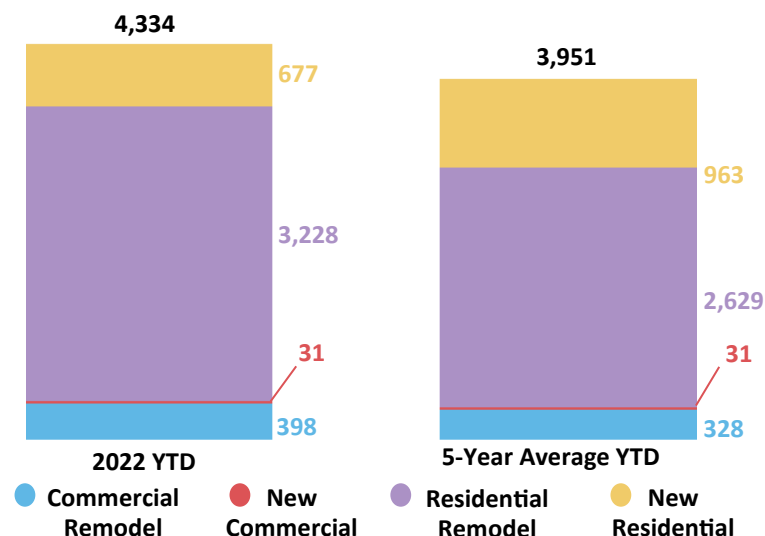
Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service 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](#).



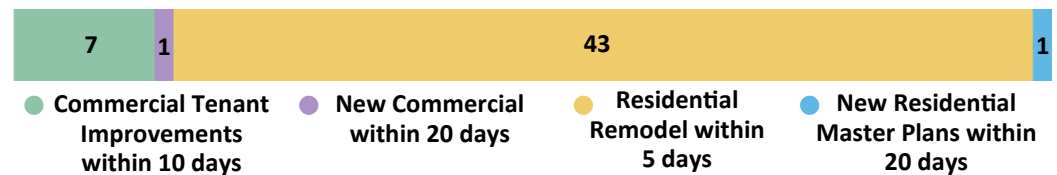
Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permits Issued



418
Residential Permits Issued this Month

579K
Square Feet of Commercial Space Permitted Year-to-Date

↑220%
Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

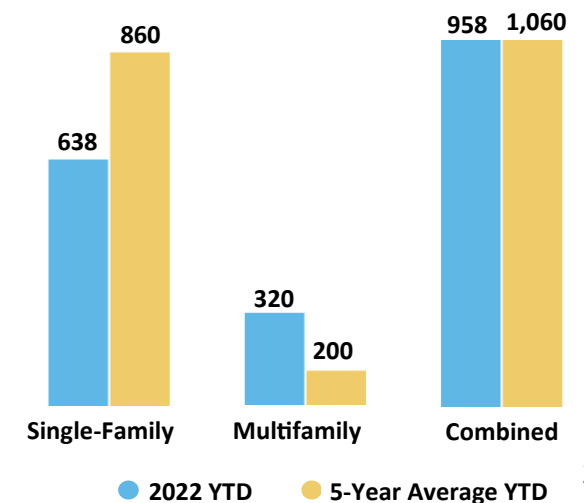




Photo Credit: Tim Tonge



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.

Follow us on Facebook, Instagram or Twitter: [CRpoliceCO](#)

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 pursuit 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.

"Too often these days many PDs are disparaged by the very people they are trying to serve and protect. I think it's very unfortunate this attitude is prevalent in so many jurisdictions. My wife and I moved from Denver two years ago to Castle Pines to get away from the problems of the big city. On Oct. 18, I was parked at Red Hawk Ridge Golf Course... someone backed out of their spot and smashed into my car leaving a very significant dent in the hatch door of my car. A good Samaritan recorded the plate number. I called the police and **Officer Fuino** responded very timely to the call. This letter is intended to give praise to this officer for his professionalism and just being a very nice man. I couldn't have asked for any better treatment that I received from this officer, and I wanted to write to you as Chief to give you this praise. If all the officers in your department are as professional as Officer Fuino, Castle Rock is very lucky. Thank you both."

Ronald V. (10/27/22)

Mr. S. G. stopped by to say thank you for responding to the Encore and addressing the vehicle that was parked in his spot. He was very appreciative of how nice and professional the officer [**Corporal Petersen**] was.

Records Specialist Fiordalis
(10/18/22)



"I would like to send a HUGE thank you and compliment to Officer K. Radulovich. She helped out in a significant situation with my [family member]. The professionalism and empathy she displayed was wonderful and helped with the overall situation... Thank you for all your help and support and again a special kudos to **Officer Radulovich!!!**"

I.T. (10/5/22)

I followed up with a local church to see how their visit went at CRPD. Because they were unable to come during the week, we made arrangements for them to come on a Sunday after church services. With limited staffing available, **Corporal Moffitt** and **Dispatcher Maddox** made it a memorable experience. The group was very appreciative of their assistance, calling their time "absolutely amazing." The kids and families really appreciated the time Cpl. Moffitt took in talking to them and showing them his patrol vehicle. I was told the kids "were in awe." I wanted to make sure these two were recognized and thanked for making this visit possible.

PIO Temby (10/31/22)

"...Everyone in with the PD I had to interact with were just super cool...[from **Dispatcher Brekke** to **Officers Milford** and **Proano**]. Both officers were just really calming, kept me from being nervous, which I was. Please note...how appreciated they are by me."

Daniel M. (10/24/22)

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

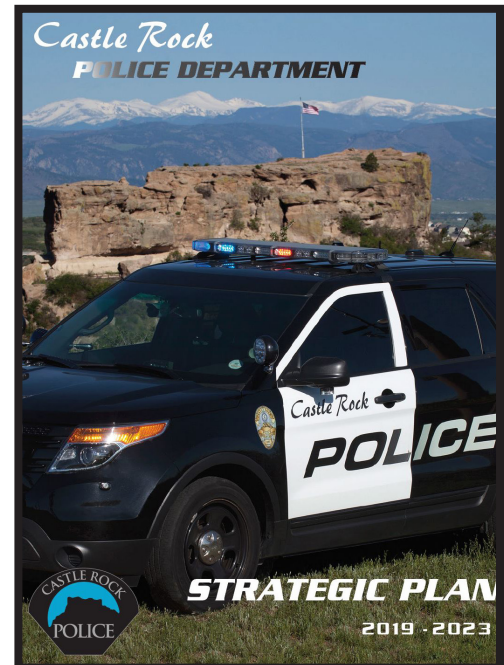
Priority 2: Traffic Safety

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](https://www.crgov.com/PDplan)

Leading with Success

That's a baker's dozen!

It's been an active October for your Castle Rock Police Department. In October, we had 13 recoveries of either stolen vehicles or license plates... including this stolen car from Tuesday. Great work by officers and dispatchers who worked together to locate this car less than 24 hours after it was stolen out of another jurisdiction.



Priority 1: Crime

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

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

Person Crime Offense	2022 SEP Crime	2021 SEP Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Homicide	0	0	0.0	2	0	200%*	2 (100%)
Sex Offenses - Forcible	3	4	2.8	14	30	-53%	1 (7%)
Domestic Violence	8	16	16.1	137	124	10%	128 (93%)
Aggravated Assault	0	1	1.5	8	12	-33%	7 (88%)
Total Persons Crimes	11	21	20.4	161	166	-3%	138 (86%)

Property Crime Offense	2022 SEP Crime	2021 SEP Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Burglary	7	9	7.6	46	75	-39%	8 (17%)
Fraud/Forgery	12	22	40.9	145	612	-76%	23 (16%)
Motor Vehicle Theft	2	6	7.0	44	60	-27%	1 (2%)
Robbery	0	0	0.4	1	6	-83%	0 (0%)
Theft from Motor Vehicle	15	16	18.5	88	195	-55%	0 (0%)
Theft	57	68	61.6	495	621	-20%	97 (20%)
Vandalism	15	33	32.0	233	321	-27%	47 (20%)
Total Property Crimes	108	154	168.0	1,052	1,890	-44%	176 (17%)

Total Crime Offense	2022 SEP Crime	2021 SEP Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Total Persons Crimes	11	21	20.4	161	166	-3%	138 (86%)
Total Property Crimes	108	154	168.0	1,052	1,890	-44%	176 (17%)
Total Crimes	119	175	188.4	1213	2056	-41%	314 (26%)

*Increase from "0" is an estimate as it can not be calculated.

Notes:

1. Persons and Property crimes are reported for the **previous** month due to the transition to NIBRS reporting.
2. Offenses shown with N/A data reflect zero incidents for that specific offense. Any offenses displaying 0% reflect incidents had occurred during the year; 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

Response Times					
PRIORITY 1 CALLS FOR SERVICE	# of Calls	Average Dispatch Time	Average Wait to Enroute	Average Drive Time	Average Time Officers on Scene
OCT	78	1.54	0.26	5.39	73.45
SEP	67	1.34	0.30	5.20	47.75
AUG	94	1.33	0.37	6.06	65.36
2022 YTD	819	1.46	0.32	5.80	63.68
2021 MON. AVG	79.3	1.50	0.30	5.48	66.17

Note: The above time references are fractions of minutes.

Victims Assistance Unit (VAU)						
Activity	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Cases assigned - Staff Advocates	21	28	21.5	245	206	19%
Cases assigned - Volunteer Advocates	14	11	10.7	127	122	4%
Total cases assigned	35	39	32.2	372	328	13%
Total victims served	53	89	59.4	661	630	5%
Volunteer office hours	0	8	2.4	45	19	137%
Total call out hours	28	23	15.4	221	140	58%

Victims Assistance Unit Spotlight

With the assistance of scholarships, four members of the Victim Assistance Unit attended the 34th Annual Colorado Organization for Victim Assistance (COVA) Conference. This conference is amongst the largest victim services conferences in the country. Held over four days, and with more than 72 workshops, participants learn new skills and best practices for the victim services field. This was also the first in-person conference in two years due to COVID. Left to right: Crystal Porras, Kirsten Donisi, Daylan Wallace, and Kayleigh Gustafson.



Priority 2: Traffic Safety

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

Traffic Crashes						
Crash Type	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Fatality	0	0	0.0	0	0	0%
Injury	0	0	2.6	40	22	82%
Non-Injury	14	86	64.1	568	674	-16%
Traffic Crash Total	14	86	66.7	608	696	-13%
Traffic Enforcement						
Traffic Type	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Driving Under the Influence (DUI)	16	10	8.3	87	86	1%
Traffic Citations (Municipal and State)						
Call Type	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Traffic Tickets Issued	105	117	122.7	1,261	1,286	-2%
Written Warnings	93	131	181.6	803	1,786	-55%



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
2022	8	87	9.2%	84.0%
2021	4	80	5.0%	-50.0%
2020	8	80	10.0%	-12.3%
2019	9	79	11.4%	115.1%
2018	4	75	5.3%	29.3%

Current Staff	Sworn Officers	Officers in Training	Civilian Staff	Total Staff	Volunteers	Explorers	Total Staff (inc. Vol.)
OCT	84	2	29	115	23	11	149
Authorized FTE positions	87		32	119			

Training Hours						
Total Hours	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Internal/External	953.5	604.0	715.8	8,454.8	8,019.8	5.4%

Types of Trainings						Hours per Type
Internal/In-service (Arrest control, EV-Tech, community response team, navigator, CARFAX for Police)						496.0
External Training (Field training officer certification, animal control officer self-defense, basic school resource officer certification, International Association of Financial Crimes Investigators conference, search and seizure, car seat technician course, Law Enforcement Explorer Post Advisors Association of Colorado (LEEPAC) conference, SFST re-certification, emergency vehicle operations, Colorado Organization for Victims Assistance (COVA), Clandestine lab safety certification)						457.5

Accomplishments / Recognition						
Type	2022 SEP	2021 SEP	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Compliments/Commendations	7	5	10.5	81	91	-11%
Recognition / Awards	0	3	5.8	77	65	18%

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	2022 OCT <small>87 OFC /58</small>	2021 OCT <small>80 OFC /55</small>	3-YR MO. AVG	2022 YTD <small>87 OFC /58</small>	2021 YTD <small>80 OFC /55</small>	% Change 2021-2022
CFS TOTAL, includes self-initiated (SI)	4,723	4,402	5,307.0	44,972	49,467	-9.1%
CFS, excludes self-initiated (SI)	2,243	2,190	2,082.6	22,322	21,400	4.3%
Year-to-Date (Per 1,000 citizens)	27.6	27.6		274.7	269.7	1.9%
CFS per Officer, excludes self-initiated	25.8	27.4		256.6	267.5	-4.1%
CFS per 1st Responder, excl. self-initiated	38.7	39.8		384.9	389.1	-1.1%

Note: Year-to-date and 3-Year monthly averages reflect periodic adjustments due to population and CFS fluctuation.

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)
OCT	558	18	3.36	98.8%	99.8%	162.6
SEP	472	16	3.33	98.3%	99.8%	179.2
AUG	592	19	3.27	99.5%	100.0%	175.2
2022 YTD	5,582	18	3.34	99.0%	99.9%	171.2
2021 Monthly AVG	546.0	16.3		98.7%	99.9%	179.8
APCO and NENA Standard:*				90.0%	95.0%	N/A

Mon. Administration Calls	4,143	134
Mon. Outbound Calls	1,093	35
YTD-Administration Calls	43,500	143
YTD-Outbound Calls	10,999	36

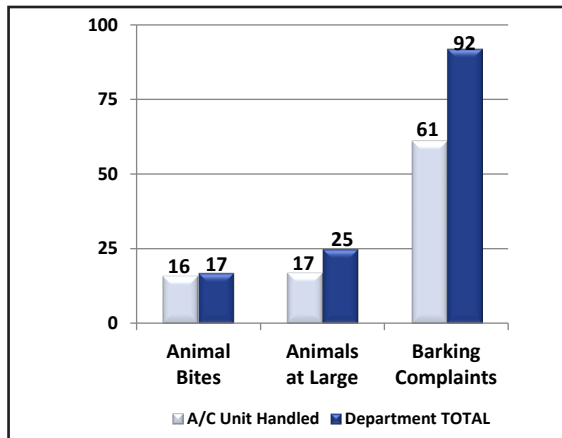
*Association of Public-Safety Communications Officials (APCO) and National Emergency Number Association (NENA).

Downtown Liaison Officer (DLO)						
Type	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Parking Enforcement/CFS	95	71	167	1072	1894	-43.4%
Parking Warnings	5	31	61.7	83	726	-88.6%
Parking Tickets	58	7	39.9	580	234	147.9%

Priority 4: Future Growth (continued)



Animal Control Monthly Response Comparison

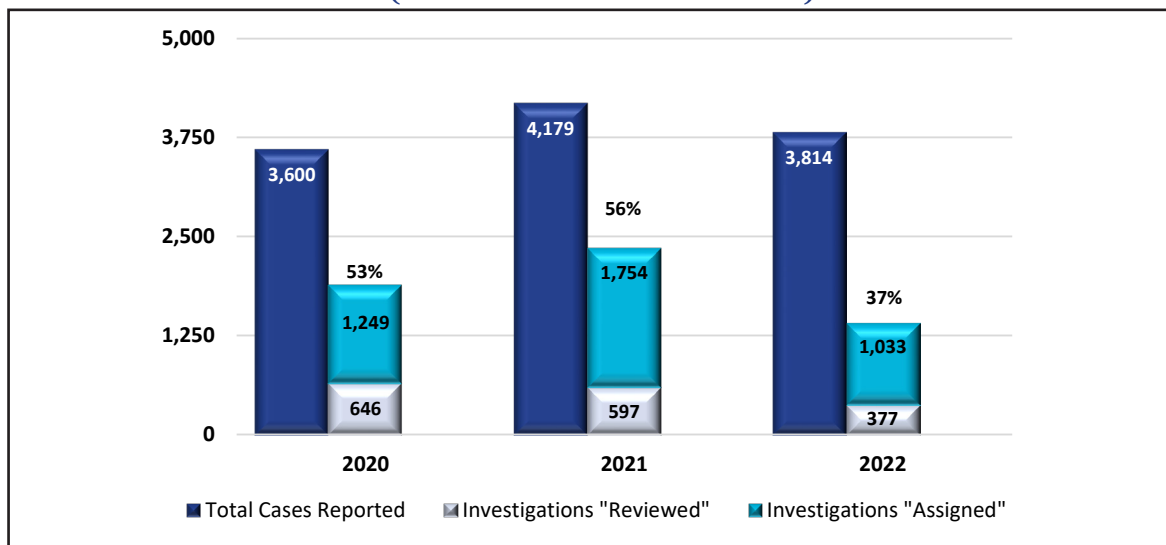


The ACU handled:

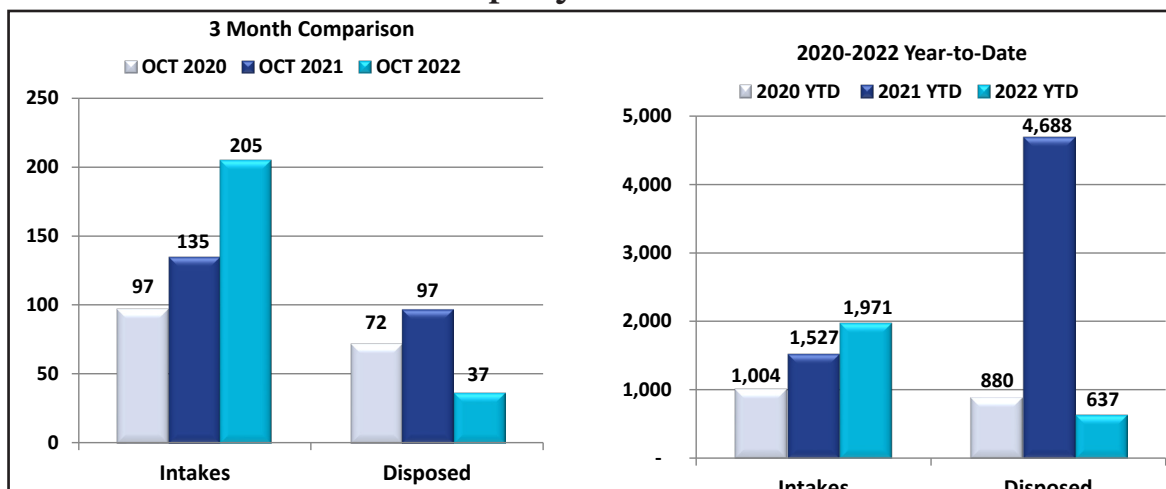
- 94 Percent of animal bites
- 68 Percent of animals at large
- 66 Percent of barking complaints

Note: The remainder of animal calls for service are handled by on-duty officers.

Investigations Case Reports (2020-2022 Year-to-Date)



Property & Evidence



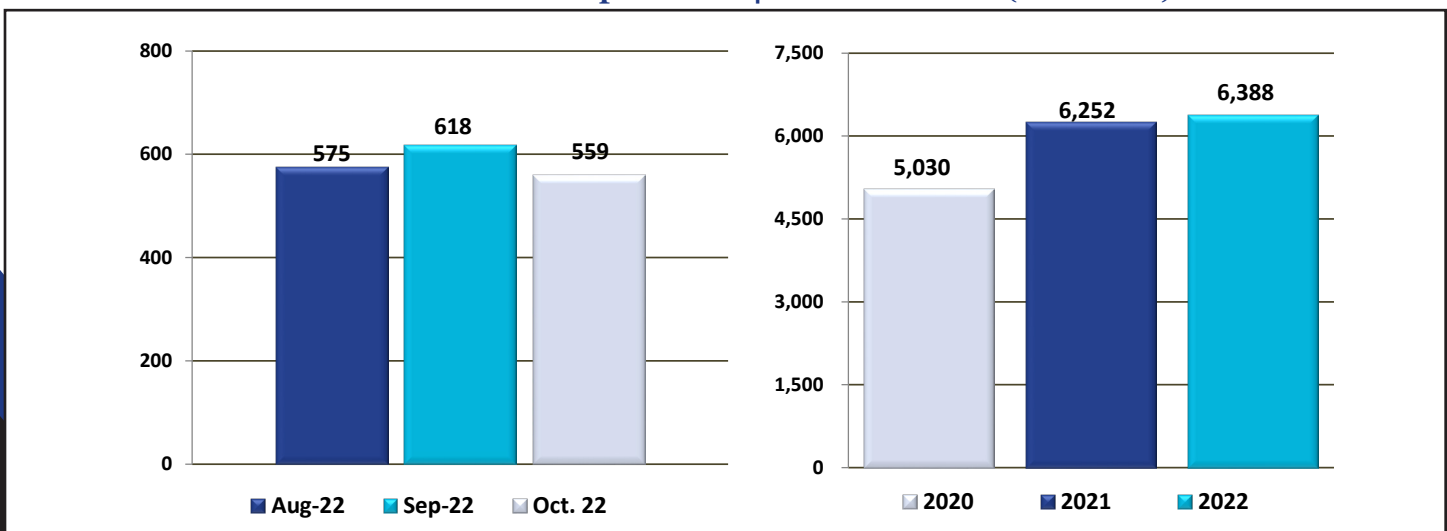
Priority 4: Future Growth (continued)

Records Unit

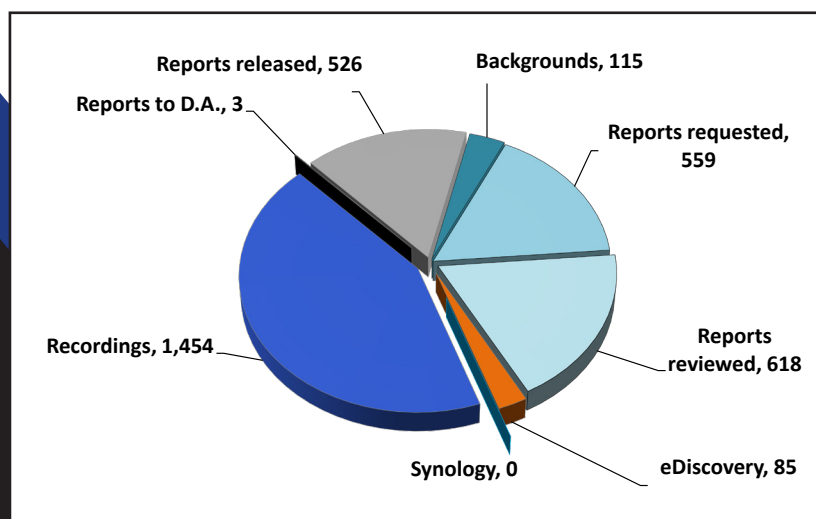
Workload	Backgrounds	Reports requested	Reports reviewed	eDiscovery	Synology*	Recordings	Reports to D.A.	Reports released
OCT 2022	115	559	618	85	0	1,454	3	526
OCT 2021	91	554	542	51	2	1,248	5	526
% Change 2021-2022	26.4%	0.9%	14.0%	66.7%	-100.0%	16.5%	-40.0%	0.0%
3-YR MO. AVG.	103	502	505	60	4	713	6	480

* Felony drug cases

Total Reports Requested Three-Month Comparison | Year-to-Date (2020-2022)



Records Unit Monthly Workload



Priority 5: Community Policing & Partnerships



Goal 1: Community engagement through outreach and education

Crime Prevention and Community Partnership Programs						
Running Program Types	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 Year-End	% Change 2021-2022
Crime Free Multi-Housing	0	2	1.9	25	25	0.0%
Crime Free Self-Storage	0	0	0.7	8	9	-11.1%
Rock Watch	2	2	56.8	880	830	6.0%
CPTED (Crime Prevention)	3	1	1.3	34	22	54.5%
R-U-OK	0	4	1.0	33	17	94.1%
Total Activity	5	9	61.3	980	903	8.5%

Notes: Rock Watch 2021-2022 YTD statistics were revised for accuracy. R-U-OK totals periodically fluctuate as members enter or leave the program.

Volunteer Hours						
Unit Hours	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Explorer Unit	102.0	171.0	167.0	1,731.0	2,007.0	-13.8%
Victim Advocates	597	486	456.4	4,690	4,553	3.0%
VIPS-Community Safety Vol.	71.0	57.0	160.3	729.0	1119.0	-34.9%
Total	770.0	714.0	825.0	7,150.0	7,679.0	-6.9%

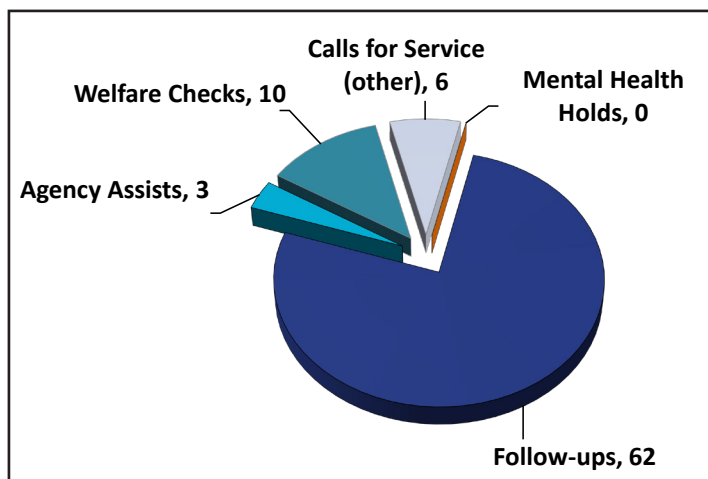
Goal 2: Optimize communication and marketing programs

Public Information Officer (PIO)				
OCT 2022	Facebook	Twitter	Nextdoor	Instagram
Followers	17,939	4,192	37,309	3,507
Number of Posts	20	9	5	16
Total Viewer Engagement	17,631	56	29,101	1,937
	Police		Town	
Total Call Outs or Incident Response	1		1	
	TOTAL			
Media Inquiries	4			

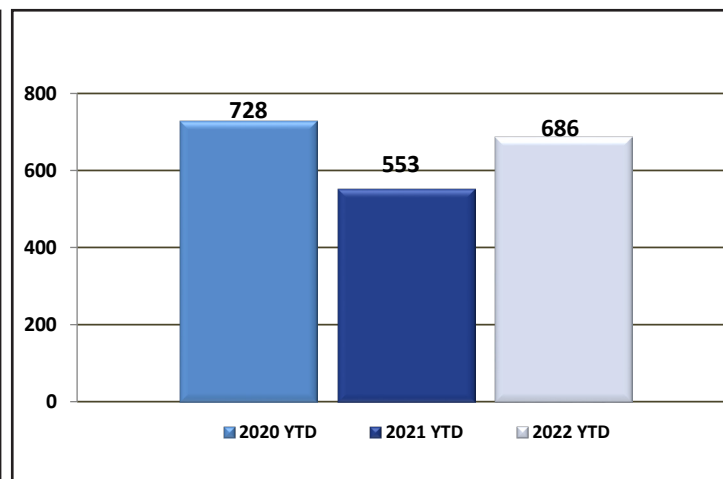
Priority 6: Technology, Equipment & Practices

Goal 1: Maintain and utilize the most effective technology, equipment and best practices Community Response Team (CRT) Dashboard

October 2022 Call Types



CRT Total Calls for Service (YTD)



Domestic Violence Lethality Assessment Program (LAP)

Call Type	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Total LAP reports completed	12	12	10.1	108	101	7%
High-risk reports	6	1	5.0	46	41	12%

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 [LethalityAssessmentProgram.org](https://www.lethalityassessmentprogram.org)

ePoliceReporting

Online Reports	2022 OCT	2021 OCT	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Reports received	33	37	41	303	743	-59.2%

CueHit (Customer Service Measurement Tool)

CRPD utilizes a survey tool, which measures customer service on select non-violent or property crime calls for service. Citizens receive a short text survey with an option to rate the service provided between one and five with five being our goal. Citizens may also leave comments. The CueHit results are listed in the table below.

Customer Service Surveys			Rating Results (1 - 5 with 5 as our goal)				
MON/YTD	Sent	Received	5	4	3	2	1
OCT	123	53	48	2	2	1	0
YTD	978	506	445	31	15	7	11

Department Highlights



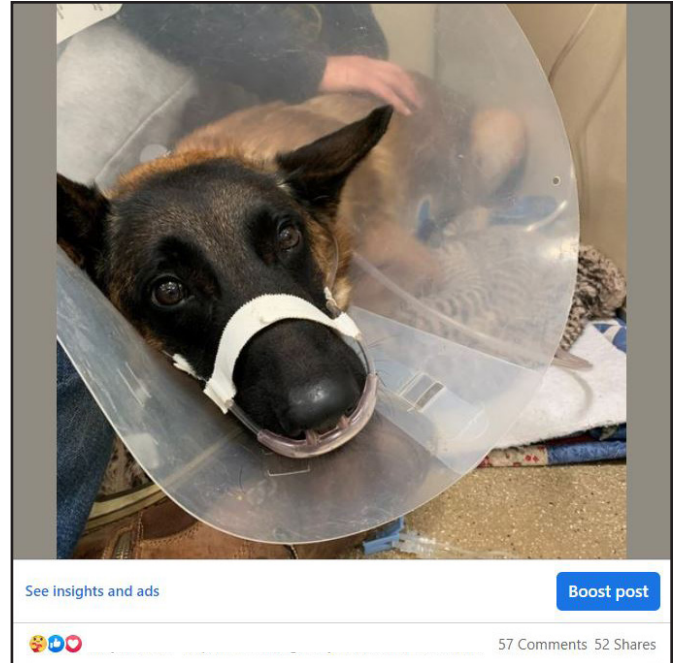
PIO Temby's Corner Top Social Media Post

October 20, 2022 at 10:45 AM



Join us in wishing Castle Rock Police K9 Maverick a speedy recovery! Maverick underwent emergency surgery earlier this week to treat a serious infection. From the veterinary team to his handler, Officer Gondeck, we know he's in great hands. We are optimistic he will be able to return home soon to continue his long road to recovery.

#WeWorkForYou #OneByOne #K9



K9 Unit Shogun & Maverick

Patrol Deployments: 2

Officer Fellows and Shogun were deployed twice on K9 Protect calls, which involved area and building searches. Officer Gondeck and Maverick were not deployed during the month of October.

Narcotics Deployments: 4

Officer Gondeck and Maverick conducted two narcotics deployments with one alert on large quantities of numerous drugs located. Officer Fellows and Shogun deployed twice.

Training: 38 hours

Officer Fellows and Shogun trained 28 hours during the month. Officer Gondeck and Maverick trained 10 hours prior to Maverick's unexpected surgery and illness.



Maverick

Shogun

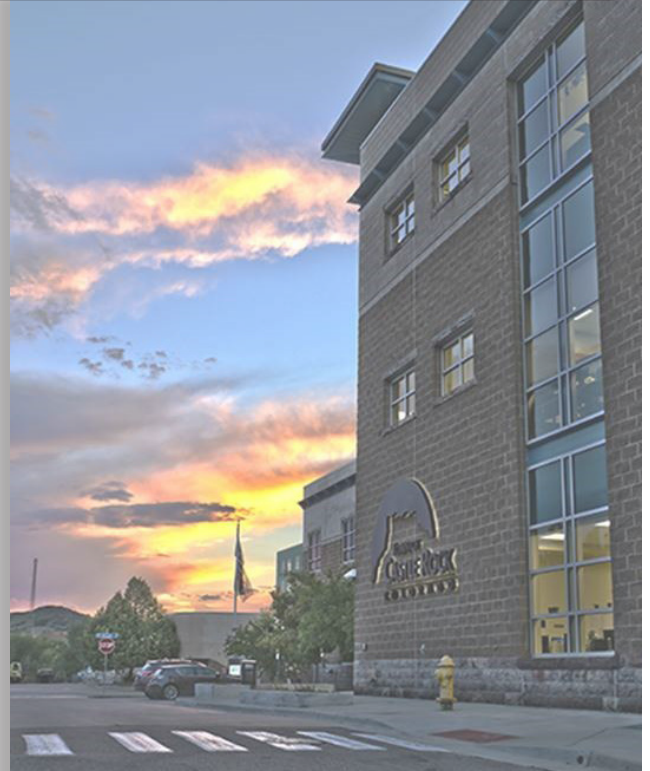
***K9 Protect** is a term the department uses when a K9 is on the scene of a high-risk call. The K9 is on standby to protect officers or assist in apprehension. The presence of the K9 gains compliance. Examples of patrol deployments include high-risk traffic stops, higher risk attempt to contact, etc.

OCTOBER 2022 | FINANCE DEPARTMENT



Town of Castle Rock
CRgov.com/Finance

[Trish Muller](#), CPA
Finance Director



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.

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 Town wide 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.

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.

WELCOME



The Budget division is excited to introduce its newest team member, **Fred Deschenes, Financial Analyst**. Fred previously worked at the Colorado School of Mines where he spent two and a half years as a Senior Budget Analyst. He received his Accounting/Business Bachelor's degree from Western State Colorado University in Gunnison, Colorado.

Fred moved to the United States from Montreal, Quebec in Canada when he was seven years old and learned English as his second language to French. He has lived in Chicago and Dallas and has now been in Colorado for twenty years. He and his partner, Jenilyn just bought a new house in Castle Rock a couple months ago and are expecting their first little one in December!

Fred loves hanging out with family and friends, traveling, sports, fitness and outdoor recreation.

Please help us welcome Fred to the Town!

TOWN COUNCIL

November 15, 2022

Discussion/Direction:

Public Safety Commission's Recommendations for the 2023 Philip S. Miller Resource Grant Program, Six Applications

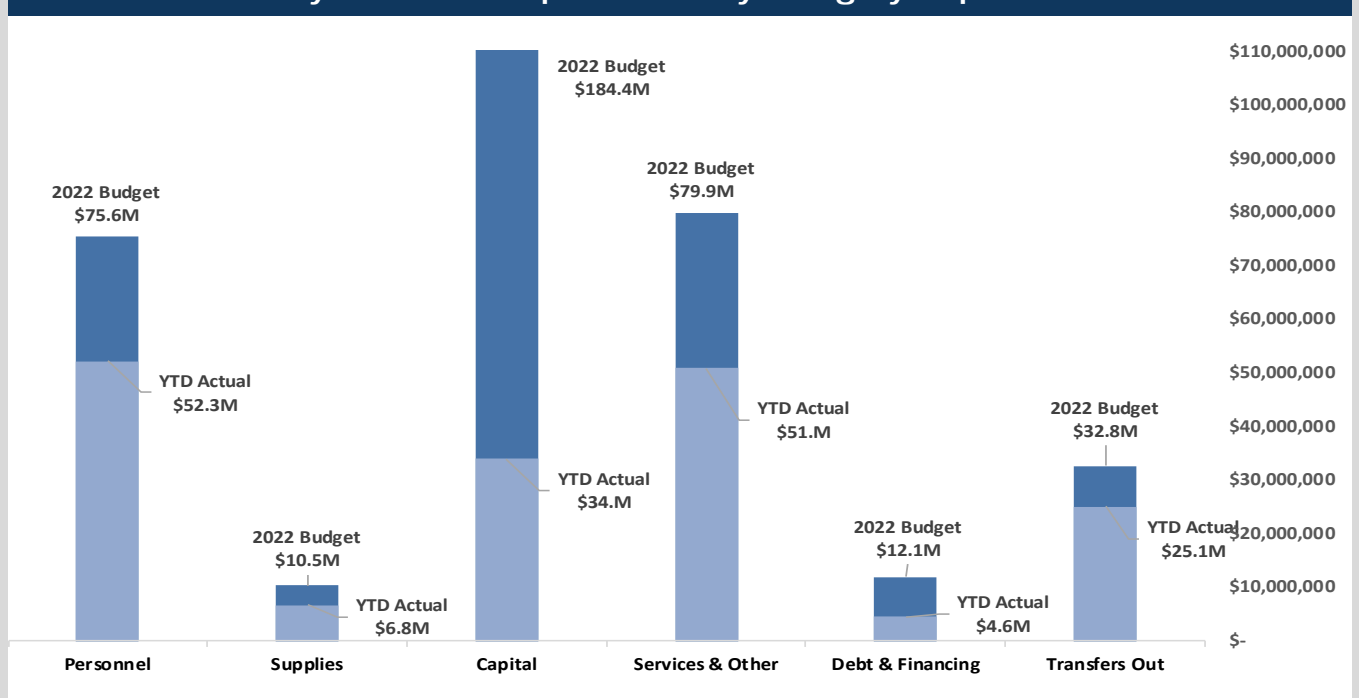
Update:

Third Quarter Financial Review

Ordinance (First Readings):

Approving the Fourth Amendment to the Town of Castle Rock 2022 Budget by Making Supplemental Appropriations for the Fiscal Year 2022

Preliminary Townwide expenditures by category September 2022*



*Latest full month numbers available



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

Business licenses issued October 2022



81

Total businesses licensed in October



30

Businesses licensed in Castle Rock



30

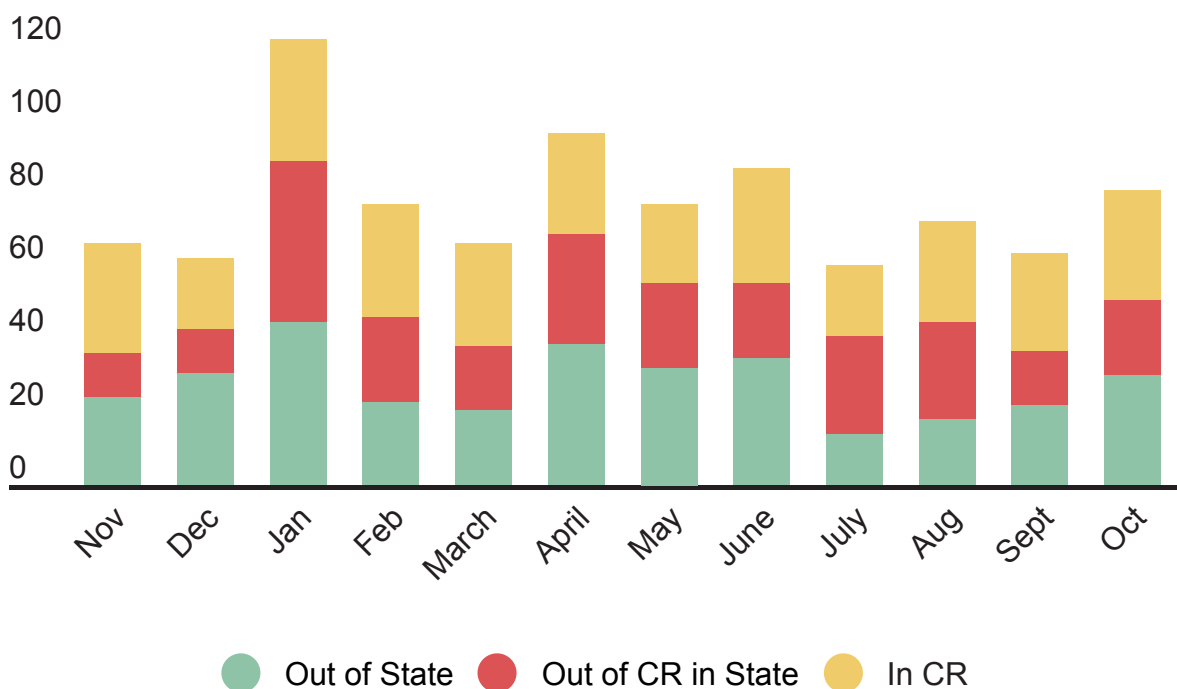
Businesses licensed out-of-state



21

**Businesses licensed in CO
but outside of Castle Rock**

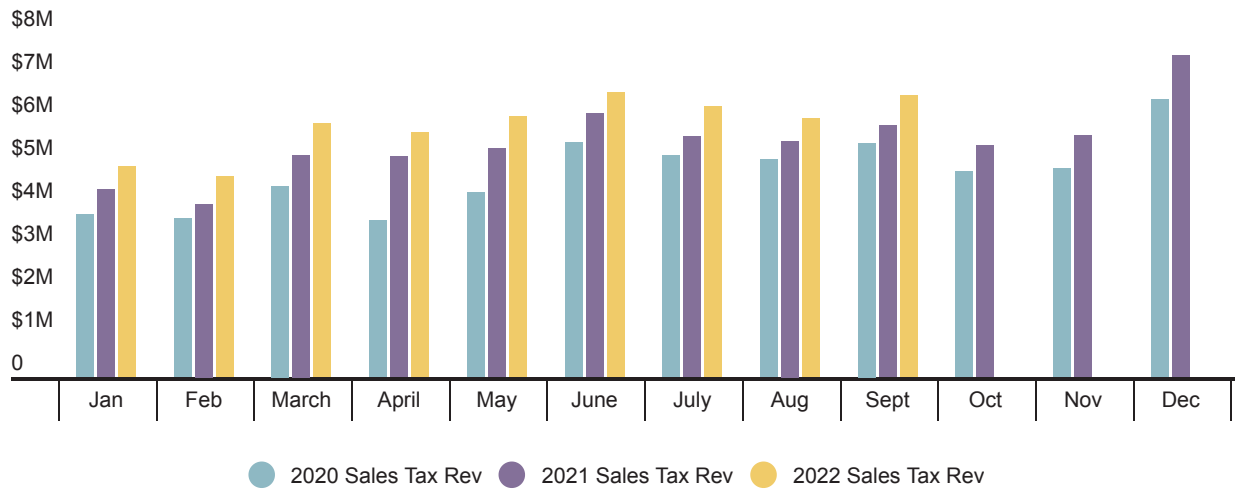
Business licenses issued per month, by area.



Businesses licensed in Castle Rock, October 2022 - Check them out!

37th Street Photography	Photography, Prints & Albums
AEG Colorado, LLC <i>New Owner</i>	Eyeglass & Contact Lenses
Brazilian Beauty Spot	Esthetician
Castle Rock Bioenergetic and Natural Medicine	Natural Medicine
Castle Rock Pediatrics PLLC	Pediatric Care
Castle Rock Pest Control LLC	Pest Service
Castle Rock Stars Baton and Dance	Baton & Dance Class
Clear It Calendula	Esthetician Services
Coinstar Asset Holdings, LLC	Coin Service
Complete Protection Solutions, Inc.	Leasing Security Services Consulting & Systems
Earth Trailers LLC	Trailer Upfitting
GODZ Manufacturing LLC	Manufacture Auto Accessories
I Dyed A Little, LLC	Handmade Tie-Dyed Products
IAM Resources LLC	Short & Long Term Residential Rental
In My Nana's Attic	Home Decor
krisTique's	Resale Decor
Petcardia Veterinary Cardiology	Veterinary Services & Products
Plum Creek Golf Club <i>New Owner</i>	Golf & Country Club with Restaurant
Pure Guidance Wellness corp.	Gems/Minerals, Sound Therapy & Life Coach
Ronin Tattoo	Tattoo
Sawyer & Finn Clothing	Children's Clothing & Accessories
Snooze Mattress Company	Mattress & Associated Items
Sparq Physical Therapy LLC	Physical Therapy Treatment
Step Out of Time Massage and Bodywork	Massage Therapy
Tacos Rivera, LLC	Mexican Food Truck
The Rink, LLC <i>New Owner</i>	Ice Skate Rentals & Concessions
The Rock Lactation	Lactation Health Services
Tokyo Joe's <i>New Owner</i>	Restaurant
Whittle Birches LLC	Custom Carved Cheese Boards
Wind & Water Salon	Hair Services & Products

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 11.3 percent from the previous year's month, or up \$665,007 compared to September 2021. Year-to-date (YTD) collections are up 11.8 percent compared to the same time frame in 2021. Staff will continue to monitor this very important revenue stream for the Town and inform as needed.



SEP	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2021	\$5,864,460	\$303,812	\$5,560,648
2022	\$6,529,467	\$328,596	\$6,200,871
Dollar +/-	\$665,007	\$24,784	\$640,223
Percent Change	11.3%	8.2%	11.5%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2021 YTD	\$47,127,220	\$2,645,719	\$44,481,501
2022 YTD	\$52,704,200	\$3,250,786	\$49,453,414
Dollar +/-	\$5,576,980	\$605,067	\$4,971,913
Percent Change	11.8%	22.9%	11.2%

Supporting fiscal accountability



\$62,392

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



\$501,783

Year-to-date delinquent account collections



111

Audits in process



\$0

Audit revenue collected for the month of September

Castle Rock Fire and Rescue Department



An Internationally Accredited Fire Rescue Agency Since 2012

October 2022 Monthly Report

Department News: We had several Public Education opportunities. Below are examples: Engine 153 at a preschool showing the children tools we use, FF Spronk reading to children at the library and the crews at day care centers teaching children about fire safety.



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

Operations Division:

Deputy Chief Rich Martin

Customer Service

Measurable Outcomes - Rating of 4 or better on customer survey cards 100% of the time
October 2022 ...100%

Of the 55 customer survey cards we received in October, all were of the highest overall rating of 5. Some of the comments we received read; *"Words can't express how amazing everyone was. Very caring, prompt, excellent, reassuring. Thank you!!"* Another read; *"Mike & Jason were extremely comforting & helpful during a very stressful time. Friendly, knowledge, calming especially to my daughter, who remained calm thanks to Mike. Thank you!!"* Another read; *"I am so grateful for the calm, kind, and professional treatment I received. I felt very heard and cared for. I greatly appreciated how everything was explained to me; my mind was put at ease! I am especially grateful to the person with the computer/main ambulance attendant, and to the driver/IV inserter!"*

Call Statistics

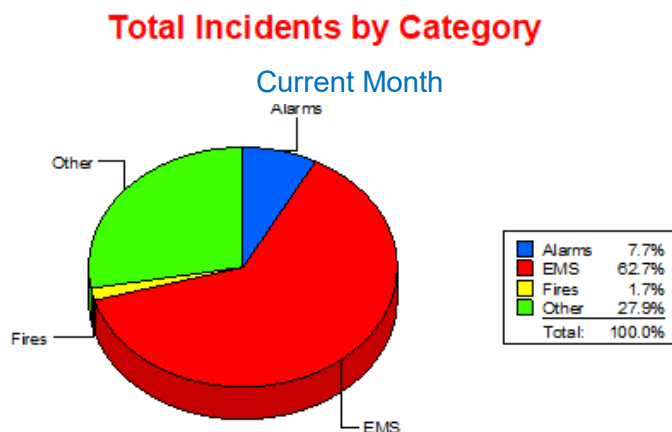
For the month of October, we responded to 580 calls for service. Last year at this time, we responded to 521 calls. This places our year to date calls at 5,870, which is 893 more calls or 15.3% higher than last year. Average calls per day for the month were 19.3.

Of the 580 calls for service in October, 359 of the calls were for EMS. We had 331 patient contacts and transported 265 patients. This time last year, we had 239 transports.

Fire Calls

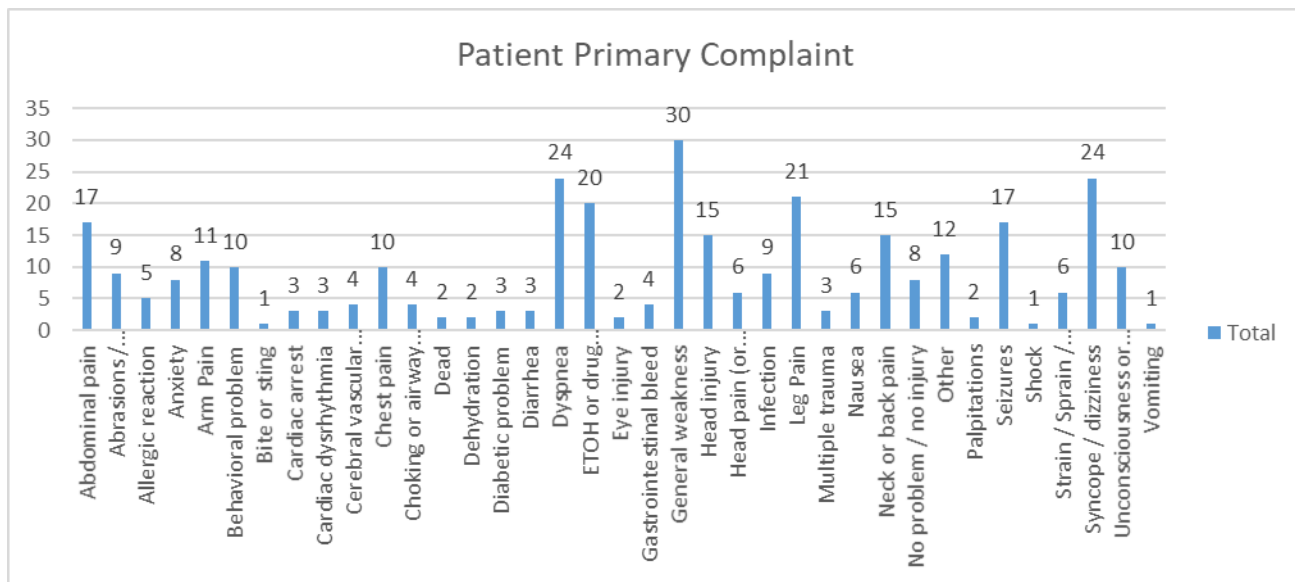
During the month of October, we ran 9 fire calls compared to 6 in October 2021. We had 48 alarm calls, which is 10 more than last year. Alarm calls are closely related to new commercial construction, where alarms are generated as new systems come on line.

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



Emergency Medical Service Calls

The most common EMS calls in October were for general weakness with 30 patients. The second most common complaint was for dyspnea (difficulty breathing) and syncope/dizziness with 24 patients each.



Measurable Outcomes

CRFD Paramedic on scene of all EMS calls 100% of the time
September 2022...100% October 2022...100%

Monthly alerts called by crews and follow-up

Trauma Alerts	0	Transported to appropriate facility N/A
Stroke Alerts	1	Transported to appropriate facility 100%
STEMI Alerts	0	Transported to appropriate facility N/A
Sepsis Alerts	6	Transported to appropriate facility 100%

Correct treatment, destination, and procedures done 100%

Significant calls:

- **A Shift:** On October 22nd, Battalion Chief 151, Quint 151, and Medic 151 responded to 500 Fairgrounds Drive for a bomb stand-by. The suspect devices were removed from a vehicle by the Douglas County Sheriff's Office Bomb Squad.
- **B Shift:** On October 27th, Battalion Chief 151, Engine 152, Quint 151, Engine 161, Medic 154 and Medic 151 responded to Interstate 25 at mile marker 178, on a motor vehicle crash with extrication involving three vehicles, including a semi-truck. One patient was transported to an appropriate medical facility.

- **C Shift:** On October 12th, Quint 151, Medic 151, Engine 154, Chief 151, and Battalion 151 responded to Interstate 25 and mile marker 181.5 for a reported motor vehicle crash. Crews found two vehicles and two deceased parties. Three additional parties were involved and uninjured. Colorado State Patrol was the lead investigating agency.

Life Safety Educators:

In October, we focused the majority of our activities on Fire Prevention Week. This year it occurred from October 9th through the 15th. We had numerous events scheduled throughout the month. We made contact with 2,583 citizens through 16 scheduled public education events, and numerous other contacts through unscheduled events at the stations. We were also fortunate to work in conjunction with the Outlets at Castle Rock to spread this year's prevention message of "Fire won't wait. Plan your escape" on their LED sign throughout the month. We would like to thank The Outlets at Castle Rock for their collaboration on ensuring to get this important message publicized! The Fire and Life Safety Educators planned, coordinated, and worked with Chief Croom to select the winners of our 23rd annual coloring contest. We had 226 students submit a picture this year, which is a 22% increase in participation. The five winning pictures will be placed on each of our trucks for the next year. We had another training partnership with Freedom Service Dogs of America that was successful. There was a lot of planning, coordinating, and execution this month to complete our new recruitment video on time. Thanks to the educators and many members who assisted or "starred" in portions of the video. We believe we will have a quality product to utilize. There also was a CPR class, career fair, and several school visits the educators coordinated, and participated in. We continue to perform several car seats checks and installations every month. The educators also completed a Youth Firesetter education class.

We had several citizens attend our CWPP informational meeting. We are always happy to work with our citizens and community, to educate them on wildfire mitigation and how the department plans and responds to wildland incidents.

The Public Education Team continues to regularly meet to review and revise the lesson plans and presentations for preschool, and all school age children.

Public Education Statistics:

For the month of October, we made contact with 2,583 citizens through 16 different events, totaling 16 hours of education. Of the 2,583 citizens we made contact with, 2,139 were children (18 years of age or younger) and 444 were adults.

Car Seat Education Statistics and Measurable Outcomes:


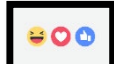


Crews and administrative staff assisted with the completion of 28 car seat checks during the month of October.

Social Media:

During the month of September (reporting is one month in arrears), the CRFD Facebook page reached 13,767 people. Posts were shared 48 times during the month and post engagements came in at 1,215.

PulsePoint Monthly Active Users (MAUs):

During September (reporting is one month in arrears), 841 users following CRFD on the PulsePoint app enabled CPR alerts and 4,170 MAUs. MAUs represent individuals actively following CRFD on the app during the reported month. When citizens are more aware and engaged with the health of their community, they become better partners with CRFD and can help save a life.

CRFD Facebook September 2022	
	3,017 Followers
	1,133 Likes and Reactions
	777 Page Views
	1,215 Post Engagements



Deputy Chief Commentary:

Our call volume continues to remain above last year. Through the month of October, we have responded to 15.3% more calls for service than last year at this time.

We continue to monitor wildland fire conditions in conjunction with our county partners. The moisture we received last month will help temporarily, and we'll continue to be optimistic for any other moisture we may receive. We actively participated in the Douglas County drill that occurred this month. Many functions involved in a wildland fire incident were simulated and exercised to ensure the overall readiness of all of the agencies in the county.

All of our paramedics that were recently hired have been cleared to function independently in our EMS system. Congratulations to all of them, and I'd also like to thank the paramedics who successfully precepted them.

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. 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.

We remain current and are compliant with any remaining orders and guidance regarding the pandemic at local, state, regional, and national levels as they are updated and revised. We have noticed an increase in patients and employees that have tested positive.

The ER divert status remains an issue we monitor. The frequency of divers continues to decrease. With the current increase in influenza and respiratory illnesses being reported, our regional hospitals have been able to keep up with the demand.

We continue to ensure our EMS data is reported to the state on time, as per new state statutes. With the upcoming implementation of our new reporting system, this information will automatically upload to the state.

All of our members that were required to complete their maximal treadmill test through CSU's Health and Fitness Clinic have done so. Those who have received this test during their employment, have been given the opportunity to register now. We have five of members that requested to complete the test once again. We are working to get them scheduled.

Annual physicals for all members are underway and should be completed by the first week in December.

In October, members were involved in physical fitness for a total of 280.5 hours.

Administration Division:

Fire Chief Norris Croom

Key Admin Issues

On October 18, Town Council approved our request to purchase a new engine at a cost of \$1.026 million dollars. With a 30-month lead time and faced with price increases in November and again in January, it was imperative that we got this engine ordered to ensure its delivery before Station 156 opens in late 2025/early 2026. Many thanks to the Apparatus Team, Division Chief Gile, Finance, and the Legal team for making this happen in a two-week time frame!

FF/EMT Casey Venafrro was recognized with a Public Safety Service Award given by the American Legion, Harry C. Miller Post 1187, at their annual awards luncheon last month. Casey was nominated for his actions at Castle Rock Adventist in 2021 that earned him the Medal of Bravery from our Department. Congratulations Casey!

I had the opportunity to participate in a resource mobilization meeting with members of the Division of Fire Prevention and Control (DFPC) as well as other local fire chiefs while at the State Chiefs conference in Keystone. DFPC outlined their plan and immediate goals, answered a number of questions, and addressed some of our concerns. While there is still a lot of work to be done in this area, I believe we are slowly making progress.

Fire Chief Commentary:

We met with representatives of the Woodlands HOA to discuss areas for mitigation on HOA property. As they have a limited amount of funds available, we worked with them to prioritize areas of concern and focus their efforts on these specific areas. We will also be looking at opportunities to perform additional mitigation work on town property that may be adjacent to their areas of concern to try and maximize the mitigation efforts. We will also continue to focus on the Very High zones identified in the CWPP for mitigation work to close out the year.

We are continuing to work with representatives from Public Works and the Police Department to develop evacuation maps for the Town. GIS is working to incorporate feedback received to date to develop a version 2.0, the maps will be reviewed again for any additional changes, and then potentially adopted. Once adopted, we will present these maps and plan to department members as well as key staff in other Town departments as these will be for internal use only in the event of a significant event requiring an evacuation of any area in town.

Finally, we are working with the Legal team and representatives of Millers Landing to host two fireworks shows on their property. The first, tentatively scheduled for December 10, is the makeup for the 4th of July show that was canceled earlier this year. The second one is scheduled for December 31, and is the show paid for by the Board of County Commissioners as part of a three show event for that evening. The other two shows are in Parker and Highlands Ranch. And, of course, we will have fireworks shot off the Rock at Star Lighting on November 19.

Life Safety Division:

During the month of October, the Division continued to meet the expectations of our customers as can be seen in the following summary.

Statistics:

Inspection Type	Number	Hours
Complaint	1	1
Construction	108	84
Construction Follow-up	8	7
Correction Notices	11	8
Primary Insp	27	41
Follow-up Insp	45	20
Pre-Citations	4	1.5
Special or Special Event	13	13.25
Other Inspections	9	4.5
Total Inspections	217	175.25

Plan reviews:

A total of 98 plan reviews (60 hours) were completed during the month of October.

Investigations/Response Assist:

Response Assist – 9 responses taking just under 8 hours to complete.

Investigation – 3 entries requiring 4 hours of time to complete.

Training:

The division as a whole entered 107 hours of training during the month of October.

Certifications Achieved / Training Attended:

E. Davey: ICC – Inspector I, NWCG - Wildland Investigations Training

B. Sutherland – DFPC – Inspector II, Fire Marshal Symposium Completion

N. Howe – IAAI Conference

UAV's:

Total Flights – 11

Total Flight Feet – 16,431

Administrative:

There was a total of almost 30 hours dedicated to handling customer complaints and inquiries during the month of October.

Training Division:

Division Chief Oren Bersagel-Briese

Division Chief Commentary

ImageTrend! In October, all crews and operational chiefs attended training as we get set to go-live with ImageTrend software in November. These trainings were led by our software SMEs Battalion Chief Cameron Nelson and Lieutenant Mike Moore and focused on getting the members familiar with the changes, the layout, and new workflows.



October also featured two local conferences in which we have a lot of participation. Early in the month, members attended the Mile High Firefighter's Conference with both company officer development and hands-on training opportunities. Later in the month, members attended the Fire Leadership Challenge and participated in development at the officer and chief ranks. In addition to our attendance, I also had the honor of presenting at both conferences.

October's department-wide training included the final days of our 2022 live-fire evolutions which allowed members to practice with deployment timing, hose stretches, and building 360s. Crew 154 B-Shift attended an AirLife training at Dawson Butte and were able to get rides in the helicopter. Engineer qualified members began doing the practical portion of the in-house trailer driving certification, and we also began the latest round of SimsUShare training.

With B-Shift going through the Art of Reading Smoke class, we have now been able to get all three shifts through this very valuable training. This has been three years in the making and almost 10 months in execution, and we'd like to thank Battalion Chief Rob Backer (Thornton FD) for his time in presenting this nationally recognized class to each of our members.

Hiring Processes: We are currently working on the process of filling the Division Chief of Life Safety/Fire Marshal position and have candidate interviews scheduled for early November. We also have posted for the positions to fill the approved four new spots for 2023 and have interviews scheduled for mid-November. For this process, we are using our hiring pool from the 2021 posting (or have participated in the SkillBridge program) and are aiming to include these members in a February academy at WMFR.

CMCB: The Incident Safety Officer certification has been approved by ProBoard and is now available if anyone is interested. Classes are being demoed and we anticipate that opportunities to become certified will be more frequent starting in 2023. FF Kevin Reed has also been representing CRFD on the CMCB committee to create the Live Fire Instructor certifications and those should also arrive next year.

FTC Upgrades: The FTC was closed for the last two weeks of the month as we install new electrical on the property. This project will include lighting in the stairwell and outlets on each floor – making training setup/cleanup easier and safer. We also fixed the fence on the south side of the property and continued to organize the Conex storage.

In October, crews trained for more than 2,244 hours on a wide range of topics to stay operationally prepared including leadership, EMS topics, driver/operator, engine and truck company operations, wildland response, forcible entry, incident command, ground ladders, professional development, size-up, physical fitness, search and rescue, and much more.

We are currently working on the following projects:

FTC projects
A new recruitment video
Hosting Rick Lasky
ImageTrend implementation

SimsUShare training
CMCB
EMS Training



Douglas County wildland response drill



FF Malone teaching at MHFC



Live fire evolutions



Trailer driving cones course

Logistics Division:

Division Chief Jim Gile

Division Chief Commentary

The month of October was full of activity in the Logistics Division. Many on-going and large projects continued to make progress. Much time and effort were put into getting our fire engine specification, contract and invoice submitted to Chief Croom. Due to our timeline being accelerated because of projected price increases, the apparatus team worked to make sure as many costs as possible were accounted for. This required meeting together, and diligent review of the specification. Due to all of this work, we were able to get the packet submitted and ultimately approved by Town Council. The Apparatus Committee would like to thank Mayor Gray, Town Council, Town Manager Corliss and Chief Croom for their support in getting this apparatus approved. With approval, we are now in the build queue with Pierce. The projected delivery time is 30-31 months. This will get our apparatus delivered in time for Station 156 to open.



The R&D team had our quarterly meeting where updates on current projects were discussed and two projects were finalized. The first being our truck mounted thermal imagers; after extensive evaluation the R&D Team had a recommendation to replace out current cameras in 2023 with General Long Term Planning budget money. Also discussed was a recommendation from the Hazmat Team leads on replacement Class B foam. Both of these recommendations will be brought to the Executive Staff for approval. After this, they will be formally announced. These recommendations both come from multiple years of work to ensure CRFD can continue to "Be the Best!"

Work also continues in other areas of the Logistics Division. LEST Keegan continues to handle the day to day logistics needs of the department. This includes tools, equipment, uniforms and PPE. Tad is also the primary approver of the Home Depot / Supply Works station supply orders. LEST Keegan has been working on scheduling all of our annual equipment testing and inspections for next year. This includes SCBA, extrication tools, ladders and hose testing. We have this scheduled and on the Master Calendar. Tad is also already working on bunker gear orders for 2023 based on the replacement schedule. As a reminder, if you receive new gear, it is to be put in service as your new primary gear. Your current primary will become the secondary set, and the current secondary set will be taken out of service. With this rotation, no member should be in primary gear older than 3-4 years and secondary of 7-8 years.

Sr. EVT Jennings continues to handle the repair and maintenance needs of the department fleet. In addition to PM maintenance, Ben also handled a variety of unscheduled repairs during the month. This included a blown radiator hose on Engine 153 and a damaged PTO on Quint 155. The majority of these repairs can be handled in house; unfortunately though, some have to be sent to the manufacturer repair centers as is the case with Quint 155. Ben also coordinated repairs and

maintenance on the TRV (Snow Cat). Tracked Off Road Service came down from Wyoming to inspect our TRV. After some minor maintenance, overall they noted that our TRV was in great condition. CRFD Logistics Division also hosted the Colorado Fire Mechanics quarterly meeting and board elections in October.

There have been some additions and changes at the PSTF South that everyone should be aware of, CRPD has moved their Special Operations personnel into the office space on the north side of building. This includes Training, Logistics and Animal Control. With the parking struggles we continue to have, ***please avoid parking apparatus in the driveway of the south building.*** You will also see the parking lot has been reconfigured and restriped. Signage has been added at the South Building designating parking spaces. PD has 3 designated spaces, there are assigned spaces and some PSTF general parking spaces. Please be respectful of the spaces you park in, and if possible, park in the FTC or North Building lot leaving the south spaces for the folks assigned to the building.

HAAS alerting system (the system that alerts drivers of emergency vehicles in the area) totals for September are 4,697. Year to date is 47,296, and the total since we began the program is 173,960. Castle Rock Fire and Rescue was the first agency in Colorado to implement the system.

Division Project Report

Facilities Projects
MDC Replacement
Station 154 / 155 Door Raise Project
Station 156 Apparatus
New STO Up-fitting

New STO up-fitting
R&D Team Projects
Hazmat Team Projects
Pump Testing Tri-Lakes/Monument
Facilities Station Tours



Chief Gile pump testing at Tri-Lakes/Monument



EVT Jennings working at Station 153

Accreditation and Emergency Management:

Assistant Chief Craig Rollins

October was mostly a continuation of September with primary focus on the update of the Emergency Operations Plan (EOP), work surrounding the ImageTrend migration (specifically Continuum and the Data Mart), and emergency management coordination calls for monkey pox. However, the monkey pox calls are falling off rapidly, but RSV calls are beginning to take their place.

In October, I had the opportunity to attend IAFC's 1st annual Technology Summit International (TSI). This conference focused on new and innovative technologies and software solutions for the fire service. More importantly, there were several discussions regarding how the fire service should be looking at technology, data, and software. As was said several times during the conference, and I cannot agree more, if we think technology will solve our problems, then we don't understand technology and we don't even understand our problem(s). One of our major challenges is the numerous, independent data streams we currently have. Currently, there is no solution for this. I began having conversations at FRI in August and continued those discussions at TSI about working with a company to consolidate multiple data sources into a single data-base. While there is still a lot to work through, there is a lot of potential in the concept.

The Center for Public Safety Excellence has announced the dates for 2023 Excellence Conference in Orlando FL (Feb 28 – Mar 3), and registration has begun. This conference is a great opportunity to learn more of the CFAI continuous improvement methodology, the Commission on Professional Credentialing (CPC) process, and general professional networking. This year, there will be five educational tracks (Accreditation, Credentialing, Leadership, Challenges to Opportunities, and Changing for Improvement), or you can attend sessions a la carte. <https://www.cpse.org/conference/> If you have an interest in attending, please contact me.

September 2022 Summary:

Calls for Service:

	All Incidents				Emergent Incidents			
	Incidents		Apparatus Response		Incidents		Apparatus Response	
	530		1144		353		855	
Urban	372	70%	741	65%	243	69%	522	61%
Rural	115	22%	281	25%	84	24%	225	26%
Interstate	8	2%	46	4%	8	2%	42	5%
Blank	35	7%	76	7%	18	5%	66	8%
Mutual Aid Calls	43	8%	156	14%	34	10%	136	16%
Aid Received	23	4%	90	8%	19	5%	80	9%
Aid Given	20	4%	66	6%	15	4%	56	7%



Castle Rock
**PARKS &
RECREATION**
October 2022
Monthly Report



UPCOMING

Events

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

NOV
5
PIE BAKE OFF
10:30 a.m. - 1 p.m.
The Millhouse at Philip S. Miller Park

NOV
19
STARLIGHTING
2 - 6 p.m.
Downtown Castle Rock

DEC
2
FESTIVAL PARK STARLIGHT MARKET
3 - 8 p.m.
Festival Park

DEC
3
FESTIVAL PARK STARLIGHT MARKET
3 - 8 p.m.
Festival Park

DEC
3
REINDEER GAMES
1 - 4 p.m.
Philip S. Miller Park

DEC
10
STORYTELLERS & S'MORES
5 - 7 p.m.
Festival Park

CAPITAL PROJECT UPDATES

Parks

Paintbrush Park Turf Conversion Project

CAPITAL PROJECT SUMMARY

In August 2022, Town Council approved a contract to convert the athletic fields at Paintbrush Park in The Meadows to synthetic turf. The project represents a joint effort between the Parks and Recreation Department and Castle Rock Water to save water, reduce maintenance hours for park operations staff and extend the ability of sports teams and leagues to use the facilities earlier in the spring and later in the fall when unfavorable weather can often limit play. The project will convert two softball fields and one soccer field, saving approximately 4 million gallons of water annually. The new turf will have an 8-year manufacturer's warranty, 8-year installation warranty and 1-year warranty on base construction. The project is slated for completion prior to March 2023 to accommodate spring baseball, softball and soccer and ensure that the fields are useable before the spring irrigation season.

Site work is set to include the removal of sod and approximately 4 to 6 inches of underlying soil; laser grading of the drainage media subgrade; installation of a subsurface drainage system; installation of 4 inches of fractured stone base and drainage media; 2 inches of crusher fine gravel; and a nailer edge surrounding the perimeter of the field. The new turf will have an 8-year manufacturer's warranty, 8-year installation warranty and 1-year warranty on base construction.

Academy is a leading supplier of synthetic turf systems and is a TenCate Grass Company, having long-standing experience in the development, manufacturing, construction, installation and maintenance of synthetic turf systems with over 400 field installations. Their ability to provide high-quality product innovation and turnkey, sustainable sports solutions is unrivaled in the industry.

The project is slated for completion prior to March 2023 to accommodate spring baseball, softball and soccer and ensure that the fields are useable before the spring irrigation season.



OCTOBER PROGRESS

- ACC commenced work by removing natural sod from the soccer field at the close of the fall sports season. Synthetic turf will be placed throughout November as weather allows.

CAPITAL PROJECT UPDATES

Parks

Butterfield Park Renovation

CAPITAL PROJECT SUMMARY

Parks, open space and trails located within the Town of Castle Rock contribute to the quality of life and enhance community character. The Council-approved Parks and Recreation Master Plan identifies the need to assess and plan renovations at existing facilities to sustain current levels of service and ensure user safety to continue to meet resident expectations. The Butterfield Park Renovation was identified as a priority in the department's 2019-2024 Capital Improvement Plan and will feature a fitness course, new walking paths, new basketball courts, new tennis courts, new pickle ball courts, new pavilions, a full-season ADA accessible restroom and upgraded lighting and irrigation. The renovation will also feature a fully-inclusive playground. The Castle Rock Parks and Trails Foundation has set a goal of raising \$1.3 million for the Possibilities Playground, to help ensure play is accessible and fun for everyone. The project is slated for completion in spring/summer 2023.



OCTOBER PROGRESS

- Contractor American Civil Constructors continued progress in the playground and fitness areas, and some of the playground equipment was delivered; the equipment will be installed in spring 2023.
- The restroom is complete and will now be accessible year round.
- The pouring of the core plaza concrete is complete and decorative finishes will be placed in warmer temperatures.



CAPITAL PROJECT UPDATES

Parks

Mitchell Gulch Park Renovation

CAPITAL PROJECT SUMMARY

The Mitchell Gulch Park Renovation was identified as a priority in the department's 2019-2024 Capital Improvement Plan. In addition to replacing the existing playground elements, the project will feature new tennis courts, new walkways, enhanced security lighting, a new pavilion, dedicated concrete parking areas, a bike pump track, a new fitness course, an all-season restroom and upgraded irrigation. The park will also be improved to meet current ADA accessibility standards. The project is slated for completion in summer 2023.



OCTOBER PROGRESS

- Town Council approved multiple resolutions awarding contracts to Designscares Colorado, Renner Sports Surfaces and Landscape Structures to respectively renovate the park, construct tennis courts and purchase playground equipment. Designscares mobilized on site throughout October and commenced the project with the removal of the playground.
- A renovation kick-off event was held on Tuesday, Oct. 25 to formally launch the project. Councilmember Johnson and Parks and Recreation Director Jeff Brauer said words of celebration while neighbors enjoyed cookie decorating, trick-or-treat bags, pumpkin broom ball and pumpkin tic-tac-toe.



CAPITAL PROJECT UPDATES

Open Space

Metzler Family Open Space

CAPITAL PROJECT SUMMARY

In June 2021, Town Council approved a resolution accepting the donation of property from the estate of Robert F. Metzler northwest of the Crowfoot Valley Road and Founders Parkway intersection. This 60-acre property has since been named the Metzler Family Open Space and features a historic homestead, silo and additional outbuildings along with ranchland dating back to Douglas County's homesteading. As part of the transfer of the property, the Town agreed to the installation of parking, signage and trails for the first phase of property improvements, as well as the restoration of the silo. Trails were installed and the silo restored in summer 2022. The Metzler Family Open space is now open for public use, but more formal access will be provided through the development of an access road and trailhead.



OCTOBER PROGRESS

- Town Council approved a resolution awarding Schmidt Construction Company a contract to develop trailhead parking near the East Allen Street and Maleta Lane intersection. The contract award was in the amount of \$1,135,039.20.
- Depending on weather, a substantial portion of the parking lot will be complete by Dec. 23 and in full by March 2023.
- In October, an invitation-only event was held on site to celebrate the property and announce project commencement to ensure future public access. Nearly 50 attended and enjoyed festive, fall-themed food and beverages while touring the homestead and outbuildings.

CAPITAL PROJECT UPDATES

Open Space

Legacy Trail at Gateway Mesa Open Space

CAPITAL PROJECT SUMMARY

Begun in 2019, and built almost entirely by volunteers, the hiking-only Legacy Trail now connects to the 1.6-mile Chuck's Loop Trail and leads hikers through the unique northern forested portion of the open space. The trail winds through mature spruce, fir and Ponderosa pine, past several drainages, wetlands, and steep scrub-covered slopes, and opens up to views of interesting rock formations.

The Castle Rock Parks and Recreation Department partnered with Volunteers for Outdoor Colorado, a statewide organization that provides a volunteer workforce for outdoor stewardship projects, to help construct Legacy Trail. From 2019 to 2022, VOC chose to support the Legacy Trail at Gateway Mesa project significantly offsetting costs that would have been incurred if the Town hired a private contractor.

The Castle Rock Parks and Trails Foundation also partnered with the Town securing a single anonymous \$10,000 donation designated to help fund Legacy Trail that kicked off the project in 2019. As the nonprofit partner of the Town of Castle Rock Parks and Recreation Department, the Foundation strives to maximize our community's recreational experiences.



OCTOBER PROGRESS

- The final VOC work day was held on Saturday, Oct. 8, during which 57 volunteers helped the Town complete construction on the last remaining segment of Legacy Trail.
- Volunteers cut in 650' of new trail, maintained 400' of existing trail and installed 51 new rock steps.
- After three years of hard work by community volunteers and Town staff, construction of the 2-mile, unpaved, Legacy Trail at Gateway Mesa Open Space is finally complete.
- Hikers will be treated to unique trail features like rare ferns, hoodoo rock formations, remnants of a crashed pickup, timber steps, a suspended bridge, impressive rock formations, narrow passages, vast views and more.

CAPITAL PROJECT UPDATES

Trails

Colorado Front Range Trail at Castle Rock

CAPITAL PROJECT SUMMARY

The Colorado Front Range Trail project was initiated by Colorado State Parks and the support of many stakeholders in 2003 to set the vision of a multi-purpose trail connecting communities across the Front Range from New Mexico to Wyoming. Castle Rock will serve as the trail's southern crossroads, eventually connecting Douglas County with Denver via the Cherry Creek Regional Trail. To complete the Town's remaining portions of the Colorado Front Range Trail, construction will include approximately 5 miles of 10-foot-wide concrete trail located in three areas of Town including the Cobblestone Ranch, Terrain and Montaine neighborhoods. Construction will commence fall 2022 and is anticipated to be complete by fall 2023.



OCTOBER PROGRESS

- Town Council approved a resolution awarding the project contract to Native Sun Construction. The contractor will commence work in November.
- A pedestrian underpass agreement was approved with the Union Pacific Railroad to guarantee public access in the Montaine trail segment south of Crystal Valley Parkway and north of Bell Mountain Parkway.

CAPITAL PROJECT UPDATES

Indoor Recreation Facility

Sports Development Center

CAPITAL PROJECT SUMMARY

Since its inception, the department has thoughtfully planned, implemented and maintained public recreation facilities enhancing active lifestyles, health and wellness, youth development and multi-generational social interaction.

The next proposed recreation facility is a Sports Development Center that would complement the youth-oriented Miller Activity Complex and traditional recreation options available at the Recreation Center, providing new opportunities for league play, developmental programming and drop-in use. The Town has not constructed a new gymnasium or competitive pool since 1988. By the time a new facility is developed, the Town is projected to have approximately 90,000 residents.

To prepare for growing demand, staff worked with architectural firm Barker Rinker Seacat (BRS) to complete an Indoor Recreation Feasibility Study throughout 2021. The purpose of the study was to assess community programming needs, development costs and operational impact, and set a general timeline for the next indoor recreation facility. While the study confirmed the Town's financial ability to develop and operate the first phase a new facility, it also identified that the Town has limited site options.

To address site options, staff issued a Request for Proposals to seek potential partners to contribute land and other value to the project. All undeveloped park properties owned by the Town that could accommodate a future facility are located within residential areas, and a sports development center could potentially generate significant traffic, especially during tournaments, requiring a more ideal and centrally located site.

Confluence Companies, the developer of the Riverwalk and Encore, answered the RFP and provided a proposal to provide land and options for financing and construction services to advance the project. Confluence proposes to build the sports development center at the former Acme Brick facility on Prairie Hawk Drive. They envision the facility as part of an overall mixed-use development project called the Brickyard that would clean up a blighted industrial area and energize the proposed development.

The department is continuing to work with Confluence Companies and BRS to define the project's next steps, while seeking Town Council approval.

PLAN FOR PLAY



Help shape Castle Rock's
indoor recreation future, today!

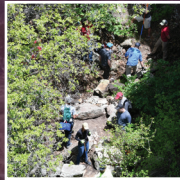


OCTOBER PROGRESS

- Town Council approved a Memorandum of Understanding with Confluence Companies to define the terms of an unbinding agreement between the parties to begin project site planning. As the project continues to develop, the eventual goal will be to establish a formal lease agreement to plan and construct the sports center.
- Town Council also approved a contract amendment with BRS to initiate schematic design for the proposed facility. The design phase will identify final facility programming and determine the spatial relationship between components, set initial cost estimates and define regulatory requirements. The design will include a site plan, floor plans, elevations and renderings.

COMMUNITY EVENTS

Summary



10.08 LEGACY TRAIL AT GATEWAY MESA VOLUNTEER WORK DAY

- 57 volunteers helped the Town complete construction on the last remaining segment of Legacy Trail at Gateway Mesa
- Volunteers cut in 650' of new trail, maintained 400' of existing trail and installed 51 new rock steps
- Legacy Trail is now complete and open to the public

FALL FESTIVAL FEAT. CREEPY CRAWLIES AROUND THE ROCK

- Held in Festival Park
- Thousands of visitors in the park enjoyed harvest-style vendors, food and craft products
- In partnership with Douglas Land Conservancy, Nature's Educators provided a hands-on exhibition featuring invertebrates like snakes and toads

10.15



10.22 SPOOKTACULAR

- Held at Philip S. Miller Park
- Activities included carnival-style games, photo ops and plenty of opportunities to fill up on candy and Halloween-themed treats



MITCHELL GULCH PARK RENOVATION KICKOFF

- Held at Mitchell Gulch Park to kickoff park improvement project
- Councilmember Johnson and Parks and Recreation Director Jeff Brauer marked the occasion with words of celebration
- Area residents enjoyed cookie decorating, trick-or-treat bags, pumpkin broom ball and pumpkin tic-tac-toe

10.25



FACILITY RENTAL

Summary

**DAYS WITH EVENT
RENTALS**

15/31

3,810

**EVENT RENTAL
ATTENDEES**

EVENTS

14

including 1 race,
2 weddings,
1 retirement party,
7 corporate events,
3 celebrations of life
and 17 site visits

28

PAVILION RENTALS

totaling 128 rental hours

TROLLEY RENTALS

10

totaling 37 rental hours

PROGRAM PARTICIPATION

Summary

3

Wednesday Wellness
Walks hosted 15
participants



1,020

adults enrolled
in
Athletics programs

1,161

youth enrolled
in
Athletics programs



126

adults enrolled
in
pottery or dance



84

youth enrolled
in dance, KidzArt or
fencing

156

enrolled in
Adventure Club
Preschool



12

enrolled in
Toddler
Time



121

camp
participants

5

camp
offerings



84

Learn to Swim
program
offerings



172

Learn to Swim
program
participants



2,918

group fitness
program
attendees

89

personal
training
sessions



4,574

rounds
of
golf



POST PARTNERS

Volunteer Program Impact



VEHICLE COUNTER

Summary



GATEWAY MESA OPEN SPACE

5,179

total vehicle traffic,
up from 4,731 in
September

144

average number
of vehicles
per day YTD

340

vehicles on
peak visitation
day, Oct. 9



PHILIP S. MILLER PARK

30,844

total
vehicle
traffic

1,111

average number
of vehicles
per day YTD

1,829

vehicles on
peak visitation
day, Oct. 22

M O N T H L Y R E P O R T F O R T H E

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 2022





Elections

www.CRgov.com/elections

Guardians of Democracy

Designated Election Official

FCPA Filing Officer

November 8, 2022 Regular Council Election

Candidates as they will appear on the ballot :

Jason Gray	Mayor
Dean Legatski	District 3
Kevin Bracken	District 3
Caryn Johnson	District 5
Max Brooks	District 5
Caryn Ann Harlos	District 5

Logic & Accuracy Test - Completed Sept 30

Write In Candidate Deadline Oct 10 - None

Ballots mailed beginning Oct 17

FCPA Reports Due: Oct 7, 18, 28; Nov 4, 23

Information can be found at DouglasVotes.com

Records

www.CRgov.com/municipal code

Historian, Archivist, Keeper of the

Laws, Legal Notices

+72% YTD
2021-2022

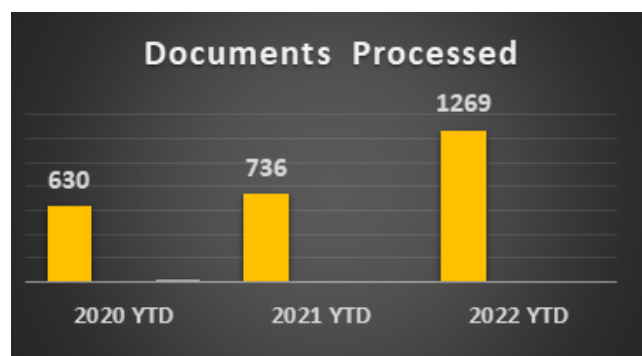
Route and execute Town documents

Codify Town laws

Archive Town records into Alchemy

Publish and post legal notices

Process recordings and agreements for Legal



CORA Requests

www.CRgov.com/openrecords

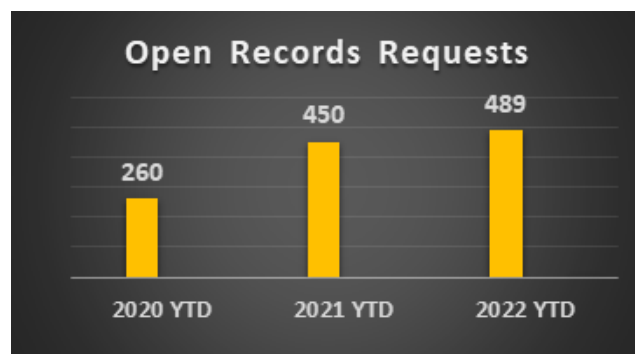
Provide Transparency to the Public

Coordinate with departments to fill

public records requests under

Colorado Open Records Act

+9% YTD
2021-2022



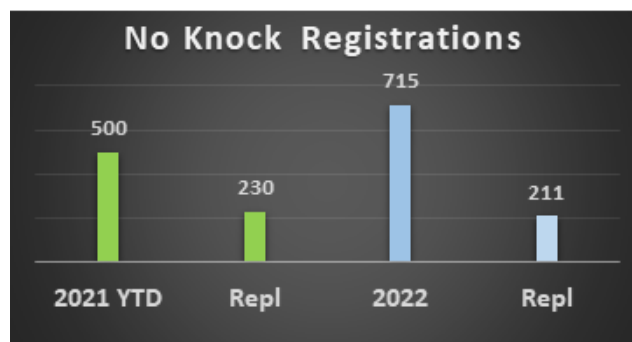
No Knock Program

www.CRgov.com/noknock

Program Created in 2008

8,235 Total

+43% YTD
2021-2022





Liquor Licensing Authority

(NOTE: Hearings will now be posted on the website calendar for all New Licenses and Special Event Liquor Permits as well as the required posting at the location of the premise and the newspaper for New Licenses.)

Modifications

Permanent Modifications - Outdoor Patios

B&B - issued	Castle Café - issued
Angies - issued	Z'Abbracci's - issued
Union - issued	Provision - issued
Guadalajara - issued	Scileppi's - issued
Cork & Keg - issued	Crowfoot

New Licenses

Bear'l Cellars - Vintner Restaurant
105 West - Changed to Brew Pub

Pending:

Perry Street Social District - pending CO
Scissors & Scotch - pending CO
The Backyard - Change to Tavern

Hearings

Dilly Dally DIY Workshop - New B&W - 11/9

2022 Businesses that Changed Owners

Vista Vino	<u>Pending</u>
Colorado Cork and Keg	Los Santos (to The Park)
Tasty House	South Garden
	Plum Creek Golf
	Scissors and Scotch

2022 Surrendered Licenses

Tokyo Joe's
Qdoba - Allen Street and New Memphis locations

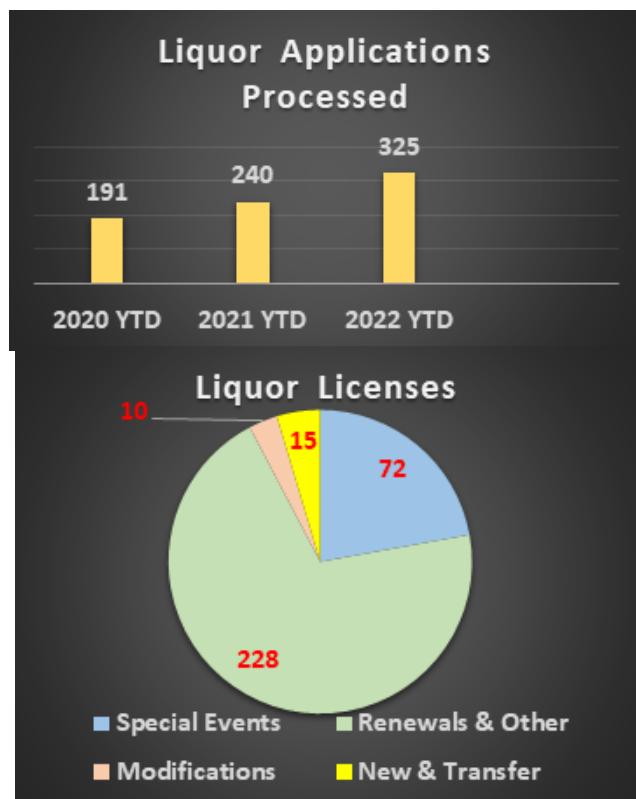
2022 Closed Businesses

Carlos Miguel's
Siena

+35%
2021-
2022

Events

10/1	Mom Prom	Kirk Hall
10/7	FESTIVAL - Food Truck Frenzie	The Grange
10/15	FESTIVAL - 105 West & Epic Sky Trek PSM	
10/18	RESCUE COLORADO	EVENT CENTER
10/28	MURDER MYSTERY DINNER	GRANGE
10/22	Ghost Down Hoedown	Event Center
10/22	Octoberfest at the Rock	Outlets
11/12	Treelighting	Outlets
11/19	Starlighting	Downtown
11/24	TURKEY ROCK TROT	Fairgrounds
12/9	HOLIDAY WINE SOIREE	GRANGE
12/10	SKURICH BANQUET	Kirk Hall



Revenues

2017 \$18,270	
2021 \$30,751	+11% 2021-2022
2022 Est. \$34,000	

	2017	2018	2019	2020	2021
New:	3	7	8	12	14
Transfers:	11	9	6	6	4
Special Events:	77	77	77	32	61
Modifications:	7	11	10	22	7
Other:	155	145	143	187	202



2022 Shred Event!

2nd successful year for the Employee Shred Event!

Shredded over 4600 # - over 2 tons this year!

1st Shred Event in April 2019 - Shredded 3,000 #

Interesting tidbit: The truck delivers shredded paper to the All American Records Management facility to shred again. It is baled and shipped to paper mills across the country for a variety of uses, one of which during the pandemic was paper towels and toilet tissue.

The Town adopted the Colorado Records Retention Schedule and several Town documents were destroyed.

- The Town Clerk's Office: 2018 Special Election Ballots, Undelivered Ballots, and unused supplies; 2017 At Large Mayor Petition; 2016 Recall Petition for Donahue; and 2016 Solicitor Applications
- 36 employees participated with a line out to Liggett Road!

Coming Summer 2023: 3rd Electronic eRecycling Event! 1st event September 2019, 2nd event August 2021. Will work with facilities to anchor a trailer at each remote facility so more employees can participate, try to accommodate staff who do shift work, coordinate with Town classes or events, and involve the Green Team ambassadors.

Kudos to Robbie Schonher coordinating with departments to ensure a great benefit to our employees and their departments!



FMDoITMCCOMHR

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.

FM

FACILITIES
MAINTENANCE

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

DoIT

DIVISION OF
INNOVATION
AND
TECHNOLOGY

Partners with departments Townwide to strategically implement technology that is secure and well-supported

MC

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

COM

COMMUNICATIONS

Facilitates community outreach and involvement for departments Townwide

HR

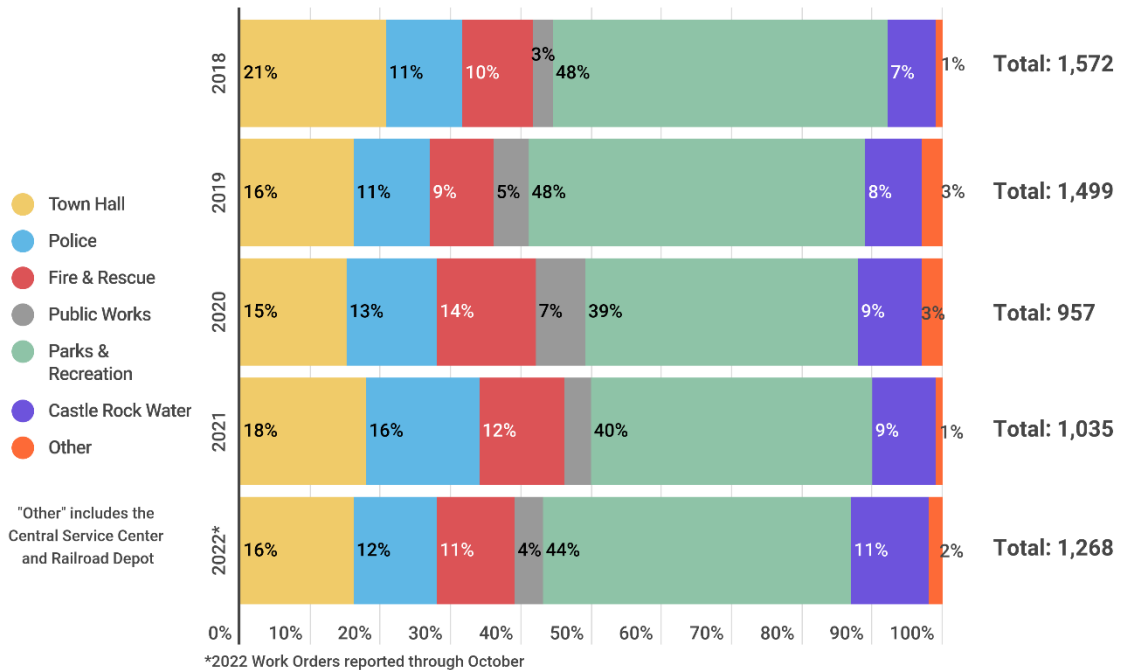
HUMAN
RESOURCES

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

- ▶ Completed **140** preventative maintenance activities and **19** custodial inspections in addition to regular work order requests. In total, the Facilities team handled **273** work orders in October
- ▶ Through October, the Facilities team has completed more work orders than in all of 2021. Total YTD work orders are up **21%** over the same period in 2021
- ▶ Started Police Department ADA Parking improvement project, completion expected in November
- ▶ Completed final countertop renovations at Castle Rock Water Administration
- ▶ Completed warranty walkthrough at Castle Rock Water Engineering building
- ▶ Completed Rec Center pool repairs in conjunction with Aquatics personnel
- ▶ Started Work Order Management Software conversion – completion expected in January
- ▶ Scheduled required fire and elevator inspections for November
- ▶ Continued work on Fire Apparatus Bay Door Raise, PD Interior Renovation and Town Hall Renovation project
- ▶ Provided support for numerous other projects including fleet EV charging stations at the Police Department and Town Hall cubicle reconstruction

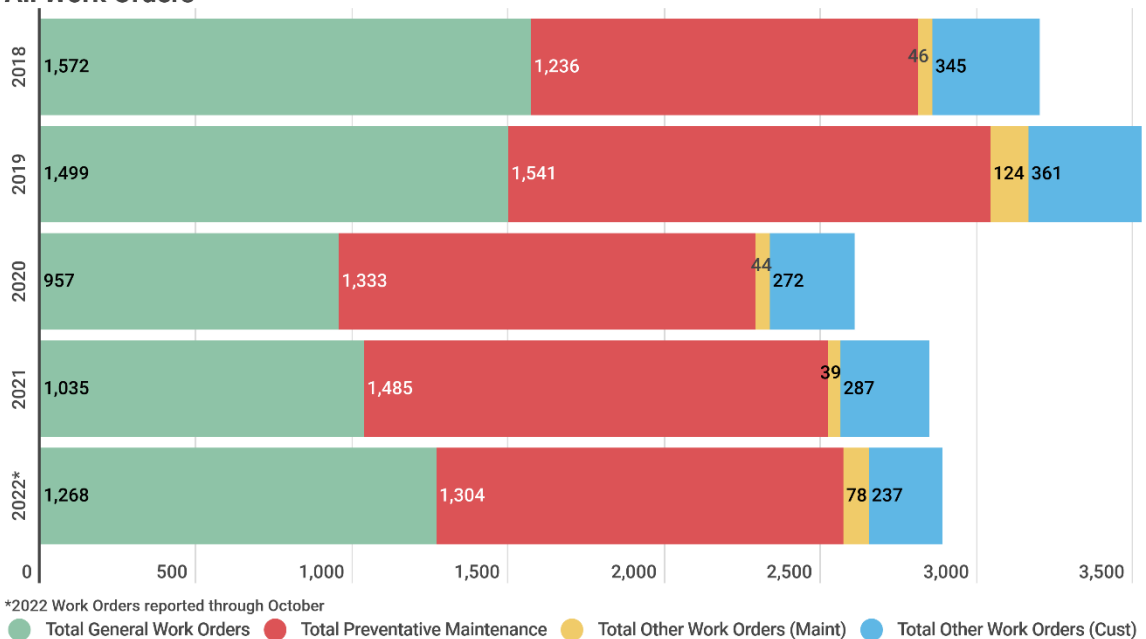
Facilities Division

General Maintenance Work Order % by Department



Facilities Division

All Work Orders



"Other" work orders include event setups, snow removal and custodial work orders/inspections

- ▶ Conducted **one** Town-wide training class
- ▶ Successful go-live of the Legal Files Management Software
- ▶ Successful go-live of Constant Contact, an email marketing tool
- ▶ Upgraded multiple switches throughout Town facilities

DoIT

Help Desk

Addressed **422** total tickets, with an average time to resolve of **40** hours

There were **six** emergency tickets this month, **100%** of which were resolved within one calendar day (80% is goal)

There were **24** urgent priority tickets this month, **100%** of which were resolved within two calendar days (85% is goal)

There were **352** medium priority tickets this month, **99%** of which were resolved within 10 calendar days (90% is goal)

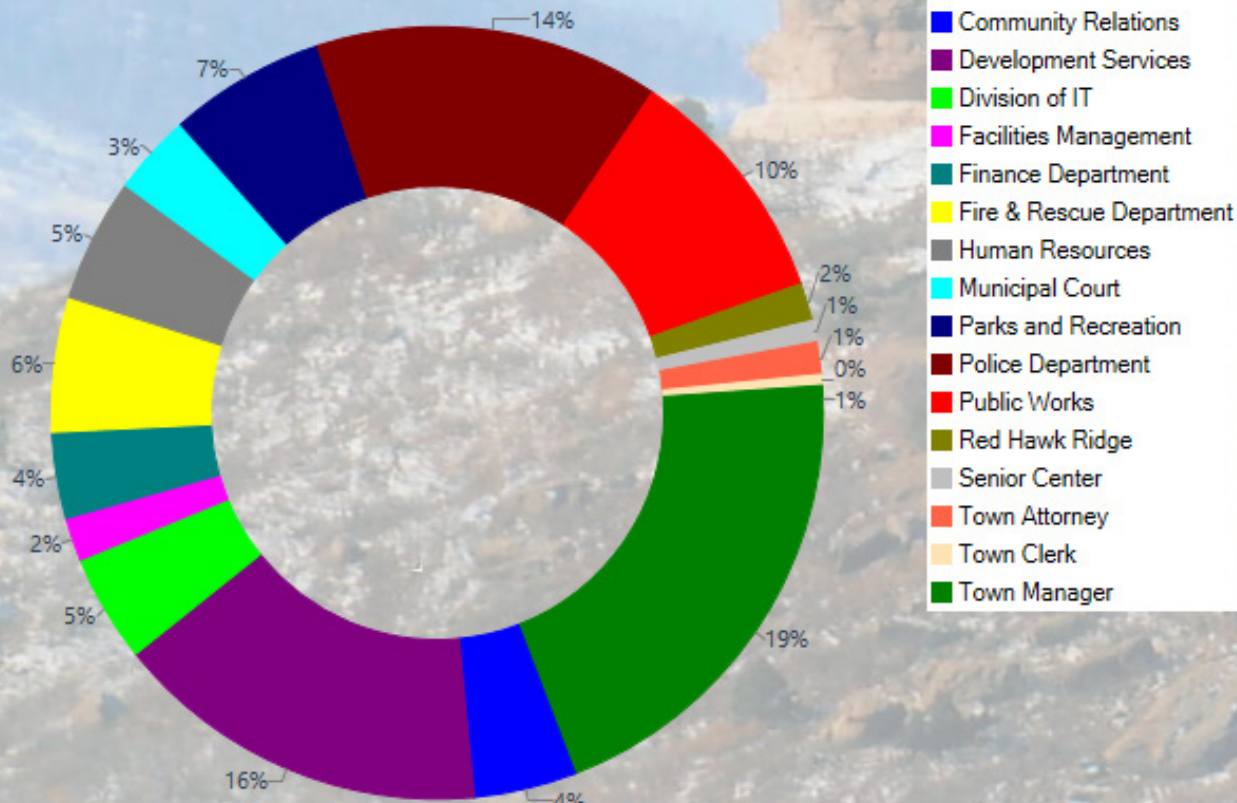
Geographic Information Systems (GIS)

Addressed **14** total tickets, with an average open-to-resolve time of **34** hours

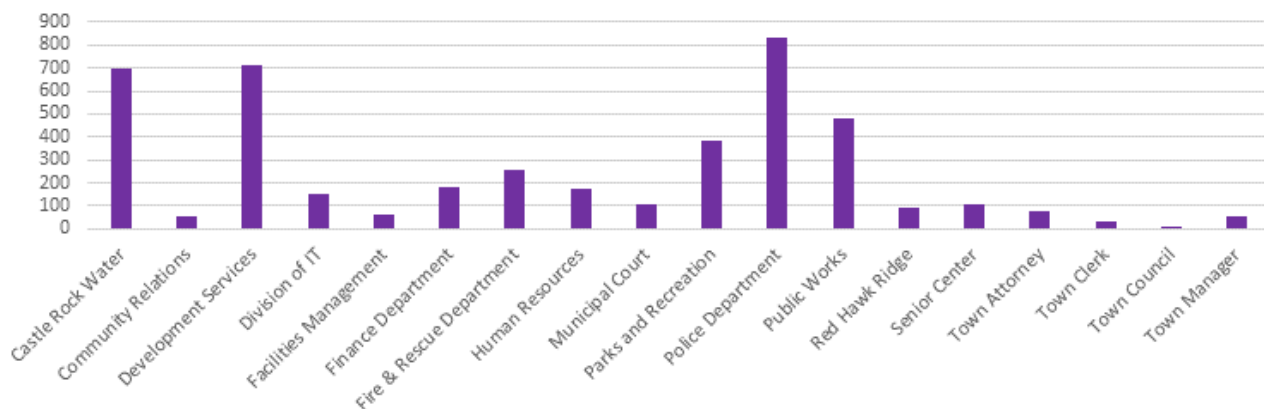
There were no annexations, parcel or zoning updates in October

Tickets by Department

10/1/2022 - 10/31/2022

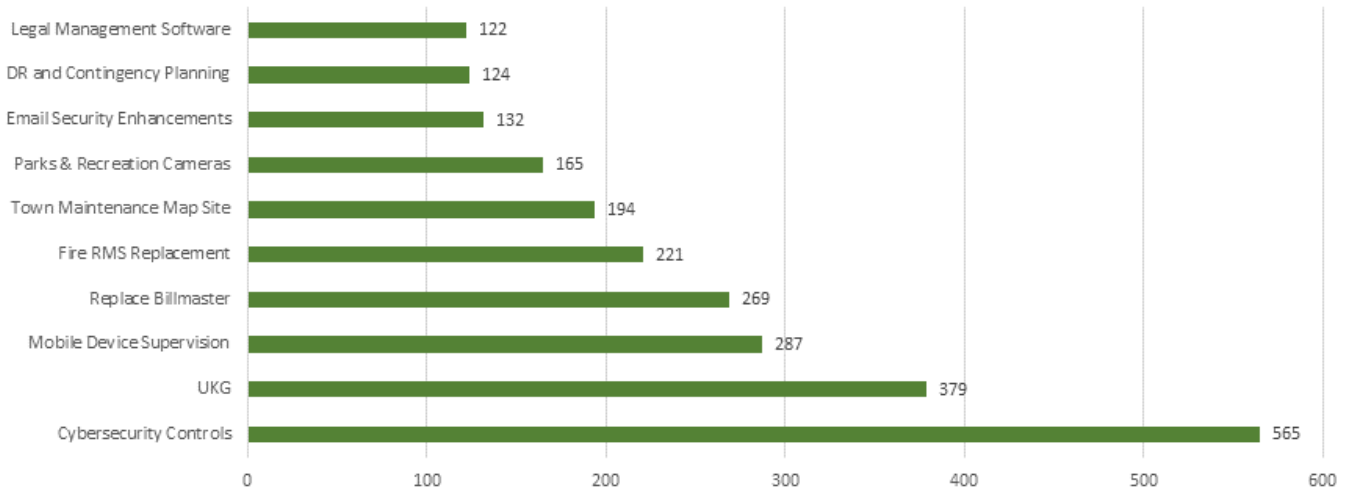


YTD Tickets = 4451

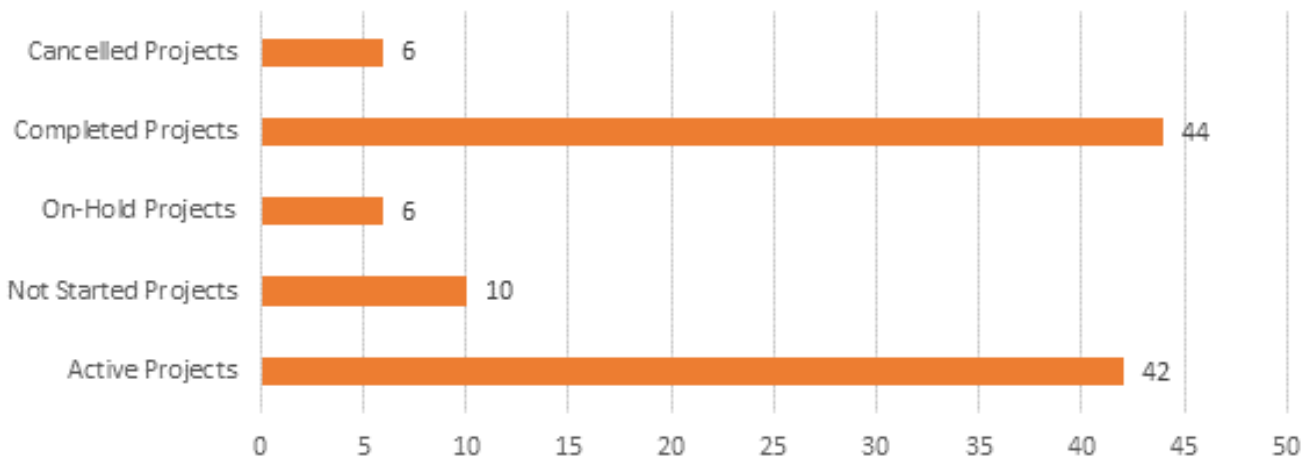


DoIT

Top 10 Active Projects by Hours



DoIT Project Summary





MC

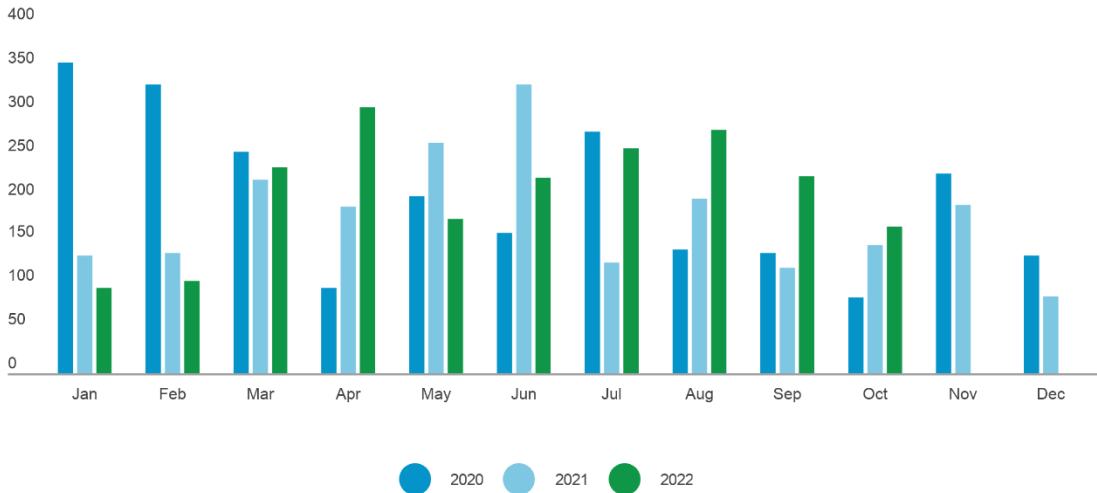
Key Accomplishments

- ▶ Teen Court conducted two court hearings

MUNICIPAL COURT

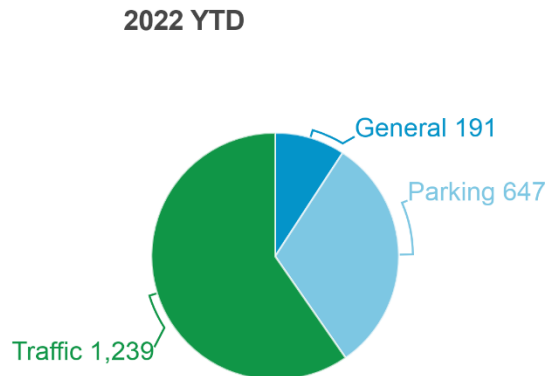
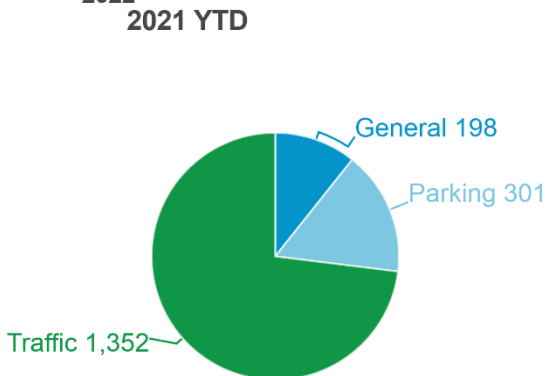
Castle Rock Municipal Court Monthly Report -October 2022

Total cases filed in Castle Rock Municipal Court: 2020-2022



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020	356	331	254	98	203	161	277	142	138	87	229	135	3,639
2021	135	138	222	191	264	331	127	200	121	147	193	88	2,411
2022	98	106	236	305	177	224	258	279	226	168			

Total cases filed in CR Municipal Court by type YTD: October 2021 vs. October 2022





COM

Key Accomplishments

- ▶ In October, Communications supported the Mitchell Gulch Park renovation kickoff, Metzler Family Open Space event, Castle Rock Fire and Rescue's Wildfire Preparedness Presentation, and the Fifth Street and Crowfoot Valley Road open houses
- ▶ The team completed **two** publications: Pavement Maintenance Program end-of-season survey postcard and Your Town Talk newsletter
- ▶ Staff during October issued news releases about:
 - [Town begins new truck route program to reduce freight traffic in neighborhoods](#)
 - [Landscape ordinance limits grass lawns for new residential and commercial properties](#)
 - [Take a hike – explore the recently completed Legacy Trail](#)
 - Mitchell Gulch Park improvements begin; project kickoff event set for Oct. 25
 - Easy as pie? Submit an entry in the Town's Pie Bake-Off Nov. 5
 - 'Fire won't wait. Plan your escape' this Fire Prevention Week, Oct. 9-15
 - Town Council supports passage of Douglas County Schools' ballot initiatives 5A and 5B
 - Family friendly Halloween fun at Spooktacular Oct. 22
 - Oct. 4 and 18 Council updates

Hyperlinked items were available as of Nov. 7

COMMUNICATIONS



Communications ■ October 2022 Report

MEDIA

12 
Media Requests

TRADITIONAL OUTREACH

41 
Communications
Plans, year to date

10 
News Releases
Distributed

ONLINE OUTREACH

93
Webpages
Approved



66
Calendar Items
Approved

0 
Fact or Fiction
Questions Published

GRAPHICS

55 
Visuals Created

1 
Video Completed

2 
Publications
Completed

SOCIAL MEDIA OUTREACH



119
Social Media
Updates



26 
Questions Answered
on Social Media



Facebook

23,621
Followers

A Top Post
★

A post highlighting the Parks Division hanging holiday lights Downtown was the most popular, reaching 9,902 people with 311 reactions and 17 shares.

SOCIAL MEDIA REVIEW

8,378
Followers

Top Post
★

A crosswalk safety video posted on Halloween featuring a dressed up dog was the most popular, reaching 4,275 people with 74 likes and 4,738 views.

Instagram



Nextdoor

Top Post



37,393
Total members

The first snow-fication of the season was the most popular post, reaching 5,368 people with 24 reactions and three replies.

9,668
Followers

Top Tweet



Twitter



A tweet about the Crowfoot Valley Road open house was the most popular with 1,205 impressions, 29 engagements and two retweets.



HR

Key Accomplishments



- ▶ HR attended **six** interview panels:
 - CRW Assistant Director
 - Fleet Manager
 - Street Maintenance Technician
 - SCADA Analyst
 - Infrastructure Manager
 - Benefits Specialist

- ▶ HR attended **four** career fairs in October
 - Arapahoe/Douglas Works! Career Fair at Aurora Satellite Workforce Center
 - CU Boulder STEM Industries at CU
 - Wyoming, Colorado Regional Job Fair
 - DCSD Career Fair at Chaparral High School

HUMAN RESOURCES

Welcome!

Employee Orientation

Nine new full-time employees came on board during October

Congratulations!

Performance Evaluations

HR on **Oct. 6** provided a report to departments regarding performance evaluation due dates, to help supervisors ensure timely completion of employees' performance evaluations

HR in October reviewed **43** 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 was **one** recognition in October

Well done!

Training

In October HR hosted **five** trainings: The Power of Habit, Breaking the Coaching Code, Budget and Finance 101, Legal Issues for Public Employers, Building Accountability



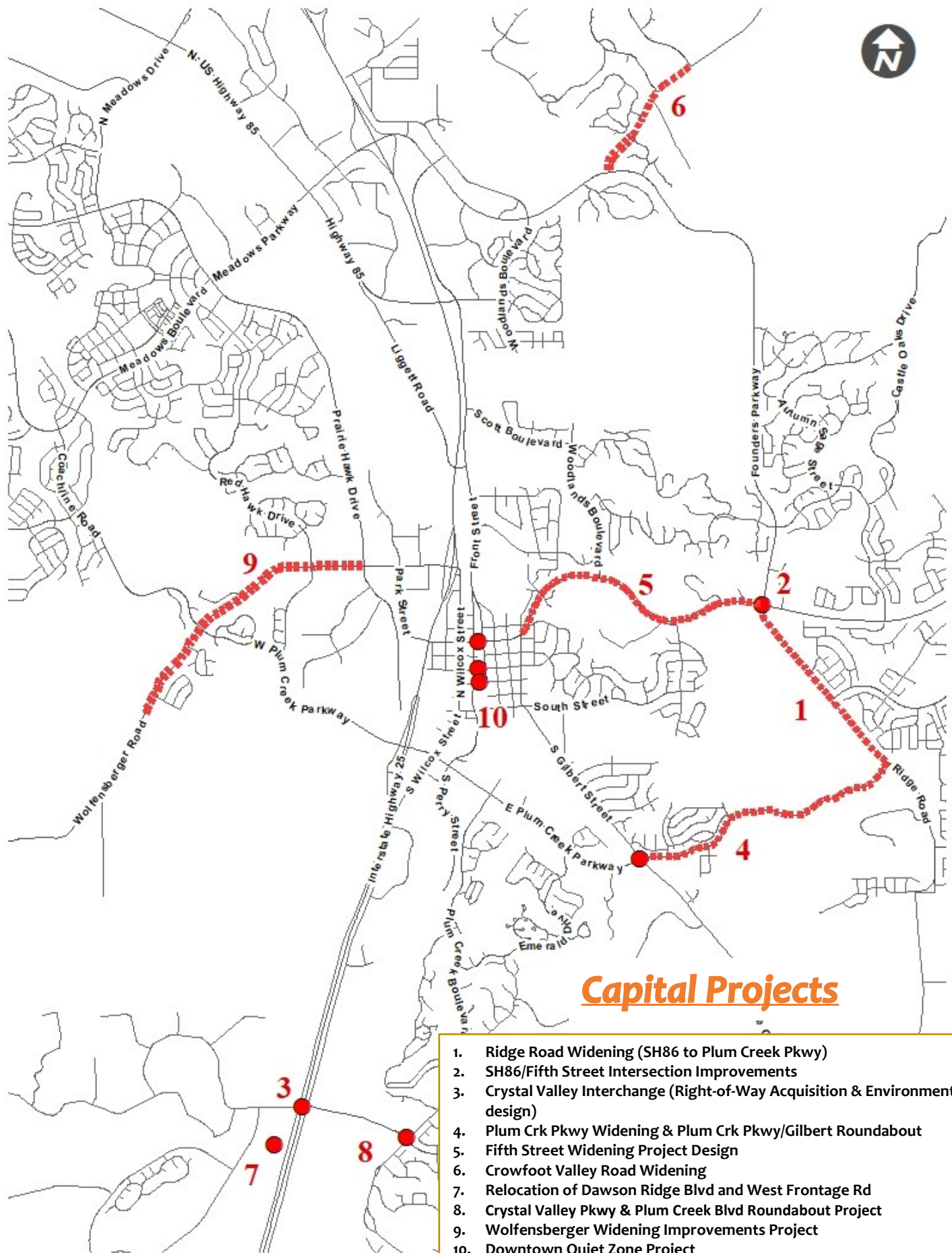
Monthly Report

October 2022

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.





1. **Ridge Road Widening** – 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: Construction

- Continue to maintain temporary erosion control measures
- Continued surveying
- Continue the relocating of existing utilities
- Continued earthwork on major cuts and fills
- Continued curb and gutter
- Started asphalt paving between Plum Creek Parkway to Enderud Blvd

Budget: \$5,225,000

ROW Acquisition:

- A valuation hearing for the Bertelsen property is scheduled for March 2023

Targeted Construction Completion: Spring 2023

2. **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:

- Intersection will remain a full movement four-way intersection. Additional turn lanes and acceleration lanes will be added.
- Traffic signal improvements will be made to incorporate the larger intersection.
- Pedestrian and bicycle improvements will be constructed on all four sides of the project.
- Stormwater detention and water quality improvements will be constructed to capture the additional surface volume from the new intersection.

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

- Final plan set revisions ongoing
- DEA/Town finalizing additional scope of work requested by CDOT
- Right-of-way acquisition is wrapping up, three properties have been closed, one remaining
- All utility relocations have been completed, protect in place is all that remains for dry utilities
- Consultant for construction management services was approved by Town Council, RockSol Consulting will provide services
- Working on long lead item submittal for signal poles due to 9-month lead time
- 100% bid package expected by Thanksgiving

Budget: \$1,275,676, with DRCOG Grant Reimbursement

Design Completion: Fall 2022

ROW Acquisition: Fall 2022

Targeted Construction Completion: Winter 2023-2024

3. **Crystal Valley Interchange – Pre-construction Activities** – The purpose of this project is to achieve acquisition of re-

maining 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

- Condemnation authority to add the Hyperion property as a result of the preferred alternative configuration, for full acquisition of parcel
- West Side of I-25 – Complete property negotiations with Douglas County Development Company and Westside Development
- East Side of I-25 – Complete property negotiations with Dawson Ridge Metro District

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

- Transportation demand management letter to be sent to CDOT Director for signature/approval
- Multimodal design decisions being finalized
- Design firm continues working on 90% design
- Environmental/NEPA – All Tech memos have been done at this time
- Construction management services contract to be entered into in January/February
- Maintenance IGA with CDOT draft submitted for Town review – still pending drainage/water quality items

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

Design Completion: Summer 2023

Targeted Construction Completion: Summer 2025

4. **Plum Creek Parkway Widening and Plum Creek Parkway/Gilbert Street Roundabout Project** – This project will imple-

ment 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 1B: Plum Creek Pkwy Widening and Roundabouts Gilbert to Eaton): Construction

Budget: \$7,507,723

Completion: Complete

Plum Creek Parkway Widening Phase 2 – 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 2 lanes, but also bicycle and pedestrian multi use lanes. It will also include roundabout modifications at Ridge Road.

Phase 2: Plum Creek Pkwy Widening (Eaton to Ridge): Construction – The following is a summary of design activities performed this month:

- Completed 1,000 feet of storm pipe installation
- Continued manufacturing of block wall
- Continued earthwork for new roadway and sidewalk construction
- Completed utility relocation (Electric)
- Continue the maintenance of erosion control
- Continue major cuts and fills
- Continued the installation of storm drain pipe
- Continued the installation of headwall for storm drain
- Continue the relocation of utilities
- Started the placement of base course
- Installation of conduit for street lighting

Budget: \$7,530,000

Targeted Construction Completion: Fall 2023

5. **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 improvements include:

- Widen to 4-lanes from Woodlands Boulevard to Ridge Road
- Add on-street bike lanes between Gilbert Street and Ridge Road
- Add sidewalks from Sixth Street to Ridge Road
- Roundabout and signal light construction at Woodlands Boulevard and Valley Drive respectively.

Phase: Design

- Design development from 30% to 90%
- Held project open house
- Continue environmental study
- Refine structure designs
- Prepare 90% design deliverables
- Coordination efforts with adjacent developments
- Continue to develop project utility design

Budget: \$1,500,000

Design Completion: December 2022

Right-of-way acquisition: Winter 2022-2023

Targeted Construction Completion: Winter 2023-2024

6. **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 four-

lane section, including painted median/turn lanes, with bike lanes in both directions.

Phase: Design—Town submitted IGA comments to Douglas County for review; Douglas County submitted conceptual design elements for the Town to review;

- Town staff developed conceptual designs based off of Douglas County and Town comments
- Town staff presented design concepts to the community at October 27 open house
- Community feedback due by Nov 10 with a summary to be completed

Budget: \$2,500,000 (Town contribution to construction funding; IGA to be executed with County)

ROW Acquisition: Summer 2023

Design Completion: Summer 2023

Targeted Construction Completion: Summer 2024

7. **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 – CORE Consultants is the design consultant for this project. The following is a summary of the activities performed this month:

- Final design plans, specifications and estimate expected in mid-November for bid documents

Budget: \$299,000

Design Completion: Fall 2022

Targeted Construction Completion: Summer of 2025 in conjunction with Crystal Valley Interchange

8. **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. This project is scheduled to be designed by September mid-October 2022, bid in October 2022, and constructed by Summer 2023.

Phase: Design

- Completed bid documents, advertised on October 20, 2022
- Bid Opening for project is scheduled for November 14, 2022

Budget: \$400,000

Design Completion: Fall 2022

Targeted Construction Completion: Summer 2023

9. **Wolfensberger Widening Improvements Project**- Wolfensberger Road is a major arterial connection for local and regional travel between the westerly portions of Town and I-25. Roadway and pedestrian improvements for Wolfens-

berger 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 Wolfensberger Widening Improvements Project will complete all design elements for the implementation of the full build out transportation network from the western Town limits to Prairie Hawk Drive.

- Widening roadway to a full 4-lane arterial section
- Addition of sidewalk along both sides of Wolfensberger
- Roundabout construction at Red Hawk/Auburn and Wolfensberger Intersection
- Removal of existing traffic signal
- Storm water drainage improvements
- Implementation of on street bike lanes West/East bound

Phase: Planning/Design

- Weekly meetings with business and property owners along the corridor
- Ongoing design work with adjacent developers to accommodate and incorporate their ingress/egress into project design
- Design efforts/coordination is under way to possibly utilize developer stormwater infrastructure
- Design efforts to utilize existing Town property for stormwater improvements underway
- Utility coordination meetings ongoing
- Subsurface utility engineering (SUE) investigation ongoing
- 30% Design submittal scheduled for February 2023

Budget: \$2,500,000

Design Completion: Fall 2023

Right of Way Acquisition: Fall 2023

Targeted Construction Completion: Fall 2024

- 10. Downtown Quiet Zone Project** - This project is to implement a quiet zone through the downtown Castle Rock area. In order to implement the quiet zone, improvements must be constructed at three railway crossings: Second Street, Third Street and Fifth Street. The scope of the improvements to be constructed with this project include: additional crossing gates, pedestrian crossing improvements, ADA improvements, sign and marking improvements, curb and gutter additions and general railroad (Union Pacific or UP) coordination. The benefits of this project will be improved safety for vehicles and pedestrians and improved quality of life for downtown businesses, residents and patrons.

Phase: Construction - The following is a summary of activities performed this month:

- Resubmit construction agreements with Public Utilities Commission (PUC)
- Stockpile railroad construction materials on-site
- Continue scheduling and coordination of construction with Union Pacific

Budget: \$1,800,000

Targeted Construction Completion: Winter 2022-2023

Traffic Signal System Upgrades – 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 Parkway, and Meadows Parkway, and Factory Shops Boulevard. Eight abutting Town signals will be included in the system. In October, detection was finalized at Allen St and Allen Way. CDOT ITS has provided the required licensing and the software will be turned on in November.
- Phase II of the Town's ATSPM project includes software development and signal timing. Traffic data was collected in September for signal retiming in October. Kimley-Horn is currently checking the new software for bugs and will be updating the Town's software once the bugs are fixed. In addition, Kimley-Horn has been collecting vehicle volume data and will be providing Town staff with new signal timing by the Thanksgiving holiday.
- Town Staff will be purchasing three new traffic signal cabinets and four new detection systems by the end of 2022 as part of inventory and replacement maintenance.

Budget: \$868,700

Construction Completion: End of year 2023

2022 Safety Projects – This project includes installing RRFBs at five locations, roadway improvements, and safety improvements on Gilbert Street.

- The 2022 safety projects have been completed and are in final walkthrough period. Staff are identifying safety improvements for the 2023 Safety Improvement Program.
- As part of the Gilbert Street PMP Full Depth Replacement Project, speed management improvements including speed cushions, a raised crosswalk, and curb extension were installed. A review of speed impacts was completed and showed a decrease in speeds.
- As part of the Wolfensberger Road Reconstruction Project, we installed a new median and signage that physically limits lefts out at Kinner Street and the gas station access.

2022 Budget: \$613,000

Construction Completion: Fall 2022

Illuminated Street Name Signs – Town staff are still working with CDOT to get Meadows Pkwy and Hwy 85 a power feed for two of the signs.

2022 illuminated street name signs are currently being purchased for four additional locations throughout the Town.

2022 Budget: \$58,000

Construction Completion: Summer 2022 and Fall 2022

Engineering Division

2022 Pavement Maintenance Program (PMP)

The 2022 PMP has focused its efforts in the South PMP area with additional work taking place on primary streets (E. Loop Rd, Fifth St, Gilbert St, Mikelson Blvd, and Woodlands Blvd).

Concrete Pavement Remove and Replacement Reconstruction

The Concrete Pavement Remove & Replacement Reconstruction project for Mt. Royal Drive/Masters Club & Champions Court, completed all concrete and asphalt requirements October 24. The project came in within contract time and budget.



Asphalt Overlay Project

The Asphalt Overlay Project began construction April 11. The project was completed October 18 with the reconstruction of Eveningglow Way. The project was done within contract time and budget.



Full Depth Reclamation Project

The Full Depth Reclamation project began April 11. The contractor completed Peak Vista Court, cul-de-sacs off Plum Creek Blvd., and Echo Hollow Street area this month, and moved operations to Rock Lane & Rock Street. This area is the final two streets to complete this project. The contractor will then move to Beacham Drive to repair the damage section caused by a water main break. The project is on track to be completed within allotted contract days and approved budget.



2022 Facilities Parking Lot Improvements Program

The contractor began work on Monday, September 20. The pro-

gram was completed October 10 and within the contract time and budget.

Parking lots that are scheduled include the following:

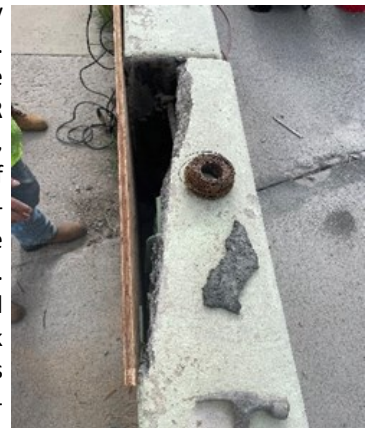


Perry St. Fire Station #151
Police Department
Centennial Park (Burgess Pool)
Butterfield Park Parking Lot
PCWPF Treatment Plant

Meadows Treatment Plant
Diamond Ridge Pump Station
Matney Park
Coachline Parking Lot

2022 Bridge Maintenance Program

ABCO was awarded the maintenance project for this year. The bridges identified for necessary repairs are the S. Wilcox over E. Plum Creek bridge and the Plum Creek Parkway over UPRR bridge. Substructure repairs, asphalt milling, repairing of bridge deck, and asphalt overlay on the S. Wilcox bridge were completed this month. The contractor also completed deck repairs on the Plum Creek Parkway bridge over UPRR this month. The project is scheduled to wrap up in the first week of November. The project is on track to be completed within contract time.



Development Division

Review and Permitting

Development Review - All 41 reviews were completed. No late reviews this month.

Permitting & Inspection – 22 right-of-way permits were issued.

Transportation Planning & Traffic Engineering Division

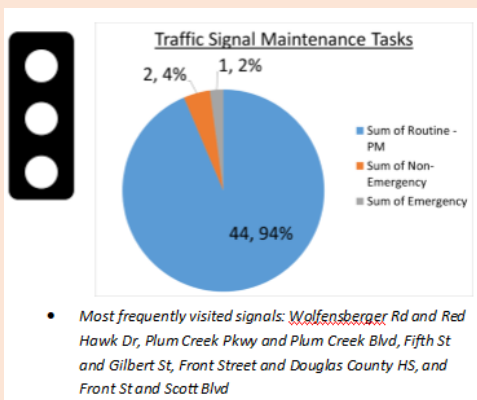
Taxi Voucher Program

For the month of October, the Taxi Voucher Program funded 100 rides; which is a 40% decrease to last year's October total of 168 and a 6% decrease from last month's total rides. Transportation services are provided for Castle Rock citizens who cannot drive, have a disability that prevents them from driving, or do not have access to a vehicle. In October, 18 individuals used the Taxi service. Of those individuals, 72% of the rides were for work, 18% for shopping trips, and 10% for medical appointments. Twenty-four rides were provided for people without access to a vehicle, 35 rides to seniors, and 41 rides to disabled riders.

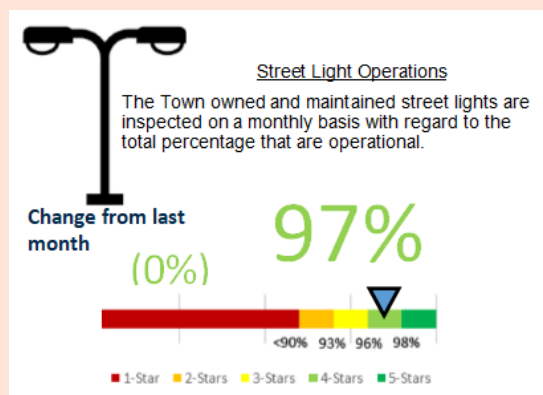
The Castle Rock Senior Center provided 889 rides in October.

Traffic Engineering and Operations

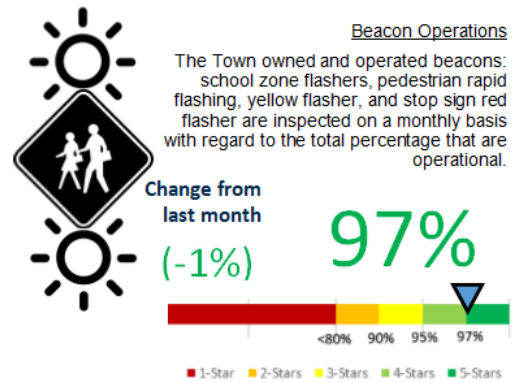
Traffic Signal Operations and Maintenance



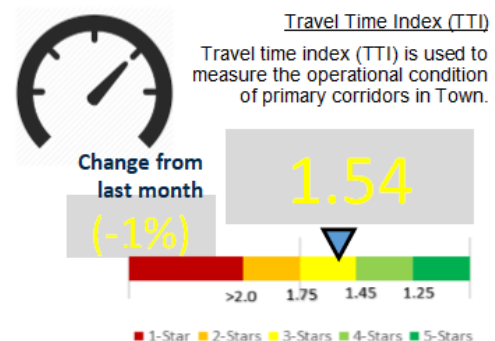
Street Light Operations



Beacon



Operations



Street Signs and Pavement Marking Maintenance

For the month of October, the team completed 707 tasks. Of these tasks, 137 of them were sign work activities related to fabrication, install, repairs, replacements, inspections and investigations. We had 226 beacon related tasks, including windshield inspections, and repairs. We did 204 tasks related to marking symbol installs and replacements. Other tasks included 14 small projects, a traffic count, two special events, and an emergency traffic control setup on Wilcox. Local street crosswalk painting is 100% complete.

Transportation Planning

Castle Rock Downtown Wayfinding Sign Plan:

AECOM conducted a Downtown walk to capture existing conditions and get feedback from Town staff. The walk around also identified potential sites and destinations that could go onto future wayfinding signs. The project web page and communications plan are currently under development.

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 residential collector roadways. One new inquiry was received for Valley Drive. The support petition has been returned and a speed study has been ordered. Public Works staff has in-

formed the Police Department of the complaints for any potential enforcement effort. At the November 1 Town Council meeting, staff received direction to review the current program and identify any recommended changes.

DRCOG Transportation Improvement Program (TIP):

Regional grant applications for Call #3 are currently being reviewed by the regional panel of representatives. DRCOG staff evaluated and scored the projects. The Town and Douglas County sub-region submitted the CVI project for \$8 million in funding.

Fleet Services

Keeping Castle Rock on the Move



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 continues to keep Castle Rock on the move with a very busy month of October with plenty of preventative maintenance work and preparing new vehicles for service. We completed 114 work orders and processed 129 vehicles for the month. Total output for the month was \$92,356 parts and labor billed out. Technician productivity was also very good for the month of October at 77.8%. And Fleet availability was to 96.3% which is slightly above our performance measure. Downtime did increase this month mainly due to some very large repair jobs.

Fleet technicians completed training for hybrid and electric vehicles. New snow removal dump truck for the Streets Division was put into service this month. Fleet manager Paul Colell is retiring next month and interviews are taking place to find a replacement.



Objective/Benchmark:
Complete at least 75% of our work orders

New plow truck for Streets

within 48-hours of coming to shop.

Outcome: Fleet team completed 80.5% of the work orders within 48-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 96.3% of the time. This high fleet availability rate means that Town vehicles and equipment are ready when they are called upon to perform.

Street Operations & Maintenance Division

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

- *Mastic Repair & Crack Sealing
- *Street Sweeping
- *Road Shoulder Maintenance
- *Training
- *Bridge Painting

Mastic Repair and Crack Sealing

In the month of October, the Streets Division crews completed the Pre-PMP (Pavement Maintenance Program) Crack Sealing operations. These operations are in direct support of large scale PMP functions planned for early next year. The crews completed 28.91 lane miles of crack seal operations, using 26,600 lbs. of crack seal material. The crews also undertook mastic repair operations. Mastic is similar to crack seal but contains aggregate for use in larger cracks. This material provides a structural component much greater than crack seal alone. The crews put down 11,025 lbs. of material to address larger transverse cracks and areas of wide asphalt degradation.

Street Sweeping

The Streets Division devoted 80 hours sweeping roadways in response to various needs throughout the Town, primarily accidents, and material spills. The crews also continued the downtown morning sweeping operations intended to keep the area clean and neat. In all, 884 cubic yards of material were taken off of Town roadways and 63.61 tons were taken to the landfill for proper disposal.

Road Shoulder Maintenance

In October, crews mowed 92.48 edge line miles of Town roadways, as well as removed 55 bags of garbage from the verge areas. These operations support a clean and attractive appearance and work to enhance the safety of motorists needing to exit the roadway if needed.

Bridge Painting

The Castle Oaks Bridge painting operation made great strides during October. All that remains are touch up and detail work which is expected to be completed in early November. The bridge was washed and painted to mitigate the effect that snow and ice operations may have on the bridge.

Training

The Streets Division hosted a final seasonal plow training in October. Seeking to ensure the personnel who will be asked to plow snow are familiar with the equipment and techniques needed to help mitigate the effect snow and ice has on Town roadways. The Streets Division has also seen the addition of a good number of new team members and will work to continue to train the new personnel in the details of Town operations.

Looking Ahead

November traditionally sees the beginning of the snow season as well as the Town wide sweep. Generally, the leaves don't all fall until November, so the Streets Division starts the Town wide sweep after the majority of them are on the ground. The team will also look to welcoming and training new team members, and maintaining asphalt repair operations as weather and access to materials permit.



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

Castle Rock Reservoir No. 2—Tree Removal Project

By: Shantanu Tiwari, Project Manager

Castle Rock Water staff recently completed a project to remove fifteen large Cottonwood trees (*Populus fremontii*) from the future Castle Rock Reservoir No. 2 (CRR2) construction site in Sedalia. This 145-acre parcel is owned by the Plum Creek Trust. The Town obtained a blanket easement on this property in 2017 following the purchase of water assets from the United Water & Sanitation District.



CRR2 Construction Site (looking northeast towards HWY 85)

The tree removal was part of the site preparation to facilitate the construction of CRR2 which is expected to begin in Spring 2023. It was recommended by ERO Resources Corporation (environmental consultants for the Town) to prevent Bald Eagles (*Haliaeetus leucocephalus*) from selecting any of the large Cottonwood trees as potential nesting sites. A Bald Eagle nest on the property could significantly delay the construction of the reservoir due to a Federal permitting process to take down the nest.

While cutting down a tree on the north section of the property, the general contractor came across a bee hive inside the tree trunk. The contractor then notified Castle Rock Water staff and the project was put on hold to prevent any construction workers from getting stung. A bee conservationist in Parker was called on-site and bees were safely relocated.



What did the bees do after they were safely relocated?

They played rug-bee...



Whose music did the bee conservationist play to get the bees out of the tree?

Sting...

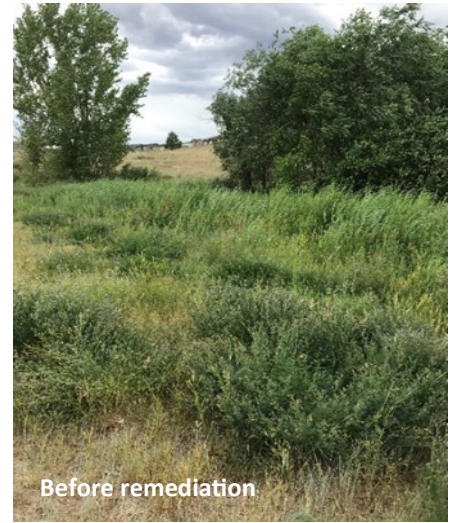
Managing stormwater

By: Rob Daniels, Stormwater Maintenance Supervisor

In mid-July the Stormwater Team began work on a failed outfall that was identified by the Stormwater Inspectors. The outfall was holding water due to years of sediment flowing out of the pipe and building up in the channel, creating a water backup. The sediment also accumulated along the length of the 550' drainage channel. Typically, trees and shrubs need to be removed to restore flow, in this type of renovation. The Stormwater Maintenance team decided to use the available space to create a new channel around the trees and native shrubs that had grown into the old channel. After months of meetings and planning, the new channel was designed to move around many beautiful 20-foot-tall trees, that had created a Bosque-like habitat near the pond.

A project time frame was created and nearby residents were notified of the upcoming work. Because of the constant water flow from the pipe, a diversion was created, in order to divert water from the new channel, as it was constructed. A temporary bypass channel and dirt bridge were created to allow equipment to move back and forth and keep the footprint as small as possible. The team installed 40' of 18" pipe for the bypass, to allow for constant and large event flow containment. The meandering channel now allows the flow to dissipate and sediment to settle out, preventing it from clogging downstream infrastructure. The team also cleaned sediment from the outlet under the safety grate in order to ensure proper flows into the downstream channel.

When the new channel was completed, the dam was opened at the top to let the water flow. The next day a good storm moved through and we were able to confirm that the new channel worked. The team removed the temporary bypass pipe, backfilled, and compacted the



Before remediation

area. This allowed trucks to access the spoils pile. More than 1,000 yards of dirt was generated during the project and hauled to the storage yard at Ray Waterman. A heavy equipment track-out pad and trench plates were used over the sidewalk and curb to minimize roadway dirt and reduce pavement damage.

During the dirt haul off, the Supervisor also used the opportunity to give new team members CDL training and driving experience. The Public Works department was very generous and assisted the effort by offering

two additional trucks and drivers. Weather and other challenges are a part of every Stormwater Project. This project was a success because of thoughtful planning, innovation and teamwork!



Channel work



Cleaning out the storm grate



Good job!

Welcome!



Lori Bentley
GIS Intern



NEW CERTIFICATIONS



Aaron Dugan
CO Water Professionals
Distribution 2 Certification



Rob Daniels
CO Water Professionals
Collections 2 Certification



Kyle Buntin
CO Water Professionals
Distribution 3 Certification

Water Star Award

Nathan Hannick, Utility Locator was presented the Water Star award. Wade stated, though Nathan's sometimes hard to find since he's out in the field so much, when called upon, he'll be there for you in a pinch. He's Johnny on the spot—or Nathan on the spot! In the past few years, with all of the CIP projects and needs of different departments, Nathan has stepped up and done a great job for Castle Rock Water!



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

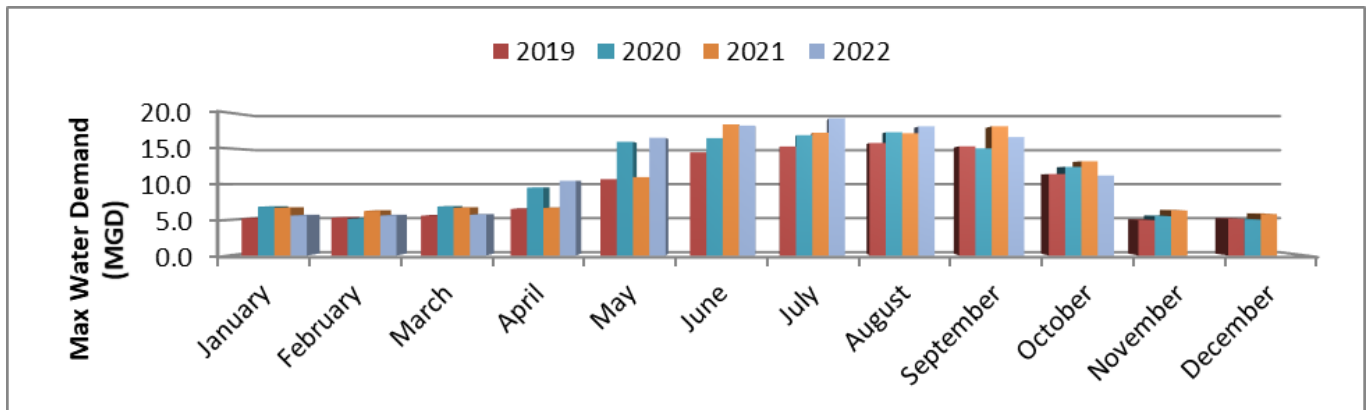
Fiscal

Demonstrated superb fiscal responsibility

Water Resources

Water demand

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



May Max Daily Demand:

- 11.2 million gallons/day (MGD)
- 5-year average, 12.0 MGD
- 7% lower than the 5-year average

Water Demand Total:

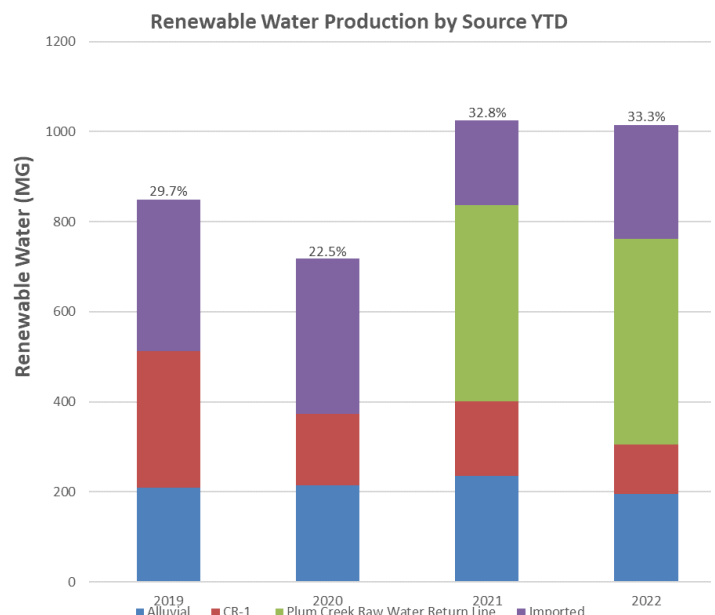
- The water demand total for October was 255.5 million gallons (MG) [784.1 acre-feet (AF)]
- 38% lower from the September 2022 total of 410.2 MG
- 1% increase from the previous year's October 2021 demand of 253.1 MG.

Renewable supplies

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

In total, renewable supplies accounted for 40.6% of the total water supply for the month and 33.3% of the annual water supply (3,044.2 MG or 9,342.3 AF) to date.

- The CR-1 diversion produced an average of 0.33 MGD.
- The PC diversion produced an average of 2.31 MGD.
- The 14 alluvial wells produced an average of 0.51 MGD.
- The renewable water production average was 3.13 MGD.
- The renewable water total production was 97.1 MG (298 AF).



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

Water Demand

Reusable supplies

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

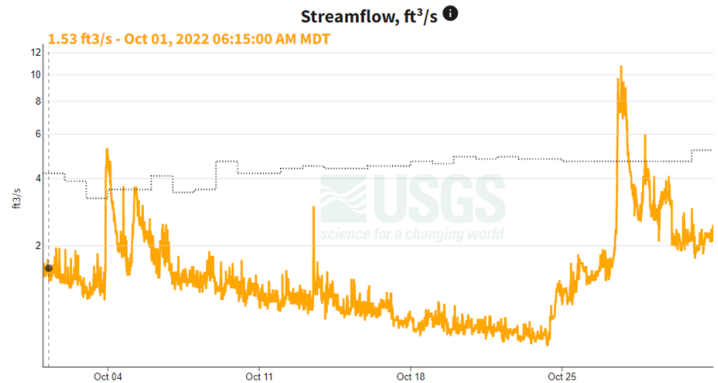
- The average reusable supplies used by Castle Rock for 2022 through October is 64.6%.

Storage

Current reservoir storage

- Chatfield Reservoir: 293.64 AF
- Rueter-Hess Reservoir: Approximately 103 AF
- Castle Rock Reservoir No. 1 (CRR1): 174 AF

Local Plum Creek supplies



The hydrograph shows the estimated flows in the East Plum Creek basin.

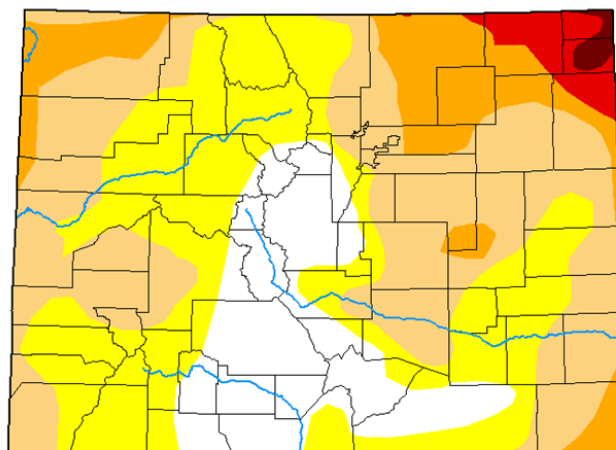
- Flows ranged from 0.41 – 10.8 cubic feet per second (cfs).
- The monthly average streamflow was 1.5 cfs.
- The 22-year median is 5.4 cfs.

Drought

According to the U.S. Drought Monitor maintained by the United States Department of Agriculture (USDA), Castle Rock is experiencing no drought to Moderate Drought (D1) conditions

U.S. Drought Monitor Colorado

October 25, 2022
(Released Thursday, Oct. 27, 2022)
Valid 8 a.m. EDT



Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Adam Hartman
NOAA/NWS/NCEP/CPC



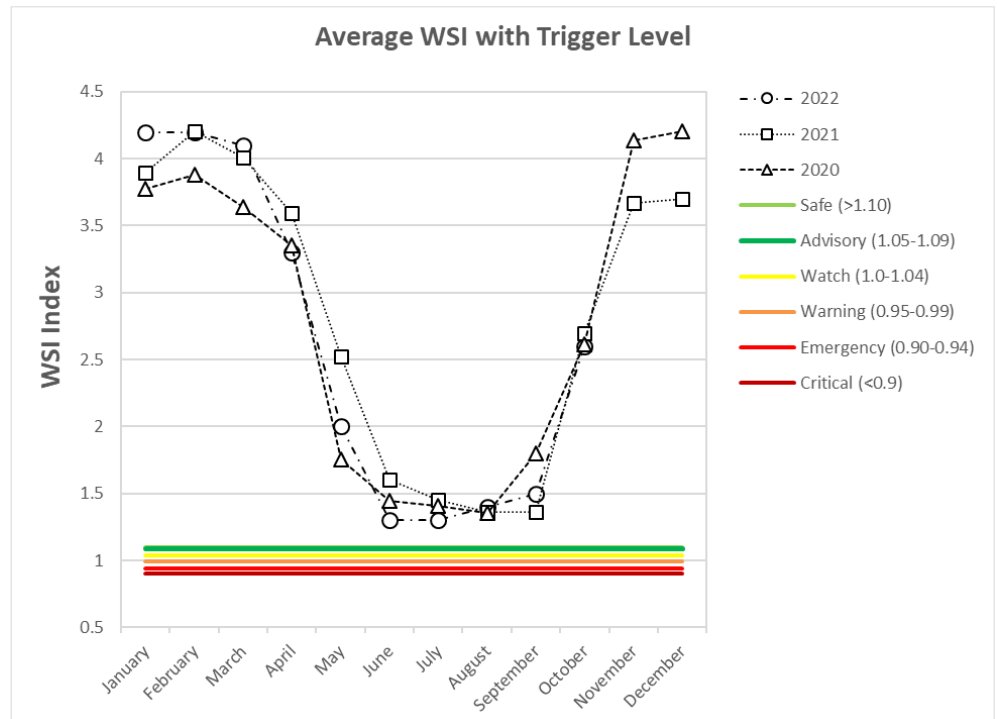
droughtmonitor.unl.edu

Water Demand

Water supply index

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

- The average WSI for October was 2.6.



Making ColoradoScape the norm

On average, 42% of residential water consumption in Castle Rock is used outdoors. With the high cost of infrastructure to keep up with outdoor watering demand, coupled with Colorado's frequent droughts and changing weather patterns, the Town of Castle Rock Town Council approved an ordinance limiting high-water-use grass lawns. As of Jan. 1, 2023, new homes in Castle Rock will not have a grass lawn in the front yard and be limited to 500 square feet in the back. Commercial spaces will not have grass turf in non-functional areas. The landscape design will be ColoradoScape, a low-water landscape that is colorful, full of regionally adaptive plants and fits in with the Castle Rock aesthetic.



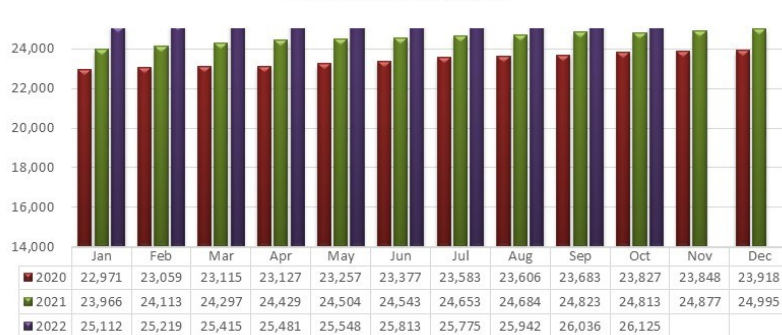
Colorful, low-water landscape for the front yard, at Chatfield Farms.

Business Solutions

Customer Service & Billing



of Accounts Billed

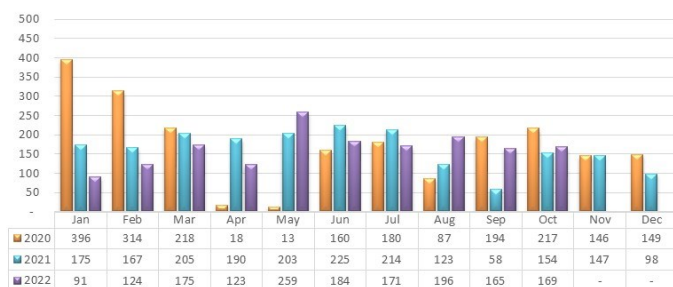


2022/Q3 statistics

- 18,951 (73%) have an online account
- 12,223 (64%) are paperless

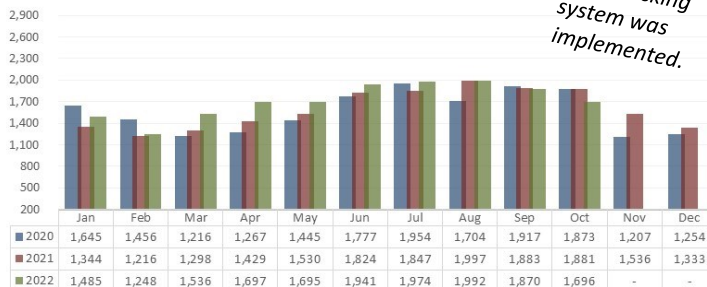
Customers benefit from having an online H2Oaccess account with 24/7 access to statement information, 12 months of statement history, helpful email account reminders and safe and secure online payment options. Customers are encouraged to use paperless billing to reduce clutter, be environmentally friendly and save mailing costs.

Walk-In Customers

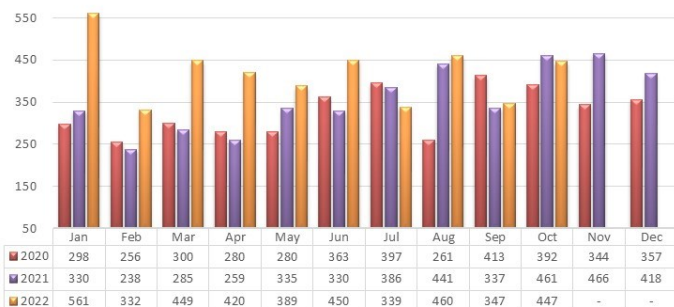


Customer Phone Calls

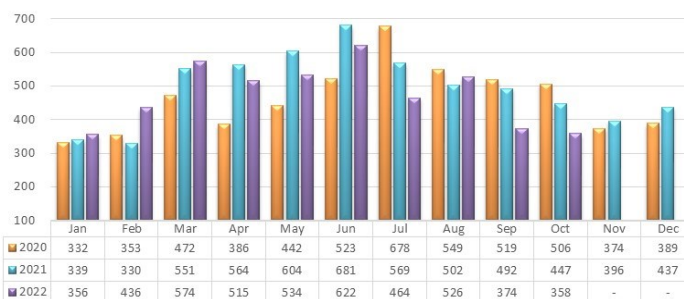
New tracking system was implemented.



Mywaterbill Email Inquiries



Transfers of Water Service



Customer Outreach

Keeping customers informed about the value of water.

Water Outreach Social Media Stats	REACH
Dax, the raindrop VIDEO—Oct. 5	106 views
Shower Better Month—Oct. 6	1,683 people
Algae Monster—Oct. 12	1,416 people
Poop Fairy, King & Gracie—Oct. 17	4,587 people

Imagine a day w/o water—Oct. 19	1,491 people
ColoradoScape regulation passed by Town Council —Oct. 25	3,461 people
Winterization of pipes—Oct. 26	3,149 people
Email: Time to winterize! — Oct. 13	11,917 opened (67% open rate)
HOA Email: Rate increase in 2023 — Oct. 13	121 opened (61% open rate)

Meters



Meters Read

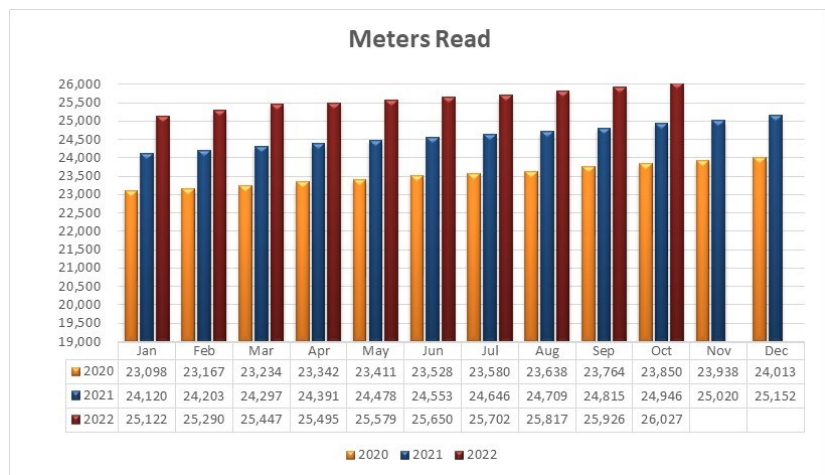
Meters are read the first two days of every month. The number of meters read continues to increase month to month and is a significant increase over last year.

Skipped Reads

Oct. 2022: 0.45 %

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.

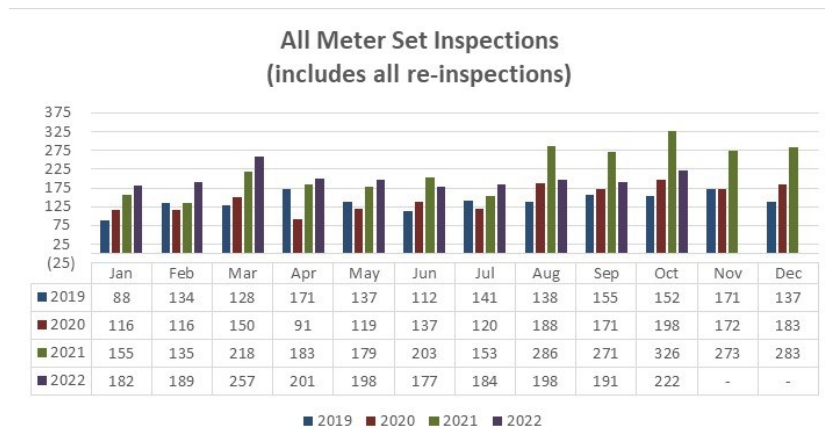
The AWWA standard is 2%, so we still continue to stay well below the industry average.



Meter Set Inspections

Re-inspections: 42%

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.



Work Orders

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.



Operations & Maintenance

LEVELS OF SERVICE

October 2022

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.

One hundred routine samples were completed and no issues discovered.

Pressure Adequacy

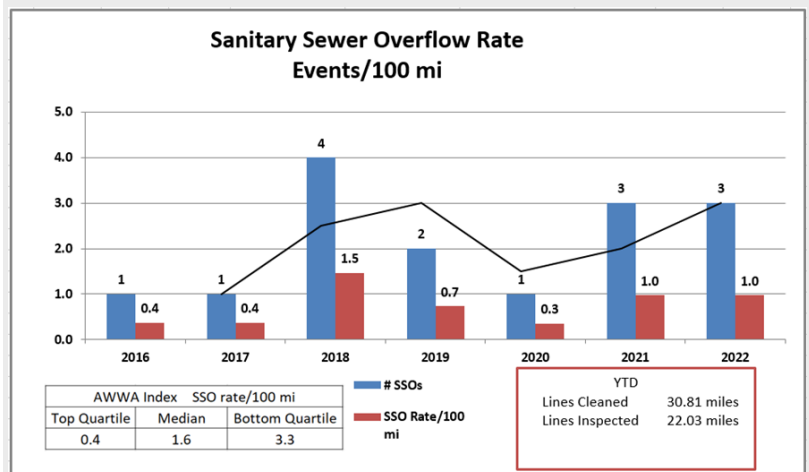
< 1% of our customers will experience less than 43 pounds per square inch (psi) of pressure at the meter during normal operations.

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 AWWA benchmarking.

There were no sanitary sewer issues in October.



Water Quality Complaints

Castle Rock Water remains in the Top Quartile for water quality complaints based on the AWWA benchmarking.

There were no water quality complaints or issues in October.

There were 4 in-home educational visits.

Utility locates



Water locates conducted

- 2,021 tickets in Oct.
- To date in 2022, 6 Colorado 811 emergency tickets were completed due to water line damage as a result of digging

Locating public water, wastewater and stormwater lines



Operations & Maintenance

LEVELS OF SERVICE

Drinking Water Supply Outages

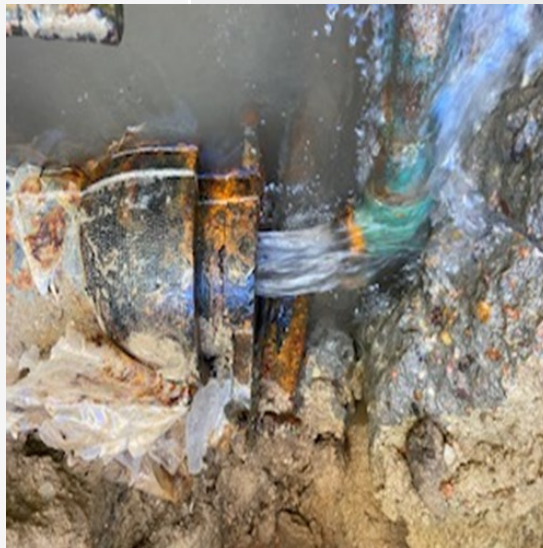
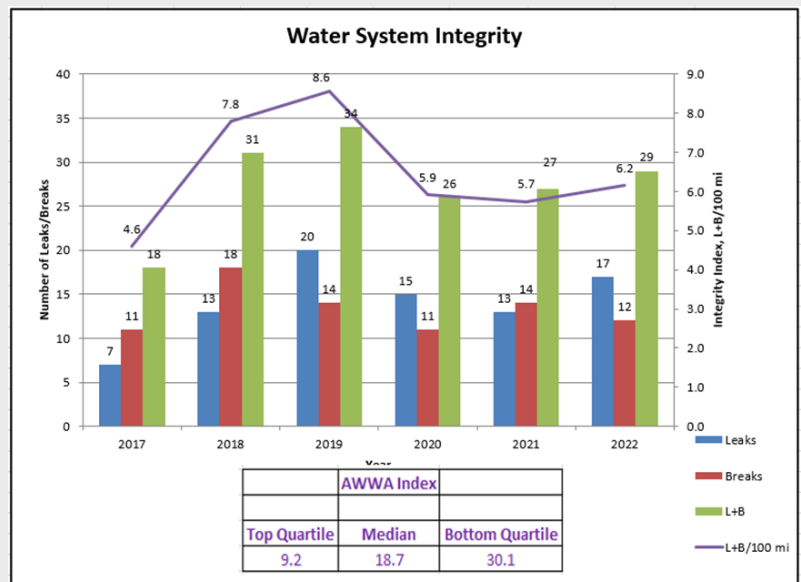
<5% of our customers will experience water outages for one or more events totaling more than 30 hours/year.

Castle Rock Water remains in the Top Quartile for water system integrity based on the American Water Works Association benchmarking.

October 2022

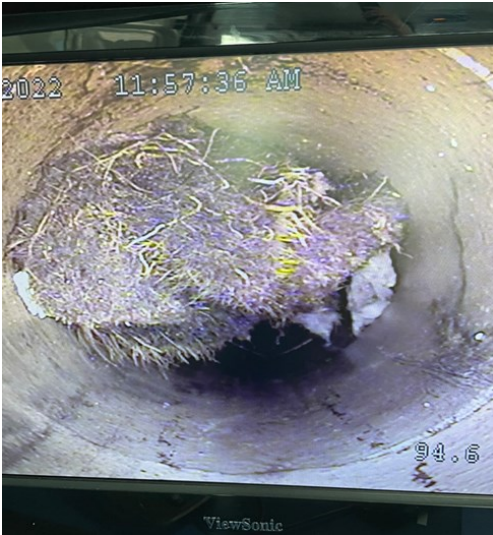
There was one water system integrity issue in October.

- In The Meadows neighborhood there was a leak on a 90-degree elbow on a 2" blow off line. The repair included cutting the cap off of the 6" main, the installation of a new cap and a reconnection to the blow off assembly. Eighteen customers were out of water for less than four hours during the repair.



Operations & Maintenance

Collections



The Collections team was alerted, by the SL-Rat Sewer Survey team, that there was a very large blockage in a sewer main located in Columbine Drive. They jetted and CCTV'd the line and discovered a large root ball protruding from an abandoned service tap. Using a root saw they removed the roots from the main and restored flow.



Field Ops

True teamwork....

Nichol provided cookies for the team repairing the break on Wilcox, but there was no time to stop!



Stormwater education

A stormwater video, featuring Dax the Raindrop, was created to educate the community on how stormwater drainageways protect the community from flooding, erosion and pollution.



Released on social media, the video can be found on the Town's YouTube video gallery and the Stormwater webpage.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 5. **File #:** ID 2022-121

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Update: Third Quarter Financial Review, Period Ending September 30, 2022

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 12 percent through September compared to 2021
- General Fund expenditures are 12 percent under year to date budget for 2022 largely due to the timing of the Front Range Trail project within the Parks Department, vacancy savings, and timing of other projects
- Capital expenditures make up 47 percent, or \$182.3 million, of the amended 2022 budget for the Town; through the third quarter of 2022 \$31.3 million has been expended
- Budget amendment two was incorporated in mid-2022 and is accounted for in this report
- Through the third quarter, development activity slowed down comparatively in the first two quarters in Castle Rock and is now trending below forecasted budget

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 2022 year to date budget information has been adjusted to more accurately reflect seasonal variability
- Incorporation of budget amendment two

Proposed Motion

This memo is intended for discussion purposes only.

Attachments

Attachment A: 2022 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 - Lodging Tax Fund
- Schedule P - Community Center Fund
- Schedule Q - Golf Course Fund
- Schedule R - Economic Development Fund
- Schedule S - Downtown Development TIF Fund
- Schedule T - Philip S. Miller Trust Fund
- Schedule U - Public Art Fund
- Schedule V - Municipal Facilities Capital Fund
- Schedule W - General Long Term Planning Fund
- Schedule X - Employee Benefits Fund
- Schedule Y - Parking Fund
- Schedule Z - Tabor Fund
- Schedule AA - Townwide Summary

Attachment B: Sales Tax Collections by Category and Geographical Area

Attachment C: Investment Summary

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: General Fund Summary
Department: All

Attachment A
Schedule A

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Property	\$ 1,401,673	\$ 1,467,849	\$ 1,463,504	\$ 964,108	\$ 499,396	\$ 1,467,849	\$ -
Sales	43,901,120	43,106,714	37,257,465	32,088,638	5,168,827	53,068,950	9,962,236
Motor Vehicle	6,685,380	4,331,278	4,617,702	3,248,459	1,369,243	6,156,936	1,825,658
Other	373,541	396,730	342,875	297,548	45,327	446,248	49,518
Franchise Fees	2,705,197	2,509,241	1,657,261	1,881,931	(224,670)	2,888,449	379,208
Licenses & Permits	133,910	133,816	141,183	100,362	40,821	185,292	51,476
Intergovernmental	205,872	2,614,092	407,715	1,960,569	(1,552,854)	556,660	(2,057,432)
Charges for Service	3,134,560	2,906,638	2,508,951	2,179,979	328,972	3,850,266	943,628
Management Fees	4,304,660	4,205,990	3,154,493	3,154,493	-	4,205,990	-
Fines & Forfeitures	289,720	391,764	164,546	293,823	(129,277)	219,380	(172,384)
Investment Earnings	(18,612)	368,383	(285,519)	276,287	(561,806)	300,441	(67,942)
Contributions & Donations	59,516	1,336,000	29,755	674,675	(644,920)	51,040	(1,284,960)
Transfers In	638,142	804,022	670,049	423,202	246,847	804,022	-
Interfund Loan Revenue	493,534	1,112,318	27,406	565,294	(537,888)	1,112,318	-
Other Revenue	587,117	245,343	49,079	184,007	(134,928)	318,939	73,596
Total Revenues	\$ 64,895,330	\$ 65,930,178	\$ 52,206,465	\$ 48,293,375	\$ 3,913,090	\$ 75,632,780	\$ 9,702,602
Expenditures							
Town Council	\$ 364,491	\$ 388,505	\$ 309,112	\$ 56,508	\$ (252,604)	\$ 385,559	\$ 2,946
Town Manager	1,028,986	1,058,926	751,590	775,838	24,248	1,032,833	26,093
Human Resources	741,603	936,103	641,540	690,535	48,995	861,707	74,396
Community Relations	775,793	1,016,102	580,458	752,900	172,442	839,134	176,968
DoIT	3,423,516	3,950,233	2,391,784	2,911,406	519,622	3,345,520	604,713
Facilities	1,315,761	1,433,313	967,169	1,058,606	91,437	1,378,544	54,769
Town Attorney	1,079,433	1,162,444	705,260	853,562	148,302	1,000,019	162,425
Town Clerk	405,868	456,573	239,372	336,676	97,304	398,917	57,656
Municipal Court	419,734	479,072	269,993	351,409	81,416	384,548	94,524
Finance Department	2,905,096	3,478,452	2,193,295	2,558,470	365,175	3,186,385	292,067
Police	16,825,760	20,476,608	14,711,558	15,047,435	335,877	20,469,211	7,397
Fire & Rescue	17,976,714	19,167,085	13,701,613	13,587,331	(114,282)	19,119,174	47,911
Development Services	537,415	700,188	361,033	516,859	155,826	491,338	208,850
Parks & Recreation	4,990,250	13,186,255	4,333,793	9,441,009	5,107,216	14,649,531	(1,463,276)
Non-Departmental	1,396,281	10,339,305	9,456,326	9,923,229	466,903	10,339,304	1
Total Expenditures	\$ 54,186,701	\$ 78,229,164	\$ 51,613,896	\$ 58,861,773	\$ 7,247,877	\$ 77,881,724	\$ 347,440
Net Revenues/Expenditures	10,708,629	(12,298,986)	592,569	(10,568,399)	11,160,968	(2,248,944)	10,050,042
Beginning Funds Available	27,731,644	38,440,273	38,440,273	38,440,273		38,440,273	
Ending Funds Available	\$ 38,440,273	\$ 26,141,287	\$ 39,032,842	\$ 27,871,874		\$ 36,191,329	
Less Reserves & Designations:							
Contractual Reserve		300,000				300,000	
Revenue Stabilization Reserve		1,612,584				1,612,584	
Catastrophic Events Reserve		1,340,096				1,340,096	
Capital Reserve		3,987,677				3,987,677	
Opportunity/Econ. Dev. Reserve		1,771,561				1,771,561	
TABOR Reserve		2,492,407				2,492,407	
Projected Ending Funds Available	\$ 38,440,273	\$ 14,636,962				\$ 24,687,004	

*The 2022 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Property	\$ 1,401,673	\$ 1,467,849	\$ 1,463,504	\$ 964,108	\$ 499,396	\$ 1,467,849	\$ -
Sales	43,901,120	43,106,714	37,257,465	32,088,638	5,168,827	53,068,950	9,962,236 (1)
Motor Vehicle	6,685,380	4,331,278	4,617,702	3,248,459	1,369,243	6,156,936	1,825,658 (1)
Other	373,541	396,730	342,875	297,548	45,327	446,248	49,518
Franchise Fees	2,705,197	2,509,241	1,657,261	1,881,931	(224,670)	2,888,449	379,208
Licenses & Permits	133,910	133,816	141,183	100,362	40,821	185,292	51,476
Intergovernmental	205,872	2,614,092	407,715	1,960,569	(1,552,854)	556,660	(2,057,432) (2)
Charges for Service	3,134,560	2,906,638	2,508,951	2,179,979	328,972	3,850,266	943,628
Management Fees	4,304,660	4,205,990	3,154,493	3,154,493	-	4,205,990	-
Fines & Forfeitures	289,720	391,764	164,546	293,823	(129,277)	219,380	(172,384) (2)
Investment Earnings	(18,612)	368,383	(285,519)	276,287	(561,806)	300,441	(67,942) (3)
Contributions & Donations	59,516	1,336,000	29,755	674,675	(644,920)	51,040	(1,284,960)
Transfers In	638,142	804,022	670,049	423,202	246,847	804,022	-
Interfund Loan Revenue	493,534	1,112,318	27,406	565,294	(537,888)	1,112,318	-
Other Revenue	587,117	245,343	49,079	184,007	(134,928)	318,939	73,596 (2)
Total Revenues	\$ 64,895,330	\$ 65,930,178	\$ 52,206,465	\$ 48,293,375	\$ 3,913,090	\$ 75,632,780	\$ 9,702,602

(1) Town Taxes are over the year to date budget due to greater than anticipated tax collections.

(2) Various revenues are under the YTD budget due to the timing of when revenues are received.

(3) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

Expenditures - Town Council

Personnel	66,891	68,094	49,308	49,761	453	65,031	3,063
Services & Other	295,860	311,415	249,735	-	(249,735)	310,460	955
Supplies	1,740	3,220	2,676	2,415	(261)	2,676	544
Capital	-	5,776	7,393	4,332	(3,061)	7,392	(1,616)
Subtotal Town Council	\$ 364,491	\$ 388,505	\$ 309,112	\$ 56,508	\$ (252,604)	\$ 385,559	\$ 2,946

Expenditures - Town Manager

Personnel	908,499	954,564	689,319	697,566	8,247	949,375	5,189
Services & Other	108,420	90,806	49,549	68,105	18,556	69,885	20,921 (4)
Supplies	12,067	10,300	10,692	7,725	(2,967)	11,543	(1,243)
Capital	-	3,256	2,030	2,442	412	2,030	1,226
Subtotal Town Manager	\$ 1,028,986	\$ 1,058,926	\$ 751,590	\$ 775,838	\$ 24,248	\$ 1,032,833	\$ 26,093

Expenditures - Human Resources

Personnel	508,825	600,210	398,804	438,615	39,811	569,703	30,507
Services & Other	224,347	328,693	236,966	246,520	9,554	284,309	44,384
Supplies	8,431	7,200	5,770	5,400	(370)	7,695	(495)
Subtotal Human Resources	\$ 741,603	\$ 936,103	\$ 641,540	\$ 690,535	\$ 48,995	\$ 861,707	\$ 74,396

Expenditures - Community Relations

Personnel	430,442	477,234	281,175	348,748	67,573	384,436	92,798 (5)
Services & Other	332,496	483,778	296,237	362,834	66,597	401,653	82,125 (4)
Supplies	12,855	55,090	3,046	41,318	38,272	53,045	2,045
Subtotal Community Relations	\$ 775,793	\$ 1,016,102	\$ 580,458	\$ 752,900	\$ 172,442	\$ 839,134	\$ 176,968

(4) Services & Other and Supplies are under the year to date budget due to the timing of such expenditures.

(5) Personnel under budget due to a full-time position reducing down to part-time.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Expenditures - DoIT							
Personnel	2,481,036	2,665,989	1,825,443	1,948,223	122,780	2,516,156	149,833
Services & Other	735,150	874,901	396,418	656,176	259,758	617,770	257,131 (4)
Supplies	192,451	352,616	108,452	264,462	156,010	129,632	222,984 (4)
Capital	-	41,611	50,134	31,208	(18,926)	66,846	(25,235)
Transfers Out	14,879	15,116	11,337	11,337	-	15,116	-
Subtotal DoIT	\$ 3,423,516	\$ 3,950,233	\$ 2,391,784	\$ 2,911,406	\$ 519,622	\$ 3,345,520	\$ 604,713
Expenditures - Facilities							
Personnel	760,531	851,780	578,754	622,455	43,701	801,863	49,917
Services & Other	379,958	407,765	250,187	305,824	55,637	389,928	17,837 (4)
Supplies	109,249	108,810	76,642	81,608	4,966	111,242	(2,432)
Capital	-	9,237	19,795	6,928	(12,867)	19,795	(10,558) (6)
Transfers Out	66,023	55,721	41,791	41,791	-	55,716	-
Subtotal Facilities	\$ 1,315,761	\$ 1,433,313	\$ 967,169	\$ 1,058,606	\$ 91,437	\$ 1,378,544	\$ 54,769
(6) Capital over budget due to a one time purchase of snow removal equipment.							
Expenditures - Town Attorney							
Personnel	958,077	950,115	605,469	694,315	88,846	866,879	83,236
Services & Other	108,671	199,029	86,540	149,272	62,732	119,289	79,740 (4)
Supplies	12,685	13,300	13,251	9,975	(3,276)	13,851	(551)
Subtotal Town Attorney	\$ 1,079,433	\$ 1,162,444	\$ 705,260	\$ 853,562	\$ 148,302	\$ 1,000,019	\$ 162,425
Expenditures - Town Clerk							
Personnel	291,422	299,228	214,423	218,667	4,244	296,532	2,696
Services & Other	102,690	136,345	13,816	102,259	88,443	81,566	54,779
Supplies	11,756	21,000	11,133	15,750	4,617	20,819	181
Subtotal Town Clerk	\$ 405,868	\$ 456,573	\$ 239,372	\$ 336,676	\$ 97,304	\$ 398,917	\$ 57,656
Expenditures - Municipal Court							
Personnel	366,317	410,509	246,832	299,987	53,155	342,848	67,661 (7)
Services & Other	21,939	42,715	8,819	32,036	23,217	22,956	19,759 (4)
Supplies	31,478	22,388	13,110	16,791	3,681	17,512	4,876
Capital	-	3,460	1,232	2,595	1,363	1,232	2,228
Subtotal Municipal Court	\$ 419,734	\$ 479,072	\$ 269,993	\$ 351,409	\$ 81,416	\$ 384,548	\$ 94,524
(7) Personnel is under year to date budget due to vacancy savings.							
Expenditures - Finance Department							
Personnel	2,309,995	2,619,235	1,676,398	1,914,056	237,658	2,368,451	250,784
Services & Other	567,321	792,098	474,221	594,074	119,853	764,958	27,140 (4)
Supplies	27,780	43,590	21,015	32,693	11,678	29,891	13,699 (4)
Capital	-	23,529	21,661	17,647	(4,014)	23,085	444
Subtotal Finance Department	\$ 2,905,096	\$ 3,478,452	\$ 2,193,295	\$ 2,558,470	\$ 365,175	\$ 3,186,385	\$ 292,067
Expenditures - Police							
Personnel	14,025,766	16,121,073	11,510,640	11,780,784	270,144	16,132,164	(11,091)
Services & Other	1,185,790	1,443,877	1,031,925	1,082,908	50,983	1,504,093	(60,216)
Supplies	953,084	1,361,836	894,914	1,021,377	126,463	1,317,630	44,206 (4)
Capital	-	153,019	76,477	114,764	38,287	118,521	34,498 (4)
Transfers Out	661,120	1,396,803	1,197,602	1,047,602	(150,000)	1,396,803	-
Subtotal Police	\$ 16,825,760	\$ 20,476,608	\$ 14,711,558	\$ 15,047,435	\$ 335,877	\$ 20,469,211	\$ 7,397

(4) Services & Other and Supplies are under the year to date budget due to the timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: General Fund
Department: All

Attachment A
Schedule A

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Expenditures - Fire & Rescue							
Personnel	13,444,479	14,176,570	10,744,742	10,359,801	(384,941)	15,070,161	(893,591)
Services & Other	1,260,448	1,634,865	997,590	1,226,149	228,559	1,411,388	223,477 (4)
Supplies	864,035	928,002	685,989	696,002	10,013	939,905	(11,903)
Capital	18,711	69,666	20,163	52,250	32,087	26,884	42,782 (4)
Transfers Out	2,389,041	2,357,982	1,253,129	1,253,129	-	1,670,836	687,146
Subtotal Fire & Rescue	\$ 17,976,714	\$ 19,167,085	\$ 13,701,613	\$ 13,587,331	\$ (114,282)	\$ 19,119,174	\$ 47,911
Expenditures - Development Services							
Personnel	493,484	430,693	302,575	314,737	12,162	421,066	9,627
Services & Other	29,498	257,049	50,447	192,787	142,340	60,523	196,526 (4)
Supplies	10,014	5,950	2,243	4,463	2,220	2,991	2,959
Capital	-	2,536	2,798	1,902	(896)	2,798	(262)
Transfers Out	4,419	3,960	2,970	2,970	-	3,960	-
Subtotal Development Services	\$ 537,415	\$ 700,188	\$ 361,033	\$ 516,859	\$ 155,826	\$ 491,338	\$ 208,850
Expenditures - Parks & Recreation							
Personnel	2,353,072	2,956,489	1,822,110	2,123,067	300,957	2,550,289	406,200
Services & Other	1,615,599	1,868,600	1,239,234	1,299,611	60,377	1,665,061	203,539
Supplies	370,899	389,390	292,848	235,347	(57,501)	410,682	(21,292)
Capital	244,719	7,552,598	710,769	5,514,152	4,803,383	9,604,319	(2,051,721) (8)
Interfund Loan	57,336	64,000	13,248	13,248	-	64,000	-
Transfers Out	348,625	355,178	255,584	255,584	-	355,180	-
Subtotal Parks & Recreation	\$ 4,990,250	\$ 13,186,255	\$ 4,333,793	\$ 9,441,009	\$ 5,107,216	\$ 14,649,531	\$ (1,463,276)
(8) Parks and Recreation capital is trending under budget due to timing of the Front Range Trail project that will run through the Town.							
Expenditures - Non-Departmental							
Services & Other	827,066	1,187,637	561,121	890,728	329,607	1,179,396	8,241 (4)
Supplies	34,682	240,272	113,975	180,204	66,229	258,508	(18,236) (4)
Capital	313,882	151,633	106,230	113,725	7,495	141,637	9,996
Interfund Loan	45,651	84,763	-	63,572	63,572	84,763	-
Transfers Out	175,000	8,675,000	8,675,000	8,675,000	-	8,675,000	-
Subtotal Non-Departmental	\$ 1,396,281	\$ 10,339,305	\$ 9,456,326	\$ 9,923,229	\$ 466,903	\$ 10,339,304	\$ 1
Total Expenditures	\$ 54,186,701	\$ 78,229,164	\$ 51,613,896	\$ 58,861,773	\$ 7,247,877	\$ 77,881,724	\$ 347,440
(4) Services & Other and Supplies are under the year to date budget due to the timing of such expenditures.							
Net Revenues/Expenditures	10,708,629	(12,298,986)	592,569	(10,568,399)	11,160,968	(2,248,944)	10,050,042
Beginning Funds Available	27,731,644	38,440,273	38,440,273	38,440,273		38,440,273	
Ending Funds Available	\$ 38,440,273	\$ 26,141,287	\$ 39,032,842	\$ 27,871,874		\$ 36,191,329	
Less Reserves & Designations:							
Contractual Reserve		300,000				300,000	
Revenue Stabilization Reserve		1,612,584				1,612,584	
Catastrophic Events Reserve		1,340,096				1,340,096	
Capital Reserve		3,987,677				3,987,677	
Opportunity/Econ. Dev. Reserve		1,771,561				1,771,561	
TABOR Reserve		2,492,407				2,492,407	
Projected Ending Funds Available	\$ 38,440,273	\$ 14,636,962				\$ 24,687,004	

*The 2022 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Development Services Fund
Department: Development Services

Attachment A
Schedule B

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Licenses & Permits	\$ 5,944,734	\$ 5,663,386	\$ 4,045,577	\$ 4,247,540	\$ (201,963)	\$ 4,675,577	\$ (987,809)
Charges for Service	2,184,472	2,339,614	1,404,537	1,754,711	(350,174)	1,717,129	(622,485) (1)
Investment Earnings	(7,100)	89,946	(101,783)	67,460	(169,243)	(90,383)	(180,329) (2)
Other Revenue	1,518	-	-	-	-	-	-
Total Revenues	\$ 8,123,624	\$ 8,092,946	\$ 5,348,331	\$ 6,069,711	\$ (721,380)	\$ 6,302,323	\$ (1,790,623)
Expenditures							
Personnel	\$ 5,692,124	\$ 6,598,830	\$ 4,182,346	\$ 4,822,222	\$ 639,876	\$ 5,905,143	\$ 693,687
Services & Other	1,061,906	1,216,781	733,959	912,586	178,627	978,613	238,168 (3)
Supplies	157,749	196,890	115,455	147,668	32,213	153,942	42,948 (3)
Capital	-	64,250	94,209	64,250	(29,959)	118,202	(53,952)
Transfers Out	116,116	125,527	60,395	127,895	67,500	123,585	1,942
Total Expenditures	\$ 7,027,895	\$ 8,202,278	\$ 5,186,364	\$ 6,074,621	\$ 888,257	\$ 7,279,485	\$ 922,793
Net Revenues/Expenditures	1,095,729	(109,332)	161,967	(4,910)	166,877	(977,162)	(867,830)
Beginning Funds Available	5,111,409	6,207,138	6,207,138	6,207,138		6,207,138	
Ending Funds Available	\$ 6,207,138	\$ 6,097,806	\$ 6,369,105	\$ 6,202,228		\$ 5,229,976	
Less Reserves & Designations:							
Revenue Stabilization Reserve		6,097,806				5,229,976	
Projected Ending Funds Available	\$ 6,207,138	\$ -				\$ -	

- (1) Charges for Service is estimated to be under budget to due less than anticipated planning and site construction review fees.
(2) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.
(3) Services & Other and Supplies are under the year to date budget due to the timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Water Fund
Department: Castle Rock Water

Attachment A
Schedule C

Category			For the 9	2022 YTD	2022	2022	2022 Annual
	2021	2022 Amended	Months				
	Preliminary	Budget	Ended	Budget*	Variance	Department	Variance
	Actual		September		Actual to	Yearend	Estimate to
			30, 2022		Budget	Estimates	Budget
Revenues							
Intergovernmental	\$ 500,700	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,700	\$ 150,700
Charges for Service	16,953,738	18,813,448	14,614,326	12,046,799	2,567,527	18,911,047	97,599
Fines & Forfeitures	169,083	345,200	256,749	258,900	(2,151)	318,248	(26,952)
Investment Earnings	(24,922)	263,430	(300,669)	197,573	(498,242)	(253,268)	(516,698) (1)
System Development Fees	5,800,153	4,283,244	3,995,214	3,398,754	596,460	4,657,616	374,372 (2)
Other Revenue	2,086,170	127,341	225,225	95,506	129,719	272,873	145,532
Total Revenues	\$ 25,484,922	\$ 23,982,663	\$ 18,790,845	\$ 15,997,532	\$ 2,793,313	\$ 24,207,216	\$ 224,553
Expenditures							
Personnel	\$ 4,459,962	\$ 4,927,192	\$ 3,392,087	\$ 3,600,640	\$ 208,553	\$ 4,876,290	\$ 50,902
Services & Other	6,207,313	7,633,883	4,488,704	5,725,412	1,236,708	6,674,805	959,078 (3)
Supplies	1,299,250	2,111,481	1,159,146	1,583,611	424,465	1,621,265	490,216
Capital	9,305,964	20,565,890	4,052,119	9,519,382	5,467,263	14,144,481	6,421,409 (3)
Debt & Financing	1,737,677	1,740,010	173,659	1,305,008	1,131,349	1,740,160	(150)
Transfers Out	349,608	274,766	250,792	206,075	(44,717)	319,482	(44,716)
Total Expenditures	\$ 23,359,774	\$ 37,253,222	\$ 13,516,507	\$ 21,940,128	\$ 8,423,621	\$ 29,376,483	\$ 7,876,739
Net Revenues/Expenditures	2,125,148	(13,270,559)	5,274,338	(5,942,596)	11,216,934	(5,169,267)	8,101,292
Beginning Funds Available	25,219,286	27,344,434	27,344,434	27,344,434		27,344,434	
Ending Funds Available	\$ 27,344,434	\$ 14,073,875	\$ 32,618,772	\$ 21,401,838		\$ 22,175,167	
Less Reserves & Designations:							
Operating Designation		2,419,936				2,419,936	
Catastrophic Events Reserve		4,663,005				12,764,297	
Revenue Stabilization Reserve		1,475,495				1,475,495	
Capital Reserve		5,515,439				5,515,439	
Projected Ending Funds Available	\$ 27,344,434	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) System Development Fees are over the year to date budget due to greater than anticipated building permit activity.

(3) Services and Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Water Resources Fund
Department: Castle Rock Water

Attachment A
Schedule D

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Licenses & Permits	\$ 975	\$ 8,000	\$ 3,643	\$ 6,000	\$ (2,357)	\$ 3,943	\$ (4,057)
Intergovernmental	39,274	-	50,252	-	50,252	55,529	55,529
Charges for Service	10,830,252	10,946,798	8,070,225	8,210,099	(139,874)	10,741,724	(205,074)
Fines & Forfeitures	151,862	155,500	202,214	116,625	85,589	202,214	46,714
Investment Earnings	(106,902)	733,120	(990,781)	549,840	(1,540,621)	(780,781)	(1,513,901) ⁽¹⁾
System Development Fees	26,472,477	22,107,234	19,641,764	17,542,090	2,099,674	22,641,764	534,530 ⁽²⁾
Interfund Loan Revenue	102,987	148,763	13,248	-	13,248	17,664	(131,099)
Debt & Financing Revenue	2,098,229	30,708,008	31,981,715	30,708,008	1,273,707	31,981,716	1,273,708
Other Revenue	2,891,361	273,740	49,800	205,305	(155,505)	49,801	(223,939)
Total Revenues	\$ 42,480,515	\$ 65,081,163	\$ 59,022,080	\$ 57,337,967	\$ 1,684,113	\$ 64,913,574	\$ (167,589)
Expenditures							
Personnel	\$ 2,420,484	\$ 2,630,512	\$ 1,870,951	\$ 1,922,297	\$ 51,346	\$ 2,694,022	\$ (63,510)
Services & Other	5,176,784	8,495,188	3,560,156	6,371,391	2,811,235	5,718,312	2,776,876 ⁽³⁾
Supplies	762,929	747,448	476,499	560,586	84,087	776,044	(28,596)
Capital	16,387,682	69,711,553	5,610,137	49,215,894	43,605,757	6,751,699	62,959,854 ⁽³⁾
Debt & Financing	3,739,756	5,850,451	2,229,794	2,229,794	-	5,851,050	(599)
Transfers Out	5,978	139,591	4,213	4,213	-	5,616	133,975
Total Expenditures	\$ 28,493,613	\$ 87,574,743	\$ 13,751,750	\$ 60,304,175	\$ 46,552,425	\$ 21,796,743	\$ 65,778,000
Net Revenues/Expenditures	13,986,902	(22,493,580)	45,270,330	(2,966,208)	48,236,538	43,116,831	65,610,411
Beginning Funds Available	43,964,848	57,951,750	57,951,750	57,951,750		57,951,750	
Ending Funds Available	\$ 57,951,750	\$ 35,458,170	\$ 103,222,080	\$ 54,985,542		\$ 101,068,581	
Less Reserves & Designations:							
Operating Designation		1,948,208				1,948,208	
Catastrophic Events Reserve		4,254,647				69,865,058	
Capital Reserve		29,255,315				29,255,315	
Projected Ending Funds Available	\$ 57,951,750	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) System Development Fees are over the year to date budget due to greater than anticipated building permit activity.

(3) Services and Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Stormwater Fund
Department: Castle Rock Water

Attachment A
Schedule E

Category	2021		For the 9 Months Ended September 30, 2022		2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
	Preliminary Actual	2022 Amended Budget						
Revenues								
Charges for Service	\$ 3,727,518	\$ 3,965,831	\$ 2,870,861	\$ 2,974,373	\$ (103,512)	3,783,312	(182,519)	
Fines & Forfeitures	9	150	-	113	(113)	-	(150)	
Investment Earnings	(14,941)	37,272	(185,449)	27,954	(213,403)	(185,449)	(222,721)	(1)
System Development Fees	1,871,978	1,770,975	1,728,443	1,405,269	323,174	2,019,444	248,469	(2)
Contributions & Donations	2,315	397,415	-	298,061	(298,061)	170,129	(227,286)	(3)
Transfers In	57,000	-	-	-	-	-	-	
Other Revenue	1,054,018	5,640	51,794	4,230	47,564	100,771	95,131	
Total Revenues	\$ 6,697,897	\$ 6,177,283	\$ 4,465,649	\$ 4,710,000	\$ (244,351)	\$ 5,888,207	\$ (289,076)	
Expenditures								
Personnel	\$ 1,843,016	\$ 2,207,106	\$ 1,411,146	\$ 1,612,885	\$ 201,739	\$ 2,010,252	\$ 196,854	
Services & Other	590,297	925,640	391,890	694,230	302,340	665,274	260,366	(4)
Supplies	114,930	89,982	60,133	67,487	7,354	81,500	8,482	
Capital	6,104,186	7,750,256	4,668,790	6,153,755	1,484,965	4,737,649	3,012,607	(4)
Debt & Financing	176,027	1,082,400	136,800	136,800	-	1,082,400	-	
Transfers Out	137,100	119,024	89,268	89,268	-	119,028	-	
Total Expenditures	\$ 8,965,556	\$ 12,174,408	\$ 6,758,027	\$ 8,754,425	\$ 1,996,398	\$ 8,696,103	\$ 3,478,305	
Net Revenues/Expenditures	(2,267,659)	(5,997,125)	(2,292,378)	(4,044,425)	1,752,047	(2,807,896)	3,189,229	
Beginning Funds Available	15,120,927	12,853,268	12,853,268	12,853,268		12,853,268		
Ending Funds Available	\$ 12,853,268	\$ 6,856,143	\$ 10,560,890	\$ 8,808,843		\$ 10,045,372		
Less Reserves & Designations:								
Operating Designation		509,588				509,588		
Catastrophic Events Reserve		1,500,000				1,500,000		
Capital Reserve		4,846,555				8,035,784		
Projected Ending Funds Available	\$ 12,853,268	\$ -				\$ -		

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) System Development Fees are over the year to date budget due to greater than anticipated building permit activity.

(3) Contributions & Donations is under the year to date budget due to timing.

(4) Services and Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Wastewater Fund
Department: Castle Rock Water

Attachment A
Schedule F

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Charges for Service	\$ 11,703,479	\$ 12,006,523	\$ 8,638,686	\$ 9,004,892	\$ (366,206)	11,488,686	(517,837)
Fines & Forfeitures	11	100	-	75	(75)	-	(100)
Investment Earnings	(7,293)	63,290	(127,022)	47,468	(174,490)	(97,021)	(160,311) ⁽¹⁾
System Development Fees	3,721,877	3,947,887	2,729,479	3,132,648	(403,169)	3,104,480	(843,407) ⁽²⁾
Contributions & Donations	29,510	29,510	85,489	22,133	63,356	85,489	55,979
Other Revenue	243,278	2,640	1,053	1,980	(927)	1,153	(1,487)
Total Revenues	\$ 15,690,862	\$ 16,049,950	\$ 11,327,685	\$ 12,209,196	\$ (881,511)	\$ 14,582,787	\$ (1,467,163)
Expenditures							
Personnel	\$ 1,607,085	\$ 1,873,819	\$ 1,261,158	\$ 1,369,329	\$ 108,171	\$ 1,757,213	\$ 116,606
Services & Other	1,399,519	5,793,530	4,093,732	4,345,148	251,416	4,093,733	1,699,797 ⁽³⁾
Supplies	345,284	480,834	230,999	360,626	129,627	230,997	249,837
Capital	3,050,231	3,622,429	1,151,510	2,876,233	1,724,723	2,822,945	799,484 ⁽³⁾
Debt & Financing	332,973	332,040	23,178	23,178	-	23,178	308,862
Transfers Out	150,541	145,940	109,455	109,455	-	109,458	36,482
Total Expenditures	\$ 6,885,633	\$ 12,248,592	\$ 6,870,032	\$ 9,083,969	\$ 2,213,937	\$ 9,037,524	\$ 3,211,068
Net Revenues/Expenditures	8,805,229	3,801,358	4,457,653	3,125,227	1,332,426	5,545,263	1,743,905
Beginning Funds Available	13,942,595	22,747,824	22,747,824	22,747,824		22,747,824	
Ending Funds Available	\$ 22,747,824	\$ 26,549,182	\$ 27,205,477	\$ 25,873,051		\$ 28,293,087	
Less Reserves & Designations:							
Operating Designation		1,096,269				1,096,269	
Catastrophic Events Reserve		1,959,921				1,959,921	
Capital Reserve		23,492,992				25,236,897	
Projected Ending Funds Available	\$ 22,747,824	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) System Development Fees are over the year to date budget due to greater than anticipated building permit activity.

(3) Services and Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Transportation Fund
Department: Public Works

Attachment A
Schedule G

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Use	\$ 4,229,655	\$ 2,803,639	\$ 3,301,719	\$ 4,290,689	\$ (988,970)	\$ 3,970,375	\$ 1,166,736 (1)
Sales	15,277,015	14,998,011	12,965,110	11,164,519	1,800,591	17,835,006	2,836,995 (2)
Motor Vehicle	3,692,258	2,348,951	2,504,285	1,761,713	742,572	3,332,789	983,838 (2)
Intergovernmental	8,482,280	8,069,414	7,362,131	6,052,061	1,310,070	9,832,691	1,763,277 (3)
Investment Earnings	(5,691)	112,865	(122,529)	84,649	(207,178)	(81,061)	(193,926) (4)
Contributions & Donations	709,802	153,863	-	115,397	(115,397)	-	(153,863)
Other Revenue	37,458	5,155	33,429	3,866	29,563	44,570	39,415
Total Revenues	\$ 32,422,777	\$ 28,491,898	\$ 26,044,145	\$ 23,472,894	\$ 2,571,251	\$ 34,934,370	\$ 6,442,472
Expenditures							
Personnel	\$ 4,528,204	\$ 5,569,843	\$ 3,480,352	\$ 4,070,270	\$ 589,918	\$ 5,996,568	\$ (426,725)
Services & Other	15,403,693	24,041,980	11,880,217	15,857,040	3,976,823	23,434,371	607,609 (5)
Supplies	776,990	923,088	671,916	692,316	20,400	895,891	27,197
Capital	1,644,133	5,691,054	1,514,481	3,435,959	1,921,478	5,294,692	396,362 (5)
Debt & Financing	909,800	907,400	805,900	680,550	(125,350)	844,233	63,167
Transfers Out	1,491,581	10,989,137	6,910,180	6,910,180	-	7,082,985	3,906,152
Total Expenditures	\$ 24,754,401	\$ 48,122,502	\$ 25,263,046	\$ 31,646,315	\$ 6,383,269	\$ 43,548,740	\$ 4,573,762
Net Revenues/Expenditures	7,668,376	(19,630,604)	781,099	(8,173,420)	8,954,520	(8,614,370)	11,016,234
Beginning Funds Available	14,867,005	22,535,381	22,535,381	22,535,381		22,535,381	
Ending Funds Available	\$ 22,535,381	\$ 2,904,777	\$ 23,316,480	\$ 14,361,961		\$ 13,921,011	
Less Reserves & Designations:							
Revenue Stabilization Reserve		379,654				379,654	
Catastrophic Events Reserve		1,801,860				1,645,519	
Projected Ending Funds Available	\$ 22,535,381	\$ 723,263				\$ 11,895,838	

(1) Residential Use Tax is trending under year to date budget due to less than anticipated residential building permit activity.

(2) Sales tax and Motor Vehicle tax is over the year to date budget due to greater than anticipated tax collections.

(3) Intergovernmental revenue is trending over budget due to timing.

(4) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(5) Services and Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Transportation Capital Projects Fund
Department: Public Works

Attachment A
Schedule H

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Use	\$ 3,203,945	\$ 2,527,060	\$ 2,234,789	\$ 1,972,118	\$ 262,671	\$ 2,979,717	\$ 452,657
Intergovernmental	2,275,277	12,831,900	1,301,077	3,859,156	(2,558,079)	990,113	(11,841,787)
Investment Earnings	(7,794)	206,688	(131,203)	155,016	(286,219)	(86,264)	(292,952) ⁽¹⁾
Impact Fees	13,385,655	9,921,658	7,712,673	7,872,836	(160,163)	8,674,768	(1,246,890)
Contributions & Donations	1,342,154	1,000,000	765,311	750,000	15,311	1,020,415	20,415
Transfers In	750,000	3,350,000	-	837,500	(837,500)	-	(3,350,000)
Other Revenue	21	-	254	-	254	337	337
Total Revenues	\$ 20,949,258	\$ 29,837,306	\$ 11,882,901	\$ 15,446,625	\$ (3,563,724)	\$ 13,579,086	\$ (16,258,220)
Expenditures							
Capital	\$ 6,897,940	\$ 50,236,717	\$ 5,754,640	\$ 30,330,289	\$ 24,575,649	\$ 49,711,417	\$ 525,300 ⁽²⁾
Debt & Financing	972,357	362,387	724,056	724,056	-	887,687	(525,300)
Total Expenditures	\$ 7,870,297	\$ 50,599,104	\$ 6,478,696	\$ 31,054,345	\$ 24,575,649	\$ 50,599,104	\$ -
Net Revenues/Expenditures	13,078,961	(20,761,798)	5,404,205	(15,607,720)	21,011,925	(37,020,018)	(16,258,220)
Beginning Funds Available	16,767,729	29,846,690	29,846,690	29,846,690		29,846,690	
Ending Funds Available	\$ 29,846,690	\$ 9,084,892	\$ 35,250,895	\$ 14,238,970		\$ (7,173,328)	
Less Reserves & Designations:							
Capital Reserve		9,084,892				9,084,892	
Projected Ending Funds Available	\$ 29,846,690	\$ -				\$ (16,258,220)	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Fleet Services Fund
Department: Public Works

Attachment A
Schedule I

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Charges for Service	\$ 5,286,493	\$ 4,992,460	\$ 4,035,268	\$ 3,744,345	\$ 290,923	5,380,356	387,896
Investment Earnings	3,442	21,781	17,031	16,336	695	22,706	925
Transfers In	127,096	1,257,824	44,718	359,174	(314,456)	221,718	(1,036,106)
Other Revenue	257,277	287,570	136,002	215,678	(79,676)	181,336	(106,234)
Total Revenues	\$ 5,674,308	\$ 6,559,635	\$ 4,233,019	\$ 4,335,533	\$ (102,514)	\$ 5,806,116	\$ (753,519)
Expenditures							
Personnel	\$ 725,643	\$ 853,289	\$ 515,415	\$ 623,557	\$ 108,142	\$ 730,858	\$ 122,431
Services & Other	294,422	294,214	205,883	220,661	14,778	261,916	32,298
Supplies	459,965	328,340	352,703	246,255	(106,448)	471,824	(143,484) (1)
Capital	1,270,883	4,625,636	1,507,699	3,469,227	1,961,528	3,198,122	1,427,514 (1)
Transfers Out	16,457	18,412	13,809	13,809	-	18,412	-
Total Expenditures	\$ 2,767,370	\$ 6,119,891	\$ 2,595,509	\$ 4,573,509	\$ 1,978,000	\$ 4,681,132	\$ 1,438,759
Net Revenues/Expenditures	2,906,938	439,744	1,637,510	(237,976)	1,875,486	1,124,984	685,240
Beginning Funds Available	3,941,053	6,847,991	6,847,991	6,847,991		6,847,991	
Ending Funds Available	\$ 6,847,991	\$ 7,287,735	\$ 8,485,501	\$ 6,610,015		\$ 7,972,975	
Less Reserves & Designations:							
Committed for Fund Purpose		7,287,735				7,972,975	
Projected Ending Funds Available	\$ 6,847,991	\$ -				\$ -	

(1) Supplies and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Fire Capital Fund
Department: Fire Department

Attachment A
Schedule J

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ (1,676)	\$ 56,257	\$ (26,738)	\$ 42,193	\$ (68,931)	(23,249)	(79,506) (1)
Impact Fees	1,676,296	1,107,134	832,070	878,511	(46,441)	1,109,426	2,292
Other Revenue	124	-	-	-	-	-	-
Total Revenues	\$ 1,674,744	\$ 1,163,391	\$ 805,332	\$ 920,704	\$ (115,372)	\$ 1,086,177	\$ (77,214)
Expenditures							
Capital	\$ -	\$ 68,708	\$ 27,890	\$ 51,531	\$ 23,641	37,187	31,521 (2)
Interfund Loan	325,302	305,760	13,276	-	(13,276)	305,759	-
Transfers Out	-	600,000	500,000	450,000	(50,000)	600,000	-
Total Expenditures	\$ 325,302	\$ 974,468	\$ 541,166	\$ 501,531	\$ (39,635)	\$ 942,946	\$ 31,522
Net Revenues/Expenditures	1,349,442	188,923	264,166	419,173	(155,007)	143,231	(45,692)
Beginning Funds Available	1,208,372	2,557,814	2,557,814	2,557,814		2,557,814	
Ending Funds Available	\$ 2,557,814	\$ 2,746,737	\$ 2,821,980	\$ 2,976,987		\$ 2,701,045	
Less Reserves & Designations:							
Committed for Fund Purpose		2,746,737				2,701,045	
Projected Ending Funds Available	\$ 2,557,814	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Police Capital Fund
Department: Police Department

Attachment A
Schedule K

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ 424	\$ 3,405	\$ (1,188)	\$ 2,554	\$ (3,742)	\$ (520)	\$ (3,925) (1)
Impact Fees	836,336	551,500	425,332	437,615	(12,283)	567,110	15,610
Total Revenues	\$ 836,760	\$ 554,905	\$ 424,144	\$ 440,169	\$ (16,025)	\$ 566,590	\$ 11,685
Expenditures							
Capital	\$ 460,188	\$ 677,384	\$ 9,459	\$ 508,038	\$ 498,579	\$ 12,612	\$ 664,772 (2)
Interfund Loan	187,345	187,345	10,214	10,214	-	187,346	-
Transfers Out	-	325,388	-	115,707	115,707	325,388	-
Total Expenditures	\$ 647,533	\$ 1,190,117	\$ 19,673	\$ 633,959	\$ 614,286	\$ 525,346	\$ 664,771
Net Revenues/Expenditures	189,227	(635,212)	404,471	(193,790)	598,261	41,244	676,456
Beginning Funds Available	445,985	635,212	635,212	635,212		635,212	
Ending Funds Available	\$ 635,212	\$ -	\$ 1,039,683	\$ 441,422		\$ 676,456	
Less Reserves & Designations:							
Committed for Fund Purpose		-				676,456	
Projected Ending Funds Available	\$ 635,212	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Capital expenditures are currently under the year to date budget due timing of purchases.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Police Forfeiture Fund
Department: Police Department

Attachment A
Schedule L

Category	2021		For the 9		2022 Variance		2022		2022 Annual
	Preliminary	2022 Amended	Months Ended	2022 YTD	Actual to	Department	Yearend	Variance	
	Actual	Budget	September 30, 2022	Budget*	Budget	Estimates	Estimate to	Budget	
Revenues									
Investment Earnings	\$ 8	\$ 151	\$ 176	\$ 113	\$ 63	\$ 183	\$ 32		
Total Revenues	\$ 8	\$ 151	\$ 176	\$ 113	\$ 63	\$ 183	\$ 32		
Expenditures									
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Net Revenues/Expenditures	8	151	176	113	63	183	32		
Beginning Funds Available	22,004	22,012	22,012	22,012		22,012			
Ending Funds Available	\$ 22,012	\$ 22,163	\$ 22,188	\$ 22,125		\$ 22,195			
Less Reserves & Designations:									
Committed for Fund Purpose		22,163				22,195			
Projected Ending Funds Available	\$ 22,012	\$ -				\$ -			

*The 2022 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Parks & Recreation Capital Fund
Department: Parks and Recreation

Attachment A
Schedule M

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ 3,547	\$ 144,197	\$ (48,835)	\$ 108,148	\$ (156,983)	\$ (36,904)	\$ (181,101) (1)
Impact Fees	9,784,820	6,804,900	4,897,835	5,399,688	(501,853)	5,173,857	(1,631,043)
Total Revenues	\$ 9,788,367	\$ 6,949,097	\$ 4,849,000	\$ 5,507,836	\$ (658,836)	\$ 5,136,953	\$ (1,812,144)
Expenditures							
Services & Other	\$ 133,587	\$ 768,920	\$ 128,819	\$ 576,690	\$ 447,871	\$ 1,092,522	\$ (323,602) (2)
Capital	3,523,564	2,226,501	1,948,112	1,669,876	(278,236)	3,581,011	(1,354,510) (2)
Debt & Financing	710,413	725,288	149,206	159,612	10,406	711,413	13,875
Total Expenditures	\$ 4,367,564	\$ 3,720,709	\$ 2,226,137	\$ 2,406,178	\$ 180,041	\$ 5,384,946	\$ (1,664,237)
Net Revenues/Expenditures	5,420,803	3,228,388	2,622,863	3,101,658	(478,795)	(247,993)	(3,476,381)
Beginning Funds Available	8,215,713	13,636,516	13,636,516	13,636,516		13,636,516	
Ending Funds Available	\$ 13,636,516	\$ 16,864,904	\$ 16,259,379	\$ 16,738,174		\$ 13,388,523	
Less Reserves & Designations:							
Park Reserve		4,500,000				4,500,000	
Recreation Facility Reserve		5,000,000				5,000,000	
Committed for Fund Purpose		7,364,904				3,888,523	
Projected Ending Funds Available	\$ 13,636,516	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Services & Other, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Conservation Trust Fund
Department: Parks and Recreation

Attachment A
Schedule N

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Licenses & Permits	\$ 131,742	\$ 146,232	\$ 39,727	\$ 21,642	\$ 18,085	\$ 52,969	\$ (93,263)
Intergovernmental	4,836,396	1,692,007	2,365,126	1,269,005	1,096,121	2,416,341	724,334
Investment Earnings	3,947	2,807	7,324	2,105	5,219	9,724	6,917
Contributions & Donations	4,950	-	-	-	-	1,000,000	1,000,000
Other Revenue	-	-	8,800	-	8,800	75,000	75,000
Total Revenues	\$ 4,977,035	\$ 1,841,046	\$ 2,420,977	\$ 1,292,752	\$ 1,128,225	\$ 3,554,034	\$ 1,712,988
Expenditures							
Personnel	\$ 159,788	\$ 169,023	\$ 119,371	\$ 123,517	\$ 4,146	\$ 164,532	\$ 4,491
Services & Other	39,170	7,000	3,937	5,250	1,313	3,063	3,937 (1)
Supplies	94,825	107,500	23,779	80,625	56,846	17,439	90,061 (1)
Capital	981,907	5,150,101	2,799,599	3,862,576	1,062,977	8,927,624	(3,777,523) (1)
Total Expenditures	\$ 1,275,690	\$ 5,433,624	\$ 2,946,686	\$ 4,071,968	\$ 1,125,282	\$ 9,112,658	\$ (3,679,034)
Net Revenues/Expenditures	3,701,345	(3,592,578)	(525,709)	(2,779,216)	2,253,507	(5,558,624)	(1,966,046)
Beginning Funds Available	824,659	4,526,004	4,526,004	4,526,004		4,526,004	
Ending Funds Available	\$ 4,526,004	\$ 933,426	\$ 4,000,295	\$ 1,746,788		\$ (1,032,620)	
Less Reserves & Designations:							
Committed for Fund Purpose		933,426				(1,032,620)	
Projected Ending Funds Available	\$ 4,526,004	\$ -				\$ -	

(1) Services & Other, Supplies, and Capital expenditures are under the year to date budget due to the seasonality of multiple projects such as Cobblestone Park and Mitchell Gulch. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Lodging Tax Fund
Department: Parks and Recreation

Attachment A
Schedule O

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes						\$ 677,225	\$ 27,225
Lodging	\$ -	\$ 650,000	\$ 479,786	\$ 487,500	\$ (7,714)	677,225	27,225
Investment Earnings	-	297	-	223	(223)	\$ -	\$ (297)
Total Revenues	\$ -	\$ 650,297	\$ 479,786	\$ 487,723	\$ (7,937)	\$ 677,225	\$ 26,928
Expenditures							
Personnel	\$ -	\$ 80,990	\$ 25,372	\$ 59,185	\$ 33,813	\$ 46,697	\$ 34,293 (1)
Services & Other	-	300,000	2,000	225,000	223,000	\$ 200,000	\$ 100,000 (2)
Total Expenditures	\$ -	\$ 380,990	\$ 27,372	\$ 284,185	\$ 256,813	\$ 246,697	\$ 134,293
Net Revenues/Expenditures	-	269,307	452,414	203,538	248,876	430,528	161,221
Ending Funds Available	\$ -	\$ 269,307	\$ 452,414	\$ 203,538		\$ 430,528	
Less Reserves & Designations:							
Committed for Fund Purpose		269,307				430,528	
Projected Ending Funds Available	\$ -	\$ -				\$ -	

(1) Personnel is currently under year to date budget due to the timing of hiring the new position.

(2) Services & Other expenditures are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Community Center Fund
Department: Parks and Recreation

Attachment A
Schedule P

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Use	\$ 538,100	\$ 433,409	\$ 417,831	\$ 338,232	\$ 79,599	\$ 500,425	\$ 67,016
Sales	3,257,072	3,219,305	2,782,781	2,396,451	386,330	3,828,036	608,731 (1)
Motor Vehicle	655,816	424,886	452,983	318,665	134,318	603,976	179,090 (1)
Intergovernmental	25,000	-	20,000	-	20,000	59,083	59,083
Charges for Service	3,469,591	4,292,533	3,685,038	3,315,123	369,915	4,651,597	359,064
Investment Earnings	(752)	11,903	(13,705)	8,927	(22,632)	(11,217)	(23,120) (2)
Contributions & Donations	9,310	-	27,504	-	27,504	27,504	27,504
Other Revenue	20,207	17,918	18,194	13,439	4,755	24,258	6,340
Total Revenues	\$ 7,974,344	\$ 8,399,954	\$ 7,390,626	\$ 6,390,837	\$ 999,789	\$ 9,683,662	\$ 1,283,708
Expenditures							
Personnel	\$ 4,168,722	\$ 5,255,992	\$ 3,557,606	\$ 3,784,717	\$ 227,111	\$ 4,790,862	\$ 465,130
Services & Other	2,383,991	2,467,220	2,034,881	1,566,685	(468,196)	2,654,271	(187,051) (3)
Supplies	594,195	562,590	501,570	418,173	(83,397)	665,507	(102,917) (3)
Capital	170,769	532,232	138,835	399,174	260,339	265,240	266,992 (4)
Transfers Out	112,499	107,538	47,320	47,320	-	54,207	53,331
Total Expenditures	\$ 7,430,176	\$ 8,925,572	\$ 6,280,212	\$ 6,216,069	\$ (64,143)	\$ 8,430,087	\$ 495,485
Net Revenues/Expenditures	544,168	(525,618)	1,110,414	174,768	935,646	1,253,575	1,779,193
Beginning Funds Available	1,224,206	1,768,374	1,768,374	1,768,374		1,768,374	
Ending Funds Available	\$ 1,768,374	\$ 1,242,756	\$ 2,878,788	\$ 1,943,142		\$ 3,021,949	
Less Reserves & Designations:							
Capital Reserve		520,282				520,282	
Revenue Stabilization Reserve		122,328					
Rec Center Operational Reserve		150,000				2,501,667	
Projected Ending Funds Available	\$ 1,768,374	\$ 450,146				\$ -	

(1) Sales tax and Motor Vehicle tax is over the year to date budget due to greater than anticipated tax collections.

(2) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(3) Services & Other and Supply expenditures are estimated to be over budget due to more participation in Community Center programs.

(4) Capital expenditures are expected to finish the year under budget. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023. Carryforward amounts are not yet known.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Golf Course Fund
Department: Parks and Recreation

Attachment A
Schedule Q

Category	2021		For the 9	2022 YTD	2022	2022	2022 Annual
	Preliminary	2022 Amended	Months Ended		Variance	Department	Variance
	Actual	Budget	September 30, 2022	Budget*	Actual to Budget	Yearend Estimates	Estimate to Budget
Revenues							
Charges for Service	\$ 4,017,814	\$ 3,687,169	\$ 3,425,049	\$ 3,193,826	\$ 231,223	3,964,493	277,324
Investment Earnings	1,103	10,745	(8,574)	8,059	(16,633)	(13,359)	(24,104) (1)
Transfers In	80,000	80,000	26,667	26,667	-	26,667	(53,333)
Debt & Financing Revenue	-	541,500	-	406,125	(406,125)	-	(541,500)
Other Revenue	2,626	-	184	-	184	576	576
Total Revenues	\$ 4,101,543	\$ 4,319,414	\$ 3,443,326	\$ 3,634,677	\$ (191,351)	\$ 3,978,377	\$ (341,037)
Expenditures							
Personnel	\$ 1,595,051	\$ 1,645,910	\$ 1,336,348	\$ 1,229,337	\$ (107,011)	\$ 1,818,527	\$ (172,617)
Services & Other	660,996	762,843	507,350	379,896	(127,454)	672,083	90,760 (2)
Supplies	699,776	713,928	675,067	565,788	(109,279)	847,655	(133,727) (2)
Capital	84,486	658,237	549,895	493,678	(56,217)	31,788	626,449 (3)
Debt & Financing	639,557	734,807	153,881	551,105	397,224	747,562	(12,755)
Interfund Loan	7,512	7,512	5,634	5,634	-	7,512	-
Transfers Out	3,148	2,644	1,983	1,983	-	2,640	-
Total Expenditures	\$ 3,690,526	\$ 4,525,881	\$ 3,230,158	\$ 3,227,421	\$ (2,737)	\$ 4,127,767	\$ 398,114
Net Revenues/Expenditures	411,017	(206,467)	213,168	407,256	(194,088)	(149,390)	57,077
Beginning Funds Available	1,873,289	2,284,306	2,284,306	2,284,306		2,284,306	
Ending Funds Available	\$ 2,284,306	\$ 2,077,839	\$ 2,497,474	\$ 2,691,562		\$ 2,134,916	
Less Reserves & Designations:							
Revenue Stabilization Reserve		1,210,049				1,210,049	
Capital Reserve		366,975				424,052	
Debt Service Reserve		500,815				500,815	
Projected Ending Funds Available	\$ 2,284,306	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Services & Other and Supplies are trending to finish the year over budget due to increase rounds at the golf course.

(3) Capital expenditures are trending to finish the year under budget due to timing of projects and a current expense being transferred to the General Fund. Projects will be reevaluated in the fourth quarter and funding for ongoing projects will be carried forward into 2023.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Economic Development Fund
Department: Town Manager

Attachment A
Schedule R

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Use	\$ 598,405	\$ 650,000	\$ 1,048,650	\$ 507,260	\$ 541,390	\$ 2,553,828	\$ 1,903,828 (1)
Investment Earnings	(10,912)	84,088	(127,656)	63,066	(190,722)	(138,406)	(222,494) (2)
Other Revenue	30,333	-	-	-	-	-	-
Total Revenues	\$ 617,826	\$ 734,088	\$ 920,994	\$ 570,326	\$ 350,668	\$ 2,415,422	\$ 1,681,334
Expenditures							
Services & Other	\$ 742,067	\$ 1,351,684	\$ 750,671	\$ 1,013,763	\$ 263,092	\$ 1,251,684	\$ 100,000 (3)
Transfers Out	-	-	-	-	-	-	-
Total Expenditures	\$ 742,067	\$ 1,351,684	\$ 750,671	\$ 1,013,763	\$ 263,092	\$ 1,251,684	\$ 100,000
Net Revenues/Expenditures	(124,241)	(617,596)	170,323	(443,437)	613,760	1,163,738	1,781,334
Beginning Funds Available	5,708,408	5,584,167	5,584,167	5,584,167		5,584,167	
Ending Funds Available	\$ 5,584,167	\$ 4,966,571	\$ 5,754,490	\$ 5,140,730		\$ 6,747,905	
Less Reserves & Designations:							
Future Incentive Obligation		4,500,000				4,500,000	
Projected Ending Funds Available	\$ 5,584,167	\$ 466,571				\$ -	

(1) Commercial Use Tax is trending over year to date budget due to greater than estimated commercial permits.

(2) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(3) Services & Other are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Downtown Development TIF Fund
Department: Finance

Attachment A
Schedule S

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Tax Increment Financing							
Property Tax TIF	\$ 854,406	\$ 687,538	\$ 1,142,598	\$ 515,654	\$ 626,945	\$ 1,523,464	\$ 835,926 (1)
Sales Tax TIF	2,053,586	1,385,418	-	1,039,064	(1,039,064)	-	(1,385,418) (2)
Total Revenues	\$ 2,907,992	\$ 2,072,956	\$ 1,142,598	\$ 1,554,717	\$ (412,119)	\$ 1,523,464	\$ (549,492)
Expenditures							
Services & Other	\$ 1,558,917	\$ 2,085,302	\$ 860,732	\$ 1,563,977	\$ 703,245	\$ 1,789,441	\$ 295,861 (3)
Supplies	5,400	-	-	-	-	-	-
Debt & Financing	413	-	-	-	-	-	-
Interfund Loan	184	638,510	-	-	-	638,510	-
Transfers Out	750,000	150,000	-	-	-	150,000	-
Total Expenditures	\$ 2,314,914	\$ 2,873,812	\$ 860,732	\$ 1,563,977	\$ 703,245	\$ 2,577,951	\$ 295,861
Net Revenues/Expenditures	593,078	(800,856)	281,866	(9,260)	291,126	(1,054,487)	(253,631)
Beginning Funds Available	1,421,126	2,014,204	2,014,204	2,014,204		2,014,204	
Ending Funds Available	\$ 2,014,204	\$ 1,213,348	\$ 2,296,070	\$ 2,004,944		\$ 959,717	
Less Reserves & Designations:							
Committed for Fund Purpose		1,213,348				959,717	
Projected Ending Funds Available	\$ 2,014,204	\$ -				\$ -	

(1) Property Tax TIF is greater than year to date budget due to greater than anticipated property tax collection.

(2) Sales Tax TIF is under year to date budget due to timing of tax collection.

(3) Services & Other are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Philip S. Miller Trust Fund
Department: Town Council

Attachment A
Schedule T

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Charges for Service	\$ 571,103	\$ 247,300	\$ 443,074	\$ 185,475	\$ 257,599	443,075	195,775 (1)
Investment Earnings	174	1,002	(569)	752	(1,321)	(569)	(1,571) (2)
Contributions & Donations	215,000	255,000	107,500	107,500	-	175,000	(80,000)
Transfers In	175,000	175,000	175,000	175,000	-	175,000	-
Other Revenue	890	-	-	-	-	-	-
Total Revenues	\$ 962,167	\$ 678,302	\$ 725,005	\$ 468,727	\$ 256,278	\$ 792,506	\$ 114,204
Expenditures							
Personnel	\$ 136,338	\$ 119,005	\$ 120,445	\$ 86,965	\$ (33,480)	\$ 155,067	\$ (36,062) (1)
Services & Other	742,334	530,790	798,520	398,093	(400,427)	548,562	(17,772) (1)
Supplies	31,759	11,660	58,877	8,745	(50,132)	88,877	(77,217) (1)
Capital	-	720	-	-	-	-	720
Total Expenditures	\$ 910,431	\$ 662,175	\$ 977,842	\$ 493,803	\$ (484,039)	\$ 792,506	\$ (130,331)
Net Revenues/Expenditures	51,736	16,127	(252,837)	(25,076)	(227,761)	-	(16,127)
Beginning Funds Available	256,044	307,780	307,780	307,780		307,780	
Ending Funds Available	\$ 307,780	\$ 323,907	\$ 54,943	\$ 282,704		\$ 307,780	
Less Reserves & Designations:							
Committed for Fund Purpose		323,907				307,780	
Projected Ending Funds Available	\$ 307,780	\$ -				\$ -	

(1) In the proposed Budget Amendment four, \$140,000 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 negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Public Art Fund
Department: Town Council

Attachment A
Schedule U

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ (24)	\$ 837	\$ (213)	\$ 628	\$ (841)	\$ (62)	\$ (899) ⁽¹⁾
Contributions & Donations	75,000	25,000	12,500	18,750	(6,250)	25,000	-
Other Revenue	25	-	-	-	-	-	-
Total Revenues	\$ 75,001	\$ 25,837	\$ 12,287	\$ 19,378	\$ (7,091)	\$ 24,938	\$ (899)
Expenditures							
Services & Other	\$ 17,315	\$ 25,000	\$ 6,108	\$ 18,750	\$ 12,642	\$ 13,000	\$ 12,000 ⁽²⁾
Supplies	-	-	-	-	-	-	-
Total Expenditures	\$ 17,315	\$ 25,000	\$ 6,108	\$ 18,750	\$ 12,642	\$ 13,000	\$ 12,000
Net Revenues/Expenditures	57,686	837	6,179	628	5,551	11,938	11,101
Beginning Funds Available	38,742	96,428	96,428	96,428		96,428	
Ending Funds Available	\$ 96,428	\$ 97,265	\$ 102,607	\$ 97,056		\$ 108,366	
Less Reserves & Designations:							
Committed for Fund Purpose		97,265				108,366	
Projected Ending Funds Available	\$ 96,428	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Services & Other are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Municipal Facilities Capital Fund
Department: Town Manager

Attachment A
Schedule V

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ (1,055)	\$ 27,594	\$ (16,602)	\$ 20,696	\$ (37,298)	\$ (14,203)	\$ (41,797) (1)
Impact Fees	559,346	360,964	274,252	286,425	(12,173)	365,676	4,712
Interfund Loan Revenue	26,809	26,809	1,718	20,107	(18,389)	26,809	-
Total Revenues	\$ 585,100	\$ 415,367	\$ 259,368	\$ 327,228	\$ (67,860)	\$ 378,282	\$ (37,085)
Expenditures							
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Revenues/Expenditures	585,100	415,367	259,368	327,228	(67,860)	378,282	(37,085)
Beginning Funds Available	1,006,796	1,591,896	1,591,896	1,591,896		1,591,896	
Ending Funds Available	\$ 1,591,896	\$ 2,007,263	\$ 1,851,264	\$ 1,919,124		\$ 1,970,178	
Less Reserves & Designations:							
Committed for Fund Purpose		2,007,263				1,970,178	
Projected Ending Funds Available	\$ 1,591,896	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: General Long Term Planning Fund
Department: Town Manager

Attachment A
Schedule W

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Use	\$ 2,494,674	\$ 1,961,543	\$ 1,740,064	\$ 1,530,788	\$ 209,276	\$ 2,040,065	\$ 78,522 (1)
Investment Earnings	1,737	28,180	(20,080)	21,135	(41,215)	(14,222)	(42,402) (2)
Transfers In	687,144	1,287,144	600,000	600,000	-	600,000	(687,144)
Other Revenue	484	-	82,995	-	82,995	112,032	112,032
Total Revenues	\$ 3,184,039	\$ 3,276,867	\$ 2,402,979	\$ 2,151,923	\$ 251,056	\$ 2,737,875	\$ (538,992)
Expenditures							
Services & Other	\$ 478,734	\$ 1,813,061	\$ 425,529	\$ 1,359,796	\$ 934,267	\$ 1,142,502	\$ 670,559 (3)
Supplies	13,679	638,355	23,126	478,766	455,640	30,835	607,520 (3)
Capital	1,547,252	2,629,004	458,685	1,971,753	1,513,068	1,217,860	1,411,144 (3)
Total Expenditures	\$ 2,039,665	\$ 5,080,420	\$ 907,340	\$ 3,810,315	\$ 2,902,975	\$ 2,391,197	\$ 2,689,223
Net Revenues/Expenditures	1,144,374	(1,803,553)	1,495,639	(1,658,392)	3,154,031	346,678	2,150,231
Beginning Funds Available	4,849,955	5,994,329	5,994,329	5,994,329		5,994,329	
Ending Funds Available	\$ 5,994,329	\$ 4,190,776	\$ 7,489,968	\$ 4,335,937		\$ 6,341,007	
Less Reserves & Designations:							
Fire Capital Reserve		445,247				445,247	
Police Capital Reserve		441,667				441,667	
Committed for Fund Purpose		3,303,862				5,899,340	
Projected Ending Funds Available	\$ 5,994,329	\$ -				\$ -	

(1) Residential Use Tax is trending over budget due to greater than anticipated residential permit activity.

(2) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(3) Services & Other, Supplies, Capital expenditures, and Debt & Financing are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Employee Benefits Fund
Department: Town Manager

Attachment A
Schedule X

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Charges for Service	\$ 8,323,712	\$ 9,646,500	\$ 6,378,662	\$ 7,049,365	\$ (670,703)	\$ 8,504,886	\$ (1,141,614)
Investment Earnings	(5,103)	103,384	(62,052)	77,538	(139,590)	(54,375)	(157,759) (1)
Contributions & Donations	1,782,502	2,338,568	1,332,862	1,753,926	(421,064)	1,777,146	(561,422)
Other Revenue	444,326	-	171,271	-	171,271	228,363	228,363
Total Revenues	\$ 10,545,437	\$ 12,088,452	\$ 7,820,743	\$ 8,880,829	\$ (1,060,086)	\$ 10,456,020	\$ (1,632,432)
Expenditures							
Personnel	\$ 70,577	\$ 73,267	\$ 54,213	\$ 53,541	\$ (672)	\$ 65,524	\$ 7,743
Services & Other	9,002,512	11,182,453	6,700,760	8,386,840	1,686,080	8,934,341	2,248,112 (2)
Supplies	91	500	-	375	375	-	500
Total Expenditures	\$ 9,073,180	\$ 11,256,220	\$ 6,754,973	\$ 8,440,756	\$ 1,685,783	\$ 8,999,865	\$ 2,256,355
Net Revenues/Expenditures	1,472,257	832,232	1,065,770	440,073	625,697	1,456,155	623,923
Beginning Funds Available	1,855,793	3,328,050	3,328,050	3,328,050		3,328,050	
Ending Funds Available	\$ 3,328,050	\$ 4,160,282	\$ 4,393,820	\$ 3,768,123		\$ 4,784,205	
Less Reserves & Designations:							
Claims Reserve		3,194,453				3,194,453	
Health Care Cost Reserve		965,829				1,589,752	
Projected Ending Funds Available	\$ 3,328,050	\$ -				\$ -	

(1) Investment earnings are negative due to the change in the fair market value of the Town's securities through quarter three of 2022.

(2) Services and Other under budget due to lower than budgeted employee benefit claims.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Parking Fund
Department: Finance

Attachment A
Schedule Y

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Investment Earnings	\$ 5,766	\$ 1,219	\$ 1,076	\$ 914	\$ 162	\$ 1,219	\$ -
Transfers In	80,000	230,000	80,000	172,500	(92,500)	230,000	-
Total Revenues	\$ 85,766	\$ 231,219	\$ 81,076	\$ 173,414	\$ (92,338)	\$ 231,219	\$ -
Expenditures							
Services & Other	\$ 12,496	\$ 230,000	\$ 34,276	\$ 172,500	\$ 138,224	\$ 230,000	\$ - (1)
Capital	9,758,102	-	-	-	-	-	-
Debt & Financing	391,367	339,400	169,700	254,550	84,850	339,400	- (1)
Transfers Out	57,000	-	-	-	-	-	-
Total Expenditures	\$ 10,218,965	\$ 569,400	\$ 203,976	\$ 427,050	\$ 223,074	\$ 569,400	\$ -
Net Revenues/Expenditures	(10,133,199)	(338,181)	(122,900)	(253,636)	130,736	(338,181)	-
Beginning Funds Available	11,165,398	1,032,199	1,032,199	1,032,199		1,032,199	
Ending Funds Available	\$ 1,032,199	\$ 694,018	\$ 909,299	\$ 778,563		\$ 694,018	
Less Reserves & Designations:							
Committed for Fund Purpose		694,018				694,018	
Projected Ending Funds Available	\$ 1,032,199	\$ -				\$ -	

(1) Services & Other and Debt & Financing are under the year to date budget due to the seasonality of multiple projects and timing of such expenditures.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Fund: Tabor Fund
Department: Town Manager

Attachment A
Schedule Z

Category	2021		For the 9		2022		2022		2022 Annual	
	Preliminary	2022 Amended	Months Ended	September 30,	2022 YTD	2022 Variance	Department	Yearend	Variance	Estimate to
	Actual	Budget	2022	2022	Budget*	Actual to	Estimates	Estimates	Estimate to	Budget
						Budget				
Revenues										
Transfers In	-	14,641,727	14,641,727	10,981,295	-	14,641,727	-			
Total Revenues	\$ -	\$ 14,641,727	\$ 14,641,727	\$ 10,981,295	\$ -	\$ 14,641,727	\$ -	\$ 14,641,727	\$ -	\$ -
Expenditures										
Services & Other	\$ -	\$ -	\$ 153,400	\$ -	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 153,400	\$ -	\$ 153,400	\$ -	\$ 153,400	\$ -	\$ -	\$ -
Net Revenues/Expenditures	-	14,641,727	14,488,327	10,981,295	153,400	14,641,727	-			
Ending Funds Available	\$ -	\$ 14,641,727	\$ 14,488,327	\$ 10,981,295		\$ 14,641,727				
Less Reserves & Designations:										
Committed for Fund Purpose		14,641,727					14,641,727			
Projected Ending Funds Available	\$ -	\$ -					\$ -			

The Town of Castle Rock is subject to \$14,641,727 of surplus TABOR revenues. This will be made up of \$8,500,000 from the General Fund, \$5,641,727 from Transportation Fund, and \$500,000 from Fire Capital Fund. These funds will be transferred to the TABOR Fund in the 2022 budget year and will be spent on Public Safety and Roads as approved by Castle Rock voters.

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Townwide Summary

Attachment A
Schedule AA

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Revenues							
Town Taxes							
Property	\$ 1,401,673	\$ 1,467,849	\$ 1,463,504	\$ 964,108	\$ 499,396	\$ 1,467,849	\$ -
Use	11,064,779	8,375,651	8,743,053	8,639,087	103,966	12,044,410	3,668,759
Sales	62,435,207	61,324,030	53,005,356	45,649,608	7,355,748	74,731,992	13,407,962
Motor Vehicle	11,033,454	7,105,115	7,574,970	5,328,837	2,246,133	10,093,701	2,988,586
Other	373,541	396,730	342,875	297,548	45,327	446,248	49,518
Tax Increment Financing							
Property Tax TIF	854,406	687,538	1,142,598	515,654	626,945	1,523,464	835,926
Sales Tax TIF	2,053,586	1,385,418	-	1,039,064	(1,039,064)	-	(1,385,418)
Franchise Fees	2,705,197	2,509,241	1,657,261	1,881,931	(224,670)	2,888,449	379,208
Licenses & Permits	6,211,361	5,951,434	4,230,130	4,375,544	(145,414)	4,917,781	(1,033,653)
Intergovernmental	16,364,799	25,357,413	11,506,301	13,140,791	(1,634,490)	14,236,521	(11,120,892)
Charges for Service	70,202,732	73,844,814	56,074,677	53,658,987	2,415,690	73,436,571	(408,243)
Management Fees	4,304,660	4,205,990	3,154,493	3,154,493	-	4,205,990	-
Fines & Forfeitures	610,685	892,714	623,509	669,536	(46,027)	739,842	(152,872)
Investment Earnings	(192,629)	2,372,544	(2,545,560)	1,779,411	(4,324,971)	(1,547,040)	(3,919,584)
Contributions & Donations	4,230,059	5,535,356	2,360,921	3,740,442	(1,379,521)	4,331,723	(1,203,633)
Transfers In	2,594,382	12,825,717	7,238,161	6,825,338	412,823	7,713,009	(5,112,708)
Interfund Loan Revenue	623,330	1,287,890	42,372	585,401	(543,029)	1,156,791	(131,099)
Debt & Financing Revenue	2,098,229	31,249,508	31,981,715	31,114,133	867,582	31,981,716	732,208
Other Revenue	7,657,233	965,347	828,080	724,011	104,069	1,410,009	444,662
Total Revenues (Excluding One-Time)	\$ 206,626,684	\$ 247,740,299	\$ 189,424,416	\$ 184,083,923	\$ 5,340,493	\$ 245,779,026	\$ (1,961,273)
Impact Fees	26,242,453	18,746,156	14,142,162	14,875,075	(732,913)	15,890,837	(2,855,319) ⁽¹⁾
System Development Fees	37,866,485	32,109,340	28,094,900	25,478,761	2,616,139	32,423,304	313,964 ⁽¹⁾
Total Revenues (Including One-Time)	\$ 270,735,622	\$ 298,595,795	\$ 231,661,478	\$ 224,437,759	\$ 7,223,719	\$ 294,093,167	\$ (4,502,628)

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

TOWN OF CASTLE ROCK
2022 Third Quarter Financial Review
Townwide Summary

Attachment A
Schedule AA

Category	2021 Preliminary Actual	2022 Amended Budget	For the 9 Months Ended September 30, 2022	2022 YTD Budget*	2022 Variance Actual to Budget	2022 Department Yearend Estimates	2022 Annual Variance Estimate to Budget
Expenditures							
Personnel	\$ 66,805,830	\$ 75,505,571	\$ 52,247,430	\$ 55,110,061	\$ 2,862,631	\$ 74,299,812	\$ 1,205,759
Services & Other	53,701,306	79,685,062	43,548,929	56,777,991	13,229,062	69,041,728	10,643,334
Supplies	8,010,028	10,475,560	6,605,026	7,826,551	1,221,525	9,209,398	1,266,162
Debt & Financing	9,610,340	12,074,183	4,566,174	6,064,653	1,498,479	12,227,083	(152,900)
Interfund Loan	623,330	1,287,890	42,372	92,668	50,296	1,287,890	-
Transfers Out	6,849,135	25,857,727	19,424,828	19,363,318	(61,510)	24,783,412	1,074,315
Total Expenditures (Excluding One-Time)	\$ 145,599,969	\$ 204,885,993	\$ 126,434,759	\$ 145,235,242	\$ 18,800,483	\$ 190,849,323	\$ 14,036,670
Capital	61,764,599	182,276,993	31,334,742	119,921,060	88,586,318	110,917,068	71,359,925 (2)
Total Expenditures (Including One-Time)	\$ 207,364,568	\$ 387,162,986	\$ 157,769,501	\$ 265,156,302	\$ 107,386,801	\$ 301,766,391	\$ 85,396,595
Net Revenues/Expenditures	63,371,054	(88,567,191)	73,891,977	(40,718,543)	114,610,520	(7,673,224)	80,893,967
Beginning Funds Available	206,782,986	270,154,040	270,154,040	270,154,040		270,154,040	
Ending Funds Available	\$ 270,154,040	\$ 181,586,849	\$ 344,046,017	\$ 229,435,497		262,480,816	
(2) Capital Expenses are one time projects and are not reoccurring.							
Ending Funds Available	\$ 270,154,040	\$ 181,586,849	\$ 344,046,017	\$ 229,435,497			
Less Reserves & Designations:							
Contractual Reserve		300,000				300,000	
Revenue Stabilization Reserve		10,897,916				9,907,758	
Catastrophic Events Reserve		15,519,529				89,074,891	
Capital Reserve		77,070,127				82,060,338	
Opportunity/Econ. Dev. Reserve		1,771,561				1,771,561	
Future Incentive Obligation		4,500,000				4,500,000	
TABOR Reserve		2,492,407				2,492,407	
Committed for Fund Purpose		25,994,628				26,415,878	
Operating Designation		5,974,001				5,974,001	
Rate Stabilization Reserve		-				-	
Park Reserve		4,500,000				4,500,000	
Recreation Facility Reserve		5,000,000				5,000,000	
Debt Service Reserve		500,815				500,815	
Claims Reserve		3,194,453				3,194,453	
Health Care Cost Reserve		965,829				1,589,752	
Total Reserves & Designations		158,681,266				237,281,854	
Projected Ending Funds Available		\$ 22,905,583				\$ 25,198,962	

*The 2022 YTD Budget has been adjusted to move accurately reflect the seasonal nature of the year-to-date budget information

Yearly Sales Tax Revenue



Yearly Sales Tax Revenue					
	2018	2019	2020	2021	2022
Prior Year Collections *	\$ 82,847	\$ 129,200	\$ 92,664	\$ 507,167	\$ 437,384
Jan	3,303,966	3,446,276	3,765,446	4,319,191	4,896,054
Feb	3,044,888	3,305,719	3,687,547	4,045,071	4,656,561
Mar	4,103,325	4,364,815	4,438,082	5,194,130	5,900,595
Apr	3,487,035	3,928,407	3,632,258	5,140,504	5,674,069
May	4,043,517	4,181,083	4,284,260	5,330,063	6,037,286
Jun	4,493,392	4,987,026	5,425,011	6,135,858	6,649,054
Jul	4,080,724	4,402,098	5,146,996	5,578,390	6,339,687
Aug	4,266,934	5,295,701	5,061,764	5,519,553	6,021,427
Sep	4,319,640	4,823,346	5,435,934	5,864,460	6,529,467
Oct	3,984,307	4,008,060	4,779,022	5,414,600	
Nov	4,104,407	4,316,630	4,836,626	5,643,498	
Dec	5,562,531	5,980,282	6,519,907	7,503,892	
Totals	\$ 48,877,513	\$ 53,168,643	\$ 57,105,517	\$ 66,196,377	\$ 53,141,584
Year to Year Change	5.6%	8.8%	7.4%	15.9%	

Monthly Sales Tax Comparisons		
March 2021	March 2022	% Prior Month/Year Comparison
\$ 5,194,130	\$ 5,857,914	12.8%
YTD 2021 *	YTD 2022 *	% Change YTD
\$ 13,558,392	\$ 15,451,548	14.0%
* YTD totals above exclude prior year collections		

Yearly Sales Tax Revenue



YTD Sales Tax Comparisons - By Industry			
Category	YTD 2021	YTD 2022	% Change YTD
Food and General Merchandise	\$ 12,952,880	\$ 14,141,743	9.2%
Misc Retail	6,582,976	8,263,098	25.5%
Restaurants & Bars	5,741,935	6,455,390	12.4%
Apparel and Accessories	5,929,188	5,963,230	0.6%
Home and Garden	3,800,210	3,960,071	4.2%
Auto and Auto Items	2,141,913	2,618,843	22.3%
Utilities	1,939,877	2,351,559	21.2%
Furniture and Home Décor	1,641,190	1,809,507	10.3%
Agricultural and Construction	1,290,673	1,517,328	17.6%
Services	855,899	1,012,392	18.3%
Communication	887,425	1,001,345	12.8%
Leasing and Rentals	924,067	972,165	5.2%
Ranch Supply/Pet Needs	921,951	969,617	5.2%
Wholesale and Manufacturing	504,671	796,859	57.9%
Audit Revenue	677,774	511,474	-24.5%
Hotel	334,591	359,579	7.5%

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

YTD Sales Tax Comparisons - By Geographical Area			
Category	YTD 2021	YTD 2022	% Change YTD
Milestone/Metzler	\$ 9,676,771	\$ 10,242,288	5.8%
Promenade	8,302,898	9,177,858	10.5%
Out of State	5,320,335	6,167,512	15.9%
Outlet Mall	5,361,894	5,643,008	5.2%
Out of Town	4,274,183	4,999,891	17.0%
Downtown	3,758,923	4,398,376	17.0%
Wolfensberger	2,314,854	2,805,166	21.2%
Area Around Outlet Mall	1,798,521	1,845,422	2.6%
Founders Market Place	1,561,350	1,655,384	6.0%
Plum Creek	1,262,936	1,603,421	27.0%
Remote Seller	716,418	1,306,970	82.4%
Justice	906,764	948,539	4.6%
Misc/ Other	629,467	702,254	11.6%
Meadows	564,132	696,637	23.5%
Audit Revenue	677,774	511,474	-24.5%

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 2022 Budget and the 2022 – 2026 Five Year Capital Improvement Plan. The Town's total cash and investment balance as of September 30 is \$354,549,400 which reflects investment losses of \$1,263,464 and interest earnings of \$777,620 for the second quarter for a total loss of \$485,845. 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 9/30/2022, the Town's Investment Earnings are:

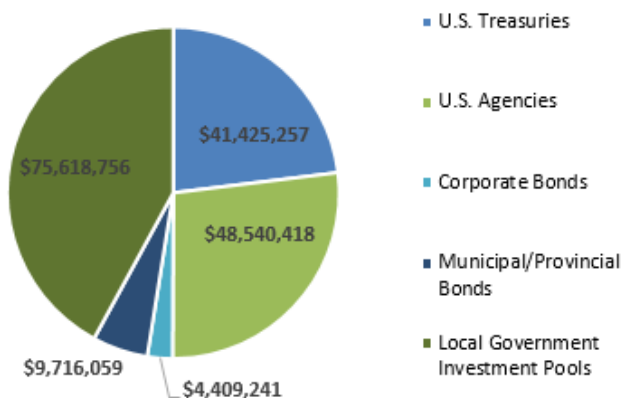
	Investment Earnings	Market Change	Total
1st Qtr	\$ 422,942	\$ (2,125,349)	\$ (1,702,407)
2nd Qtr	582,272	(790,697)	(208,425)
3rd Qtr	777,620	(1,263,464)	(485,845)
4th Qtr	-	-	-
\$	1,782,834	\$ (4,179,511)	\$ (2,396,677)

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

Cash & Investment Balances by Type

September 30, 2022



As of 9/30/2022, the Town's Cash and Investment Balances by Fund are:

Governmental Activities

General Fund	\$ 43,055,254
Economic Development Fund	6,534,326
Parking Fund	909,299
Transportation Fund	31,686,486
Capital Funds:	
Transportation Capital Fund	35,340,190
Parks Capital Fund	16,557,126
Fire Capital Fund	2,821,981
Facilities Capital Fund	1,851,265
Police Capital Fund	1,051,357
Other Governmental Funds:	
General Long Term Planning Fund	7,489,969
Parks and Rec Lodging Tax	354,278
DDA TIF Fund	2,296,073
Conservation Trust Fund	5,740,313
Philip S. Miller Trust Fund	53,466
Public Art Fund	112,606
Police Forfeiture Fund	22,188
TABOR Excess Revenue Fund	8,846,600
Internal Service Funds:	
Employee Benefits Fund	5,373,777
Fleet Fund	8,491,040
Total Governmental Funds	\$ 178,587,592

Business-type Activities

Water Fund	\$ 31,034,379
Water Resources Fund	102,300,596
Stormwater Fund	10,503,508
Wastewater Fund	20,394,625
Golf Fund	2,583,775
Community Center Fund	2,622,169
Development Services Fund	6,522,756
Total Enterprise Funds	\$ 175,961,808

Total All Funds

\$ 354,549,400



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 6. **File #:** ID 2022-122

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 and formal applications for development. More information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link, which can be accessed at CRGov.com/DevelopmentActivityMap

New Quasi-Judicial Applications Requiring Public Hearings

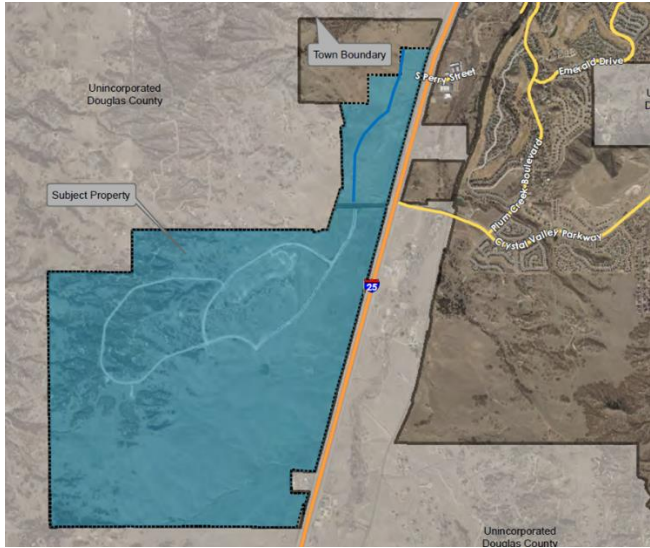
Annexation for Wellspring and Castle Oaks Covenant Church



A new Quasi-Judicial application was submitted for the annexation of a parcel of land for Wellspring Community Center and Castle Oaks Covenant Church. The annexation petition is to annex approximately 2.07 acres located at 498 East Wolfensberger Road, for future Wellspring and Castle Oaks Covenant Church facilities. After staff review, this annexation petition will be scheduled for Substantial Compliance and Eligibility hearings with Town Council. This property is located adjacent to Mayor Pro Tem Bracken's district.

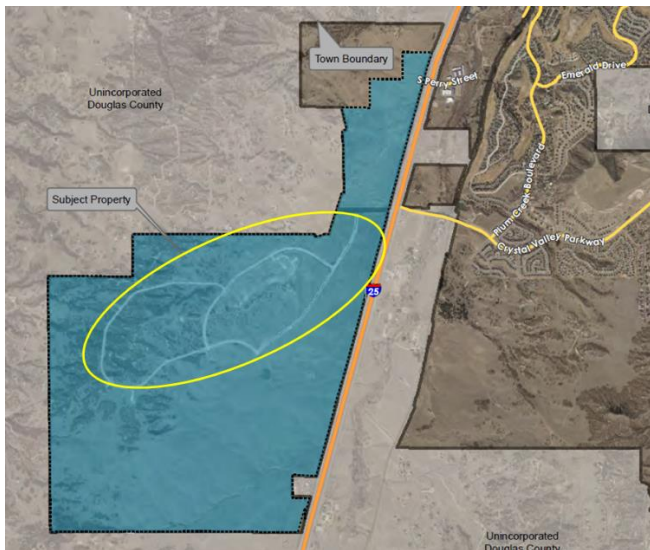
New Pre-Application Meeting Requests

Dawson Trails Boulevard Phase 1



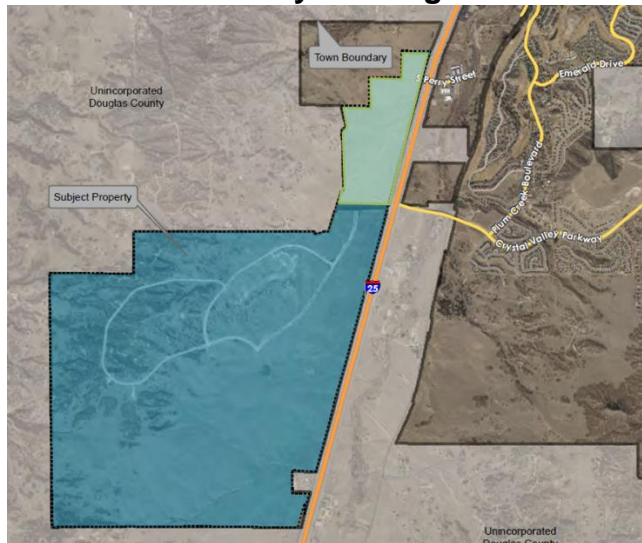
A pre-application meeting request was submitted seeking information on application and submittal requirements for Dawson Trails Blvd (North) Phase 1 plat and infrastructure package to support future mixed-use development including the new Costco and the buildout of Phase 1 of the major arterial Dawson Trails Blvd, generally north of Territorial Road. Overall project area is approximately 186 acres. The construction plans will include public roadways, water, sanitary sewer, storm drainage, detention pond, and grading to support future development parcels north of Territorial Road. The proposal is located in Councilmember Dietz's District.

Dawson Trails Demolition Plan



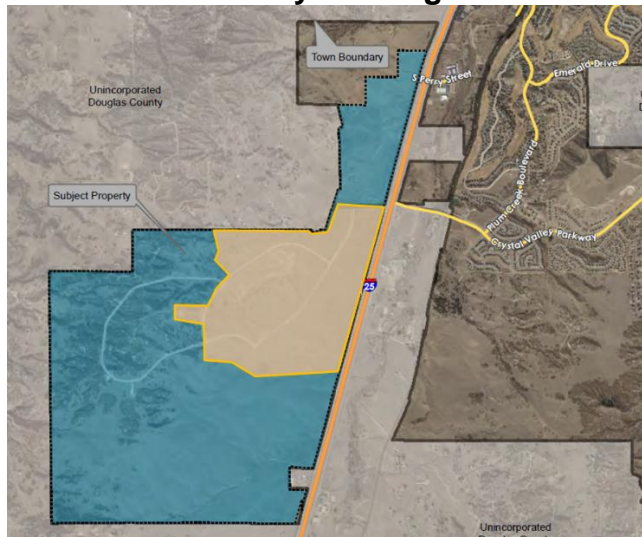
A pre-application meeting request was submitted seeking information on application and submittal requirements to demolish all of the previously installed infrastructures within the approximate 1,882-acre site within Dawson Trails. No new infrastructure improvements will be installed with this project. The proposal is located in Councilmember Dietz's District.

Dawson Trails Early Grading North of Territorial



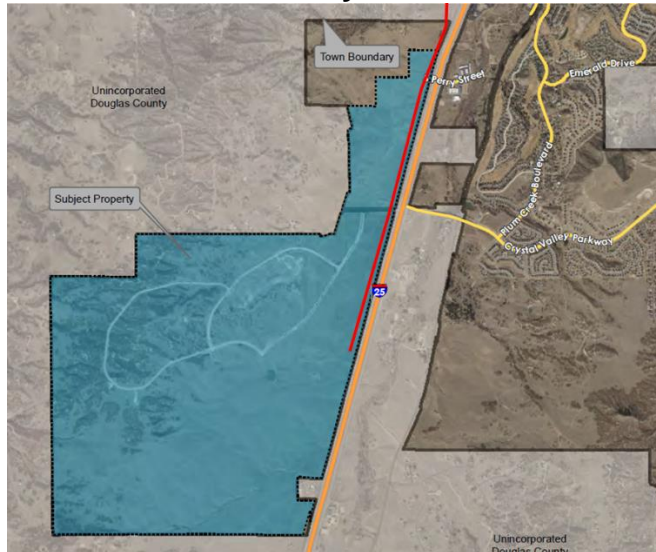
A pre-application meeting request was submitted seeking information on application and submittal requirements for Dawson Trails early grading plans for approximately 134 acres, north of Territorial Road. This early grading work is for Dawson Trails Boulevard (north), and adjacent pad sites, including the Costco site. Approximately 950,000 cubic yards of cut will be completed to provide required fill material for the Crystal Valley Interchange and adjacent pad sites. No offsite import or export is anticipated. There are no infrastructure improvements with this project. The proposal is located in Councilmember Dietz's District.

Dawson Trails Early Grading South



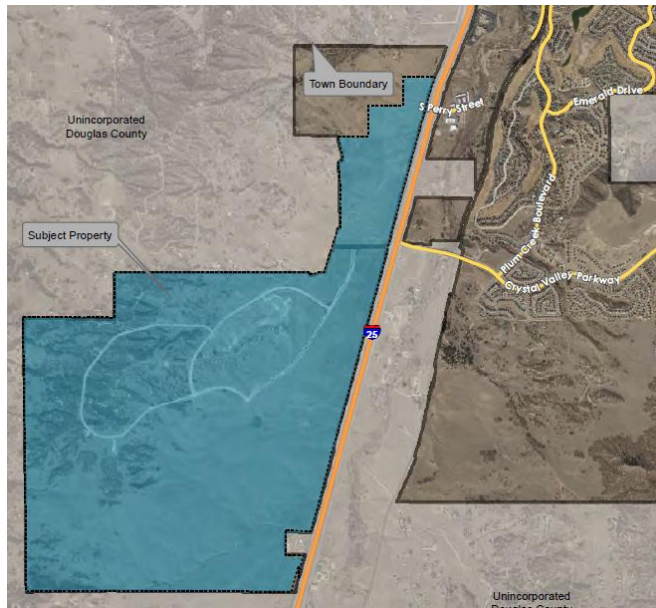
A pre-application meeting request was submitted seeking information on application and submittal requirements for Dawson Trails early grading plans of approximately 365 acres, south of Territorial Road. This early grading work is for Dawson Trails Boulevard (south) as well as for portions of adjacent planning areas B-1, D, E-2, F-3, and G-1. Approximately 395,000 cubic yards of cut will be completed to provide required fill material for the Crystal Valley Interchange and adjacent development sites. No offsite import or export is anticipated. The proposal is located in Councilmember Dietz's District.

Dawson Trails Sanitary Sewer Construction Plans



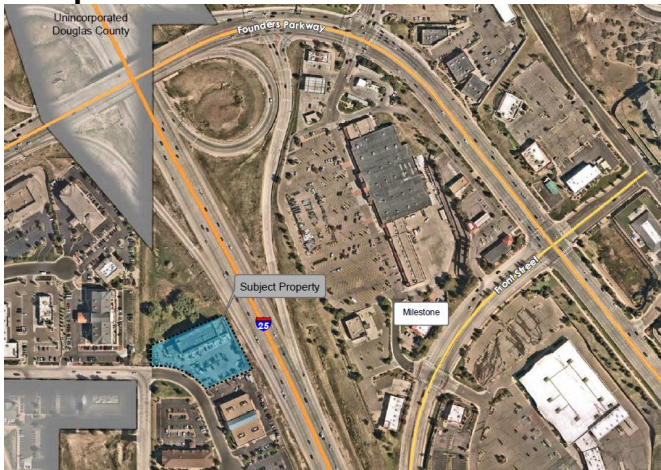
A pre-application meeting request was submitted seeking information on application and submittal requirements for Dawson Trails Sanitary Sewer Construction Plans. These plans include the removal and construction of approximately 17,650 linear feet of sanitary sewer main and offsite sanitary interceptor for the entire Dawson Trails development. Offsite work extends north through Yucca Hills and under Plum Creek Parkway to tie into the Town's existing sanitary system. The proposal is located in Councilmember Dietz's District.

Dawson Trails Off-Site Water Line



A pre-application meeting request was submitted seeking information on application and submittal requirements for construction documents for the proposed Dawson Trails off-site water line. This proposal consists of constructing approximately 3,100 feet of water main line for the Blue Pressure Zone. The construction of the new water line is needed for the Dawson Trails Planned Development. It will include two boring areas: the first is approximately 600 feet long that goes under I-25 and railroad tracks east of the Dawson Trails property line. The second boring is approximately 150 feet long and will run south of the fire station along Crystal Valley Parkway. The proposal is located in Councilmember Dietz's district.

Hampden Inn SDP Amendment



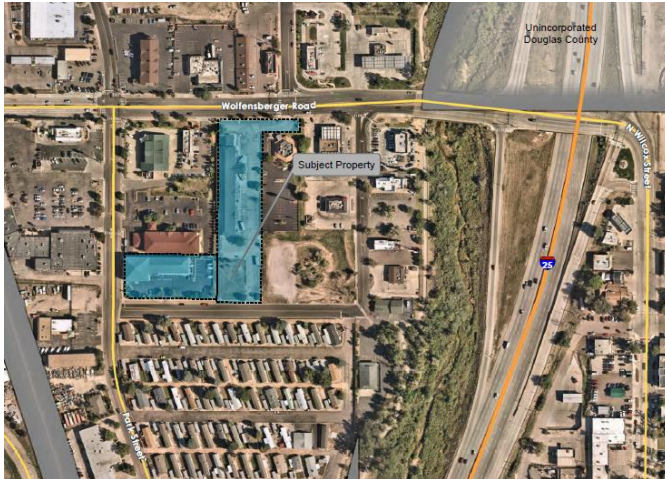
Page 5

Meadows 19 Kum & Go Convenience Store



A pre-application meeting request was submitted seeking information on application and submittal requirements for a site development plan proposing the development of a 1.45-acre lot for a Kum & Go convenience store and fuel canopy. The proposed convenience store is to be located in Meadows Filing No. 19, Parcel 2 South at the corner of the roundabout at Timber Mill Parkway and North Meadows Drive. The approximately 4,000-square-foot building will incorporate Kum & Go's store concept, offering food and bakery items, seasonal outdoor sale items, and a propane exchange area. The proposed fuel islands and canopy will offer traditional gasoline, diesel, and E-85 fuel options. Parking will consist of 27 spaces located immediately adjacent to the building and will include two striped as ADA accessible. The project is located in Councilmember Hollingshead's district.

Re-Plat 826 Park Street and Portion of 200 Wolfensberger Road



A pre-application meeting request was submitted seeking information and submittal requirements for the proposed re-plat of approximately 14,352 square feet of undeveloped lot located at 200 Wolfensberger Road. DCP Ward, LLC proposes to sell the undeveloped southern portion of their property to Castle Oaks Covenant Church. The Castle Oaks Covenant Church property is adjacent to the undeveloped portion of 200 Wolfensberger Road and is located at 826 Park Street. The proposal is located in Councilmember LaFleur's district.

Ongoing Development Activity:

Commercial Development Activity

- **Promenade:**

- Alana at Promenade Apartments, building and site construction for 300 unit multi-family residential development, located on Alpine Vista Circle, west of Promenade Parkway.
- Buffalo Wild Wings, building and site construction, located on the southwest corner of Factory Shops Boulevard and New Memphis Court.
- Los Dos Portrillos, pad site construction, and restaurant site plan review for new 7,400 square foot restaurant, located west of TJ Maxx off Promenade Parkway.
- Chipotle pad site, site plan, plat and construction documents approved, building site plan in review for building elevations for a future Chipotle, located off Promenade Parkway north of Sam's Club.
- Promenade Commons Park, site plan, plat and construction document approved for new half-acre park connecting the Alana multi-family and the proposed commercial area, located on the west side of Promenade Parkway and Alpine Vista Circle.
- Lazy Dog Restaurant site plan review for a new stand-alone restaurant, located on the northeast corner of Castlegate Drive West and Promenade Parkway.
- Whole Foods, site plan amendment to add EV charging stations in the existing parking lot, located at 6384 Promenade Parkway.

- **Meadows:**

- Access road, construction documents approved for public street construction that will support future commercial/office developments, located northwesterly of the North Meadows Drive roundabout.
- Aspen View Academy, building and site construction for an addition, located at 2131 Low Meadow Boulevard.
- Bridge and access road, site construction, connection of the roundabout on North Meadows Parkway south, and then east crossing Plum Creek.
- Castle Rock Adventist Hospital Medical Office Building and site construction for a new 70,000 square foot medical office building, located at 2350 Meadows Boulevard.
- Castle Rock Industrial at the Meadows Lot 1, site and building construction 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 and building construction for new 80,000+/- square foot warehouse space, located on the future Timber Mill Parkway north of North Meadows Drive.
- Kum and Go, building and site construction for a 5,620 square foot Convenience Store and Fuel Canopy, located at the northwest corner of Meadows Parkway and Lombard Street.
- Lot grading, retaining wall, and waterline construction plan and plat approved, located on vacant commercial lots north of the AMC theatre.
- The Learning Experience, revised site development plan and 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.
- Meadows Parkway Intersection improvements, construction document review for improvements to the intersections of Meadows Parkway at Regent Street and Lombard Street.
- Meadows Senior Multi-Family, site plan and construction document review for a new 4-story senior housing apartment development with 200 units, located near North Meadows Drive and Timber Mill Parkway.

- Meadows Town Center Townhomes/Mixed-use, site plan and construction document review for 85 residential units with approximately 6,248 square feet of retail, located on three lots off Future Street.
- Moore Lumber at the Meadows, building and site construction for a new 16,880 square foot retail, warehouse, and office building, located at the north end of Regent Street.
- Prairie Hawk Dental, site plan review for new 5,100 square foot dental office building, located at the northeast corner of Prairie Hawk Drive and Limelight Avenue.
- Sol Danza Auto Repair, site plan review for new 4,600 square foot automotive service center, located near the intersection of Prairie Hawk Drive and Sol Danza Drive.
- **Downtown:**
 - 221 Wilcox Street construction document review for infrastructure for future mixed-use building, with 28 residential units and 8,100 square foot retail space, located on the southwest corner of Wilcox and Third Streets.
 - Circle K, site plan review for new 3,700 square foot convenience store to replace the existing building on the site. Located at 310 South Wilcox Street.
 - Douglas County Libraries, building and site construction for 62,000 square foot library building and demolition of the existing building, located at 100 South Wilcox Street.
 - Eternal Rock Church, site plan review for new landscaping, signage, and storage, located at 2 Phelps Street.
 - Keystone Hotel site plan review for the addition of a new patio on the west side of the building, located at 217 Fourth Street.
 - Perry Street Social, site development plan and construction document review to create a mini entertainment district, located at 404 North Perry Street.
 - Pizza Hut Retail Center, building and site construction for a new commercial center located at 340 South Wilcox Street.
 - Railroad Quiet Zone, Town project, construction documents approved for improvements at 2nd Street, 3rd Street, and 5th Street.
 - Scileppi properties, site plan review for a 6,000 square foot addition and the addition of seven parking spaces, located at 210 3rd Street.
 - The View, site and building construction for a 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 Plan amendment approved for 2,064 acres with 5,850 residential dwelling units and a maximum of 3,200,000 square feet 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:**
 - 282 Malibu Commercial buildings, site development plan amendment review for a new patio and site construction for two 4,000 square foot commercial buildings, uses are unknown at this time, located at 282 Malibu Street.
 - Castle Rock Auto Dealerships, site development plan approved for service center expansion, located at 1100 South Wilcox Street.
 - Castle Rock Auto Dealerships, building construction for façade changes to the Ford Dealership, located at 1404 South Wilcox Street.
 - Castle View Baptist Church, Construction plan approved for water main extension per IGA, located north of Macanta on Crowfoot Valley Road in unincorporated Douglas County.
 - Founders Marketplace, Dunkin Donuts, site plan review for a new restaurant with

- drive-through, located at the northeast corner of Founders Parkway and Aloha Court.
- Founders Marketplace, Liberty Express Carwash, building TCO and site construction, located northeast of 5th Street and Founders Parkway.
- Founders Marketplace, Retail building, site development 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, building and site construction for a new 8,100 square foot retail building located on Crystal Valley Parkway west of Plum Creek Boulevard.
- Outlets at Castle Rock, site development plan review, two new pad sites on the west side of the mall on Factory Shops Boulevard.
- Phillip S. Miller Regional Park, construction plan approved for Play Loop Trail.
- Plum Creek Golf Course, site plan amendment review and building and site construction for a new clubhouse, located at Plum Creek Boulevard and Players Club Drive.
- Sanders Business Park, site construction for 2.4-acre site, located south of The Plum Creek Community Church. The future use is a facility for distribution of heating and plumbing equipment.
- Sanders Business Park, site construction for approximately 51,000 square feet of industrial flex space, located south of The Plum Creek Community Church.
- StorQuest, building and site construction 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 Brickyard, erosion control and demolition plan approved for demolition of existing building on 4.5 acres, located on the south end of Prairie Hawk Drive.
- The Brickyard Planned Development Plan and Zoning Regulations, under review for a mixed-use development with a maximum of 600 multi-family dwelling units, located on the south end of Prairie Hawk Drive.
- The Famous Steak House, site development plan and interior building renovation, located in former Jarre Creek Brewery building south of Chili's.
- 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 (approved plans), 3) Promenade Parkway (approved plans), 4) Castlegate Drive West (approved plans), 5) Castlegate Drive West and Castle Rock Parkway (approved plans), 6) Factory Shops Boulevard and Meadows Boulevard, 7) Mitchell Street near Mesa Middle School, 8) South Valley Drive north of Plum Creek Parkway, 9) Low Meadow Boulevard and Night Song Way, 10) South Gilbert Street between Gilbert and Sellers Drive at Birch Avenue, 11) Foothills Drive and Soaring Eagle Lane, 12) Foothills Drive and Morning View Drive.
- Walmart, site development plan approved for new drive-through ATM at the west end of the existing parking lot.
- Woodlands Medical Office Building site plan review for a new 14,336 square foot medical office building located near Woodlands Blvd and Barranca Drive.
- Zaika Indian Restaurant, site plan review to enclose the existing patio on the south side of the building, located at 78 Allen Street.

Residential Development Activity:

- 302 North Lewis Street Historic Preservation application, 830 square foot detached garage.
- 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.
- 544 Senter Drive, use by special review for a new two-story accessory dwelling unit with garage.
- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for Lot 2 of Auburn Ridge.
- Avilla at Founders, site plan and construction document review, for 105 for-rent single-family dwellings, located on the northwest corner of Mikelson Boulevard and Mitchell Street.
- Bella Mesa, site plan, plat and construction documents approved for relocation of existing detention pond, located north of Mesa Middle School off 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, under construction for water and sanitary mains for future development, located in Douglas County on the east side of Crowfoot Road.
- Canyons South Filing No. 3, 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 the southern interior portion of Loop Road, south of Loop Road, and between West Loop Road and the Lanterns property.
- Crystal Valley Ranch, construction plan approval 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.
- 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 Boulevard and Wagonwheel Trail.
- Greystone Townhomes, construction plan and plat approved for one three-story building with 5 units, located northwest of Plum Creek Parkway and Gilbert Street.
- Hillside, site construction, single-family attached and detached age 55 and older, located at the northeast corner of Coachline Road and Wolfensberger Road.
- Lanterns/Montaine, home construction, 107 single-family lot subdivision, located in the northerly portion of the project.
- Lanterns/Montaine, home construction, 85 single-family lot subdivision, located in the south-central portion of the project.
- Lanterns/Montaine, grading and construction documents approved, 133 single-family lot subdivisions, located in the southeasterly portion of the project.
- Lanterns/Montaine, site construction for 165 single-family residential lots, located in the east interior of Montaine Circle and southeast portion of the property.
- Lanterns/Montaine, site construction for 82 single-family residential lots, located in the northerly interior of Montaine Circle.
- Lanterns/Montaine, site construction for 68 single-family residential lots, located in the

- northerly interior of Montaine Circle.
- Lanterns/Montaine, subdivision plat, construction documents, and erosion control plans approved for 183 single-family residential lots, located southwest of Montaine Circle.
 - Lanterns/Montaine, construction documents approved for 117 single-family residential lots, located at the northeast corner of the Lanterns development.
 - Lanterns/Montaine, site construction for family amenity center, located on the northeast corner of East Montaine Circle.
 - Lanterns/Montaine, subdivision plat and construction documents for 182 single-family residential lots, located southwest of Montaine Circle.
 - Liberty Village, site development 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 the 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 Road.
 - Meadows, site plan, plat and construction documents for 77 single-family detached homes on the west sides of Coachline Road north of Wolfensberger Road.
 - 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.
 - Plum Creek Residential Planned Development plan amendment for three single-family lots, located near the intersection of Mount Royal Drive and Prestwick Way.
 - The Oaks Filing 2A, site development plan review for 114 single-family lots on 165+/- acres, located south of Plum Creek Parkway and east of Eaton Circle.
 - 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, home construction, 29 single-family home project, located south of Melting Snow Way and east of Bent Wedge Point.
 - Ridge at Crystal Valley, site construction for 142 single-family home project, located southwest of Loop Road in Crystal Valley Ranch.
 - Sunset Point, site plan review for 525 single-family homes on 293 acres, located northeast of Mesa Middle School.
 - 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 development plan review for approximately 105 single-family home project, located along Castle Oaks Drive.
 - Terrain Upper Sunstone, home construction, 261 single-family home project, located south of State Highway 86 and east of King Soopers/Ridge Road.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 7. **File #:** ID 2022-123

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 Applications

Wellspring and Castle Oaks Covenant Church Annexation

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.



Meeting Date: November 15, 2022

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

Wellspring and Castle Oaks Covenant Church Annexation:



The property owner has submitted a new quasi-judicial application for annexation of a parcel of land for Wellspring Community Center and Castle Oaks Covenant Church. The annexation petition is to annex approximately 2.07 acres located at 498 E. Wolfensberger Road, for future Wellspring and Castle Oaks Covenant Church facilities. After staff review, this annexation petition will be scheduled for Substantial Compliance and Eligibility hearings with Town Council. This property is located adjacent to Mayor Pro Tem Bracken's district.

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

544 Senter Drive Accessory Dwelling Unit:



Property owners, Anthony and Irene Chin have submitted an application for a Use by Special Review for an Accessory Dwelling Unit. The accessory dwelling unit is a detached structure located in the south corner of the property. The proposed structure includes 2 stories with a garage and accessory dwelling totaling 1,112 square feet. The Use by Special Review will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember LaFleur's district.

Alexander Way Annexation and Planned Development Plan:



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 property owner has submitted an application for a Planned Development Plan and Zoning Regulations for the annexation area and a 4.2-acre parcel that is already in the Town, for 77.96 acres total. 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.

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



The property owner has submitted an application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge, 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.

Avilla at Founders Site Development Plan:



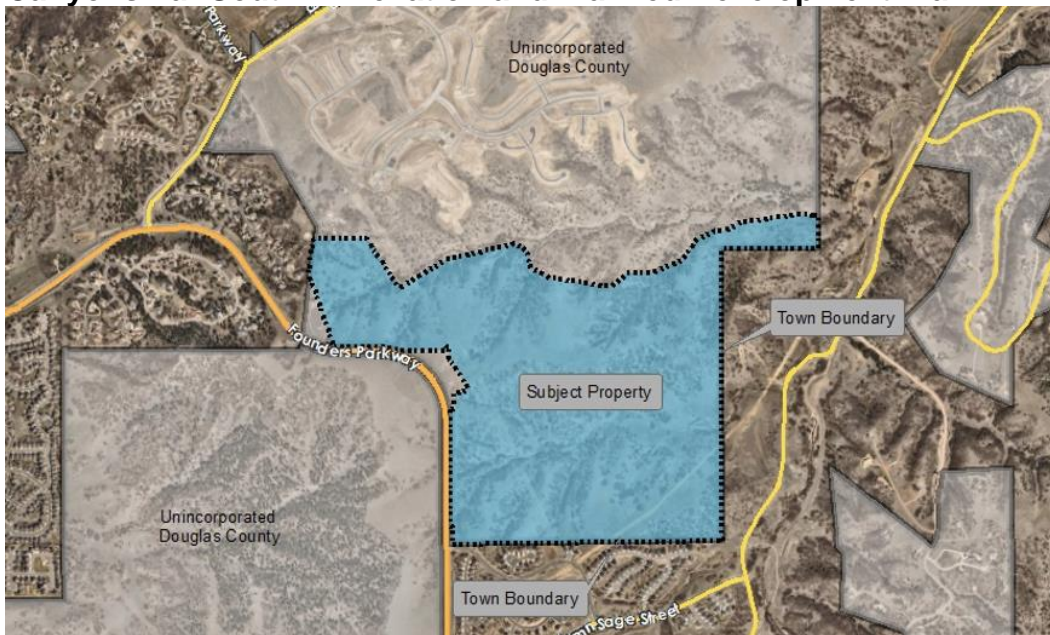
The property owner, NexMetro Communities, has submitted an application for a Site Development Plan (SDP) proposing a 105 unit for rent community on approximately 9 acres. The 105 units are composed of 71 single family detached homes and 17 paired homes (34 units). The property, which is within the Bella Mesa Planned Development (PD), is located at the northwest corner of Mikelson Blvd. and Mitchell St., south of Mesa Middle School. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson's district.

Brickyard Planned Development Plan:



Confluence Companies has submitted a quasi-judicial application for The Brickyard Planned Development Plan and Zoning Regulations, a mixed use development with a maximum of 600 multi-family dwelling units, and office, retail, hotel, performance venue and recreational space. The site is approximately 31 acres and is located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The proposed rezoning requires public hearings before Planning Commission and Town Council. The project is located in Mayor Pro Tem Bracken's district.

Canyons Far 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 the Canyons Far South Planned Development Plan for zoning of the property for a new neighborhood consisting of 474 single-family homes and 60,000 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.

Chateau Valley Site Development Plan:



Highline Engineering & Surveying has submitted an application for the Chateau Valley Site Development Plan (SDP) proposing a 423-unit residential subdivision on 113 acres. The 423 units is composed of 297 single family detached homes and 63 paired homes (126 units). The property, which is within the Young American Planned Development (PD), is generally located east of Memmen Park, north of the Baldwin Park subdivision, and south of the Southridge Townhome subdivision. The Site Development Plan includes a total of 42.2 acres of open space. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson's district.

Downtown Circle K Site Development Plan:



A new quasi-judicial application from Land Development Consultant, on behalf of Circle K, was submitted for a Site Development Plan for a new 3,700 sq. ft. convenience store building to replace the existing 1,838 sq. ft. building. No changes are proposed for the existing fueling station, which is to remain open during construction of the new convenience store building. The property is approximately 1.8 acres in size and located at 310 S. Wilcox St. in Downtown Castle Rock, south of the Castle Rock library. 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.

Dunkin Donuts Site Development Plan:



Ethos Architecture Group, on behalf of property owner Linden Partners, has submitted a Site Development Plan for a 2,340 square foot Dunkin Donuts with drive through. The proposed location is a 1.13-acre lot at the north east corner of Founders Pkwy. and Aloha Ct. within the Founders Marketplace development. The proposal is subject to the Town's Residential/Non-Residential Interface to the north and is subject to a 25-year completion clause requiring public hearings before Planning Commission and Town Council. The project is located within Councilmember Cavey's district.

Eternal Rock Evangelical Lutheran Church Site Development Plan Amendment:



The property owner has submitted an application for a Site Development Plan known as Eternal Rock Evangelical Lutheran Church for approval of new landscaping, new signage, new storage facility, and to reconfigure the parking lot with the addition of a second entrance together with new curb/gutter/sidewalk along Phelps Street on the 0.63-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. The property is located in Councilmember LaFleur's district.

Keystone Hotel Downtown Site Development Plan:



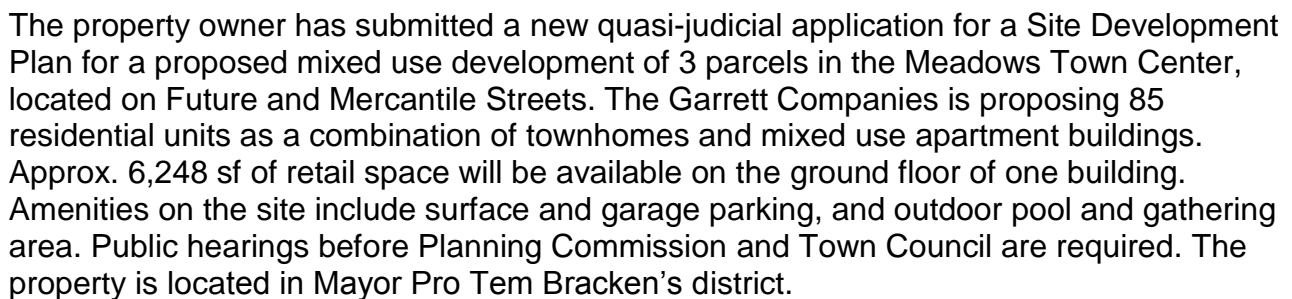
The property owner, Castle Keystone, LLC, submitted a new quasi-judicial application for a Site Development Plan for approval of a 702 square foot patio on the west side of the historic Keystone Hotel (Castle Café) building. The 0.179-acre property is located at the northwest corner of 4th and Wilcox. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. The project went before the Historic Preservation Board and received approval for a Landmark Alteration Certificate for the proposal on July 6, 2022. The property is located in Councilmember LaFleur's district.

Meadows – Affinity Senior Multi-Family Site Development Plan:



The property owner has submitted a Site Development Plan on a 7-acre site that is located south of Meadows Parkway, east of the movie theater and west of the Plum Creek Trailhead parking lot in the Meadows. The proposal is for an active adult, age-restricted development to include 174 units for lease at market rate. The 4-story building includes 1st floor parking. Amenities planned include a theater room, fitness center, game room, pub,

Meadows Town Center Site Development Plan:



Meadows Filing 16 Site Development Plan Amendment:



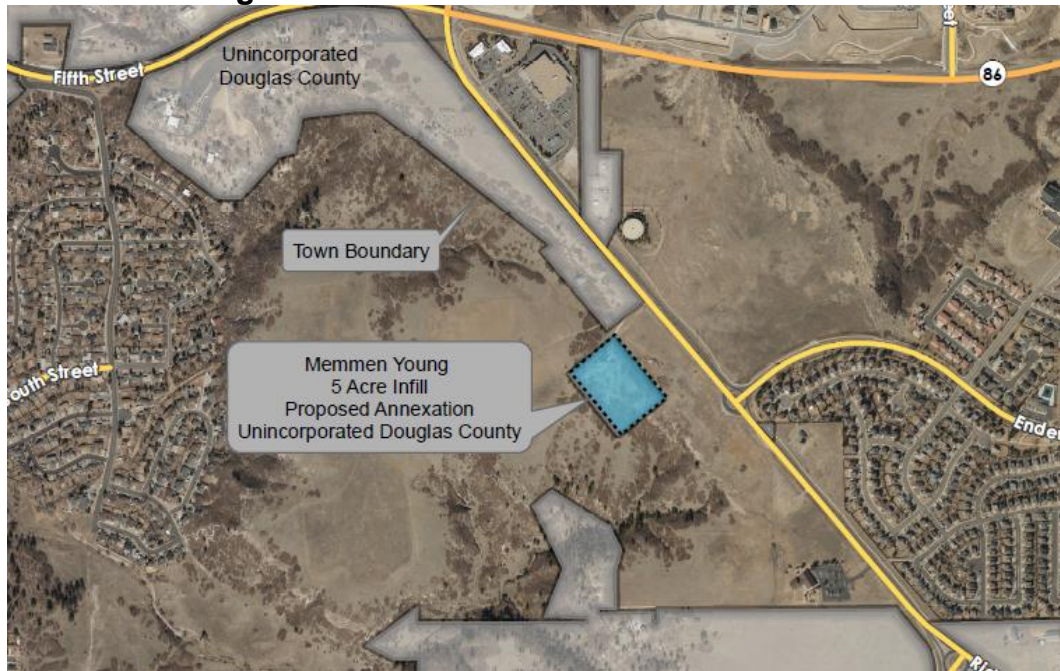
A new quasi-judicial application was submitted from Castle Rock Development Co. for Meadows Filing 16, Parcel 6, for a residential Site Development Plan Amendment. The property is approximately 136 acres and is located east of Coachline Road, south of Red Hawk Golf Course, west and north of Town open space. The property has an approved site plan for 59 single family lots and proposed to dedicate 83 acres as public/private open space. The proposed Site Development Plan amendment proposes 77 lots for single family homes, 83 acres of Town owned open space, and an additional 30 acres of open space dedicated to the Meadows HOA. This SDP amendment also increases the buffer between the residential development and the adjacent golf course from the previously approved plan. This property is located within Mayor Pro Tem Bracken's district.

Meadows Filing 19 Senior Multi-Family Site Development Plan:



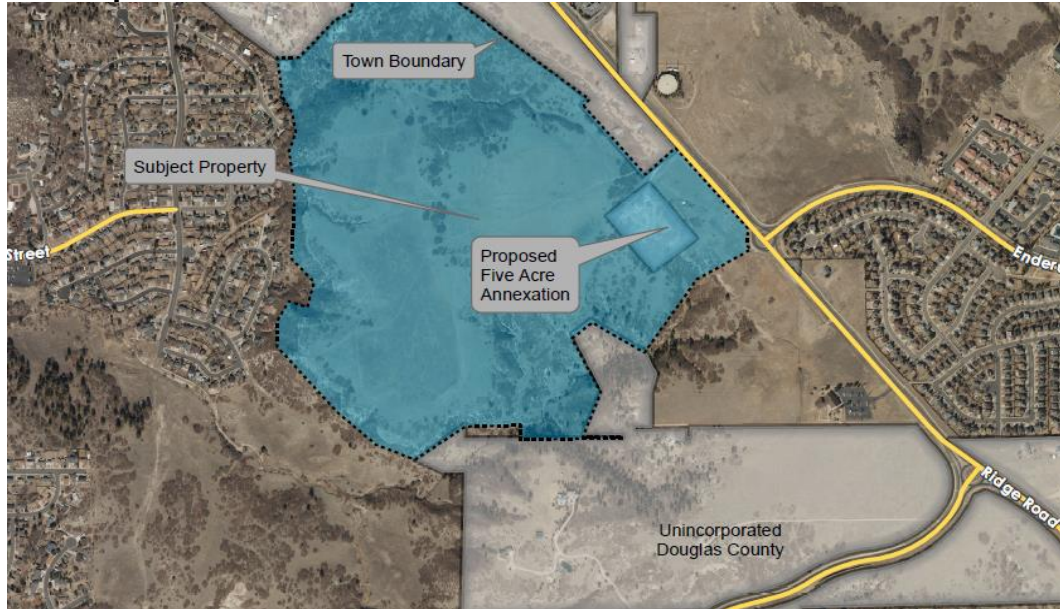
Ulysses Development has submitted a Site Development Plan for a 4-story 183,999 square foot senior housing apartment development that contains 200 units. The project is proposing an associated 271 parking spaces with the project and will contain a mixture of 1 and 2 bedroom units. The proposed location is a 5.5-acre site located west of Timber Mill Parkway and North Meadows Drive. The proposal is subject to the Town's Residential Site Development requirements that will requiring public hearings before Planning Commission and Town Council. The project is located in Councilmember Hollingshead's district.

Memmen Young Infill Annexation:



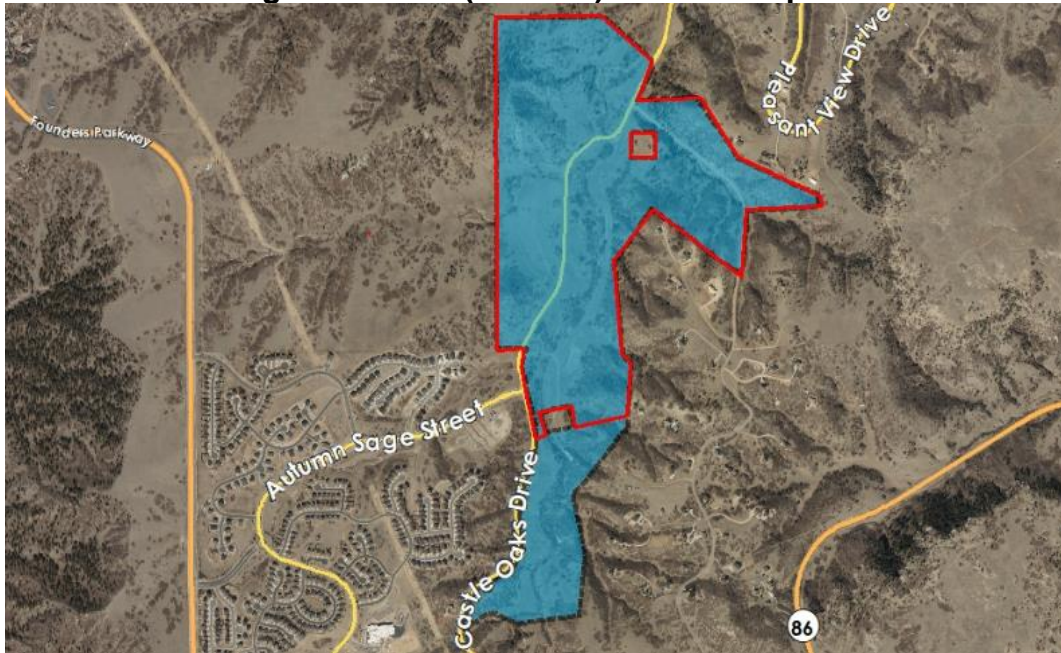
The property owner has submitted a Petition for Annexation for a five-acre parcel. The parcel is located south of Fifth Street, north of East Plum Creek Parkway, and west of Ridge Road. The 5-acre parcel is completely surrounded by the existing Memmen Young Infill Planned Development. A single family 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.

Memmen Young Infill Planned Development Plan and Founder's Vista Site Development Plan:



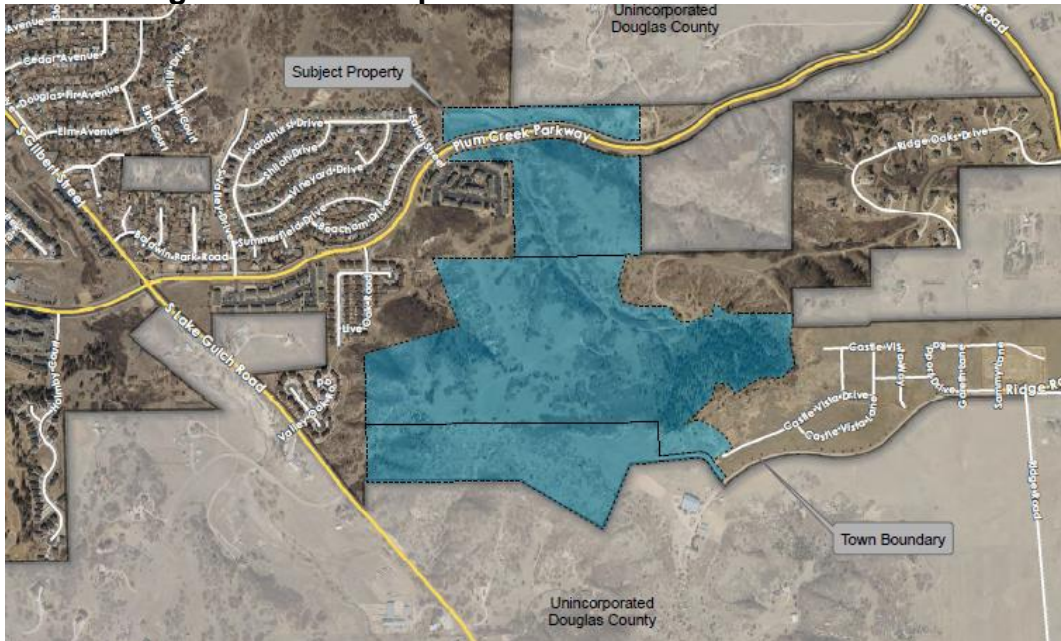
The property owner has submitted a Planned Development Plan and a Site Development Plan (SDP) for a 561-unit residential development within the Memmen Young Planned Development, also known as Founder's Vista. The Site Development Plan proposes 333 single-family homes and 228 paired homes. The proposed development is 180.5 acres in size of which 86.7 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 Amendment will require public hearings before the Planning Commission for review and recommendation and the Town Council for review and final decision. If the Planned Development Plan Amendment is approved, then the Site Development Plan would move forward to public hearings before the Planning Commission for review and recommendation and the 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.

Oaks Filling 2A Site Development Plan:



Henry Design Group, Inc., on behalf of the property owner, Castleview LLC, has submitted an application for a site development plan (SDP) for a residential neighborhood known as the Oaks of Castle Rock Filing 2A. The Oaks of Castle Rock Filing 2A is approximately 165 acres in size and generally located south of Plum Creek Parkway, east of Lake Gulch Rd., and west of N. Ridge Road. The SDP proposes 114 single-family homes, open space and a public trail system. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson'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.

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.

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.

Plum Creek Planned Development Amendment:



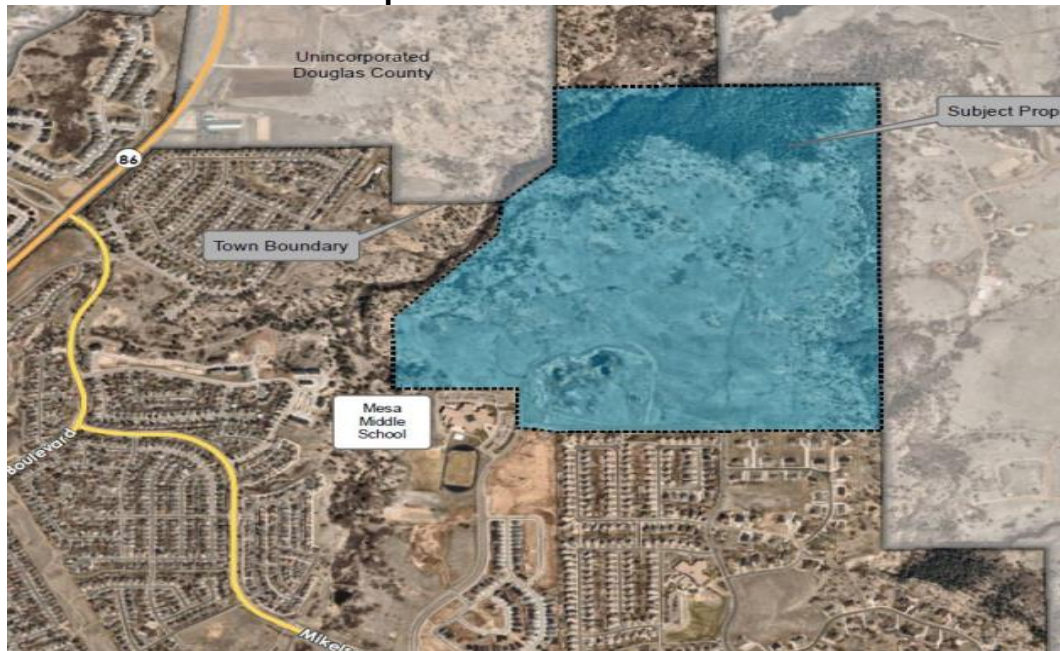
The Douglas Group, Inc. has submitted an application to amend a planned development plan to create 3 single family lots from a tract in Plum Creek Planned Development. The general location of the tract is directly west of the intersection of West Prestwick Way and Mount Royal Drive, in the southwest portion of Plum Creek Planned Development. The parcel size of Tract B is 1.5 acres. The applicant is proposing to create three lots ranging in size from 20,271 to 22,581 square feet. The proposal is subject to the Town's Residential Site Development Plan requirements that will requiring public hearings before Planning Commission and Town Council. The project is located in Councilman Dietz's district.

Scileppi's/Slice Works Restaurant Downtown Site Development Plan:



The property owner, Scileppi Properties, LLC, has submitted an application for a Downtown Site Development Plan for an expansion to the Scileppi's/Slice Works restaurant. The expansion located on the east side of the existing building, where the existing parking lot is located, is approximately 6,000 square feet in size with 4,000 square feet of the expansion at ground level and 2,000 square feet within the basement. Seven on-site parking spaces will be located off the rear alley of the 0.278-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. The property is located in Councilmember LaFleur's district.

Sunset Point Site Development Plan:



The property owner, Fourth Investment USA, LLC, has submitted an application for a site development plan (SDP) for a residential neighborhood known as Sunset Point, formally known as Bella Mesa North. Sunset Point is approximately 293 acres in size and generally located northeast of Mesa Middle School. The SDP proposes 525 single-family homes, dedicated open space and a trail system. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located within Councilmember Johnson's district.

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



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 8. File #: ID 2022-124

To: Honorable Mayor and Members of Town Council

From: Michael J. Hyman, Town Attorney

Dawson Ridge Metropolitan District No. 1 - Review of Proposed Bond Issuance

Executive Summary

Dawson Ridge Metropolitan District No. 1 (the "District") intends to issue bonds as authorized by its Amended and Restated Consolidated Service Plan, which plan was approved by Town Council on September 6, 2022 (the "Consolidated Service Plan"). Specifically, the District is proposing the issuance of its Limited Tax General Obligation Convertible Capital Appreciation Bonds, Series 2022, in the approximate principal amount of \$85,797,583 (the "2022 Bonds"). The proceeds of the 2022 Bonds will be used primarily to finance public improvement costs authorized by the Consolidated Service Plan, including \$50,000,000 for the proposed Crystal Valley Interchange Project.

The District has submitted documentation to the Town Manager, Town Attorney and Director of Finance showing that the District will be able to repay the 2022 Bonds, while remaining within the debt and mill levy parameters authorized by the Consolidated Service Plan. Under the Castle Rock Municipal Code (the "Town Code"), the proposed transaction is presented for review and comment by the Town Council, but no formal approval is required or authorized.

Background

Organization and Service Plan. Dawson Ridge Metropolitan District Nos. 1 through 5 (the "Dawson Ridge Districts") were organized pursuant to separate service plans approved by the Town Council in 1985. Together with the service plans for Westfield Metropolitan District Nos. 1 and 2 (the "Westfield Districts"), these original service plans were amended and restated in their entirety and replaced by the Consolidated Service Plan. (collectively, the Dawson Ridge and Westfield Districts are referred to as the "Districts")

Under the Consolidated Service Plan, the Districts have a debt cap of \$1,062,390,000. The debt mill levy cap of the Districts is 64.044 mills, subject to future adjustments in assessed valuation in order to prevent the diminution of actual tax revenues.

Section 11.02.110 of the Town Code. Section 11.02.110 of the Town Code provides that metropolitan districts must submit a proposed financing for the issuance or refinancing of debt, including certain

information and documents related to the proposed debt, such as the interest rate, financing costs, the type of revenues pledged, the amount of the mill levy pledged, and the offering statement (the "Proposed Debt Documents"), to the Town for review and comment before issuing or refinancing the proposed debt. Such submission must include a certification by the District that the proposed issuance is authorized by and in compliance with the Consolidated Service Plan.

Proposed Bonds. The District's current Financing Plan proposes the issuance of its 2022 Bonds in the principal amount of \$85,797,583. The interest rate currently assumed is 7.5% and is based upon a 30-year maturity. Since this is the first issuance of bonds for the Dawson Trails development, it is anticipated that, collectively, the Districts will need to finance further capital improvements.

District Submission of Proposed Debt Documents. On November 1, 2022, the District submitted various Proposed Debt Documents to the Town, including a draft term sheet and a detailed financial plan, which show that the District can repay the 2022 Bonds.

Staff Recommendation

Based on the Proposed Debt Documents that the District submitted, Town Staff finds that the proposed bond issuance complies with the Consolidated Service Plan and Section 11.02.110 of the Town Code. Town Staff further recommends that the District be allowed to move forward with the issuance of the 2022 Bonds as proposed.

Attachments

Attachment A Letter from WBA and Proposed Debt Documents



Jennifer Gruber Tanaka, Esq.
Shareholder

303-858-1800
jtanaka@wbapc.com

November 1, 2022

Via Email (mhyman@crgov.com)

Michael J. Hyman, Esq.
Town of Castle Rock
100 North Wilcox Street
Castle Rock, CO 80104

RE: Anticipated Issuance of Dawson Ridge Metropolitan District No. 1 Limited Tax General Obligation Convertible Capital Appreciation Bonds, Series 2022

Dear Mr. Hyman:

White Bear Ankele Tanaka & Waldron serves as general counsel to Dawson Ridge Metropolitan District No. 1 (the “**District**”), which services the project commonly known as Dawson Trails (the “**Project**”). The District operates pursuant to an Amended and Restated Service Plan approved by the Town of Castle Rock (the “**Town**”) on September 6, 2022 (the “**Service Plan**”), which governs the District as well as Dawson Ridge Metropolitan District Nos. 2-5 and Westfield Metropolitan District Nos. 1-2 (collectively, the “**Districts**”). The District intends on issuing its Limited Tax General Obligation Convertible Capital Appreciation Bonds, Series 2022 in the approximate principal amount of \$85,797,583 (the “**2022 Bonds**”) for the purpose of funding public improvement costs authorized by the Service Plan. The Dawson Ridge Metropolitan District Nos. 2-5 and the Westfield Metropolitan District Nos. 1 & 2 (collectively, the “**Pledge Districts**”) will separately pledge revenues generated from their respective debt service mill levies toward repayment of the 2022 Bonds. The debt service mill levy imposed by each of the Districts will be within the permitted limits set forth in the Service Plan.

The Service Plan governs the parameters within which each of the Districts can issue Debt. Section V.A.9 of the Service Plan provides:

The Districts shall not issue Debt in excess of \$1,062,390,000, in the aggregate. The Total Debt Issuance Limitation shall not apply to bonds, loans, notes or other instruments issued for the purpose of refunding, refinancing, reissuing or restructuring outstanding Debt, so long as the principal amount of the Debt after such refunding or restructuring does not exceed the principal amount of the Debt that was refunded.

Section VII.B of the Service Plan further provides:

The interest rate on any Debt is expected to be the market rate at the time the Debt is issued. In the event of a default, the proposed maximum interest rate on any debt is not expected to exceed eighteen percent (18%). The proposed maximum underwriting discount will be five percent (5%). Debt, when issued, will comply with all relevant requirements of this Service Plan, State law and Federal law as then applicable to the issuance of public securities.

Finally, section VI.C of the Service Plan provides:

The “Maximum Debt Mill Levy” shall be the maximum mill levy a District is permitted to impose upon the taxable property within such District for payment of Debt, and shall be determined as follows: The Maximum Debt Mill Levy shall not exceed 64.044 mills, subject to future Assessed Valuation Adjustments. Each Assessed Valuation Adjustment shall be determined by the Board in good faith, with such determination to be binding and final. The Maximum Debt Mill Levy shall not apply to the assessment of mill levies to recoup or pay County-imposed refunds or abatements.

Each of the Districts is permitted under the Service Plan to impose up to 64.044 mills, as adjusted, for debt service purposes and has determined to impose a debt service mill levy of 64.044 mills, as adjusted, pursuant to the indenture governing the Bonds and the pledge agreements to be entered into by the Pledge Districts to further secure repayment of the Bonds.

The 2022 Bonds will be issued for the purpose of funding public improvements necessary to serve the Project, paying costs of issuance for the 2022 Bonds, and funding a deposit to a surplus fund.

After issuance of the 2022 Bonds, the Districts, collectively, will have approximately \$976,592,417 of Debt Limit remaining under the Service Plan.

Key financial terms of the 2022 Bonds are as follows:

	Service Plan	2022 Bonds
Debt Cap	\$1,062,390,000	\$85,797,583
Interest Rate (all-in TIC)	18% (maximum)	7.5% (estimated)
Term/Maturity	Mill levy imposition term is 50 years	2052 (30) Years
Mill Levy Cap	64.044, as adjusted	64.044, as adjusted

Section 11.02.110 of the Town of Castle Rock Municipal Code provides:

A District shall not issue any indebtedness or refinance any outstanding indebtedness without first submitting the proposed financing to the Town for *review and comment*. The submission shall include the dollar amount of the issue, the interest rate and other financing costs, the type of revenues pledged to repayment, including the amount of the mill levy pledged, and a description of the credit enhancements, together with any preliminary official statement or other prospectus for the debt issue. The submission shall be accompanied by a certification of the Board that the proposed issuance or refinance of indebtedness is authorized by and in compliance with the service plan for the District. *The Town Council shall review such proposed financing at a regular meeting within thirty (30) days of receipt of the required submittal and forward any comments to the Board within ten (10) days of such meeting. The approval or authorization of the Town Council for the proposed financing is not required under this Section, unless required under the express terms of the service plan or intergovernmental agreement. The Town Council at the request of the Board or of its own initiative may waive the review, in its discretion.* Upon request, an officer of the Town shall certify to the Board or its underwriter when compliance with this Section has been met. The failure of a District to substantially comply with this Section shall empower the Town Council to impose the sanctions authorized in Section 11.02.230 of this Chapter. (*emphasis added*)

As you can see, the terms of the 2022 Bonds are in compliance with the Service Plan. The District and the Pledge Districts will hold a properly noticed public meeting, at which each will discuss the proposed 2022 Bonds and consider authorizing the transaction to move forward. The 2022 Bonds are currently scheduled to close December 2022.

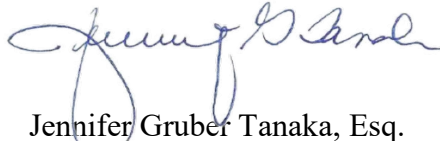
Attached hereto is the Districts' Financing Submission required by Section 11.020.110 of the Town Code, which includes a certificate of the Districts that the 2022 Bonds and pledge agreements further securing repayment thereof are authorized by and in compliance with the Service Plan. Per the Town Code, approval or authorization of the 2022 Bonds is not required from the Town Council; rather, the Town is to review at a meeting within 30 days of receipt of the Financing Submission, and provide any comments within 10 days thereafter. The Districts do not have a separate agreement with the Town requiring Town approval of the 2022 Bonds.

The Districts respectfully request the Town review the Financing Submission and execute the attached Acknowledgment at its regular meeting scheduled for November 15, 2022, but no later than thirty days from the date of this submission, as required by the Town Code. Alternatively, each of the Districts is agreeable to the Town waiving its review as authorized by the Town Code. In the past, these submissions have been fairly routine, with the Town Attorney preparing the staff report and presenting at council meetings.

The Districts and their consultants are available to answer any questions you may have.

Sincerely,

WHITE BEAR ANKELE TANAKA & WALDRON

A handwritten signature in blue ink, appearing to read "Jennifer Gruber Tanaka".

Jennifer Gruber Tanaka, Esq.
Shareholder

Enclosures

cc: Board of Directors, Dawson Ridge Metropolitan District No. 1
Board of Directors, Dawson Ridge Metropolitan District No. 2
Board of Directors, Dawson Ridge Metropolitan District No. 3
Board of Directors, Dawson Ridge Metropolitan District No. 4
Board of Directors, Dawson Ridge Metropolitan District No. 5
Board of Directors, Westfield Metropolitan District No. 1
Board of Directors, Westfield Metropolitan District No. 2
Shelby Noble, Piper Sandler
Kamille Curylo, Esq., Kutak Rock LLP

CERTIFICATION TO THE TOWN OF CASTLE ROCK

DAWSON RIDGE METROPOLITAN DISTRICT NO. 1

PROPOSED LIMITED TAX GENERAL OBLIGATION CONVERTIBLE CAPITAL APPRECIATION BONDS, SERIES 2022 IN THE APPROXIMATE PRINCIPAL AMOUNT OF \$85,797,583

In accordance with the provisions of the Town of Castle Rock Municipal Code (the “**Town Code**”), Section 11.02.110, Dawson Ridge Metropolitan District No. 1 (the “**District**”) together with Dawson Ridge Metropolitan District No. 2 (“**District No. 2**”), Dawson Ridge Metropolitan District No. 3 (“**District No. 3**”), Dawson Ridge Metropolitan District No. 4 (“**District No. 4**”), Dawson Ridge Metropolitan District No. 5 (“**District No. 5**”), Westfield Metropolitan District No. 1 (“**District No. 6**”) and Westfield Metropolitan District No. 2 (“**District No. 7**” and, together with the District, District No. 2, District No. 3, District No. 4, District No. 5, and District No. 6, the “**Districts**”) hereby certifies the following:

1. The District will be undertaking the issuance of its proposed Limited Tax General Obligation Convertible Capital Appreciation Bonds, Series 2022 in the approximate principal amount of \$85,797,583 to finance additional project costs, generally in accordance with the term sheet, attached hereto and incorporated herein as **Exhibit A** (the “**2022 Bonds**”), with an estimated closing date in December 2022. Each of District No. 2, District No. 3, District No. 4, District No. 5, District No. 6 and District No. 7 (collectively, the “**Pledge Districts**”) will enter into a pledge agreement to further support repayment of the 2022 Bonds. A detailed financial plan is attached hereto and incorporated herein as **Exhibit B**.

2. The term sheet and financial plan contain the dollar amount of the issue, the interest rate and other financing costs, and the types of revenues pledged, including the amount of the mill levy pledged. The 2022 Bonds are being issued for the purpose of funding public improvements necessary to serve the Project, paying costs of issuance for the 2022 Bonds, and funding a deposit to a surplus fund as authorized by and in compliance with the Districts’ Service Plan.

3. The Districts’ Amended and Restated Service Plan, approved by the Town Council for the Town of Castle Rock on September 6, 2022, provides for a debt service mill levy cap of 64.044 mills, as adjusted. For tax collection year 2022, the District and District Nos. 2, 3, 4, 6, and 7 imposed a contractual obligation mill levy of 45.000 mills. District No. 5 imposed a general operating expense mill levy of 45.000 mills for tax collection year 2022. The mill levy pledged to the 2022 Bonds by each of the Districts is 64.044 mills, as adjusted. The financial plan attached as Exhibit B shows a target mill levy of 64.044 mills commencing in tax collection year 2023 and remaining steady throughout the term of thereof. The mill levy pledged to the 2022 Bonds by each of the Districts is within the Service Plan requirements.

4. The Pledge Districts will separately pledge revenues generated from their respective debt service mill levies toward repayment of the 2022 Bonds pursuant to pledge agreements (collectively, the “**Pledge Agreements**”). The debt service mill levy imposed by each of the Pledge Districts pursuant to the Pledge Agreements will be within the permitted limits set forth in the Service Plan.

5. The 2022 Bonds and the Pledge Agreements are authorized by and in compliance with the Districts' Service Plan, approved by the Town Council for the Town of Castle Rock on September 6, 2022.

6. The Districts collectively request that the Town Council review the proposed financing at the November 15, 2022, regular meeting, and provide any comments to the Districts in accordance with the Town Code. The Districts also collectively request the Town execute the attached Acknowledgment at its meeting on November 15, 2022. The Districts, their Board members and consultants, are available to address any questions or comments the Town may have as it begins its review.

7. Review of the proposed 2022 Bonds and execution of the Acknowledgment does not constitute a material modification of the Districts' Service Plan.

Certified to the Town of Castle Rock as of this 1st day of November, 2022.

By:

Lawrence P. Jacobson, President of the
Boards of Directors of Dawson Ridge Metropolitan
District Nos. 1-5

By:

Lawrence P. Jacobson, President of the
Board of Directors of Westfield Metropolitan
District Nos. 1 & 2

**EXHIBIT A
TO
CERTIFICATION TO THE TOWN OF CASTLE ROCK
FOR
DAWSON RIDGE METROPOLITAN DISTRICT NO. 1 2022 BONDS
(Term Sheet)**

DAWSON TRAILS METROPOLITAN DISTRICT NO.1
LIMITED TAX GENERAL OBLIGATION CONVERTIBLE CAPITAL APPRECIATION BONDS, SERIES 2022

Draft Term Sheet
(as of October 23, 2022)

FOR DISTRICT USE ONLY
PROSPECTIVE INVESTORS SHOULD REVIEW THE BOND DOCUMENTS

Delivery Date:	December 22, 2022
<u>Sources:</u>	
Par Amount:	\$ 85,797,583 at issuance (estimated) \$122,470,000 at conversion (estimated)
<u>Uses:</u>	
Project Fund:	\$ 75,000,000 (estimated)
Surplus Deposit:	\$ 8,579,000 (estimated)
Costs of Issuance:	\$ 2,215,952 (estimated)
<u>Structure:</u>	
Final Maturity:	December 1, 2052 (estimated)
Interest Rate:	7.500% (estimated as of the current market)
Payment Dates:	Semi-annual interest payments on June 1 and December 1, with principal payments annually on December 1. All payments are scheduled to begin after the Conversion Date (December 1, 2028).
Tax Status:	Tax-exempt, Non-AMT
Optional Redemption:	Estimated 3/1/2028 at \$103 premium declining (actual redemption provisions determined at pricing)
Structure:	The bonds are structured as Convertible Capital Appreciation Bonds and do not pay interest prior to the Conversion Date (December 1, 2028) where the bonds will cease to be Capital Appreciation Bonds and will convert to Current Interest Bonds.
Credit Rating:	Non-Rated
Pledged Revenue:	Pledged Revenue consists of: <ul style="list-style-type: none"> i. revenues produced from the required debt service levy of 64.044 mills, subject to future adjustments, (currently 64.044 mills) (the "Required Mill Levy") (This is applied across Districts Nos. 1-7, but will be a springing levy that begins when the first building permit is pulled in a District. In any year where a building permit has been pulled prior to November 1 (the "Permit Year"), the District shall impose a debt service mill levy during the Permit Year for collections the following year); ii. specific ownership taxes generated from the Required Mill Levy; iii. revenues produced from the add-on PIF of 1.25% on taxable retail sales for all retailers except Costco [and an approved grocer]; iv. revenues produced from the add-on PIF of 0.25% on taxable retail sales from Costco;

- v. revenues produced from the Retail Infrastructure Assistance Agreement consisting of 1/3 of the sales tax generated from Costco in the first 10 years of operation, up to \$6.5M.

Additional Senior Bonds:	Additional debt is allowed with majority bondholder consent. Allowed without bond holder consent when the Authority's total debt to assessed ratio is at or below 50% or for a refunding of this 2022 debt such that the debt service is lower in every year.
Subordinate Debt:	Subordinate bonds may be issued provided that they pay debt service annually only after all payment on senior bonds and are in compliance with the parameters for issuance under any existing bond documents.
Events of Default:	It is not an event of default if the District fails to pay interest and principal, but has imposed and remitted the Required Mill Levy. Failure to impose and/or remit the Required Mill Levy Pledge is an event of default.
Trustee:	BOK Financial
Title 32 qual.:	Issued to financial institutions or institutional investors
Title 11 exemption:	\$500,000 denominations

**EXHIBIT B
TO
CERTIFICATION TO THE TOWN OF CASTLE ROCK
FOR
DAWSON RIDGE METROPOLITAN DISTRICT NO. 1 2022 BONDS
(Financial Plan)**

**Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Douglas County, Colorado**

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**Special Revenue Bonds, Series 2023**

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All Development

Bond Assumptions		Series 2023
Closing Date		2/1/2023
First Call Date		3/1/2028
Final Maturity		12/1/2052
Discharge Date		12/2/2075
Sources of Funds		
Par Amount		85,797,583
Total		85,797,583
Uses of Funds		
Project Fund		75,000,000
Surplus Deposit		8,579,000
Cost of Issuance		2,215,952
Total		85,797,583
Debt Features		
Projected Coverage at Mill Levy Cap		2.48x
Tax Status		Tax-Exempt
Rating		Non-Rated
Average Coupon		7.500%
Annual Trustee Fee		\$4,000
Biennial Reassessment		
Residential		2.00%
Commercial		2.00%
Tax Authority Assumptions		
Metropolitan District Revenue		
Debt Service Mills		
Service Plan Mill Levy Cap		64.044
Target Mill Levy		64.044
County Treasurer Fee		1.50%
Specific Ownership Tax		6.00%
Sales Tax Revenue		
City Sales Tax		4.00%
District Share		
Large Format Retail		33.33%
Max Contribution		\$6,500,000
Add-on PIF		
Large Format Retail		0.25%
Through		2052
All Other Retail		1.25%
Town Revenue (Not Available for Debt Service)		
Town Mill Levy		2.000

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary

	Commercial									Total
	Large Format Retail	Large Support	Grocer	Grocer Support	Mainstreet	Office	Industrial	-	-	
	\$100	\$100	\$100	\$100	\$250	\$250	\$80	-	-	
	\$1,100	\$300	-	\$300	\$400	-	-	-	-	
Lodging per Unit	-	-	-	-	-	-	-	-	-	
2022	-	-	-	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-	-	-	-
2025	180,000	-	-	-	-	-	-	-	-	180,000
2026	-	50,000	125,000	-	-	-	-	-	-	175,000
2027	-	50,000	-	25,000	-	-	150,000	-	-	225,000
2028	-	-	-	25,000	15,000	80,000	150,000	-	-	270,000
2029	-	-	-	25,000	15,000	80,000	150,000	-	-	270,000
2030	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2031	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2032	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2033	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2034	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2035	-	-	-	-	15,000	80,000	150,000	-	-	245,000
2036	-	-	-	-	-	80,000	150,000	-	-	230,000
2037	-	-	-	-	-	80,000	-	-	-	80,000
2038	-	-	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-	-	-
2041	-	-	-	-	-	-	-	-	-	-
2042	-	-	-	-	-	-	-	-	-	-
2043	-	-	-	-	-	-	-	-	-	-
2044	-	-	-	-	-	-	-	-	-	-
2045	-	-	-	-	-	-	-	-	-	-
2046	-	-	-	-	-	-	-	-	-	-
2047	-	-	-	-	-	-	-	-	-	-
2048	-	-	-	-	-	-	-	-	-	-
2049	-	-	-	-	-	-	-	-	-	-
2050	-	-	-	-	-	-	-	-	-	-
2051	-	-	-	-	-	-	-	-	-	-
2052	-	-	-	-	-	-	-	-	-	-
Total Units	180,000	100,000	125,000	75,000	120,000	800,000	1,500,000	-	-	2,900,000
Total Statutory Actual Value	\$18,000,000	\$10,000,000	\$12,500,000	\$7,500,000	\$30,000,000	\$200,000,000	\$120,000,000	-	-	\$398,000,000
Annual Sales	\$198,000,000	\$22,500,000	-	\$16,875,000	\$36,000,000	-	-	-	-	\$273,375,000
Annual Lodging	-	-	-	-	-	-	-	-	-	-

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary

	Hotel										Total
	Hotel 1	Hotel 2	Hotel 3	Hotel 4	-	-	-	-	-		
	Statutory Actual Value (2022)	\$100,000	\$100,000	\$100,000	\$100,000	-	-	-	-	-	
	Sales per Unit	-	-	-	-	-	-	-	-	-	
	Lodging per Unit	\$125	\$125	\$125	\$125	-	-	-	-	-	
2022	-	-	-	-	-	-	-	-	-	-	
2023	-	-	-	-	-	-	-	-	-	-	
2024	-	-	-	-	-	-	-	-	-	-	
2025	-	-	-	-	-	-	-	-	-	-	
2026	-	-	-	-	-	-	-	-	-	-	
2027	120	-	-	-	-	-	-	-	-	120	
2028	-	-	-	-	-	-	-	-	-	-	
2029	-	120	-	-	-	-	-	-	-	120	
2030	-	-	-	-	-	-	-	-	-	-	
2031	-	-	120	-	-	-	-	-	-	120	
2032	-	-	-	-	-	-	-	-	-	-	
2033	-	-	-	120	-	-	-	-	-	120	
2034	-	-	-	-	-	-	-	-	-	-	
2035	-	-	-	-	-	-	-	-	-	-	
2036	-	-	-	-	-	-	-	-	-	-	
2037	-	-	-	-	-	-	-	-	-	-	
2038	-	-	-	-	-	-	-	-	-	-	
2039	-	-	-	-	-	-	-	-	-	-	
2040	-	-	-	-	-	-	-	-	-	-	
2041	-	-	-	-	-	-	-	-	-	-	
2042	-	-	-	-	-	-	-	-	-	-	
2043	-	-	-	-	-	-	-	-	-	-	
2044	-	-	-	-	-	-	-	-	-	-	
2045	-	-	-	-	-	-	-	-	-	-	
2046	-	-	-	-	-	-	-	-	-	-	
2047	-	-	-	-	-	-	-	-	-	-	
2048	-	-	-	-	-	-	-	-	-	-	
2049	-	-	-	-	-	-	-	-	-	-	
2050	-	-	-	-	-	-	-	-	-	-	
2051	-	-	-	-	-	-	-	-	-	-	
2052	-	-	-	-	-	-	-	-	-	-	
Total Units	120	120	120	120	-	-	-	-	-	480	
Total Statutory Actual Value	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	-	-	-	-	-	\$48,000,000	
Annual Sales	-	-	-	-	-	-	-	-	-	-	
Annual Lodging	\$3,832,500	\$3,832,500	\$3,832,500	\$3,832,500	-	-	-	-	-	\$15,330,000	

**Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary**

	Residential								
	A (70s)	A (80s)	A (90s)	A (100s)	B-1 (40s)	B-1 (50s)	B-1 (60s)	B-2 (50s)	B-2 (60s)
	\$850,000	\$1,000,000	\$1,250,000	\$1,500,000	\$600,000	\$675,000	\$750,000	\$675,000	\$750,000
Statutory Actual Value (2022)									
Sales per Unit	-	-	-	-	-	-	-	-	-
Lodging per Unit	-	-	-	-	-	-	-	-	-
2022	-	-	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-	-	-
2025	-	-	-	-	86	152	71	-	-
2026	-	-	-	-	-	-	-	-	-
2027	-	-	-	-	-	-	-	-	-
2028	-	-	-	-	-	-	-	-	-
2029	-	-	-	-	-	-	-	-	-
2030	-	-	-	-	-	-	-	-	-
2031	-	-	-	-	-	-	-	-	-
2032	-	-	-	-	-	-	-	-	-
2033	53	50	38	-	-	-	-	90	138
2034	53	50	38	-	-	-	-	-	-
2035	53	50	38	50	-	-	-	-	-
2036	-	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-	-
2041	-	-	-	-	-	-	-	-	-
2042	-	-	-	-	-	-	-	-	-
2043	-	-	-	-	-	-	-	-	-
2044	-	-	-	-	-	-	-	-	-
2045	-	-	-	-	-	-	-	-	-
2046	-	-	-	-	-	-	-	-	-
2047	-	-	-	-	-	-	-	-	-
2048	-	-	-	-	-	-	-	-	-
2049	-	-	-	-	-	-	-	-	-
2050	-	-	-	-	-	-	-	-	-
2051	-	-	-	-	-	-	-	-	-
2052	-	-	-	-	-	-	-	-	-
Total Units	158	150	113	50	86	152	71	90	138
Total Statutory Actual Value	\$134,300,000	\$150,000,000	\$141,250,000	\$75,000,000	\$51,600,000	\$102,600,000	\$53,250,000	\$60,750,000	\$103,500,000
Annual Sales	-	-	-	-	-	-	-	-	-
Annual Lodging	-	-	-	-	-	-	-	-	-

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary

Statutory Actual Value (2022)	Residential								
	C-1 (50s)	C-1 (60s)	C-2 (Townhome)	C-2 (Duplex)	C-2 (32 Alley Loaded)	C-2 (40 Alley Loaded)	C-2 (40s)	C-2 (50s)	D (MF)
	\$675,000	\$750,000	\$475,000	\$550,000	\$550,000	\$600,000	\$600,000	\$675,000	\$250,000
Sales per Unit	-	-	-	-	-	-	-	-	-
Lodging per Unit	-	-	-	-	-	-	-	-	-
2022	-	-	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-	-	-
2026	-	-	-	-	-	-	-	-	-
2027	-	-	24	-	-	-	50	-	-
2028	-	-	24	-	-	-	50	-	-
2029	-	-	24	-	-	-	50	-	-
2030	-	-	24	-	34	-	50	78	-
2031	157	324	-	-	-	100	50	78	-
2032	-	-	-	-	-	-	50	78	-
2033	-	-	-	40	-	-	50	78	123
2034	-	-	-	-	-	-	-	-	123
2035	-	-	-	-	-	-	-	-	123
2036	-	-	-	-	-	-	-	-	123
2037	-	-	-	-	-	-	-	-	123
2038	-	-	-	-	-	-	-	-	123
2039	-	-	-	-	-	-	-	-	123
2040	-	-	-	-	-	-	-	-	123
2041	-	-	-	-	-	-	-	-	-
2042	-	-	-	-	-	-	-	-	-
2043	-	-	-	-	-	-	-	-	-
2044	-	-	-	-	-	-	-	-	-
2045	-	-	-	-	-	-	-	-	-
2046	-	-	-	-	-	-	-	-	-
2047	-	-	-	-	-	-	-	-	-
2048	-	-	-	-	-	-	-	-	-
2049	-	-	-	-	-	-	-	-	-
2050	-	-	-	-	-	-	-	-	-
2051	-	-	-	-	-	-	-	-	-
2052	-	-	-	-	-	-	-	-	-
Total Units	157	324	96	40	34	100	352	310	983
Total Statutory Actual Value	\$105,975,000	\$243,000,000	\$45,600,000	\$22,000,000	\$18,700,000	\$60,000,000	\$211,200,000	\$209,250,000	\$245,750,000
Annual Sales	-	-	-	-	-	-	-	-	-
Annual Lodging	-	-	-	-	-	-	-	-	-

**Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary**

	Residential								
	D (SFD For Rent)	D (Townhome)	D (Duplex)	D (32 Alley Loaded)	D (40 Alley Loaded)	D (40s)	D (50s)	D (60s)	D (MF) PHASE II
	\$500,000	\$475,000	\$550,000	\$550,000	\$600,000	\$600,000	\$675,000	\$750,000	\$250,000
Statutory Actual Value (2022)									
Sales per Unit	-	-	-	-	-	-	-	-	-
Lodging per Unit	-	-	-	-	-	-	-	-	-
2022	-	-	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-	-	-
2025	-	68	111	-	-	-	-	-	-
2026	-	68	111	83	75	-	-	-	-
2027	-	-	-	83	-	91	78	31	-
2028	-	-	-	-	-	91	-	-	-
2029	-	-	-	-	-	-	-	-	375
2030	-	-	-	-	-	-	-	-	-
2031	-	-	-	-	-	-	-	-	-
2032	-	-	-	-	-	-	-	-	-
2033	79	-	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-	-
2041	-	-	-	-	-	-	-	-	-
2042	-	-	-	-	-	-	-	-	-
2043	-	-	-	-	-	-	-	-	-
2044	-	-	-	-	-	-	-	-	-
2045	-	-	-	-	-	-	-	-	-
2046	-	-	-	-	-	-	-	-	-
2047	-	-	-	-	-	-	-	-	-
2048	-	-	-	-	-	-	-	-	-
2049	-	-	-	-	-	-	-	-	-
2050	-	-	-	-	-	-	-	-	-
2051	-	-	-	-	-	-	-	-	-
2052	-	-	-	-	-	-	-	-	-
Total Units	79	135	222	166	75	181	78	31	375
Total Statutory Actual Value	\$39,500,000	\$64,125,000	\$122,100,000	\$91,300,000	\$45,000,000	\$108,600,000	\$52,650,000	\$23,250,000	\$93,750,000
Annual Sales	-	-	-	-	-	-	-	-	-
Annual Lodging	-	-	-	-	-	-	-	-	-

**Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Development Summary**

	Residential									Total	
	E-2 (32 Alley Loaded)	F-3 (MF)	E-2 (MF)	F-3 (MF)	B-1 (50s) Non Phase I	B-1 (60s) Non Phase I	-	-	-		
	Statutory Actual Value (2022)	\$550,000	\$250,000	\$250,000	\$250,000	\$675,000	\$750,000	-	-		-
	Sales per Unit	-	-	-	-	-	-	-	-		-
Lodging per Unit	-	-	-	-	-	-	-	-	-	-	
2022	-	-	-	-	-	-	-	-	-	-	
2023	-	-	-	-	-	-	-	-	-	-	
2024	-	-	-	-	-	-	-	-	-	-	
2025	-	-	-	-	-	-	-	-	-	488	
2026	200	-	280	170	-	-	-	-	-	987	
2027	-	-	-	-	-	-	-	-	-	357	
2028	-	-	-	-	-	-	-	-	-	165	
2029	-	-	-	-	-	-	-	-	-	449	
2030	-	-	-	-	-	-	-	-	-	186	
2031	-	-	-	-	-	-	-	-	-	709	
2032	-	-	-	-	-	-	-	-	-	128	
2033	-	-	-	-	44	120	-	-	-	902	
2034	-	290	-	-	-	-	-	-	-	553	
2035	-	-	-	-	-	-	-	-	-	313	
2036	-	-	-	-	-	-	-	-	-	123	
2037	-	-	-	-	-	-	-	-	-	123	
2038	-	-	-	-	-	-	-	-	-	123	
2039	-	-	-	-	-	-	-	-	-	123	
2040	-	-	-	-	-	-	-	-	-	123	
2041	-	-	-	-	-	-	-	-	-	-	
2042	-	-	-	-	-	-	-	-	-	-	
2043	-	-	-	-	-	-	-	-	-	-	
2044	-	-	-	-	-	-	-	-	-	-	
2045	-	-	-	-	-	-	-	-	-	-	
2046	-	-	-	-	-	-	-	-	-	-	
2047	-	-	-	-	-	-	-	-	-	-	
2048	-	-	-	-	-	-	-	-	-	-	
2049	-	-	-	-	-	-	-	-	-	-	
2050	-	-	-	-	-	-	-	-	-	-	
2051	-	-	-	-	-	-	-	-	-	-	
2052	-	-	-	-	-	-	-	-	-	-	
Total Units	200	290	280	170	44	120	-	-	-	5,850	
Total Statutory Actual Value	\$110,000,000	\$72,500,000	\$70,000,000	\$42,500,000	\$29,700,000	\$90,000,000	-	-	-	\$3,088,700,000	
Annual Sales	-	-	-	-	-	-	-	-	-	-	
Annual Lodging	-	-	-	-	-	-	-	-	-	-	

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Assessed Value

	Vacant and Improved Land ¹		Commercial					Total
	Cumulative Statutory Actual Value	Assessed Value in Collection Year 2 Year Lag 29.00%	Commercial SF Delivered	Hotel Rooms Delivered	Biennial Reassessment 2.00%	Cumulative Statutory Actual Value	Assessed Value in Collection Year 2 Year Lag 29.00%	Assessed Value in Collection Year 2 Year Lag
2022	0	0	-	-	-	0	0	0
2023	0	0	-	-	-	0	0	0
2024	1,800,000	0	-	-	-	0	0	0
2025	1,750,000	0	180,000	-	-	19,101,744	0	0
2026	3,150,000	522,000	175,000	-	382,035	38,426,342	0	522,000
2027	3,825,000	507,500	225,000	120	-	73,204,887	5,539,506	6,047,006
2028	5,025,000	913,500	270,000	-	1,464,098	117,744,697	11,143,639	12,057,139
2029	3,575,000	1,109,250	270,000	120	-	175,466,152	21,229,417	22,338,667
2030	4,775,000	1,457,250	245,000	-	3,509,323	220,862,298	34,145,962	35,603,212
2031	3,575,000	1,036,750	245,000	120	-	277,927,968	50,885,184	51,921,934
2032	4,775,000	1,384,750	245,000	-	5,558,559	327,065,578	64,050,066	65,434,816
2033	3,575,000	1,036,750	245,000	120	-	386,436,701	80,599,111	81,635,861
2034	3,575,000	1,384,750	245,000	-	7,728,734	439,505,079	94,849,018	96,233,768
2035	3,200,000	1,036,750	245,000	-	-	485,751,516	112,066,643	113,103,393
2036	2,000,000	1,036,750	230,000	-	9,715,030	537,689,867	127,456,473	128,493,223
2037	0	928,000	80,000	-	-	564,607,234	140,867,940	141,795,940
2038	0	580,000	-	-	11,292,145	575,899,379	155,930,061	156,510,061
2039	0	0	-	-	-	575,899,379	163,736,098	163,736,098
2040	0	0	-	-	11,517,988	587,417,366	167,010,820	167,010,820
2041	0	0	-	-	-	587,417,366	167,010,820	167,010,820
2042	0	0	-	-	11,748,347	599,165,714	170,351,036	170,351,036
2043	0	0	-	-	-	599,165,714	170,351,036	170,351,036
2044	0	0	-	-	11,983,314	611,149,028	173,758,057	173,758,057
2045	0	0	-	-	-	611,149,028	173,758,057	173,758,057
2046	0	0	-	-	12,222,981	623,372,008	177,233,218	177,233,218
2047	0	0	-	-	-	623,372,008	177,233,218	177,233,218
2048	0	0	-	-	12,467,440	635,839,449	180,777,882	180,777,882
2049	0	0	-	-	-	635,839,449	180,777,882	180,777,882
2050	0	0	-	-	12,716,789	648,556,237	184,393,440	184,393,440
2051	0	0	-	-	-	648,556,237	184,393,440	184,393,440
2052	0	0	-	-	12,971,125	661,527,362	188,081,309	188,081,309
Total			2,900,000	480	125,277,908			

1. Vacant land value calculated in year prior to construction as 10% build-out market value

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Revenue

	Total	District Mill Levy Revenue			Sales Tax TIF Revenue			
		Debt Mill Levy	Debt Mill Levy Collections	Specific Ownership Taxes	Taxable Retail Sales	City Sales Tax	District Share of City Sales Tax	District Share of City Sales Tax
	Assessed Value in Collection Year	64.044 Cap 64.044 Target	99.50%	6.00%	Large Only	4.00%	33.33%	\$6,500,000 Max
2022	0	0.000	0	0	0	0	0	0
2023	0	64.044	0	0	0	0	0	0
2024	0	64.044	0	0	0	0	0	0
2025	0	64.044	0	0	101,999,799	4,079,992	1,359,861	1,359,861
2026	522,000	64.044	33,264	1,996	154,529,695	6,181,188	2,060,190	2,060,190
2027	6,047,006	64.044	385,338	23,120	208,099,990	8,324,000	2,774,389	2,774,389
2028	12,057,139	64.044	768,326	46,100	210,180,990	8,407,240	2,802,133	305,560
2029	22,338,667	64.044	1,423,504	85,410	212,282,800	8,491,312	2,830,154	0
2030	35,603,212	64.044	2,268,771	136,126	214,405,628	8,576,225	2,858,456	0
2031	51,921,934	64.044	3,308,662	198,520	216,549,684	8,661,987	2,887,040	0
2032	65,434,816	64.044	4,169,754	250,185	218,715,181	8,748,607	2,915,911	0
2033	81,635,861	64.044	5,202,146	312,129	220,902,333	8,836,093	2,945,070	0
2034	96,233,768	64.044	6,132,379	367,943	223,111,356	8,924,454	2,974,521	0
2035	113,103,393	64.044	7,207,376	432,443	225,342,470	9,013,699	3,004,266	0
2036	128,493,223	64.044	8,188,074	491,284	227,595,894	9,103,836	3,034,308	0
2037	141,795,940	64.044	9,035,773	542,146	229,871,853	9,194,874	3,064,652	0
2038	156,510,061	64.044	9,973,413	598,405	232,170,572	9,286,823	3,095,298	0
2039	163,736,098	64.044	10,433,883	626,033	234,492,277	9,379,691	3,126,251	0
2040	167,010,820	64.044	10,642,561	638,554	236,837,200	9,473,488	3,157,514	0
2041	167,010,820	64.044	10,642,561	638,554	239,205,572	9,568,223	3,189,089	0
2042	170,351,036	64.044	10,855,412	651,325	241,597,628	9,663,905	3,220,980	0
2043	170,351,036	64.044	10,855,412	651,325	244,013,604	9,760,544	3,253,189	0
2044	173,758,057	64.044	11,072,520	664,351	246,453,740	9,858,150	3,285,721	0
2045	173,758,057	64.044	11,072,520	664,351	248,918,278	9,956,731	3,318,578	0
2046	177,233,218	64.044	11,293,971	677,638	251,407,460	10,056,298	3,351,764	0
2047	177,233,218	64.044	11,293,971	677,638	253,921,535	10,156,861	3,385,282	0
2048	180,777,882	64.044	11,519,850	691,191	256,460,750	10,258,430	3,419,135	0
2049	180,777,882	64.044	11,519,850	691,191	259,025,358	10,361,014	3,453,326	0
2050	184,393,440	64.044	11,750,247	705,015	261,615,611	10,464,624	3,487,859	0
2051	184,393,440	64.044	11,750,247	705,015	264,231,768	10,569,271	3,522,738	0
2052	188,081,309	64.044	11,985,252	719,115	266,874,085	10,674,963	3,557,965	0
Total			214,785,036	12,887,102				6,500,000

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Revenue

	Sales Tax PIF Revenue				Expense		Total
	Taxable Retail Sales <i>Excluding Large</i>	Add-On PIF 1.25% Through 2052	Taxable Retail Sales <i>Large Only</i>	Add-On PIF 0.25% Through 2052	County Treasurer Fee 1.50%	Annual Trustee Fee	
2022	0	0	0	0	0	0	0
2023	0	0	0	0	0	(2,000)	(2,000)
2024	0	0	0	0	0	(2,000)	(2,000)
2025	0	0	101,999,799	254,999	0	(2,000)	1,612,861
2026	5,853,398	73,167	154,529,695	386,324	(499)	(2,000)	2,552,442
2027	23,568,900	294,611	208,099,990	520,250	(5,780)	(2,000)	3,989,929
2028	38,716,294	483,954	210,180,990	525,452	(11,525)	(2,000)	2,115,867
2029	56,496,172	706,202	212,282,800	530,707	(21,353)	(2,000)	2,722,471
2030	64,963,281	812,041	214,405,628	536,014	(34,032)	(2,000)	3,716,921
2031	74,127,254	926,591	216,549,684	541,374	(49,630)	(2,000)	4,923,517
2032	80,444,106	1,005,551	218,715,181	546,788	(62,546)	(2,000)	5,907,732
2033	89,934,025	1,124,175	220,902,333	552,256	(78,032)	(2,000)	7,110,673
2034	96,521,015	1,206,513	223,111,356	557,778	(91,986)	(2,000)	8,170,628
2035	103,230,751	1,290,384	225,342,470	563,356	(108,111)	(2,000)	9,383,448
2036	104,263,059	1,303,288	227,595,894	568,990	(122,821)	(2,000)	10,426,815
2037	105,305,689	1,316,321	229,871,853	574,680	(135,537)	(2,000)	11,331,384
2038	106,358,746	1,329,484	232,170,572	580,426	(149,601)	(2,000)	12,330,127
2039	107,422,333	1,342,779	234,492,277	586,231	(156,508)	(2,000)	12,830,418
2040	108,496,557	1,356,207	236,837,200	592,093	(159,638)	(2,000)	13,067,776
2041	109,581,522	1,369,769	239,205,572	598,014	(159,638)	(2,000)	13,087,259
2042	110,677,338	1,383,467	241,597,628	603,994	(162,831)	(2,000)	13,329,366
2043	111,784,111	1,397,301	244,013,604	610,034	(162,831)	(2,000)	13,349,241
2044	112,901,952	1,411,274	246,453,740	616,134	(166,088)	(2,000)	13,596,192
2045	114,030,972	1,425,387	248,918,278	622,296	(166,088)	(2,000)	13,616,466
2046	115,171,281	1,439,641	251,407,460	628,519	(169,410)	(2,000)	13,868,359
2047	116,322,994	1,454,037	253,921,535	634,804	(169,410)	(2,000)	13,889,041
2048	117,486,224	1,468,578	256,460,750	641,152	(172,798)	(2,000)	14,145,973
2049	118,661,086	1,483,264	259,025,358	647,563	(172,798)	(2,000)	14,167,070
2050	119,847,697	1,498,096	261,615,611	654,039	(176,254)	(2,000)	14,429,143
2051	121,046,174	1,513,077	264,231,768	660,579	(176,254)	(2,000)	14,450,665
2052	122,256,636	1,528,208	266,874,085	667,185	(179,779)	(2,000)	14,717,981
Total		31,943,370		16,002,033	(3,221,776)	(60,000)	278,835,765

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Assessed Value

	Vacant and Improved Land ¹		Residential				Total
	Cumulative Statutory Actual Value	Assessed Value in Collection Year 2 Year Lag 29.00%	Residential Units Delivered	Biennial Reassessment 2.00%	Cumulative Statutory Actual Value	Assessed Value in Collection Year 2 Year Lag 7.15%	Assessed Value in Collection Year 2 Year Lag
2022	0	0	-	-	0	0	0
2023	0	0	-	-	0	0	0
2024	20,745,000	0	-	-	0	0	0
2025	22,250,000	0	488	-	318,959,330	0	0
2026	4,157,143	6,016,050	987	6,379,187	765,090,111	0	6,016,050
2027	4,157,143	6,452,500	357	-	1,018,270,000	22,805,592	29,258,092
2028	13,532,143	1,205,571	165	20,365,400	1,159,993,845	54,703,943	55,909,514
2029	11,258,393	1,205,571	449	-	1,315,435,630	72,806,305	74,011,876
2030	49,145,893	3,924,321	186	26,308,713	1,473,654,359	82,939,560	86,863,881
2031	8,248,393	3,264,934	709	-	2,060,993,272	94,053,648	97,318,581
2032	56,100,268	14,252,309	128	41,219,865	2,202,760,586	105,366,287	119,618,596
2033	24,506,875	2,392,034	902	-	2,973,916,472	147,361,019	149,753,053
2034	24,756,875	16,269,078	553	59,478,329	3,344,201,233	157,497,382	173,766,460
2035	3,071,875	7,106,994	313	-	3,664,457,809	212,635,028	219,742,021
2036	3,071,875	7,179,494	123	73,289,156	3,778,279,704	239,110,388	246,289,882
2037	3,071,875	890,844	123	-	3,819,623,097	262,008,733	262,899,577
2038	3,071,875	890,844	123	76,392,462	3,938,185,819	270,146,999	271,037,843
2039	3,071,875	890,844	123	-	3,981,199,486	273,103,051	273,993,895
2040	0	890,844	123	79,623,990	4,104,697,415	281,580,286	282,471,130
2041	0	890,844	-	-	4,104,697,415	284,655,763	285,546,607
2042	0	0	-	82,093,948	4,186,791,363	293,485,865	293,485,865
2043	0	0	-	-	4,186,791,363	293,485,865	293,485,865
2044	0	0	-	83,735,827	4,270,527,190	299,355,582	299,355,582
2045	0	0	-	-	4,270,527,190	299,355,582	299,355,582
2046	0	0	-	85,410,544	4,355,937,734	305,342,694	305,342,694
2047	0	0	-	-	4,355,937,734	305,342,694	305,342,694
2048	0	0	-	87,118,755	4,443,056,489	311,449,548	311,449,548
2049	0	0	-	-	4,443,056,489	311,449,548	311,449,548
2050	0	0	-	88,861,130	4,531,917,618	317,678,539	317,678,539
2051	0	0	-	-	4,531,917,618	317,678,539	317,678,539
2052	0	0	-	90,638,352	4,622,555,971	324,032,110	324,032,110
Total			5,850	900,915,658			

1. Vacant land value calculated in year prior to construction as 10% build-out market value

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Revenue

	Total	District Mill Levy Revenue			Expense		Total
	Assessed Value in Collection Year	Debt Mill Levy 64.044 Cap 64.044 Target	Debt Mill Levy Collections 99.50%	Specific Ownership Taxes 6.00%	County Treasurer Fee 1.50%	Annual Trustee Fee	Revenue Available for Debt Service
2022	0	0.000	0	0	0	0	0
2023	0	64.044	0	0	0	(2,000)	(2,000)
2024	0	64.044	0	0	0	(2,000)	(2,000)
2025	0	64.044	0	0	0	(2,000)	(2,000)
2026	6,016,050	64.044	383,365	23,002	(5,750)	(2,000)	398,617
2027	29,258,092	64.044	1,864,436	111,866	(27,967)	(2,000)	1,946,336
2028	55,909,514	64.044	3,562,766	213,766	(53,441)	(2,000)	3,721,090
2029	74,011,876	64.044	4,716,317	282,979	(70,745)	(2,000)	4,926,551
2030	86,863,881	64.044	5,535,295	332,118	(83,029)	(2,000)	5,782,383
2031	97,318,581	64.044	6,201,508	372,090	(93,023)	(2,000)	6,478,576
2032	119,618,596	64.044	7,622,549	457,353	(114,338)	(2,000)	7,963,564
2033	149,753,053	64.044	9,542,831	572,570	(143,142)	(2,000)	9,970,258
2034	173,766,460	64.044	11,073,056	664,383	(166,096)	(2,000)	11,569,343
2035	219,742,021	64.044	14,002,792	840,168	(210,042)	(2,000)	14,630,918
2036	246,289,882	64.044	15,694,522	941,671	(235,418)	(2,000)	16,398,776
2037	262,899,577	64.044	16,752,955	1,005,177	(251,294)	(2,000)	17,504,838
2038	271,037,843	64.044	17,271,556	1,036,293	(259,073)	(2,000)	18,046,776
2039	273,993,895	64.044	17,459,927	1,047,596	(261,899)	(2,000)	18,243,623
2040	282,471,130	64.044	18,000,128	1,080,008	(270,002)	(2,000)	18,808,134
2041	285,546,607	64.044	18,196,109	1,091,767	(272,942)	(2,000)	19,012,934
2042	293,485,865	64.044	18,702,029	1,122,122	(280,530)	(2,000)	19,541,620
2043	293,485,865	64.044	18,702,029	1,122,122	(280,530)	(2,000)	19,541,620
2044	299,355,582	64.044	19,076,069	1,144,564	(286,141)	(2,000)	19,932,492
2045	299,355,582	64.044	19,076,069	1,144,564	(286,141)	(2,000)	19,932,492
2046	305,342,694	64.044	19,457,591	1,167,455	(291,864)	(2,000)	20,331,182
2047	305,342,694	64.044	19,457,591	1,167,455	(291,864)	(2,000)	20,331,182
2048	311,449,548	64.044	19,846,742	1,190,805	(297,701)	(2,000)	20,737,846
2049	311,449,548	64.044	19,846,742	1,190,805	(297,701)	(2,000)	20,737,846
2050	317,678,539	64.044	20,243,677	1,214,621	(303,655)	(2,000)	21,152,643
2051	317,678,539	64.044	20,243,677	1,214,621	(303,655)	(2,000)	21,152,643
2052	324,032,110	64.044	20,648,551	1,238,913	(309,728)	(2,000)	21,575,736
Total			383,180,879	22,990,853	(5,747,713)	(60,000)	400,364,018

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2

Debt Service

	Total Revenue Available for Debt Service	Net Debt Service	Surplus Fund			Ratio Analysis	
		Series 2023	Annual Surplus	Cumulative Balance ¹ \$17,159,517	Released Revenue	Debt Service Coverage	Senior Debt to Assessed Value
		Dated: 2/1/2023 Par: \$85,797,583 Proj: \$75,000,000					
2022	0						
2023	(4,000)	0	(4,000)	8,575,000	0	n/a	n/a
2024	(4,000)	0	(4,000)	8,571,000	0	n/a	n/a
2025	1,610,861	0	1,610,861	10,181,861	0	n/a	n/a
2026	2,951,059	0	2,951,059	13,132,920	0	n/a	n/a
2027	5,936,264	0	5,936,264	19,069,184	0	n/a	1873%
2028	5,836,957	9,185,250	(3,348,293)	15,720,892	0	64%	347%
2029	7,649,022	9,185,250	(1,536,228)	14,184,663	0	83%	180%
2030	9,499,304	9,185,250	314,054	14,498,718	0	103%	127%
2031	11,402,092	9,185,250	2,216,842	16,715,560	0	124%	100%
2032	13,871,296	9,185,250	4,686,046	17,159,517	4,242,089	151%	82%
2033	17,080,931	9,185,250	7,895,681	17,159,517	7,895,681	186%	66%
2034	19,739,971	9,185,250	10,554,721	17,159,517	10,554,721	215%	53%
2035	24,014,366	9,680,250	14,334,116	17,159,517	14,334,116	248%	45%
2036	26,825,591	10,813,125	16,012,466	17,159,517	16,012,466	248%	36%
2037	28,836,222	11,623,250	17,212,972	17,159,517	17,212,972	248%	31%
2038	30,376,903	12,243,250	18,133,653	17,159,517	18,133,653	248%	28%
2039	31,074,041	12,527,125	18,546,916	17,159,517	18,546,916	248%	26%
2040	31,875,910	12,850,500	19,025,410	17,159,517	19,025,410	248%	24%
2041	32,100,193	12,937,375	19,162,818	17,159,517	19,162,818	248%	22%
2042	32,870,986	13,252,000	19,618,986	17,159,517	19,618,986	248%	21%
2043	32,890,861	13,259,875	19,630,986	17,159,517	19,630,986	248%	19%
2044	33,528,685	13,515,125	20,013,560	17,159,517	20,013,560	248%	18%
2045	33,548,959	13,521,750	20,027,209	17,159,517	20,027,209	248%	16%
2046	34,199,541	13,784,375	20,415,166	17,159,517	20,415,166	248%	14%
2047	34,220,223	13,795,875	20,424,348	17,159,517	20,424,348	248%	12%
2048	34,883,819	14,060,500	20,823,319	17,159,517	20,823,319	248%	10%
2049	34,904,916	14,070,750	20,834,166	17,159,517	20,834,166	248%	8%
2050	35,581,786	14,345,500	21,236,286	17,159,517	21,236,286	248%	5%
2051	35,603,308	14,350,750	21,252,558	17,159,517	21,252,558	248%	3%
2052	36,293,717	14,630,750	21,662,967	0	38,822,484	248%	0%
Total	679,199,784	299,558,875	379,640,909	463,840,131	388,219,909		

1. Assumes \$8,579,000 Deposit to Surplus Fund at Closing

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Revenue

	Total	Town Mill Levy Revenue		Expense	Total
	Assessed Value in Collection Year	Town Mill Levy 2.000 Cap 2.000 Target	Town Mill Levy Collections 99.50%	County Treasurer Fee 1.50%	Revenue Available for Operations
2022	0	0.000	0	0	0
2023	0	2.000	0	0	0
2024	0	2.000	0	0	0
2025	0	2.000	0	0	0
2026	522,000	2.000	1,044	(16)	1,091
2027	6,047,006	2.000	12,094	(181)	12,635
2028	12,057,139	2.000	24,114	(362)	25,192
2029	22,338,667	2.000	44,677	(670)	46,674
2030	35,603,212	2.000	71,206	(1,068)	74,389
2031	51,921,934	2.000	103,844	(1,558)	108,486
2032	65,434,816	2.000	130,870	(1,963)	136,720
2033	81,635,861	2.000	163,272	(2,449)	170,570
2034	96,233,768	2.000	192,468	(2,887)	201,071
2035	113,103,393	2.000	226,207	(3,393)	236,318
2036	128,493,223	2.000	256,986	(3,855)	268,474
2037	141,795,940	2.000	283,592	(4,254)	296,268
2038	156,510,061	2.000	313,020	(4,695)	327,012
2039	163,736,098	2.000	327,472	(4,912)	342,110
2040	167,010,820	2.000	334,022	(5,010)	348,952
2041	167,010,820	2.000	334,022	(5,010)	348,952
2042	170,351,036	2.000	340,702	(5,111)	355,931
2043	170,351,036	2.000	340,702	(5,111)	355,931
2044	173,758,057	2.000	347,516	(5,213)	363,050
2045	173,758,057	2.000	347,516	(5,213)	363,050
2046	177,233,218	2.000	354,466	(5,317)	370,311
2047	177,233,218	2.000	354,466	(5,317)	370,311
2048	180,777,882	2.000	361,556	(5,423)	377,717
2049	180,777,882	2.000	361,556	(5,423)	377,717
2050	184,393,440	2.000	368,787	(5,532)	385,272
2051	184,393,440	2.000	368,787	(5,532)	385,272
2052	188,081,309	2.000	376,163	(5,642)	392,977
Total			6,741,127	(101,117)	7,042,455

Dawson Ridge MD Nos. 1-5 & Westfield MD Nos. 1-2
Revenue

	Total	Town Mill Levy Revenue		Expense	Total
	Assessed Value in Collection Year	Town Mill Levy 2.000 Cap 2.000 Target	Town Mill Levy Collections 99.50%	County Treasurer Fee 1.50%	Revenue Available for Operations
2022	0	0.000	0	0	0
2023	0	2.000	0	0	0
2024	0	2.000	0	0	0
2025	0	2.000	0	0	0
2026	6,016,050	2.000	12,032	(180)	12,570
2027	29,258,092	2.000	58,516	(878)	61,132
2028	55,909,514	2.000	111,819	(1,677)	116,817
2029	74,011,876	2.000	148,024	(2,220)	154,640
2030	86,863,881	2.000	173,728	(2,606)	181,493
2031	97,318,581	2.000	194,637	(2,920)	203,337
2032	119,618,596	2.000	239,237	(3,589)	249,931
2033	149,753,053	2.000	299,506	(4,493)	312,894
2034	173,766,460	2.000	347,533	(5,213)	363,068
2035	219,742,021	2.000	439,484	(6,592)	459,129
2036	246,289,882	2.000	492,580	(7,389)	514,598
2037	262,899,577	2.000	525,799	(7,887)	549,302
2038	271,037,843	2.000	542,076	(8,131)	566,306
2039	273,993,895	2.000	547,988	(8,220)	572,483
2040	282,471,130	2.000	564,942	(8,474)	590,195
2041	285,546,607	2.000	571,093	(8,566)	596,621
2042	293,485,865	2.000	586,972	(8,805)	613,209
2043	293,485,865	2.000	586,972	(8,805)	613,209
2044	299,355,582	2.000	598,711	(8,981)	625,474
2045	299,355,582	2.000	598,711	(8,981)	625,474
2046	305,342,694	2.000	610,685	(9,160)	637,983
2047	305,342,694	2.000	610,685	(9,160)	637,983
2048	311,449,548	2.000	622,899	(9,343)	650,743
2049	311,449,548	2.000	622,899	(9,343)	650,743
2050	317,678,539	2.000	635,357	(9,530)	663,758
2051	317,678,539	2.000	635,357	(9,530)	663,758
2052	324,032,110	2.000	648,064	(9,721)	677,033
Total			12,026,307	(180,395)	12,563,883

SOURCES AND USES OF FUNDS

Dawson Ridge Metropolitan District Nos. 1-5
Westfield Metropolitan District Nos. 1-2
Douglas County, Colorado

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### GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

|               |            |
|---------------|------------|
| Dated Date    | 02/01/2023 |
| Delivery Date | 02/01/2023 |

#### Sources:

|                |               |
|----------------|---------------|
| Bond Proceeds: |               |
| Par Amount     | 85,797,583.20 |
|                |               |
|                | 85,797,583.20 |

#### Uses:

|                         |               |
|-------------------------|---------------|
| Project Fund Deposits:  |               |
| Project Fund            | 75,000,000.00 |
| Other Fund Deposits:    |               |
| Surplus Deposit         | 8,579,000.00  |
| Cost of Issuance:       |               |
| Other Cost of Issuance  | 500,000.00    |
| Delivery Date Expenses: |               |
| Underwriter's Discount  | 1,715,951.66  |
| Other Uses of Funds:    |               |
| Additional Proceeds     | 2,631.54      |
|                         |               |
|                         | 85,797,583.20 |

## BOND SUMMARY STATISTICS

**Dawson Ridge Metropolitan District Nos. 1-5  
Westfield Metropolitan District Nos. 1-2  
Douglas County, Colorado**

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GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

Dated Date	02/01/2023
Delivery Date	02/01/2023
Last Maturity	12/01/2052
Arbitrage Yield	7.500047%
True Interest Cost (TIC)	7.638961%
All-In TIC	7.680104%
Average Life (years)	24.113
Duration of Issue (years)	15.061
Par Amount	85,797,583.20
Bond Proceeds	85,797,583.20
Total Interest	177,088,875.00
Net Interest	178,804,826.66
Total Debt Service	299,558,875.00
Maximum Annual Debt Service	14,630,750.00
Average Annual Debt Service	10,041,079.61
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	20.000000
Total Underwriter's Discount	20.000000
Bid Price	98.000000

<i>Bond Component</i>	<i>Par Value</i>	<i>Price</i>	<i>Average Coupon</i>	<i>Average Life</i>
Term Bond due 2052	85,797,583.20	100.000		24.113
	85,797,583.20			24.113

	<i>TIC</i>	<i>All-In TIC</i>	<i>Arbitrage Yield</i>
Par Value	85,797,583.20	85,797,583.20	85,797,583.20
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	(1,715,951.66)	(1,715,951.66)	
- Cost of Issuance Expense		(500,000.00)	
- Other Amounts			
Target Value	84,081,631.54	83,581,631.54	85,797,583.20
Target Date	02/01/2023	02/01/2023	02/01/2023
Yield	7.638961%	7.680104%	7.500047%

BOND PRICING

**Dawson Ridge Metropolitan District Nos. 1-5
Westfield Metropolitan District Nos. 1-2
Douglas County, Colorado**

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### GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

| <i>Bond Component</i> | <i>Maturity Date</i> | <i>Amount</i> | <i>Rate</i> | <i>Yield</i> | <i>Price</i> | <i>Principal per \$5,000 at Maturity</i> |
|-----------------------|----------------------|---------------|-------------|--------------|--------------|------------------------------------------|
| Term Bond due 2052:   |                      |               |             |              |              |                                          |
|                       | 12/01/2023           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2024           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2025           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2026           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2027           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2028           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2029           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2030           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2031           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2032           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2033           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2034           |               | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2035           | 346,777.20    | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2036           | 1,166,432.40  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2037           | 1,821,456.00  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2038           | 2,392,412.40  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2039           | 2,770,714.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2040           | 3,205,062.00  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2041           | 3,506,302.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2042           | 3,989,689.20  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2043           | 4,294,432.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2044           | 4,795,333.20  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2045           | 5,159,624.40  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2046           | 5,730,580.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2047           | 6,168,430.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2048           | 6,816,448.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2049           | 7,334,863.20  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2050           | 8,077,456.80  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2051           | 8,686,944.00  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       | 12/01/2052           | 9,534,621.60  | 7.500%      | 7.500%       | 100.000      | 3,502.80                                 |
|                       |                      | 85,797,583.20 |             |              |              |                                          |

|                         |                |             |
|-------------------------|----------------|-------------|
| Dated Date              | 02/01/2023     |             |
| Delivery Date           | 02/01/2023     |             |
| First Coupon            | 06/01/2023     |             |
| Par Amount              | 85,797,583.20  |             |
| Original Issue Discount |                |             |
| Production              | 85,797,583.20  | 100.000000% |
| Underwriter's Discount  | (1,715,951.66) | (2.000000%) |
| Purchase Price          | 84,081,631.54  | 98.000000%  |
| Accrued Interest        |                |             |
| Net Proceeds            | 84,081,631.54  |             |

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## BOND ACCRETED VALUE TABLE

Dawson Ridge Metropolitan District Nos. 1-5  
Westfield Metropolitan District Nos. 1-2  
Douglas County, Colorado

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GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

<i>Date</i>	<i>Term Bond due</i>
	<i>2052</i>
	<i>7.5%</i>
02/01/2023	85,797,583.20
06/01/2023	87,929,785.90
12/01/2023	91,226,678.30
06/01/2024	94,647,265.40
12/01/2024	98,196,446.00
06/01/2025	101,879,118.90
12/01/2025	105,700,182.90
06/01/2026	109,663,312.10
12/01/2026	113,775,854.70
06/01/2027	118,042,709.50
12/01/2027	122,470,000.00

NET DEBT SERVICE

Dawson Ridge Metropolitan District Nos. 1-5
Westfield Metropolitan District Nos. 1-2
Douglas County, Colorado

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### GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

| <i>Period<br/>Ending</i> | <i>Total<br/>Debt Service</i> | <i>Net<br/>Debt Service</i> |
|--------------------------|-------------------------------|-----------------------------|
| 12/01/2028               | 9,185,250                     | 9,185,250                   |
| 12/01/2029               | 9,185,250                     | 9,185,250                   |
| 12/01/2030               | 9,185,250                     | 9,185,250                   |
| 12/01/2031               | 9,185,250                     | 9,185,250                   |
| 12/01/2032               | 9,185,250                     | 9,185,250                   |
| 12/01/2033               | 9,185,250                     | 9,185,250                   |
| 12/01/2034               | 9,185,250                     | 9,185,250                   |
| 12/01/2035               | 9,680,250                     | 9,680,250                   |
| 12/01/2036               | 10,813,125                    | 10,813,125                  |
| 12/01/2037               | 11,623,250                    | 11,623,250                  |
| 12/01/2038               | 12,243,250                    | 12,243,250                  |
| 12/01/2039               | 12,527,125                    | 12,527,125                  |
| 12/01/2040               | 12,850,500                    | 12,850,500                  |
| 12/01/2041               | 12,937,375                    | 12,937,375                  |
| 12/01/2042               | 13,252,000                    | 13,252,000                  |
| 12/01/2043               | 13,259,875                    | 13,259,875                  |
| 12/01/2044               | 13,515,125                    | 13,515,125                  |
| 12/01/2045               | 13,521,750                    | 13,521,750                  |
| 12/01/2046               | 13,784,375                    | 13,784,375                  |
| 12/01/2047               | 13,795,875                    | 13,795,875                  |
| 12/01/2048               | 14,060,500                    | 14,060,500                  |
| 12/01/2049               | 14,070,750                    | 14,070,750                  |
| 12/01/2050               | 14,345,500                    | 14,345,500                  |
| 12/01/2051               | 14,350,750                    | 14,350,750                  |
| 12/01/2052               | 14,630,750                    | 14,630,750                  |
|                          | 299,558,875                   | 299,558,875                 |

## BOND DEBT SERVICE

**Dawson Ridge Metropolitan District Nos. 1-5  
Westfield Metropolitan District Nos. 1-2  
Douglas County, Colorado**

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GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Compounded Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
06/01/2028			4,592,625.00		4,592,625.00	
12/01/2028			4,592,625.00		4,592,625.00	9,185,250
06/01/2029			4,592,625.00		4,592,625.00	
12/01/2029			4,592,625.00		4,592,625.00	9,185,250
06/01/2030			4,592,625.00		4,592,625.00	
12/01/2030			4,592,625.00		4,592,625.00	9,185,250
06/01/2031			4,592,625.00		4,592,625.00	
12/01/2031			4,592,625.00		4,592,625.00	9,185,250
06/01/2032			4,592,625.00		4,592,625.00	
12/01/2032			4,592,625.00		4,592,625.00	9,185,250
06/01/2033			4,592,625.00		4,592,625.00	
12/01/2033			4,592,625.00		4,592,625.00	9,185,250
06/01/2034			4,592,625.00		4,592,625.00	
12/01/2034			4,592,625.00		4,592,625.00	9,185,250
06/01/2035			4,592,625.00		4,592,625.00	
12/01/2035	346,777.20	7.500%	4,592,625.00	148,222.80	5,087,625.00	9,680,250
06/01/2036			4,574,062.50		4,574,062.50	
12/01/2036	1,166,432.40	7.500%	4,574,062.50	498,567.60	6,239,062.50	10,813,125
06/01/2037			4,511,625.00		4,511,625.00	
12/01/2037	1,821,456.00	7.500%	4,511,625.00	778,544.00	7,111,625.00	11,623,250
06/01/2038			4,414,125.00		4,414,125.00	
12/01/2038	2,392,412.40	7.500%	4,414,125.00	1,022,587.60	7,829,125.00	12,243,250
06/01/2039			4,286,062.50		4,286,062.50	
12/01/2039	2,770,714.80	7.500%	4,286,062.50	1,184,285.20	8,241,062.50	12,527,125
06/01/2040			4,137,750.00		4,137,750.00	
12/01/2040	3,205,062.00	7.500%	4,137,750.00	1,369,938.00	8,712,750.00	12,850,500
06/01/2041			3,966,187.50		3,966,187.50	
12/01/2041	3,506,302.80	7.500%	3,966,187.50	1,498,697.20	8,971,187.50	12,937,375
06/01/2042			3,778,500.00		3,778,500.00	
12/01/2042	3,989,689.20	7.500%	3,778,500.00	1,705,310.80	9,473,500.00	13,252,000
06/01/2043			3,564,937.50		3,564,937.50	
12/01/2043	4,294,432.80	7.500%	3,564,937.50	1,835,567.20	9,694,937.50	13,259,875
06/01/2044			3,335,062.50		3,335,062.50	
12/01/2044	4,795,333.20	7.500%	3,335,062.50	2,049,666.80	10,180,062.50	13,515,125
06/01/2045			3,078,375.00		3,078,375.00	
12/01/2045	5,159,624.40	7.500%	3,078,375.00	2,205,375.60	10,443,375.00	13,521,750
06/01/2046			2,802,187.50		2,802,187.50	
12/01/2046	5,730,580.80	7.500%	2,802,187.50	2,449,419.20	10,982,187.50	13,784,375
06/01/2047			2,495,437.50		2,495,437.50	
12/01/2047	6,168,430.80	7.500%	2,495,437.50	2,636,569.20	11,300,437.50	13,795,875
06/01/2048			2,165,250.00		2,165,250.00	
12/01/2048	6,816,448.80	7.500%	2,165,250.00	2,913,551.20	11,895,250.00	14,060,500
06/01/2049			1,800,375.00		1,800,375.00	
12/01/2049	7,334,863.20	7.500%	1,800,375.00	3,135,136.80	12,270,375.00	14,070,750
06/01/2050			1,407,750.00		1,407,750.00	
12/01/2050	8,077,456.80	7.500%	1,407,750.00	3,452,543.20	12,937,750.00	14,345,500
06/01/2051			975,375.00		975,375.00	
12/01/2051	8,686,944.00	7.500%	975,375.00	3,713,056.00	13,375,375.00	14,350,750
06/01/2052			510,375.00		510,375.00	
12/01/2052	9,534,621.60	7.500%	510,375.00	4,075,378.40	14,120,375.00	14,630,750
	85,797,583.20		177,088,875.00	36,672,416.80	299,558,875.00	299,558,875

CALL PROVISIONS

Dawson Ridge Metropolitan District Nos. 1-5
Westfield Metropolitan District Nos. 1-2
Douglas County, Colorado

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GENERAL OBLIGATION BONDS, SERIES 2023  
Convertible Capital Appreciation Bonds

### Call Table: CALL

| <i>Call Date</i> | <i>Call Price</i> |
|------------------|-------------------|
| 03/01/2028       | 103.00            |
| 03/01/2029       | 102.00            |
| 03/01/2030       | 101.00            |
| 03/01/2031       | 100.00            |

## BOND SOLUTION

### Dawson Ridge Metropolitan District Nos. 1-5 Westfield Metropolitan District Nos. 1-2 Douglas County, Colorado

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GENERAL OBLIGATION BONDS, SERIES 2023 Convertible Capital Appreciation Bonds

<i>Period Ending</i>	<i>Proposed Principal</i>	<i>Proposed Debt Service</i>	<i>Total Adj Debt Service</i>	<i>Revenue Constraints</i>	<i>Unused Revenues</i>	<i>Debt Service Coverage</i>
12/01/2023				(8,000)	(8,000)	
12/01/2024				(8,000)	(8,000)	
12/01/2025				1,606,861	1,606,861	
12/01/2026				2,947,059	2,947,059	
12/01/2027				5,932,264	5,932,264	
12/01/2028		9,185,250	9,185,250	5,832,957	(3,352,293)	63.50%
12/01/2029		9,185,250	9,185,250	7,645,022	(1,540,228)	83.23%
12/01/2030		9,185,250	9,185,250	9,495,304	310,054	103.38%
12/01/2031		9,185,250	9,185,250	11,398,092	2,212,842	124.09%
12/01/2032		9,185,250	9,185,250	13,867,296	4,682,046	150.97%
12/01/2033		9,185,250	9,185,250	17,076,931	7,891,681	185.92%
12/01/2034		9,185,250	9,185,250	19,735,971	10,550,721	214.87%
12/01/2035	346,777	9,680,250	9,680,250	24,010,366	14,330,116	248.03%
12/01/2036	1,166,432	10,813,125	10,813,125	26,821,591	16,008,466	248.05%
12/01/2037	1,821,456	11,623,250	11,623,250	28,832,222	17,208,972	248.06%
12/01/2038	2,392,412	12,243,250	12,243,250	30,372,903	18,129,653	248.08%
12/01/2039	2,770,715	12,527,125	12,527,125	31,070,041	18,542,916	248.02%
12/01/2040	3,205,062	12,850,500	12,850,500	31,871,910	19,021,410	248.02%
12/01/2041	3,506,303	12,937,375	12,937,375	32,096,193	19,158,818	248.09%
12/01/2042	3,989,689	13,252,000	13,252,000	32,866,986	19,614,986	248.02%
12/01/2043	4,294,433	13,259,875	13,259,875	32,886,861	19,626,986	248.02%
12/01/2044	4,795,333	13,515,125	13,515,125	33,524,685	20,009,560	248.05%
12/01/2045	5,159,624	13,521,750	13,521,750	33,544,959	20,023,209	248.08%
12/01/2046	5,730,581	13,784,375	13,784,375	34,195,541	20,411,166	248.07%
12/01/2047	6,168,431	13,795,875	13,795,875	34,216,223	20,420,348	248.02%
12/01/2048	6,816,449	14,060,500	14,060,500	34,879,819	20,819,319	248.07%
12/01/2049	7,334,863	14,070,750	14,070,750	34,900,916	20,830,166	248.04%
12/01/2050	8,077,457	14,345,500	14,345,500	35,577,786	21,232,286	248.01%
12/01/2051	8,686,944	14,350,750	14,350,750	35,599,308	21,248,558	248.07%
12/01/2052	9,534,622	14,630,750	14,630,750	36,289,717	21,658,967	248.04%
	85,797,583	299,558,875	299,558,875	679,079,784	379,520,909	

**ACKNOWLEDGEMENT OF THE TOWN OF CASTLE ROCK
IN CONNECTION WITH**

DAWSON RIDGE METROPOLITAN DISTRICT NO. 1

**PROPOSED LIMITED TAX GENERAL OBLIGATION CONVERTIBLE CAPITAL APPRECIATION
BONDS, SERIES 2022 IN THE APPROXIMATE PRINCIPAL AMOUNT OF \$85,797,583**

The Town of Castle Rock (the “Town”) hereby acknowledges that it has received the information submitted by Dawson Ridge Metropolitan District No. 1 (the “District”) and each of Dawson Ridge Metropolitan District No. 2 (“District No. 2”), Dawson Ridge Metropolitan District No. 3 (“District No. 3”), Dawson Ridge Metropolitan District No. 4 (“District No. 4”), Dawson Ridge Metropolitan District No. 5 (“District No. 5”), Westfield Metropolitan District No. 1 (“District No. 6”) and Westfield Metropolitan District No. 2 (“District No. 7” and, together with the District, District No. 2, District No. 3, District No. 4, District No. 5, and District No. 6, the “Districts”) in connection with the District’s proposed Limited Tax General Obligation Convertible Capital Appreciation Bonds, Series 2022 in the approximate principal amount of \$85,797,583 to finance project costs, as authorized by and in compliance with the Districts’ Service Plan.

The Town further acknowledges that such information has been submitted pursuant to Section 11.02.110 of the Town Code and that the Town hereby deems the submittal sufficient with no further information required for the Town’s review under the Town Code.

The Town has reviewed the Districts’ submission regarding the proposed financing and has no comments thereon.

TOWN OF CASTLE ROCK

By: _____

Its: _____

Date: _____



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 9. **File #:** ORD 2022-029

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Dan Sailer, P.E., Director of Public Works
Aaron Monks, CIP Project Manager

Ordinance Amending Ordinance No. 2019-008 Regarding the Exercise of the Town's Powers of Eminent Domain to Acquire Certain Real Property Interests Necessary for the Crystal Valley Interchange Project (Second Reading - Approved on First Reading on November 1, 2022, by a vote 7-0) (*Hyperion Fund, L.P. Property*)

Executive Summary

This ordinance authorizes the acquisition of property interests necessary for construction of the Crystal Valley Interchange Project under the power of eminent domain. Those property interests are attached as Exhibit A to the ordinance (Attachment A). The Town staff and the Town's Attorney Office approached Town Council on May 7th of 2019 to request approval of Ordinance #2019-008 which authorizes the exercise of the Town's eminent domain powers. This ordinance was based off of the original property needs for the configuration of the interchange at that time. To improve operational efficiencies of the interchange a preferred alternate design was recommended. With the preferred alternate design, which included a roundabout at the East Frontage Road and Crystal Valley Pkwy intersection and a loop on ramp the property needs to construct the interchange was revised. Attachment B indicates the original interchange configuration and the original property need of the Hyperion property. The original ordinance did not extend to the entire parcel. Attachment C indicates the preferred alternative configuration of the interchange and the current property needs.

This ordinance mandates Town compliance with applicable statutory requirements on conducting good faith negotiations with the affected landowner, and requires all offers to be based on market valuation of the property interests to be acquired. In most instances, the landowner will have the right to obtain an independent appraisal at the expense of the Town.

In the event the Town working through its property acquisition consultant is unable to reach agreement with the property owner on purchase price, time of possession, or other terms of acquisition, the Town Attorney will so advise Town Council. In that event, the Town Council will be apprised of the prior negotiations, and determine at a Council meeting whether the judicial process for acquisition of the property interests should be initiated. The property owner will have the opportunity to address Council at that time. To reiterate, this ordinance does not authorize the filing

of a petition for any property. This ordinance is for general authorization purposes only.

As has been demonstrated on recent capital projects in which the Council similarly authorized acquisition of property interests by an eminent domain ordinance, good faith negotiations almost always result in an agreement with the property owner. Consequently, we anticipate that Council intervention in the acquisition process will be infrequent.

Utilization of the statutory process provides certainty and consistency with property acquisitions and assurance that possession of the necessary property interests can be achieved within the projected timeframe and with payment of just compensation.

Discussion

Town staff and the acquisition consultant have been successfully negotiating property closings and have closed on nearly most of the properties identified for ROW acquisition.

On the west side of I-25, there are five (5) identified properties owners, which the Town has closed and taken possession of two (2). In both cases the property owner opted not to get an independent appraisal done and closed on the property utilizing the Town's appraised value. The remaining properties on the west side are in various stages of negotiations. Staff anticipates being able to close on these properties without the use of eminent domain.

There are six (6) identified properties owners on the east side of I-25, which the Town has closed and taken possession of three (3). On two (2) of the properties, the owner opted to have their own appraisal done, which by statute the Town reimbursed the owner. The owner of the remaining property that has been purchased did not have an independent appraisal done. After negotiations the closing price for the three acquired properties was more than the Town's appraisal. The remaining three (3) properties on the east side are in various stages of negotiations, and are not expected to require eminent domain with the exception of the Boone property. The Town Attorney office has approached Council for eminent domain process. The Town currently has possession of the property and the valuation hearing is tentatively scheduled for late March, 2023.

The original offer was sent to Hyperion in March of 2020. Town staff and the Town's acquisition consultant met with the Hyperion representative in June of 2020. Hyperion did not make a counter offer, communications received from them indicated they were in discussions with the Douglas County and the Town's planning departments. After the Town open house in January of 2022, where the new preferred alternate configuration was presented to the public, we received an email from the Hyperion representative asking what the status of the project was. Staff informed them that the preferred alternative configuration of the interchange would likely require a full take for the Hyperion property. In June of 2022, Staff meet with the Hyperion representative at the Town Service Center and indicated the preferred alternative would require a full take of the Hyperion property and the Town was moving forward with a new appraisal. In August of 2022, staff received communications from Legal counsel representing the Hyperion property. Staff is currently working on addressing the aspect of the letter.

Staff Recommendation

Item #: 9. File #: ORD 2022-029

Staff recommends approval of the ordinance as presented on first reading.

Proposed Motion

“I move to approve the ordinance as introduced by title on first reading.”

“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

Exhibit A: Legal Description

Attachment B: Map of Original ROW Authorization

Attachment C: Map of Preferred Alternative ROW Authorization

ORDINANCE NO. 2022-____

**AN ORDINANCE AMENDING ORDINANCE NO. 2019-008 REGARDING
THE EXERCISE OF THE TOWN'S POWERS OF EMINENT DOMAIN
TO ACQUIRE CERTAIN REAL PROPERTY INTERESTS NECESSARY
FOR THE CRYSTAL VALLEY INTERCHANGE PROJECT**

WHEREAS, the construction of a new interchange at Interstate 25 and Crystal Valley Parkway (the "Project") is the primary transportation priority for the Town of Castle Rock, Colorado (the "Town"), having been the subject of local and regional planning efforts for more than 35 years and

WHEREAS, the Project will (i) improve access to Interstate 25 for one of the fastest growing areas of the Town and Douglas County, (ii) enhance emergency response and the resilience of existing highway infrastructure, (iii) improve safety by removing an at-grade railroad crossing, and (iv) increase regional mobility by providing a local roadway crossing of Interstate 25 within the seven-mile segment between the Plum Creek Parkway and Tomah Road interchanges; and

WHEREAS, on May 7, 2019, the Town Council adopted Ordinance No. 2019-008 (the "Ordinance"), finding that there is a compelling public need and purpose for the Project's construction and authorizing the Town to exercise its powers of eminent domain for the acquisition of real property interests necessary for the Project; and

WHEREAS, among the real property interests to be acquired pursuant to the Ordinance was a portion of a parcel owned by Hyperion Fund, L.P., and located near the southeast corner of the intersection of the East Frontage Road and Crystal Valley Parkway (the "Hyperion Property"); and

WHEREAS, earlier this year, for the purpose of improving the operational efficiencies of the Project, Town staff, working in partnership with its consultants, Jacobs Engineering Group, Inc., and Pinyon Environmental, Inc., recommended a preferred alternate design for the Project; and

WHEREAS, the preferred alternate design includes a roundabout at the intersection of the East Frontage Road and Crystal Valley Parkway, as well as a loop on-ramp from the west side of the Interstate to northbound Interstate 25; and

WHEREAS, as a result of these design changes, the Town will need to acquire the entire Hyperion Property, which property is more specifically described in the attached *Exhibit A*; and

WHEREAS, as the Project serves a valid public purpose, the exercise of the Town's powers of eminent domain may be necessary to acquire the Hyperion Property.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Amendment to Ordinance No. 2019-008. Ordinance No. 2019-008 is hereby amended to further authorize the Town Attorney to take all necessary and appropriate action

to acquire good title to the Hyperion Property, as described in the attached ***Exhibit A***, in accordance with Section 38-1-101, *et seq.*, C.R.S., and Section 24-56-101, *et seq.*, C.R.S., subject to compliance with the terms and conditions set forth in said Ordinance, as the same may apply. To this end, it is the intent of the Town Council that Ordinance No. 2019-008 shall remain in full force and effect except, and to the extent as, said Ordinance is amended by this Section 1.

Section 2. Severability. 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.

Section 3. Safety Clause. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relationship to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 1st day of November, 2022, by the Town Council of the Town of Castle Rock, Colorado by a vote of _____ for and _____ against, after publication; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2022, by the Town Council of the Town of Castle Rock, Colorado by a vote of _____ for and _____ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

David L. Corliss, Town Manager

EXHIBIT "A"

PROJECT NUMBER: 17638

PARCEL NUMBER: 8ARev

PROJECT CODE: 17638

DATE: July 20, 2022

DESCRIPTION

A tract or parcel of land No. 8ARev of the Department of Transportation, State of Colorado Project No. 17638 containing 204,057 sq. ft. (4.685 acres), more or less, being all of that parcel recorded in Reception Number 199625351 except that portion described as Parcel 8A and recorded June 15, 2011 at Reception Number 2011036243, in the East half of Section 22, Township 8 South, Range 67 West, of the Sixth Principal Meridian, in Douglas County, Colorado, said tract or parcel being more particularly described as follows:

Commencing at the East 1/4 corner of said Section 22, Thence S. 70°31'22" W., a distance of 2,030.71 feet, to the southwest corner of said parcel in Reception Number 2011036243 and to the TRUE POINT OF BEGINNING;

1. Thence S. 79°41'47" E., along the South line of said parcel at Reception Number 2011036243, a distance of 296.47 feet to the southeast corner of said parcel and the East line of said parcel at Reception Number 199625351;

2. Thence S. 13°06'38" W., along the East line of said parcel, a distance of 631.75 feet to the southeast corner of said parcel at Reception Number 199625351;

3. Thence N. 89°50'09" W., along the South line of said parcel at Reception Number 199625351, a distance of 330.96 feet to the southwest corner of said parcel;




4. Thence N. 15°18'00" E., along said West line, a distance of 691.88 feet, more or less, to the TRUE POINT OF BEGINNING.

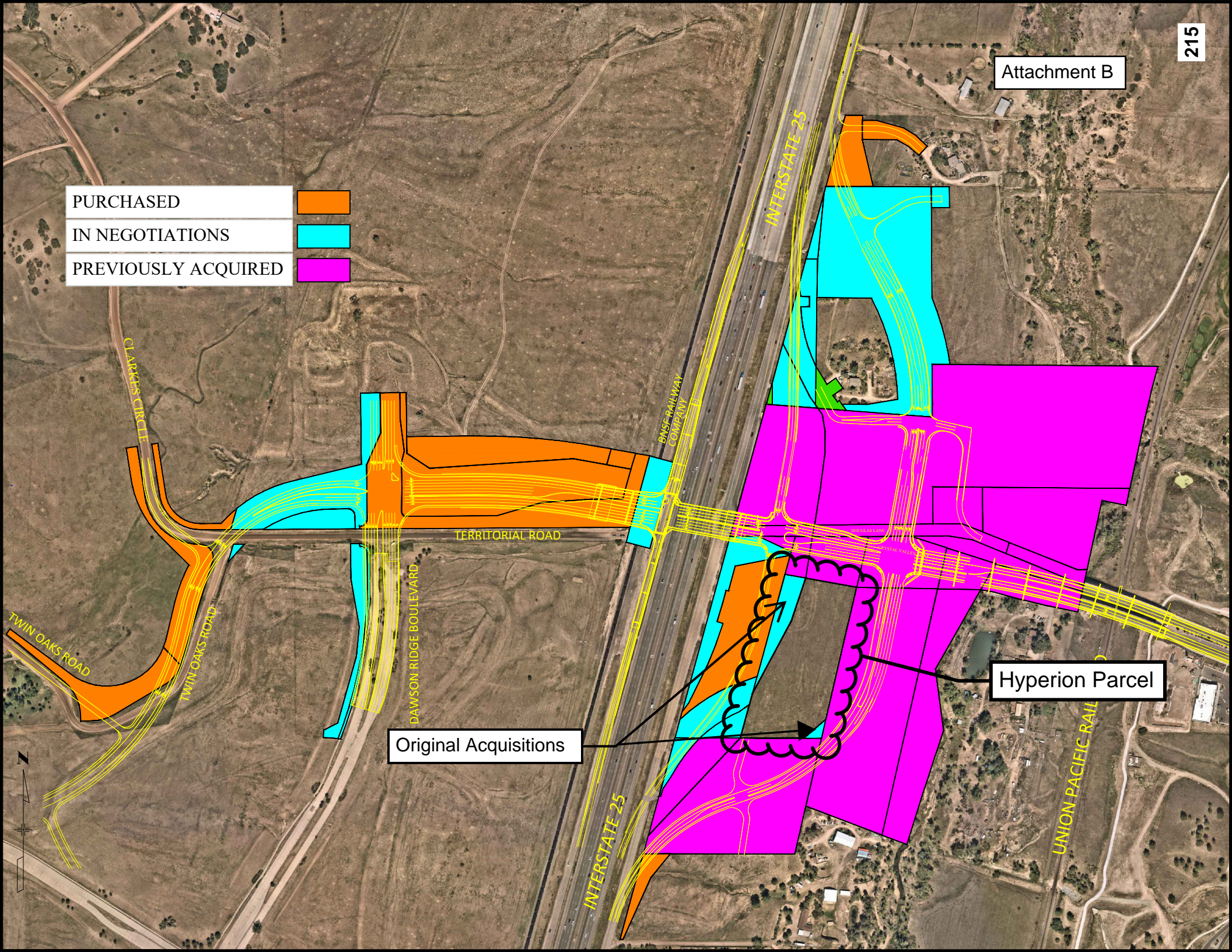
The above described parcel contains 204,057 sq. ft. (4.685 acres), more or less.

Basis of Bearings: All bearings are based on the East line of the NE 1/4 of said Section 22. Said line bears N. 0°10'53" W. a distance of 2660.90 feet. Said line is monumented at the East 1/4 corner by a 3 1/2-inch Aluminum Cap and stamped -T8S R67W, E1/4, S22, S23, PLS 23524 2005-. Said line is monumented at the northeast corner by an 18-inch x 14-inch x 8-foot high concrete pillar.

For and on Behalf of the
Town of Castle Rock
Brandon D. Lee, PLS 37894
720 S. Colorado Blvd. #1200-S
Glendale, CO 80246



PURCHASED	
IN NEGOTIATIONS	
PREVIOUSLY ACQUIRED	



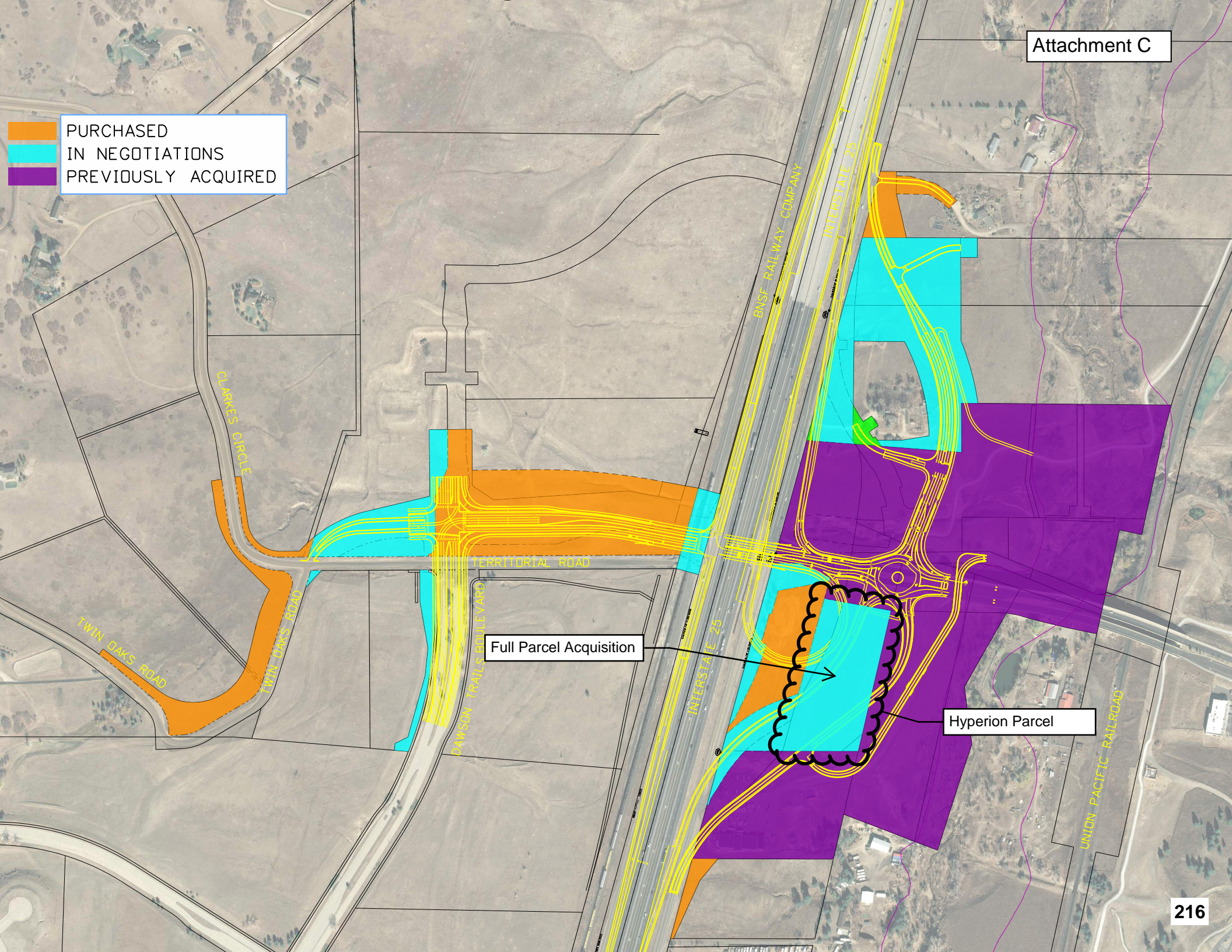
Original Acquisitions

Hyperion Parcel

PURCHASED

IN NEGOTIATIONS

PREVIOUSLY ACQUIRED



Full Parcel Acquisition

Hyperion Parcel

CRYSTAL VALLEY INTERCHANGE PROJECT

EMINENT DOMAIN ORDINANCE

NOVEMBER 1, 2022



PROJECT OVERVIEW



TIMELINE

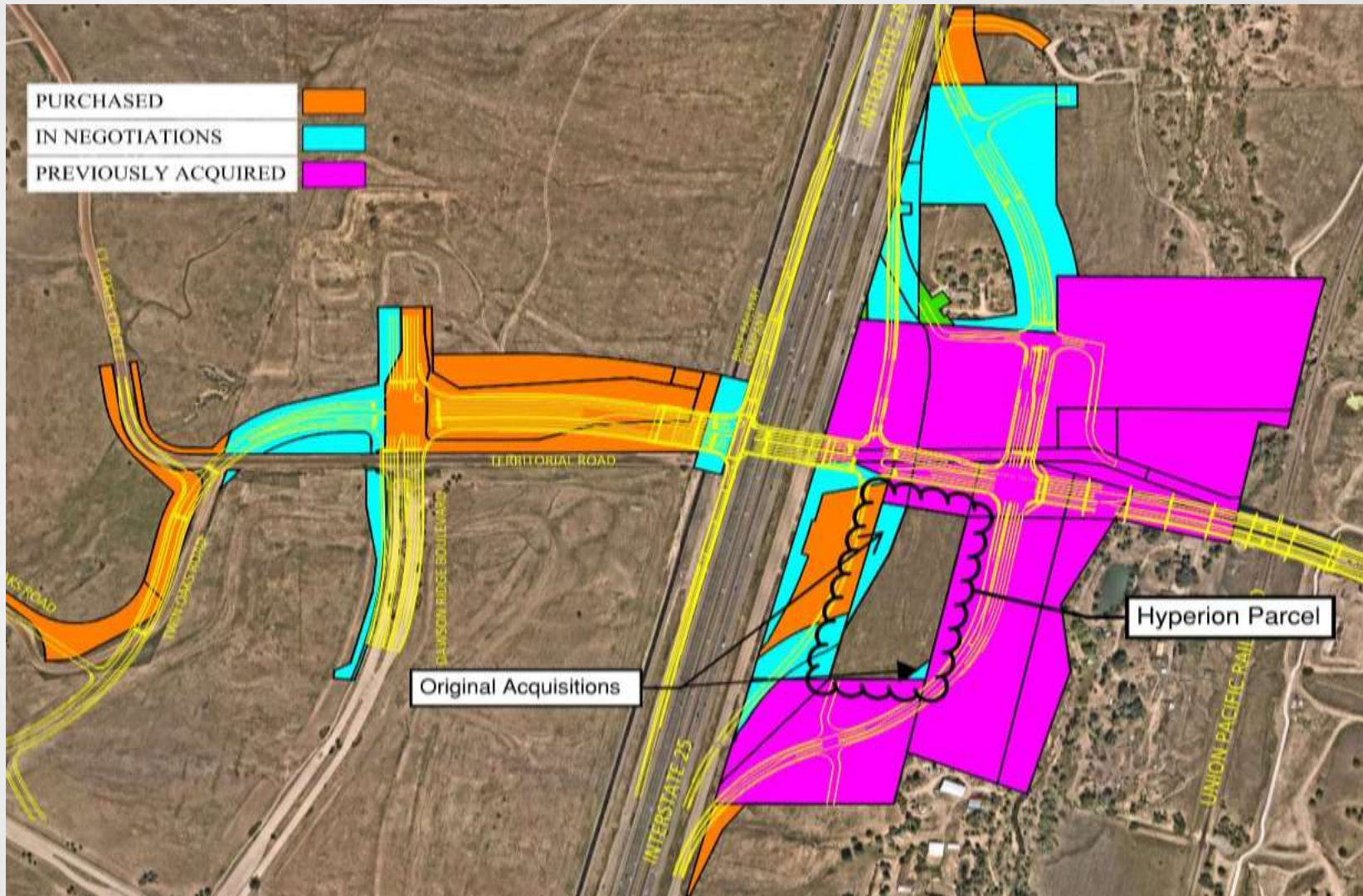
Ordinance #2019-008 for Eminent Domain
May, 2019

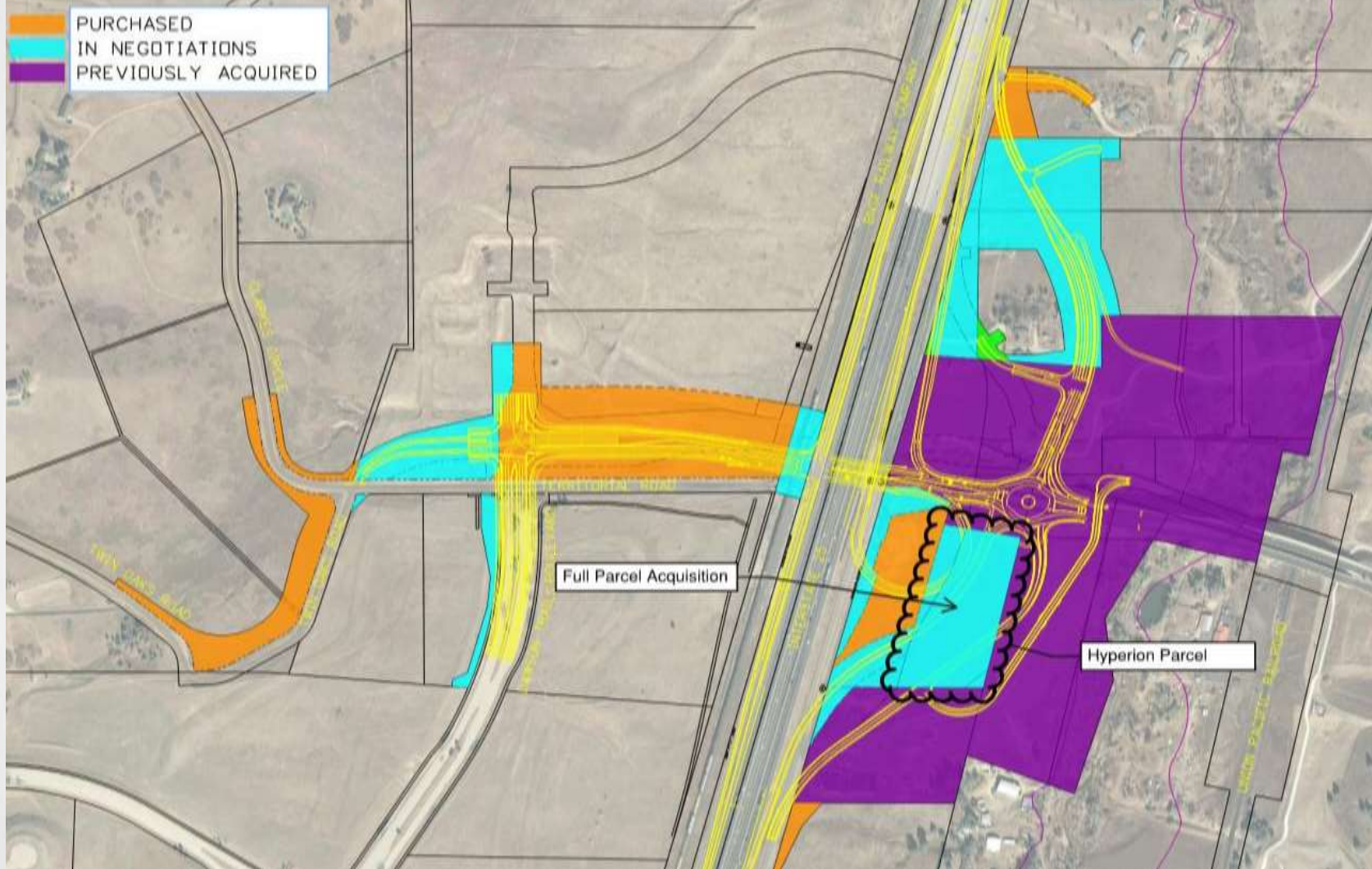
Initial Offer
March, 2020

Preferred Alternative
Configuration of
Interchange
January, 2022

Hyperion Informed
of Full Take
June, 2022

Feedback
From Hyperion
August, 2022





POST- ORDINANCE PROCESS

- Complete appraisal
- Notice of intent to acquire (includes informing of statutory rights)
- Submit offer
- Consider any counter offer
- Purchase and sale contract
- Contract closing

NO AGREEMENT ON PURCHASE AND SALE

If owner is not responsive or counter offer is not supported:

- Town Council advised at a Council meeting
- Owner gets to address Council
- Council votes on moving forward with formal condemnation

PROJECTED TIMELINE

Second Reading
November 15, 2022

Offer
December, 2022

Purchase and
Sale Contract
January/February, 2023

Closing
March, 2023



NO AGREEMENT PROJECTED TIMELINE

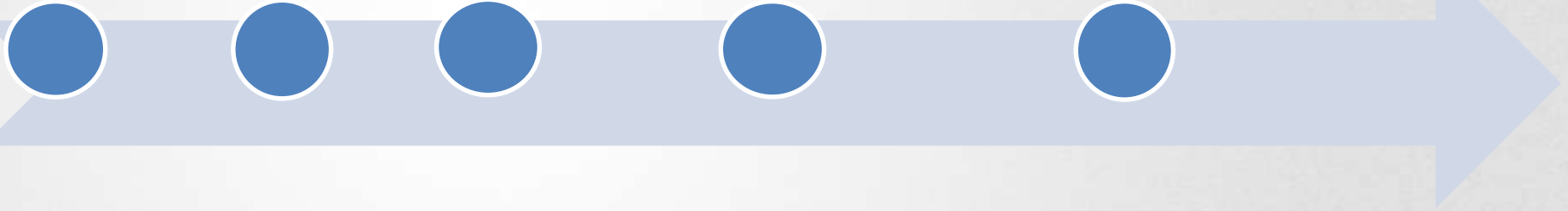
Second
Reading
November 15,
2022

Offer
December,
2022

Non-responsive
/Courter Offer
March, 2023

Approach
Council
April, 2023

Order of Immediate
Possession
Estimated
June, 2023



RECOMMENDATION

Staff recommends Town Council approve the Ordinance as presented on first reading.

PROPOSED MOTION

“I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE.”

“I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE WITH THE FOLLOWING CHANGES _____”

“I MOVE TO CONTINUE THIS ITEM TO A FUTURE TOWN COUNCIL MEETING DATE”



THANK YOU



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 10. **File #:** RES 2022-129

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Daniel Sailer, Director of Public Works
Paul Colell, Fleet Services Manager

**Resolution Approving a Purchase Agreement with McCandless Truck Center for (1)
2022 HV507 International Dump/Snow Removal Truck**

Executive Summary

As part of the department's fleet replacement program, the Streets Division of Public Works has one tandem axle plow truck that is due for replacement this year. The truck being replaced has met all the requirements for replacement as outlined in the vehicle replacement policy. With the current situation of delays in truck building it will take 30-36 months to receive this truck. The maintenance and repair expenses for this truck have increased at a rapid rate this year and we believe they will continue to do so. This will increase total cost of ownership significantly. The Fleet Division started to look for a suitable replacement and was able to locate a completed truck that was available for sale at McCandless Truck Center in Denver. This truck is very similar to the current town plow trucks and could be put into service very quickly. The department worked with Finance and Streets to obtain funding for this purchase. Fleet has sufficient funds to purchase this replacement truck, and since the cost is over \$250,000.00, we are seeking Council approval to move forward with the purchase.

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

The purchase of this vehicle has been included in this year's Council approved budget.

Discussion

The department contributes money on an annual basis to the fleet replacement fund so that we are able to replace vehicles and equipment at the right point to obtain the lowest total lifecycle cost we can. The entire Town fleet is on a standardized replacement schedule, and this plow truck is due for replacement in 2022.

A tandem axle plow truck is a heavy duty 58,000lbs truck with V-box material spreader and side tanks for liquid deicing material. This truck is a key piece of equipment for maintaining levels of service for snow removal.



The department has received prior approval from both Finance and Fleet to ensure that all purchasing requirements were met through town policy and Colorado State bid. We are ready to move forward with this purchase.

While already approved in the fleet replacement fund for 2022 as well as the Council approved 2022 budget, the department is seeking formal Council approval as the expenditure exceeds the \$250,000.00 signing limit of the Town Manager.

Budget Impact

The current budgeted replacement amount in the fleet fund is \$235,900.00 for this truck.

The quote from McCandless Truck Center for this truck is \$325,000 leaving a balance of \$90,000. An amount of \$40,000 in savings will be realized with the under budget purchase of a front end loader and will help offset the difference. The Finance and Street departments

have an additional \$50,000 in savings that will contribute to the final cost. The continued maintenance needs over the next 30 months along with the potential impact to downtime that would affect snow management operations justifies this additional cost. It is not likely that this cost will change and may potentially increase over the next 30 months.

The replacement amount of \$235,900 is part of the annual vehicle replacement program in which the department has previously contributed money to ensure that funding is available for replacement of this truck. Funding has been approved as part of the overall 2022 budget.

Staff Recommendation

Staff recommends approval of the purchase agreement for two main reasons, one the existing truck is having many issues and we believe it will continue to do so, which increases the total lifecycle cost and impacts snow management service levels. Waiting to order the truck in 2023 is anticipated to cost the town another 20% in higher purchase price. Staff recommends the expenditure of funds for a total cost of \$325,000.

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: Bid

RESOLUTION NO. 2022-

**A RESOLUTION APPROVING A PURCHASE ORDER FOR THE
PURCHASE OF A 2022 HV507 INTERNATIONAL TRUCK**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified a vendor to purchase a 2022 HV507 International Truck (the “Equipment”); and

WHEREAS, price for the Equipment was obtained using the Colorado Department of Transportation award 311001623; and

WHEREAS, the Town determined McCandless Truck Center, LLC, (the “Vendor”) is best qualified to provide the Equipment; and

WHEREAS, the Town and the Vendor have agreed to the terms and conditions by which the Vendor will provide the Equipment.

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

Section 1. Approval. The Purchase Order is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Purchase Order by and on behalf of the Town.

Section 2. Encumbrance and Authorization for Payment. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment from account no. 221-8100-481.70-40 in an amount not to exceed \$324,886.72, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 15th day of November, 2022 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

Daniel Sailer, Director of Public Works

NOTICE OF AWARD RENEWAL

COLORADO DEPARTMENT OF TRANSPORTATION

AWARD NUMBER 311001623 (THIS IS NOT A PURCHASE ORDER, SEE NOTE BELOW)	Re: Invitation For Bid # IFB 19-030 MM RFX - 7001063 Period Covered: 9/19/22 through 9/30/23 ZERO possible renewal options remaining
VENDOR NO. 1000188 VENDOR NAME: McCandless Truck Center LLC ADDRESS: 16704 E. 32nd Avenue Aurora, CO 80011 CONTACT: Ken Conway PHONE: 303 365 5391 FAX NO: 303 739 2556 EMAIL kconway@mctrux.com DELIVERY: 95 - 110 Days	INVOICE TO: Invoice address on Purchase Order for Colorado State Agencies, Institutions and political subdivisions MATERIAL GROUP NUMBER: 07051- Trucks over one ton capacity Class 8 Cab and Chassis Trucks

This award is for the purchase of class 8 trucks and options per the specifications, terms and conditions of solicitation number IFB 19-030 MM and this award.

Make, Model and Price of Units Awarded, Before Options:

Tandem Axle: International HV 513 507 613	\$141,069.00
Tandem Axle Road Tractor International LT 625	\$236,645.00

See attached pages for details and approved options:

Conditions of Award: Award is made to above referenced vendor for supplying the commodity/service specified above and on any attached supplementary pages per bid specifications to be ordered on an “as needed” basis, with ZERO (0) one-year renewal periods, at CDOT option. **This award is in year 5 of 5 possible years total.** Prices shall be firm through the first 12 months of award. **Requests for any proposed price changes after the first 12 months must be submitted along with supporting documentation, to CDOT Purchasing, a minimum of sixty (60) days** prior to the proposed effective date of such change. A new award notice will be issued for each additional renewal year that CDOT selects. **EITHER PARTY MAY CANCEL ON 30 DAYS WRITTEN NOTICE.**

IN ACCORDANCE WITH SECTION 24-110-201, CRS, THIS AWARD WILL BE FOR A COOPERATIVE PURCHASING AGREEMENT (“AGREEMENT”) AVAILABLE FOR USE BY THE CONTRACTING STATE AGENCY, OTHER STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION, POLITICAL SUBDIVISIONS (E.G., CITIES, COUNTIES, SCHOOLS) AND ELIGIBLE NON-PROFIT AGENCIES ON THE TERMS, CONDITIONS AND RATES SET FORTH IN THE AGREEMENT. EACH AGENCY OR ENTITY ORDERING GOODS OR SERVICES UNDER THE AGREEMENT WILL BE RESPONSIBLE FOR ALL COSTS AND EXPENSES INCURRED IN CONNECTION WITH ITS ORDERS. AGENCIES OR ENTITIES MAY PLACE ORDERS UNDER THE AGREEMENT USING A COMMERCIAL CREDIT CARD, PURCHASE ORDER OR CONTRACT, AS DEEMED APPROPRIATE BY THE ORDERING AGENCY OR ENTITY.

NOTE: THIS AWARD IS A NOTICE OF INTENT TO PURCHASE ONLY. VARIOUS CDOT PERSONNEL AS NEEDED WILL ORDER MATERIALS. MATERIAL ORDERED BY CDOT THAT COST \$5000.00 OR MORE PER ITEM, OR AGGREGATE, MUST BE ORDERED VIA PURCHASE ORDER. OTHER COLORADO STATE AGENCIES, INSTITUTIONS OR POLITICAL SUBDIVISIONS MAY ORDER MATERIALS BASED ON THIS AWARD. AGENCIES OTHER THAN CDOT ORDERING MATERIAL BASED ON THIS AWARD MUST ORDER VIA THEIR OWN PURCHASE ORDER SYSTEM. CDOT WILL ONLY BE RESPONSIBLE FOR MATERIAL ORDERED AND RECEIVED BY IT. NO QUANTITIES ARE GUARANTEED AS A RESULT OF THIS AWARD. QUANTITIES ORDERED WILL BE BASED UPON ACTUAL REQUIREMENTS.

Please direct inquiries on this award to CDOT Purchasing, Phone: 303 757 9618 Email: Jeremy.Roth@state.co.us	Approved By: <i>Jeremy Roth</i> Jeremy Roth, Purchasing Agent / Storeroom Controller
--	--

Required Information: Heavy Duty Tandem Axle				
\$\$ Base Unit		Make And Model		
141,069.00		INTERNATIONAL HV SERIES		
GVWR	"CA"	Engine Make Model	Transmission Make Model	Axle Ratio
66,000	131.5	International A26	Allison 4500 RDS	4.10
\$\$	Available GVWR	Comments		
		Available per request depending on application		
\$\$	Available "CA"	Comments		
		Every 2" from 102" CA		
\$\$	Available Engines	Comments		
-507	450 hp	1700 lb. ft. torque		
-335	475 hp	1700 lb. ft. torque		
INCLUDED	515 hp	1750 lb. ft. torque		
\$\$	Available Transmissions	Comments		
-9231		RTLOF-18919 18 Speed manual with lube pump		
-4339		FO-18E318B-MXP 18 speed fully automated manual		
-2590		FO-18E318B-VXO 18 speed fully automated manual		
		IN LIEU OF ALLISON 4500 RDS AUTOMATIC		
\$\$	Available Axle Ratios	Comments		
N/C		4.10; 4.30; 4.56; 4.89; 5.38; 5.63; 6.14		

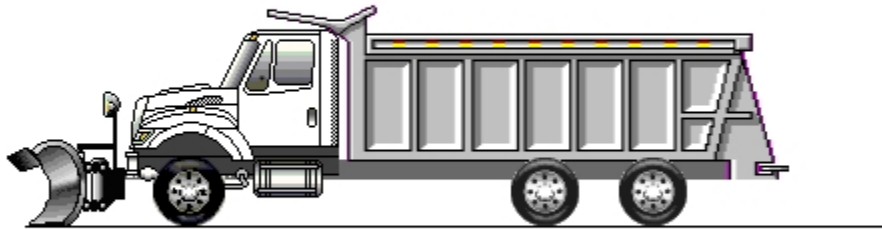
Prepared For:

TOWN OF CASTLE ROCK
 Paul Colell
 4175 Castleton Ct.
 Castle Rock, CO 80109-7886
 (303)814 - 6401
 Reference ID: **311001623 Award**

Presented By:

MCCANDLESS TRUCK CENTER LLC
 Ken Conway
 16704 EAST 32ND AVENUE
 AURORA CO 80011 -
 (303)739-9900

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2022 HV507 SFA (HV507)

AXLE CONFIG:	6X4
MISSION:	Requested GVWR: 58000. Calc. GVWR: 58000. Calc. GCWR: 80000
DIMENSION:	Wheelbase: 205.00, CA: 130.00, Axle to Frame: 71.00
ENGINE, DIESEL:	{Cummins L9 360} EPA 2021, 360HP @ 2200 RPM, 1150 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 359 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3000 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
AXLE, REAR, TANDEM:	{Meritor MT-40-14X-4DCR-P} Single Reduction, 40,000-lb Capacity, with Lube Oil Pump, .433"(11mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends Gear Ratio: 5.29
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 315/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(8) 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, TANDEM:	{Hendrickson HMX EX 400} Walking Beam, 40,000-lb Capacity, 54" Axle Spacing, Rubber Springs, with Transverse Torque Rods, Rubber End Bushings
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
Base Chassis, Model HV507 SFA with 205.00 Wheelbase, 130.00 CA, and 71.00 Axle to Frame.	5783/3857	9640
TOW HOOK, FRONT (2) Frame Mounted	8/0	8
TOW HOOK, REAR (2)	0/10	10
AXLE CONFIGURATION {Navistar} 6x4	0/0	0
<u>Notes</u>		
: Pricing may change if axle configuration is changed.		
FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL	185/430	615
BUMPER, FRONT Omit Item	-63/-11	-74
CROSSMEMBER, SUSPENSION (1) 7-Piece Steel in lieu of (1) Double Dogbone, Forward	6/23	29
FRAME EXTENSION, FRONT Integral; 20" In Front of Grille	136/-31	105
WHEELBASE RANGE 177" (450cm) Through and Including 226" (575cm)	189/-189	0
CROSSMEMBER, INTERMEDIATE (1) 5-Piece in lieu of Each Single Dogbone with 4x2 & 4x4 Chassis; Each Double Dogbone with 6x4, 6x6 & 8x6 Tridem Chassis	29/21	50
AXLE, FRONT NON-DRIVING {Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity	186/0	186
SPRINGS, FRONT AUXILIARY Rubber	10/0	10
SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 18,000-lb Capacity, with Shock Absorbers	44/0	44
BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	0/0	0
<u>Includes</u>		
: BRAKE LINES Color and Size Coded Nylon		
: DRAIN VALVE Twist-Type		
: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster		
: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel		
: PARKING BRAKE VALVE For Truck		
: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4		
: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck	2/0	2
<u>Notes</u>		
: When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.		
DRAIN VALVE {Berg} with Pull Chain, for Air Tank	0/0	0
AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System	0/0	0
AIR DRYER {Bendix AD-IP} with Heater	13/14	27
BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Sqln Spring Brake	0/14	14
BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 Sqln	4/0	4
SLACK ADJUSTERS, FRONT {Haldex} Automatic	14/0	14
SLACK ADJUSTERS, REAR {Haldex} Automatic	0/32	32
AIR COMPRESSOR {Cummins} 18.7 CFM	0/0	0

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
AIR TANK LOCATION (3) : One Mounted Inside Right Rail, Back of Cab, Two Mounted Between Rails, Back of Cab	0/0	0
AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab	14/7	21
DUST SHIELDS, FRONT BRAKE for Air Cam Brakes	10/0	10
DUST SHIELDS, REAR BRAKE for Air Cam Brakes	0/20	20
BRAKE CHAMBERS, POSITION on Rear/Rear Axle Located Inside Rear Tire Envelope (Meets Asphalt Spreader/Paver Clearance Requirements)	0/0	0
BRAKES, REAR {Meritor 16.5X7 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle	0/104	104
BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity	33/0	33
PARK BRAKE CHAMBERS, ADDITIONAL (2) Spring Brake Type	0/30	30
STEERING COLUMN Tilting	13/2	15
STEERING WHEEL 4-Spoke; 18" Dia., Black	0/0	0
STEERING GEAR (2) {Sheppard M100/M80} Dual Power	101/-5	96
DRIVELINE SYSTEM {Dana Spicer} SPL170 Main Driveline with SPL170 Interaxle Shaft, for 6x4	7/31	38
AFTERTREATMENT COVER Steel, Black	11/2	13
EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab	133/43	176
TAIL PIPE (1) Turnback Type	0/0	0
MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	0/0	0
EXHAUST HEIGHT 10'	2/0	2
ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
<u>Includes</u>		
: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab		
: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel		
: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever		
: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light		
: STARTER SWITCH Electric, Key Operated		
: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector		
: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature		
: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever		
: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted		
: WIRING, CHASSIS Color Coded and Continuously Numbered		
CIGAR LIGHTER Includes Ash Cup	1/0	1
ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense	0/0	0
BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud	28/25	53
2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab	2/0	2

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
SPEAKERS (2) 6.5" Dual Cone Mounted in Doors	5/0	5
RADIO AM/FM/WB/Clock/USB Input/Auxiliary Input	3/0	3
BACK-UP ALARM Electric, 102 dBA	0/3	3
AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications	2/0	2
TRAILER CONNECTION SOCKET {Phillips} 7-Way, Mounted at Rear of Frame, Wired for Turn Signals Independent of Stop, Compatible with Trailers with Amber or Side Turn Lamps	0/7	7
HORN, ELECTRIC Disc Style	0/0	0
BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab	-33/10	-23
TURN SIGNALS, FRONT Dual Face, LED, Amber/Red, Mounted on Top of Fender, Used with Standard Flush Mounted Front Turn Signal, Side Marker Lamps, Parking Lights and Reflectors	0/0	0
WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	0/0	0
SOLENOID, AIR for Customer Use; Provides (6) Normally Closed Pilot Air Source, Approx. 4 CFM, Includes Latched Switch in Cab; Air Available Only with Key in "Ignition" or "Accessory" Position; Air Will Exhaust with Key in "Off" Position	4/0	4
SWITCH, TOGGLE, FOR WORK LIGHT Lighted; on Instrument Panel and Wiring Effects for Customer Furnished Back of Cab Light	2/1	3
CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	0/0	0
TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	0/0	0
HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	0/0	0
STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection	8/1	9
COURTESY LIGHT (2) Mounted In Front Map Pocket Left and Right Side	1/0	1
INDICATOR, LOW COOLANT LEVEL with Audible Alarm	0/0	0
ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened	0/0	0
CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord	3/0	3
LOGOS EXTERIOR Model Badges	0/0	0
LOGOS EXTERIOR, ENGINE Badges	0/0	0
INSULATION, UNDER HOOD for Sound Abatement	10/0	10
GRILLE Stationary, Chrome	0/0	0
INSULATION, SPLASH PANELS for Sound Abatement	2/0	2
BUG SCREEN Mounted Behind Grille	5/0	5
FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV	0/0	0
PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
<u>Includes</u>		
: PAINT SCHEMATIC ID LETTERS "WK"		
PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
CUSTOMER IDENTITY for Sourcewell	0/0	0
PROMOTIONAL PACKAGE Government Silver Package	0/0	0
SAFETY TRIANGLES	6/0	6
FIRE EXTINGUISHER BRACKET Mounted Left Side Driver Seat	0/0	0
CLUTCH Omit Item (Clutch & Control)	0/0	0
ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines	3/0	3
<u>Includes</u>		
: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door		
PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted	10/0	10
ENGINE, DIESEL {Cummins L9 360} EPA 2021, 360HP @ 2200 RPM, 1150 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 359 Peak HP (Max)	560/4	564
FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed	0/0	0
<u>Includes</u>		
: FAN Nylon		
RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler	0/0	0
<u>Includes</u>		
: DEAERATION SYSTEM with Surge Tank		
: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps		
: RADIATOR HOSES Premium, Rubber		
AIR CLEANER Dual Element, with Integral Snow Valve and In-Cab Control	6/0	6
EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2021	0/0	0
THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic, Mobile, Variable Speed; (Range 2 to 20 MPH) Mounted on Steering Wheel	2/0	2
ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use	0/0	0
ENGINE CONTROL, REMOTE MOUNTED No Provision for Remote Mounted Engine Control	0/0	0
CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations	0/0	0
TRANSMISSION, AUTOMATIC {Allison 3000 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway	216/67	283
OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type	25/0	25
SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, S1 Performance in Primary and Fixed Programming in Secondary	0/0	0
TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission	1/0	1
TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223	0/0	0

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released	0/0	0
TRANSMISSION TCM LOCATION Located Inside Cab	0/0	0
PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission	0/0	0
AXLE, REAR, TANDEM {Meritor MT-40-14X-4DCR-P} Single Reduction, 40,000-lb Capacity, with Lube Oil Pump, .433"(11mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends . Gear Ratio: 5.29	0/2127	2127
SUSPENSION, REAR, TANDEM {Hendrickson HMX EX 400} Walking Beam, 40,000-lb Capacity, 54" Axle Spacing, Rubber Springs, with Transverse Torque Rods, Rubber End Bushings	0/590	590
TRANSVERSE TORQUE RODS {Hendrickson} TRAAX Rod, Transverse Only	0/-8	-8
DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab	14/3	17
FUEL/WATER SEPARATOR {Racor 400 Series} with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine	-1/-4	-5
FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab	13/7	20
CAB Conventional, Day Cab	0/0	0
AIR CONDITIONER with Integral Heater and Defroster	54/2	56
GAUGE CLUSTER Base Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 3 Inch Monochromatic Text Display	0/0	0
GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust	-13/-5	-18
SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust	69/27	96
GRAB HANDLE, EXTERIOR (2) Chrome, for Cab Entry, (1) Towel Bar Type, with Anti-Slip Rubber Inserts Mounted Left Side at B-Pillar, (1) Towel Bar Type Mounted Right Side on Vertical Exhaust	4/2	6
MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Black, Heated, 7.5" Sq.	9/0	9
MIRRORS (2) C-Loop, Power Adjust, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width	0/0	0
<u>Notes</u>		
: Mirror Dimensions are Rounded to the Nearest 0.5"		
SEAT BELT All Orange; 1 to 3	0/0	0
CAB INTERIOR TRIM Classic, for Day Cab	0/0	0
<u>Includes</u>		
: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger		
: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted		
: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap		
WINDSHIELD Heated, Single Piece	0/0	0

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
ARM REST, RIGHT, DRIVER SEAT	3/0	3
ARM REST, LEFT, PASSENGER SEAT	3/0	3
WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood	0/0	0
CAB REAR SUSPENSION Air Bag Type	0/0	0
INSTRUMENT PANEL Flat Panel	0/0	0
ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab	0/0	0
WHEELS, FRONT {Accuride 29039} DISC; 22.5x9.00 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Non-Standard Offset, with .5" Thick Disc	62/0	62
WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs	0/48	48
WHEEL GUARDS, FRONT {Accuride} for Metric Hub Piloted Wheels with Flanged Mounting Nuts Mounted Between Hub and Wheel	0/0	0
WHEEL GUARDS, REAR {Accuride} for Metric Hub Piloted Wheels with Flanged Mounting Nuts, Mounted Between Hub & Wheel and Between Dual Wheels	0/0	0
BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches	0/0	0
(8) TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive	0/120	120
(2) TIRE, FRONT 315/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position	90/0	90

Services Section:

WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A	0/0	0
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Total Component Weight: 8055/7431 15486

Body/Allied Equipment

Description **F/R Wt** **Tot Wt**

HENDERSON SNOW PACKAGE	0/0	0
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Total Body Allied: 0/0 0

Goods Purchased

Description **F/R Wt** **Tot Wt**

DC	0/0	0
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Total Goods Purchased: 0/0 0

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

(US DOLLAR)		
Description		Price
Net Sales Price:		\$324,886.72
Memo Item(s):		
Warranty:	\$0.00	
Freight	\$2,700.00	
Note: Memo item(s) shown here are included in the above Net Sales Price.		

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

MCCANDLESS TRUCK CENTER LLC
16704 EAST 32ND AVENUE
AURORA CO 80011 -
(303)739-9900

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 11. **File #:** RES 2022-130

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E. Director of Castle Rock Water
Shawn Griffith, Operations Manager

Resolution Waiving Formal Written Bidding Requirements on the Basis of a Sole Source with Calgon Carbon for the Plum Creek Water Purification Facility Granulated Activated Carbon Filter Media Replacement *[Plum Creek Water Purification Facility in Castle Rock, CO]*

Executive Summary

Castle Rock Water (CRW) staff requests Town Council approval of a Resolution approving a services and acquisition agreement with Calgon Carbon (**see Attachment A**) to remove and replace the Granulated Activated Carbon (GAC) media from eight gravity filter vessels at the Plum Creek Water Purification Facility (PCWPF), in the amount of \$613,164, plus a 5% contingency of \$30,659, for a total authorization amount of \$643,823. PCWPF is CRW's advanced treatment plant for purifying reuse water. Reuse water is a key water supply for CRW that will eventually make up approximately 30% of CRW's total supply. GAC filtration is one of the advanced treatment processes used to purify reuse water. GAC media needs to be replaced or regenerated on a regular cycle, estimated to be every two to three years. CRW has been monitoring the performance of the existing GAC media and has determined that replacement or regeneration is coming due. Full replacement and / or regeneration of the GAC media will take approximately five months.

Notification and Outreach Efforts

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on October 26, 2022, and the Castle Rock Water Commission voted unanimously 7 to 0 to recommend Town Council approval of the Resolution as presented.

Discussion

GAC is a porous adsorption filter media that is extremely useful for removing a variety of synthetic and organic compounds, contaminants, micro-pollutants, disagreeable tastes and odors that are often found in drinking water treatment sources. Depending on filter operating time and contaminant loading, GAC eventually degrades and loses its ability to bind with pollutants, at which time the GAC

needs to be replaced and / or regenerated.

In 2021, as part of the new advanced treatment processes (ATP), CRW began using GAC, with the installation of eight gravity filter vessels, each filled with 40,000 pounds of carbon media. Recent testing and calculations show that the media performance is degrading and contaminants are beginning to break through the filters, indicating that the media should be replaced. The ATP design engineering firm, Burns and McDonnell, predicted that the GAC media would last about two to three years, which appears to be correct.

CRW is seeking to participate in Calgon Carbon's Custom Municipal Reactivated (CMR) program, which revitalizes the spent media for reuse. The process requires the removal of the spent media from the first two GAC vessels, which is then replaced with new or virgin F300 GAC media. The spent media from the first two vessels are then transported to Arizona for regeneration. The product is regenerated by baking the media, without oxygen, to temperatures above 1,700 degrees Fahrenheit. At that point, a portion, equaling 20% of virgin GAC, is added to the regenerated batch, to complete the lot. The regenerated CMR media is then transported back to Castle Rock.

Calgon Carbon will then remove the spent media from the next two vessels and replace that media with the recently regenerated CMR media. This process will continue until all of the media is exchanged in the eight vessels. The CMR turnaround is expected to take five weeks per cycle to remove, regenerate, and reinstall the media in two vessels. The entire project is scheduled to be completed by February 28, 2023, before demand season begins.

The final CMR load is considered a swing load, that Calgon Carbon will store at their facility in Arizona for use two years later, when the GAC vessel's media replacement cycle begins again in 2025. The cost for the swing load is not included in this purchase.

Load Type	Volume (lbs.)	Price
Virgin	80,000	\$179,691
CMR	240,000	\$433,473
Total		\$613,164

The purchase with Calgon Carbon will be conducted through an approved sole source justification, **(see Attachment B)**, as they are the only provider found with the ability to regenerate and store CMR GAC for future replacement.

Budget Impact

Funding for this purchase will come from Water Resources/Plant Operations Division/Repair & Maintenance account which has a current balance of (\$88,397). Therefore, a budget transfer from the following two accounts will be necessary:

Fund Name	Account Number	Budget Transfer Amount	Account Balance After Transfer	Cost	Account Balance after Purchase
CIP Operations & Maintenance	211-4375-443.40-90	\$582,163	\$0.00		
CIP Water Rights Acquisition	211-4375-443.75-47	\$250,057	\$6,369,943		
Water Resources Repair & Maintenance Equipment Account	211-4360-443.40-32	\$832,220	-\$88,397	\$643,823	\$100,000
Totals		\$832,220		\$613,164	

Staff Recommendation

Staff recommends Town Council approve a services and acquisition agreement with Calgon Carbon to remove and replace the GAC media from eight gravity filter vessels at PCWPF, for the amount of \$613,164, plus a 5% contingency equaling \$30,659, for a total authorization amount of \$643,823.

Proposed Motion

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

Alternative Motions

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

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

Attachments

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

RESOLUTION NO. 2022-

**A RESOLUTION WAIVING FORMAL WRITTEN BIDDING
REQUIREMENT ON THE BASIS OF SOLE SOURCE AND APPROVING
AN EQUIPMENT AND SERVICES ACQUISITION AGREEMENT WITH
CALGON CARBON CORPORATION, FOR THE PLUM CREEK WATER
PURIFICATION FACILITY GRANULATED ACTIVATED CARBON
FILTER MEDIA REPLACEMENT PROJECT**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified a contractor to conduct work for the Plum Creek Water Purification Facility Granulated Activated Carbon Filter Media Replacement Project (the “Project”); and

WHEREAS, the Town has determined Calgon Carbon Corporation (the “Contractor”) is best suited to complete the Project as the work is of a unique nature and will allow for standardization of Town infrastructure; and

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

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

WHEREAS, Town Staff recommends Town Council waive the formal written sealed bid requirement on the basis of sole source for the Project in an amount of \$613,164.00; and

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

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

Section 1. Sole Source Approval. The sole source justification form is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 2. Agreement Approval. The Agreement between the Town and Contractor is hereby approved in substantially the same form attached as ***Exhibit 2***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon

consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 3. Encumbrance and Authorization for Payment. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment from account no. 211-4360-443.40-32 in an amount not to exceed \$613,164.00, plus a Town-managed contingency in the amount of \$30,659.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 15th day of November, 2022 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
EQUIPMENT AND SERVICES ACQUISITION AGREEMENT
(PCWPF Granulated Activated Carbon Filter Media Replacement)

DATE: October 18, 2022

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

CALGON CARBON CORPORATION, a Delaware corporation, 3000 GSK Drive, Moon Township, Pennsylvania 15108 (“Contractor”).

RECITALS:

- A. The Town wishes to engage Contractor to provide the services more fully described in the following Agreement and Exhibits.

TERMS:

Section 1. Scope of Services. Contractor shall perform all of the services and provide all materials as set forth on ***Exhibit 1*** (“Work”). Contractor shall complete the Work consistent with standards and practices of the profession.

Section 2. Total Obligation. The Town’s total obligation to Contractor under this Agreement for the Work shall not exceed \$613,164.00, unless authorized in writing by the Town.

Section 3. Payment. Contractor shall invoice Town upon completion of the Work. Town may withhold payment in whole, or in part for the Work found by the Town to be defective, untimely, unsatisfactory, or otherwise not conforming to this Agreement, not in conformance with all applicable federal, state, and local laws, ordinances, rules and regulations, or if Contractor is in default of Section 6, below. Town shall remit payment, whether whole or in part within 15 days receipt of such invoice.

Section 4. Completion. Contractor understands time is of the essence in this Agreement. Contractor shall commence the Work on or about November 20, 2022 and complete the Work not later than February 28, 2023. Contractor shall devote adequate resources to assure timely completion of the Work in accordance with the standards specified in this Agreement. Contractor shall perform the Work under this Agreement using a standard of care, skill and diligence ordinarily used by reputable professionals performing under circumstances similar to those required by this Agreement.

Town shall have the right to terminate this Agreement at any time with 10 days written notice to Contractor. The Town’s only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination.

Section 5. Subcontractors. Contractor may utilize subcontractors to assist with specialized works as necessary to complete the Work. Contractor will submit any proposed subcontractor and the description of subcontractor services to the Town for its prior approval.

Section 6. Inspection and Warranty. Town reserves the right to inspect the Work provided under this Agreement at all reasonable times and places during the term of this Agreement. Alternatively, the Town may refuse the Work and cancel all or any part of this Agreement if Contractor fails to deliver all or any part of the Work in accordance with the terms and conditions of this Agreement. Failure by the Town to inspect and test the Work shall not relieve Contractor of such responsibility. Any acceptance by the Town shall not be deemed a waiver or settlement of any defect or nonconformity in such Work. If Town elects to accept nonconforming or defective Work, Town, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate Town for the nonconformity or defect.

Contractor expressly warrants that all materials and/or equipment furnished under this Agreement shall be free from defects in materials or workmanship, are installed properly and in accordance with the manufacturer recommendations or other industry standards, and will function in a failure-free manner for a period of one (1) year from the date of delivery or installation. Contractor, shall, at its option, repair or replace any material and/or equipment that fail to satisfy this warranty during the warranty period. Additionally, Contractor agrees to assign to the Town all written manufacturer warranties relating to the supplies and to deliver such written warranties to the Town.

Section 7. Risk of Loss. With respect to any equipment provided under this Agreement, risk of loss shall not pass to the Town until such equipment has been received and accepted by the Town, pursuant to Section 6, above, at the destination specified by the Town. Contractor assumes full responsibility for packing, crating, marking, transporting, and liability for loss or damage in transit, notwithstanding any agreement by the Town to pay freight, express or other transportation charges.

Section 8. Annual Appropriation. The continuance of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the Town. If the Town fails to appropriate sufficient monies to provide for the continuance of the Agreement, the Agreement shall terminate on the final day preceding the date of the beginning of the first fiscal year for which funds are not appropriated. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination.

Section 9. Assignment. This Agreement shall not be assigned by Contractor without the written consent of the Town.

Section 10. Notice. Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Agreement, or at such other

address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

Section 11. Insurance. Contractor agrees to procure and maintain, at its own cost, the following policy or policies of insurance. Contractor shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

A. Contractor shall procure and maintain, and shall cause each subcontractor of the Contractor to procure and maintain a policy with the minimum insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Town. All coverage shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employer's Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-each employee.

2. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

4. Professional Liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per claim and ONE MILLION DOLLARS (\$1,000,000) aggregate.

B. The policies required above, except Workers' Compensation insurance, Employers' Liability insurance and Professional Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above, except Workers' Compensation and Professional Liability insurance, if applicable,

shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Consultant. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.

C. Certificates of insurance shall be completed by Contractor's insurance agent and submitted at the time of execution of this Agreement as ***Exhibit 2*** as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

D. Failure on the part of Contractor to procure or maintain policies providing the required coverage, conditions, and minimum limits shall constitute a material breach of contract upon which at the Town's discretion may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Town shall be repaid by Contractor to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Contractor from the Town.

Section 12. Colorado Governmental Immunity Act. The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$424,000 per person, \$1,195,000 for two or more persons, per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

Section 13. Indemnification. Contractor expressly agrees to indemnify and hold harmless Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of Contractor or any of their employees or agents in performing work pursuant to this Agreement. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Contractor.

Section 14. Delays. Any delays in or failure of performance by any party of his or its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes, labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control of such party.

Section 15. Additional Documents. The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Agreement.

Section 16. Entire Agreement. This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

Section 17. Time of the Essence. Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper.

Section 18. Default and Remedies. In the event either party should default in performance of its obligations under this agreement, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action. In addition, no Party will be entitled to lost profits, economic damages, or actual, direct, incidental, consequential, punitive or exemplary damages in the event of a default.

Section 19. Waiver. A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

Section 20. Governing Law. This Agreement shall be governed by the laws of the State of Colorado in the Douglas County District Court.

Section 21. Independent Contractor. Contractor has completed the Affidavit of Independent Contractor Status, attached as *Exhibit 3*, and submitted same at the time of execution of this Agreement. In addition to the Affidavit, Contractor and the Town hereby represent that Contractor is an independent contractor for all purposes hereunder. Contractor represents and warrants that they are free from the Town's direction and control in the performance of their work or services and that they have an independent business doing the specific type of work or services which are the subject of this Agreement. More specifically, Contractor represents and warrants that the Town does not control what work or services they will perform or the manner in which such work or services will be performed. As such, Contractor is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. Contractor shall not create any indebtedness on behalf of the Town.

Section 22. No Third Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Contractor, and nothing contained



in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than Town or Contractor receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

Section 23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall be deemed to constitute one and the same instrument. Each of the Parties hereto shall be entitled to rely upon a counterpart of the instrument executed by the other Party and sent by electronic mail.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Mark Marlowe, Director of Castle Rock Water

CONTRACTOR:

CALGON CARBON CORPORATION

By: _____

Its: _____

EXHIBIT 1

SCOPE OF WORK AND FEE SCHEDULE

Contractor shall remove and replace the Granulated Activated Carbon (“GAC”) media from eight gravity filter vessels at the Plum Creek Water Purification Facility, as follows:

GAC Volume: 80,000 (Virgin F300)
GAC Turnkey Exchange Pricing: \$179,691.00

ITEMS INCLUDED:

- Product: F300 Virgin Carbon
- Quantity: 80,000 lbs
- Driver and equipment (trucks, hoppers, hoses, etc), except utilities detailed below
- Scope: 80,000 lb exchange to be completed by Calgon.
- Disposal of spent carbon

ITEMS NOT INCLUDED IN THIS OFFER:

- Water for exchange
- Drainage area
- Field Service

GAC Volume: 240,000 (Custom Municipal React)
GAC Turnkey Exchange Pricing: \$433,473.00

ITEMS INCLUDED:

- Product: Custom reactivated carbon with up to 20% makeup. If additional makeup carbon is required, it will be provided at \$1.75/lb
- Quantity: 240,000 lbs
- Driver and equipment (trucks, hoppers, hoses, etc), except utilities detailed below
- Scope: 240,000 lb exchange to be completed by Calgon.
- Disposal of spent carbon

ITEMS NOT INCLUDED IN THIS OFFER:

- Water for exchange
- Drainage area
- Field Service

Total Price: \$613,164

SPECIFICATIONS:

Bulk trucks sufficient to complete the exchange of 320,000 lbs of carbon at the Castle Rock water treatment plant will be provided by Calgon. Customer to supply water, utilities, and drainage necessary for exchange. Calgon will deliver in 80,000 lb increments approximately every 5 weeks. The first delivery will be virgin carbon (80,000 lbs) and 3 subsequent deliveries (80,000 lbs each) will be custom reactivated material. The virgin delivery will provide a swingload which will last perpetually unless or until carbon quality deteriorates to the point that Castle Rock decides to replace it. Calgon will warehouse the swingload for Castle Rock for a reasonable period of time.

EXHIBIT 2



CERTIFICATE OF LIABILITY INSURANCE

6/1/2023

DATE (MM/DD/YYYY)
10/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies Three City Place Drive, Suite 900 St. Louis MO 63141-7081 (314) 432-0500	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No. Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2">INSURER A: Zurich American Insurance Company</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No. Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A: Zurich American Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURED 1425462 Calgon Carbon Corporation 3000 GSK Drive Moon Township PA 15108	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NAIC #</td> </tr> <tr> <td>16535</td> </tr> </table>	NAIC #	16535																		
NAIC #																					
16535																					

COVERAGES CALCA **CERTIFICATE NUMBER:** 19034040 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:	Y	N	GLO 0111179 05	6/1/2022	6/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	BAP 0111180 05	6/1/2022	6/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N	WC 0111177 05 (Ded) WC 0111178 05 (Retro)	6/1/2022 6/1/2022	6/1/2023 6/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Town of Castle Rock. Its officers and employees are included as additional insureds on a Primary and Non-contributory basis if required by written contract with respect to General Liability and Automobile Liability per the terms and conditions of the policy.


CERTIFICATE HOLDER 19034040 Town of Castle Rock 100 N. Wilcox Street Castle Rock CO 80104	CANCELLATION See Attachments SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 
--	--

EXHIBIT 3

TOWN OF CASTLE ROCK AFFIDAVIT OF INDEPENDENT CONTRACTOR STATUS

I, [REDACTED], an authorized representative of CALGON CARBON CORPORATION, holding legal authority to sign this Affidavit declare under oath that I am 18 years or older and have the capacity to sign this Affidavit.

In accordance with Section 8-70-115, C.R.S., I certify the following:

- With respect to the Agreement, I represent and warrant that it is my express intention to be employed as an independent contractor of the Town of Castle Rock (the “Town”) for purposes of performing the work or services which are the subject of the Agreement. I understand and confirm that the Town reasonably relied on this intention in entering into the Agreement.
- The Town does not require I work exclusively for the Town, except that I may choose to work exclusively for the Town for a finite period of time specified in the document.
- The Town does not establish a quality standard for the work or services performed pursuant to the Agreement, except that the Town may provide plans and specifications regarding the work but cannot oversee the actual work or provide instruction as to how the work is performed.
- The Town does not pay a salary or hourly rate but rather a fixed or contract rate, as noted in the terms and conditions of the Agreement, and any Exhibits made part of the Agreement.
- The Town cannot terminate the work or services performed during the contract period unless otherwise agreed to in the terms and conditions of the Agreement.
- I am not provided with anything, if at all, more than minimal training from the Town.
- The Town does not provide me with tools or benefits for the performance of the work or services which are the subject of the Agreement, except materials and equipment may be supplied.
- The Town does not dictate the time of performance, except that a completion schedule and a range of mutually agreeable work hours may be established in the Agreement.

- The Town does not pay me personally but rather makes checks payable to the trade or business name of the entirety for which I am employed and who is a party to the Agreement; and the Town does not combine their business operations in any way with the entity's business, but instead maintains such operations as separate and distinct.
- I understand that if a professional license to practice a particular occupation under the laws of the State of Colorado requires the exercise of a supervisory function with regard to the work of services performed under this Agreement, such supervisory role shall not affect the independent contractor relationship with the Town.
- **I UNDERSTAND THAT I AM NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY ME OR THE ENTITY FOR WHICH I AM EMPLOYED.**
- **I UNDERSTAND THAT I AM OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THE AGREEMENT.**

CONTRACTOR/CONSULTANT/VENDOR

CALGON CARBON CORPORATION

By: _____

Name

STATE OF COLORADO)

) ss.


COUNTY OF _____)

The foregoing instrument as acknowledged before me this ____ day of _____, 20__ by _____ as _____ of the above mentioned Contractor/Consultant/Vendor.

Witness my official hand and seal.

My commission expires:

Notary Public

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 9/16/2022

COMMODITY OR SERVICE _____

VENDOR _____

AMOUNT OF PURCHASE \$ _____

REQUESTORS NAME _____

DEPARTMENT _____

DEPARTMENT DIRECTOR's Approval _____

FINANCE DEPARTMENT's Approval _____

TOWN MANAGER's (or Designee) Approval _____

TOWN COUNCIL's Approval, when necessary _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 12. **File #:** MIN 2022-019

To: Honorable Mayor and Members of Town Council

From: Lisa Anderson, Town Clerk

Minutes: November 1, 2022 Town Council Meeting

Executive Summary

Attached are minutes from the November 1, 2022 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 1, 2022

6:00 PM

**Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
Phone in: 720-650-7664
Meeting code: 2480 646 8544
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 2480 646 8544 (if prompted for a password enter "Nov1Council"). 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 1, 2022, to be included in the public record.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION - Pastor Tate Thronson, Castlevue Baptist Church

CALL TO ORDER / ROLL CALL

Present: 7 - Mayor Gray, Mayor Pro Tem Bracken, Councilmember Cavey, Councilmember Hollingshead, Councilmember LaFleur, Councilmember Johnson, Councilmember Dietz

PLEDGE OF ALLEGIANCE

Cub Scout Troop #781 led the Pledge of Allegiance.

COUNCIL COMMENTS

Mayor Gray encouraged everyone to vote. We are fortunate to have Lisa Anderson and our County Clerk to run our elections. Gray added that he feels the back and forth detracts from what we do. He is not Council's boss, he is their colleague. Some level of dialogue is needed but not to tear each other down. Hopefully we respect each other and respect the vote. Once the election is over we can move on and we can continue to do good things. He is a big proponent of free speech, but we need to take into account what we say has consequences.

Councilmember Hollingshead encouraged everyone to vote and noted that he already received a text his ballot was received and counted. Local elections affect us directly.

Councilmember Cavey thanked Town staff for a great open house for Crowfoot widening. Cavey addressed the item on the ballot regarding legalizing a certain drug. She cautioned voters that under this ballot measure, it does not allow Counties and Municipalities to opt out.

Councilmember LaFluer gave a shout out to Jeff Brauer and his team for the Metzler Ranch open space opening.

Councilmember Johnson thanked Parks and Rec staff for putting on the Mitchell Gulch park event last week. Residents enjoyed the activities and they look forward to the new amenities. Johnson offered to assist with the Town Manager and Town Attorney evaluations and wants to ensure it is added to a future agenda. Mayor Pro Tem Bracken stated that survey is being sent out.

Councilmember Dietz thanked Fire and Police for their continued work.

Mayor Pro Tem Bracken discussed the Traffic Calming program he has worked on for about 4 years will be reviewed. He would like to see a location on the website where a resident can request a review of their address. In addition, there is a project going into Castle Highlands that has been proposed. The neighbors will be able to park within their complex and asks Town staff to review the parameters for permitted parking. When there are large concerts, parking spills into that neighborhood and feels it will help to have a program in place.

Mayor Pro Tem Bracken made a motion for staff to provide options for a permitting program.

Councilmember Johnson inquired if this would require an ordinance. Corliss stated they are requesting Council direction to research the item and bring back to Council as a Discussion/Direction item. Mayor Gray confirmed with Corliss the area referenced is off of Auburn, but the program could be used anywhere in the community.

Councilmember Cavey asked if the residents would need to pay for it. Corliss does not feel the costs would be that high. Cavey feels they would want 100% participation especially if we expect them to have to pay.

Mayor Pro Tem Bracken suggested that this could be part of future development plans.

Moved by Mayor Pro Tem Bracken, seconded by Councilmember LaFleur, to Direct Staff to provide options for permitted parking in residential areas for Council's discussion and direction. The motion passed by a vote of:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Jeff Samuelson, long-term resident, former downtown business owner, and current downtown property owner. Samuelson operated a downtown hardware

store for 18 years, was involved with the Chamber to create vitality downtown, the Downtown Advisory Committee that worked on the taxing and zoning downtown that brought in thriving businesses and more people downtown. He is concerned with a mailer he received and wants clarification on claims made on it.

Corliss was handed the campaign literature and stated staff does not get involved in campaigns or validating any campaign material.

Councilmember Johnson confirmed that we don't discuss or debate public comment.

Mayor Gray stated there are times we will discuss items or ask staff to follow-up and that Jeff can ask questions. Corliss stated he is happy to answer any questions posed by a Councilmember. Corliss stated the Design Review Board approves site development plans in the downtown overlay district, that the Board is appointed by Council, and they must follow Town Code.

Councilmember Dietz and Johnson voiced Point of Order that proper procedure was not being followed. Councilmember Dietz feels Council should vote on downtown projects and be able to ask questions of the developer.

Mayor Pro Tem Bracken stated he received the same card and that it contains misinformation and is not accurate. The majority of Council approved and voted on the Design Review Board process twice with no change to the process.

Frank Gray, CEO of the Economic Development Council and Tom Wiens, Owner and President of FirstTier Bank presented a check to the Town Manager for the repayment of loans offered to Castle Rock businesses during the shutdown. The Town put down \$400,000 that allowed them to leverage over \$2M for 24 loans to Castle Rock businesses. Frank Gray thanked Tom Wiens, the EDC, B Side Vending/Colorado Lending Source for their partnership in bringing this program to Castle Rock. Wiens stated this is another example of how things work in Castle Rock.

Councilmember Johnson asked if this will go back into the EDC fund. Corliss stated the funds will go back to whatever fund they came from.

Mayor Gray shared that he was one of the businesses affected. Businesses were shut down without a plan for them to survive, and the EDC jumped in and it became a model.

Mayor Pro Tem Bracken agreed there was nothing in place and the EDC proposed these programs. He thanked Frank, Mr. Wiens and the business partners for their support.

TOWN MANAGER'S REPORT

David Corliss, Town Manager, updated Council that the lights over Wilcox are down due to a pole cracking; and they are working hard to try to get them back up by Starlighting.

David Corliss, Town Manager, went over upcoming calendar items..

[ID 2022-113](#)

Update: Staff Review of Traffic Calming Programs

David Corliss, Town Manager, relayed that staff feels it is time to revisit the Traffic Calming program. Complaints about traffic and traffic calming have increased along with traffic noise complaints.

Mayor Gray stated death and accidents are up and this is something we should look at.

Mayor Pro Tem Bracken asked if they could also review the areas that have downhill bus stops.

Councilmember Johnson has heard from a lot of neighbors that there is a lot of speeding and dangerous driving as well as muffler noise. We want our police and fire to respond in a timely manner.

Councilmember Cavey has heard a lot of complaints as well and appreciates staff looking into it. Corliss asked as Council gets comments to send them to him.

Councilmember LaFleur confirmed that they should continue directing people to the existing Traffic Calming program in the meantime.

Councilmember Johnson stated she attended the Crowfoot Valley widening open house and asked what the process will be. Corliss stated Douglas County will be the lead on the project and the Town will contribute funds and will agree on the contractor, costs, etc.

Councilmember Cavey stated that feedback she received was that everyone wanted the left acceleration lanes. She outlined the pros and cons to the two different designs. She wants the residents to tell us what they want and that is what she will vote for.

[ID 2022-114](#)

Update: Third Quarter Major Projects

[ID 2022-115](#)

Development Services Project Updates

Tara Vargish, Director of Development Services, provided an overview of upcoming neighborhood meetings, pre-applications in relation to the Crystal Valley interchange, Dawson Trails, Douglas County Fairgrounds, Grandmere Plaza (Pizza Hut), and a Verizon Wireless facility.

[ID 2022-116](#)

Update: Quasi-Judicial Projects

Tara Vargish, Director of Development Services, received the annexation petition for Wellspring and Castle Oaks Church.

[ID 2022-117](#)

**Update: Residential Unit Data (through September 30, 2022)
with Potential Buildout Estimates**

[ID 2022-118](#) **Update: Undeveloped Property Inquiries (through October 24, 2022)**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Johnson, to Approve the Agenda as presented. The motion passed by the following vote:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

CONSENT CALENDAR

[PROC 2022-010](#) **Proclamation Supporting Small Business Saturday** [For Council Action: Presentation on November 15, 2022]

[RES 2022-126](#) **Resolution Approving a Construction Contract with O-A-K Colorado, LLC, for the Town Hall Office Renovation Project** [100 N. Wilcox Street - First and Second Floors]

[RES 2022-127](#) **Resolution Approving a Spot Water Lease Agreement Between the Town of Castle Rock and Central Colorado Conservancy District** [Chatfield Reservoir, Douglas County]

[APPT 2022-008](#) **Appointment Approving Staff Appointment of Heather Justus to the Cherry Creek Project Water Authority (CCPWA) as Board Alternate**

[MIN 2022-018](#) **Minutes: October 18, 2022 Town Council Meeting**

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Cavey to approve the Consent Calendar as read. The motion passed by a vote of:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2022-029](#) **Ordinance Amending Ordinance No. 2019-008 Regarding the Exercise of the Town's Powers of Eminent Domain to Acquire Certain Real Property Interests Necessary for the Crystal Valley Interchange Project** (*Hyperian Fund, L.P. Property*)

Dan Sailer, Director of Public Works, stated this parcel will allow us to move the project forward and provided the timeline. If approved, they will complete an appraisal and submit an offer on the property based on fair market value. If the owner is not responsive, they would come back to Council to ask if they wish to move forward with formal condemnation.

Moved by Councilmember LaFleur, seconded by Councilmember Dietz, that Ordinance 2022-029 be Approved on First Reading as presented. The motion passed

by the following vote:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

[RES 2022-128](#) **Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Services Agreement with W.W. Wheeler & Associates, Inc., for the Lawn Irrigation Return Flows Quantification Project** [*various sites throughout Town*]

David Corliss, Town Manager, congratulated Mark Marlowe on gaining 300 more customers at Bell Mountain that closed today.

Mark Marlowe, Director of Castle Rock Water, stated these are important water rights and are part of our long-term water plan. Council authorized the Town to work with Wheeler & Associates. Staff and the Water Commission recommend approval.

No public comment.

Moved by Councilmember Johnson, seconded by Councilmember Cavey, that Resolution 2022-128 be Approved as presented. The motion passed by the following vote:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

Moved by Councilmember Johnson, seconded by Councilmember Cavey, to Adjourn. The motion passed by the following vote:

Yes: 7 - Gray, Bracken, Cavey, Hollingshead, LaFleur, Johnson, Dietz

Meeting Adjourned at 7:39 pm.

Submitted by:

Lisa Anderson, Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 13. **File #:** ORD 2022-030

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Approving the Fourth Amendment to the 2022 Fiscal Year Budget by Making Supplemental Appropriations for the 2022 Fiscal Year, and Providing for the Emergency Adoption of this Ordinance On First and Final 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 2022.

		Revenue	Supplemental Appropriations
2017	1st Amendment	\$ 1,300,413	\$ 4,003,269
	2nd Amendment	500,000	4,856,315
2018	1st Amendment	\$ 3,089,307	\$ 12,902,213
	2nd Amendment	2,208,255	15,640,170
2019	1st Amendment	\$ 6,629,396	\$ 14,703,782
	2nd Amendment	993,356	8,974,651
	3rd Amendment	875,000	2,030,000
2020	1st Amendment	\$ 2,272,651	\$ 14,118,583
	2nd Amendment	5,479,352	9,782,105
	3rd Amendment	30,470,990	20,716,258
2021	Carryforward Amendment	\$ -	\$ 49,824,231
	1st Amendment	125,000	5,720,437
	2nd Amendment	2,386,282	1,301,727
	3rd Amendment	-	4,919,933
2022	Carryforward Amendment	\$ -	\$ 37,308,413
	1st Amendment	36,122,836	36,674,688
	2nd Amendment	20,437,317	19,128,116
	3rd Amendment	3,828,740	12,844,306

Supplemental expenditure requests in this proposed Fourth Amendment to the 2022 Budget total \$12,626,501. Also, an additional \$3,048,711 of revenue is being 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 fourth Amendment to the 2022 Budget. Following is a summary of requested items.

Discussion

Total requested changes to appropriations referred to in **Attachment B** increase total expenditures for 2022 by \$12,626,501. Major requests included in this budget amendment are described below and are grouped by Town priority.

Secure our water future

- Castle Rock Water requests supplemental appropriation of funds totaling \$4,170,006 This includes funding for the Liberty Village Yellow Zone project, Bell Mountain Infrastructure and Improvement project, and a transfer out to Conservation Trust Fund for cellphone tower revenue collected over the past 5 years.

Enhancing our transportation

- The Public Works Department requests a transfer of \$269,060 into to the Parking Fund to give funds to the Quiet Zone Project and for Public Safety events and parking garage maintenance.

Maintain strong Parks and Recreation

- The Parks and Recreation Department requests supplemental appropriation of \$408,954 for site improvements such as Philip S Miller Play loop and Metzler Ranch Parking Lot. These expenses are offset by corresponding revenues.
- The Community Center requests supplemental appropriation for \$223,000 for youth programs, the revenue has also exceeded budget.
- The Parks and Recreation Department requests supplemental appropriation of \$155,647 to transfers funds to Conservation Trust Fund for construction of Plum Creek North and for additional funds for the Tennis Courts at Mitchell Gulch.
- Supplemental appropriation in the Philip S Miller Trust Fund to increase revenues and expenses by \$140,000. Revenue and expenses for special events have exceeded budgeted estimates in 2022. This request will have a zero balance increase to the budget.
- The Parks and Recreation Department requests a transfer from the Community Center of \$57,750 to the Parking Fund to give funds to the Quiet Zone Project and for Public Safety events and parking garage maintenance.

Ensure outstanding public safety

- The Fire Department requests supplemental appropriation of \$1,000,000 for fire mitigation and whatever isn't spent will be carried forward to the next year. The funding for this project is from the TABOR surplus that voters approved for Police, Fire and Road needs.
- The Fire Department requests supplemental appropriation of \$1,026,783 to be transferred to the Fleet Fund for the prepayment of a new apparatus which will be delivered in about 30 months for the forecasted Fire Station in 2025.

Other Town funds and initiatives

- The Facilities Division is requesting supplemental funds of \$377,111 for a Town Hall renovation project. Project costs include construction, IT needs, and office furniture. This project will result in hard-walled office space for current and future employees.
- The Town Manager's office is requesting supplemental appropriation for \$3,525,000 to purchase the Cantril building in the Downtown Castle Rock area. \$500,000 is also being requested for necessary upgrades to the Cantril building.
- The Finance Department is requesting a transfer for the Parking Fund to be used for the Quiet Zone Project, Public Safety events and parking garage maintenance. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).

The additional amount of expenditures requested in this amendment are shown below and are grouped by Town fund.

	Supplemental Requests
General Fund	\$ 5,207,144
TABOR Fund	1,000,000
Transportation Fund	269,060
Philip S. Miller Trust Fund	140,000
Parks & Recreation Capital Fund	155,647
Municipal Facilities Capital Fund	195,230
Fire Capital Fund	1,026,783
General Long-Term Planning Fund	181,881
Water Fund	4,170,006
Community Center Fund	280,750
TOTAL	\$ 12,626,501

Budget Impact

As presented in **Attachment C**, the Finance Department has ensured that funding is available through either revenues and/or fund balance for requested items, maintaining adequate reserves within each fund.

Staff Recommendation

Staff recommends that Town Council approve the Ordinance as written. Due to statutory timing staff is requesting to approve first reading under emergency adoption.

Proposed Motion

"I move to approve on the Ordinance as introduced by title, and emergency adoption on first and final 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 Appropriation

Attachment C: Estimated Ending Funds Available for 2022

ORDINANCE NO. 2022-__

AN ORDINANCE APPROVING THE FOURTH AMENDMENT TO THE 2022 FISCAL YEAR BUDGET BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE 2022 FISCAL YEAR, AND PROVIDING FOR THE EMERGENCY ADOPTION OF THIS ORDINANCE ON FIRST AND FINAL READING

WHEREAS, on December 7, 2021, the Town Council approved Ordinance No. 2021-024 adopting the annual budget and approving the amounts specified therein as expenditures for fiscal year 2022 (the “Fiscal Year 2022 Budget”); and,

WHEREAS, on May 3, 2022, the Town Council approved Ordinance No. 2022-007 adopting the First Amendment to the Fiscal Year 2022 Budget by making supplemental appropriations for the 2022 fiscal year; and,

WHEREAS, on August 16, 2022, the Town Council approved Ordinance No. 2022-014 adopting the Second Amendment to the Fiscal Year 2022 Budget by making supplemental appropriations for the 2022 fiscal year; and,

WHEREAS, on October 18, 2022, the Town Council approved Ordinance No. 2022-028 adopting the Third Amendment to the Fiscal Year 2022 Budget by making supplemental appropriations for the 2022 fiscal year; and,

WHEREAS, Section 9-10 of the Town Charter provides that, if during the fiscal year, the Town Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Town Council may by ordinance make supplemental appropriations for the year up to the amount of such excess; and,

WHEREAS, the Town Manager has certified that revenues collected in prior years are available to accommodate the additional authorized expenditures as set forth in the proposed Fourth Amendment to the Fiscal Year 2022 Budget; and

WHEREAS, to ensure that there are sufficient appropriated revenues to allow the Town to award contracts and make expenditures as contemplated by this Fourth Amendment, the Town Council hereby finds 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. Budget Amendment. The Fiscal Year 2022 Budget is amended to reflect the budgeting and appropriation of aggregate 2022 revenues and expenditures to the respective Town funds as follows:

		2022 Amended Budget	2022 Supplemental Appropriations	2022 Amended Budget
General Fund	Revenues	\$ 65,930,178	\$ 408,954	\$ 66,339,132
	Expenditures	78,229,164	5,207,144	83,436,308
	Net Change	\$ (12,298,986)	\$ (4,798,190)	\$ (17,097,176)
Parking Fund	Revenues	\$ -	\$ 1,100,000	\$ 1,100,000
	Expenditures	-	-	-
	Net Change	\$ -	\$ 1,100,000	\$ 1,100,000
TABOR Fund	Revenues	\$ 14,641,727	\$ -	\$ 14,641,727
	Expenditures	7,641,727	1,000,000	8,641,727
	Net Change	\$ 7,000,000	\$ (1,000,000)	\$ 6,000,000
Transportation Fund	Revenues	\$ 34,133,625	\$ -	\$ 34,133,625
	Expenditures	48,122,502	269,060	48,391,562
	Net Change	\$ (13,988,877)	\$ (269,060)	\$ (14,257,937)
Conservation Trust Fund	Revenues	\$ 1,841,046	\$ 149,974	\$ 1,991,020
	Expenditures	5,433,624	-	5,433,624
	Net Change	\$ (3,592,578)	\$ 149,974	\$ (3,442,604)
Parks & Recreation Capital Fund	Revenues	\$ 6,949,097	\$ -	\$ 6,949,097
	Expenditures	3,706,834	155,647	3,862,481
	Net Change	\$ 3,242,263	\$ (5,350,362)	\$ 3,086,616
Municipal Facilities Capital Fund	Revenues	\$ 415,367	\$ -	\$ 415,367
	Expenditures	-	195,230	195,230
	Net Change	\$ 415,367	\$ (195,230)	\$ 220,137
Fire Capital Fund	Revenues	\$ 1,163,391	\$ -	\$ 1,163,391
	Expenditures	974,468	1,026,783	2,001,251
	Net Change	\$ 188,923	\$ (1,026,783)	\$ (837,860)
General Long-Term Planning Fund	Revenues	\$ 3,276,867	\$ -	\$ 3,276,867
	Expenditures	5,080,420	181,881	5,262,301
	Net Change	\$ (1,803,553)	\$ (181,881)	\$ (1,985,434)
Water Fund	Revenues	\$ 23,982,663	\$ -	\$ 23,982,663
	Expenditures	37,253,222	4,170,006	41,423,228
	Net Change	\$ (13,270,559)	\$ (4,170,006)	\$ (17,440,565)
Community Center Fund	Revenues	\$ 8,399,954	\$ 223,000	\$ 8,622,954
	Expenditures	8,825,572	280,750	9,106,322
	Net Change	\$ (425,618)	\$ (57,750)	\$ (483,368)

Fleet Services Fund	Revenues	\$ 6,559,635	\$ 1,026,783	\$ 7,586,418
	Expenditures	6,119,891	-	6,119,891
	Net Change	\$ 439,744	\$ 1,026,783	\$ 1,466,527
Total	Revenues	\$ 167,971,852	\$ 3,048,711	\$ 171,020,563
	Expenditures	202,049,599	12,626,501	214,676,100
	Net Change	\$ (34,077,747)	\$ (9,577,790)	\$ (43,655,537)

Section 2. Compliance. The Fourth Amendment to the 2022 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. Severability. 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.

Section 4. Safety Clause. The Town Council finds and declares that this Ordinance is adopted for the public health, safety and welfare and bears a rational relation to the legislative object sought to be obtained.

Section 5. Emergency Clause. 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.

PASSED, APPROVED AND ADOPTED ON FIRST READING this 15th day of November, 2022 by a vote of ___ for and ___ against, constituting the extraordinary majority required by Section 2.02.100.E of the Castle Rock Municipal Code, after publication in compliance with Section 2.02.100.C 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
Fourth Amendment to the 2022 Budget
Requests for Supplemental Appropriations

GENERAL FUND - 110

REVENUES

110-5200-394.40-10	Other Revenue - Zip Line Lease Agreement The Parks and Recreation Department are requesting to recognize revenue that has been received from the Zip Line Lease Agreement at Philip S. Miller park. This revenue will be used for improvements at the park.	\$ 268,954
110-5200-395.60-00	Other Revenue - Misc Revenue The Parks and Recreation Department are requesting to recognize revenue that has been received from the Zip Line Lease Agreement at Philip S. Miller park. This revenue will be used for improvements at the park.	140,000
TOTAL GENERAL FUND REVENUES		\$ 408,954

EXPENDITURES

110-5275-452.79-23	Purchase Cantril Building The Town Manager's office is requesting supplemental appropriation to purchase the Cantril building in the Downtown area.	\$ 3,525,000
110-1530-415.91-26	Transfers Out - Parking Fund The Finance Department is requesting a transfer appropriation for the Parking Fund for the Quiet Zone Project. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).	632,610
110-5275-452.70-20	Cantril Building Improvements The Town Manager's office is requesting supplemental appropriation fund necessary upgrades to the Cantril building in the Downtown area.	500,000
110-5275-452.70-10	Capital - Site Improvements Increasing site improvements due to Metzler Parking lot and PSM Play loop, these expenses are offset by the revenue.	408,954
110-1530-415.91-26	Transfers Out - Parking Fund The Finance Department is requesting a transfer for the Parking Fund to be used for Public Safety events and parking garage maintenance. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).	140,580
TOTAL GENERAL FUND EXPENDITURES		\$ 5,207,144

PARKING FUND - 112

REVENUES

112-3180-393.xx-xx	Transfers in from General Fund, Transportation Fund, and Community Center Fund The Finance Department is requesting supplemental appropriation for the Parking Fund to be used for the Quiet Zone Project and Public Safety events and parking garage maintenance. These funds are coming from General Fund, Transportation Fund, and Community Center Fund.	\$ 1,100,000
TOTAL PARKING FUND REVENUES		\$ 1,100,000

TABOR Fund - 113

EXPENDITURES

113-0000-415.30-70	Services & Other - Oth Professional Services The Fire Department is requesting supplemental appropriation for Fire Mitigation costs within the TABOR Fund. This \$1,000,000 will be used over ten years and whatever goes unspent will be carried forward into the next year.	\$ 1,000,000
TOTAL TABOR FUND EXPENDITURES		\$ 1,000,000

Town of Castle Rock
Fourth Amendment to the 2022 Budget
Requests for Supplemental Appropriations

TRANSPORTATION FUND - 120

EXPENDITURES

120-3190-431.91-26	Transfers Out - Parking Fund	\$	220,140
	The Finance Department is requesting a transfer for the Parking Fund for the Quiet Zone Project. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).		
120-3190-431.91-26	Transfers Out - Parking Fund		48,920
	The Finance Department is requesting a transfer for the Parking Fund to be used for Public Safety events and parking garage maintenance. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).		
TOTAL TRANSPORTATION FUND EXPENDITURES		\$	269,060

CONSERVATION TRUST FUND - 122

REVENUES

122-5490-391.30-50	Transfers in from Water Fund	\$	56,066
	The Castle Rock Water department is requesting supplemental funds for a transfer from Water Fund into Conservation Trust Fund for Cellphone tower revenue received from 2017-2022 on their behalf.		
122-5490-391.xx-xx	Transfers in from Parks Capital Fund		93,908
	The Parks and Recreation Department is requesting funds for a transfer out from Parks Capital into Conservation Trust Fund to reimburse funds for Plum Creek North expenses from 2021.		
TOTAL CONSERVATION TRUST FUND REVENUES		\$	149,974

PHILIP S. MILLER TRUST FUND - 123

REVENUES

123-5010-341.48-00	Charges for Service - Special Events	\$	140,000
	The Parks and Recreation Department is requesting supplemental appropriation to increase revenues in the Philip S Miller Trust Fund. Special events revenue for the year have exceeded budget.		
TOTAL PHILIP S. MILLER TRUST FUND REVENUES		\$	140,000

EXPENDITURES

123-5010-450.30-70	Services & Other - Oth Professional Services	\$	140,000
	The Parks and Recreation Department is requesting supplemental appropriation for special events in 2022. These events include First Friday's, Summer Concert Series, 4th of July Fireworks, Parking Lights and Movie Nights, and various holiday events. Expenditures have outpaced the budgeted amounts due to the popularity of the events. Increased revenues will offset this increase in expenses.		
TOTAL PHILIP S. MILLER TRUST FUND EXPENDITURES		\$	140,000

Town of Castle Rock
Fourth Amendment to the 2022 Budget
Requests for Supplemental Appropriations

PARKS & RECREATION CAPITAL FUND - 130

EXPENDITURES

130-5275.452.xx-xx	Transfers out to Conservation Trust Fund The Parks and Recreation Department is requesting funds for a transfer out from Parks Capital into Conservation Trust Fund to reimburse funds for Plum Creek North expenses from 2021.	\$ 93,909
130-5275-452.75-21	Capital - Future Park Planning Parks and Recreation Department is requesting additional funds for the Tennis Court Construction at Mitchell Gulch Park. The final quote received from the vendor came in higher than the estimate.	61,738

TOTAL PARKS & RECREATION CAPITAL FUND EXPENDITURES \$ 155,647

MUNICIPAL FACILITIES CAPITAL FUND - 131

131-1875-418.75-86	Capital - Town Hall Renovation The Facilities Division is requesting supplemental funds for a Town Hall renovation project. Project costs include construction, IT needs and office furniture. This project will result in hard-walled office space for current and future employees.	\$ 195,230
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TOTAL MUNICIPAL FACILITIES CAPITAL FUND EXPENDITURES \$ 195,230

FIRE CAPITAL FUND - 132

EXPENDITURES

132-2290-422.91-80	Transfers Out - Fleet Fund The Fire Department is requesting supplemental appropriation to transfer funds to the Fleet Department to purchase a new fire apparatus. The new apparatus is for the new Fire Station 156 in the Terrain/Cobblestone Ranch area to open in late 2025/early 2026 and will take about 30-31 months to be delivered to the Town. Prepaying for the apparatus now allows the Fire Department to save \$49,000 in prepayment discounts and allows us to avoid potential future price increases.	\$ 1,026,783
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TOTAL FIRE CAPITAL FUND EXPENDITURES \$ 1,026,783

GENERAL LONG-TERM PLANNING FUND - 136

EXPENDITURES

136-1875-418.75-86	Capital - Town Hall Renovation The Facilities Division is requesting supplemental funds for a Town Hall renovation project. Project costs include construction, IT needs and office furniture. This project will result in hard-walled office space for current and future employees.	\$ 181,881
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TOTAL GENERAL LONG-TERM PLANNING FUND EXPENDITURES \$ 181,881

Town of Castle Rock
Fourth Amendment to the 2022 Budget
Requests for Supplemental Appropriations

WATER FUND - 210

EXPENDITURES

210-4290-442.91-15	Transfers Out - Conservation Trust The Castle Rock Water department is requesting supplemental funds for a transfer from Water Fund into Conservation Trust Fund for Cellphone tower revenue received from 2017-2022 on their behalf.	\$ 56,066
210-4275-442.79-06	Capital - Bell Mtn Infrast & Imprv The Castle Rock Water department is requesting supplemental appropriation to add additional funds to the Bell Mountain project because the bid for the project came in higher than originally budgeted for. This project includes a pump station, pipeline, and tank.	575,855
210-4275-442.75-89	Capital - Liberty Village Yellow Zn The Castle Rock Water department is requesting supplemental appropriation to add additional funds to the Liberty Village Yellow Zone project because the bid for the project came in higher than originally budgeted for. This project is for tank 18 and it's fill line.	3,538,085
TOTAL WATER FUND EXPENDITURES		\$ 4,170,006

COMMUNITY CENTER FUND - 216

REVENUES

216-5161-341.xx-xx	Community Center Youth Program The Parks and Recreation Departments is requesting to increase budget for revenue received associated with Youth Programs Revenue and Childcare Stabilization Grants.	\$ 223,000
TOTAL COMMUNITY CENTER FUND REVENUES		\$ 223,000

EXPENDITURES

216-5161-451.xx-xx	Youth Program Operations The Parks and Recreation Department is requesting supplemental appropriation for additional expenses associated with youth programs such as part time personnel, contract labor, and operating supplies as a result of increased participation. This expenses are offset by additional revenue received.	\$ 223,000
216-5190-451.91-26	Transfers Out - Parking Fund The Finance Department is requesting a transfer for the Parking Fund for the Quiet Zone Project. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).	47,250
216-5190-451.91-26	Transfers Out - Parking Fund The Finance Department is requesting supplemental appropriation for the Parking Fund to be used for Public Safety events and parking garage maintenance. These are part of Council approved use of sales tax funds that would have otherwise been transferred to the DDA Special Fund (totaling in 2022 \$900,000.00 for the quiet zone, \$50,000 annually for special events, and \$150,000 annually for parking garage maintenance).	10,500
TOTAL COMMUNITY CENTER FUND EXPENDITURES		\$ 280,750

FLEET SERVICES FUND - 221

REVENUES

221-8100-391.30-30	Transfers In - From Fire Capital Fund The Transportation Department is requesting to increase the transfers in from Fire Capital Fund due to the new apparatus being purchased.	\$ 1,026,783
TOTAL FLEET SERVICES FUND REVENUES		\$ 1,026,783

REVENUES ALL FUNDS

\$ 3,048,711

EXPENDITURES ALL FUNDS

\$ 12,626,501

ESTIMATED ENDING FUNDS AVAILABLE FOR 2022*

*Information presented on a
Budgetary Basis*

		2021	2022	2022	2022
		Audited	Amended	Budget	Amended
		Actual	Budget	Revisions	Budget
General Fund	Revenues	\$ 64,895,328	\$ 65,930,178	\$ 408,954	\$ 66,339,132
	Expenditures	54,186,698	78,229,164	5,207,144	83,436,308
	Net Change	10,708,630	(12,298,986)	(4,798,190)	(17,097,176)
Estimated Ending Funds Available		38,440,274	26,141,288	(4,798,190)	21,343,098
Designations & Reservations:					
Contractual Reserve			300,000	-	300,000
Revenue Stabilization Reserve			1,612,584	-	1,612,584
Catastrophic Events Reserve			1,340,096	-	1,340,096
Capital Reserve			3,987,677	-	3,987,677
Opportunity/Economic Dev. Reserve			1,771,561	-	1,771,561
TABOR Reserve			2,492,407	-	2,492,407
Total Designations & Reservations			11,504,325	-	11,504,325
Unobligated Reserves			14,636,963	(4,798,190)	9,838,773
Parking Fund	Revenues	\$ 85,766	\$ 431,219	\$ 1,100,000	\$ 1,531,219
	Expenditures	10,218,965	569,400	-	569,400
	Net Change	(10,133,199)	(138,181)	1,100,000	961,819
Estimated Ending Funds Available		1,032,199	894,018	1,100,000	1,994,018
Total Designations & Reservations			-	-	-
Unobligated Reserves			894,018	1,100,000	1,994,018
TABOR Fund	Revenues	\$ -	\$ 14,641,727	\$ -	\$ 14,641,727
	Expenditures	-	7,641,727	1,000,000	8,641,727
	Net Change	-	7,000,000	(1,000,000)	6,000,000
Estimated Ending Funds Available		-	7,000,000	(1,000,000)	6,000,000
Committed for Fund Purpose			7,000,000	-	6,000,000
Total Designations & Reservations			7,000,000	-	6,000,000
Unobligated Reserves			-	-	-
Transportation Fund	Revenues	\$ 32,422,775	\$ 34,133,625	\$ -	\$ 34,133,625
	Expenditures	24,754,401	48,122,502	269,060	48,391,562
	Net Change	7,668,374	(13,988,877)	(269,060)	(14,257,937)
Estimated Ending Funds Available		22,535,379	8,546,502	(269,060)	8,277,442
Designations & Reservations:					
Revenue Stabilization Reserve			379,654	-	379,654
Catastrophic Events Reserve			1,801,860	-	1,801,860
Capital Reserve			6,364,988	(269,060)	6,095,928
Total Designations & Reservations			8,546,502	(269,060)	8,277,442
Unobligated Reserves			-	-	-
Conservation Trust Fund	Revenues	\$ 4,977,035	\$ 1,841,046	\$ 149,974	\$ 1,991,020
	Expenditures	1,275,690	5,433,624	-	5,433,624
	Net Change	3,701,345	(3,592,578)	149,974	(3,442,604)
Estimated Ending Funds Available		4,526,004	933,426	149,974	1,083,400
Committed for Fund Purpose			933,426	149,974	1,083,400
Unobligated Reserves			-	-	-

ESTIMATED ENDING FUNDS AVAILABLE FOR 2022*

*Information presented on a
Budgetary Basis*

		2021	2022	2022	2022
		Audited	Amended	Budget	Amended
		Actual	Budget	Revisions	Budget
Philip S. Miller Trust Fund	Revenues	\$ 962,167	\$ 678,302	\$ 140,000	\$ 818,302
	Expenditures	910,431	662,175	140,000	802,175
	Net Change	51,736	16,127	-	16,127
Estimated Ending Funds Available		307,780	323,907	-	323,907
Committed for Fund Purpose			323,907	-	323,907
Unobligated Reserves			-	-	-
Parks & Recreation Capital Fund	Revenues	\$ 9,788,367	\$ 6,949,097	\$ -	\$ 6,949,097
	Expenditures	4,367,564	3,706,834	155,647	3,862,481
	Net Change	5,420,803	3,242,263	(155,647)	3,086,616
Estimated Ending Funds Available		13,636,516	16,878,779	(155,647)	16,723,132
Neighborhood Park Reserve			1,000,000	-	1,000,000
Regional Park Reserve			750,000	-	750,000
Recreation Facility Reserve			375,000	-	375,000
Committed for Fund Purpose			14,753,779	(155,647)	14,598,132
Total Designations & Reservations			16,878,779	(155,647)	16,723,132
Unobligated Reserves			-	-	-
Municipal Facilities Capital Fund	Revenues	\$ 585,100	\$ 415,367	\$ -	\$ 415,367
	Expenditures	-	-	195,230	195,230
	Net Change	585,100	415,367	(195,230)	220,137
Estimated Ending Funds Available		1,591,896	2,007,263	(195,230)	1,812,033
Committed for Fund Purpose			2,007,263	(195,230)	1,812,033
Unobligated Reserves			-	-	-
Fire Capital Fund	Revenues	\$ 1,674,744	\$ 1,163,391	\$ -	\$ 1,163,391
	Expenditures	325,302	974,468	1,026,783	2,001,251
	Net Change	1,349,442	188,923	(1,026,783)	(837,860)
Estimated Ending Funds Available		2,557,814	2,746,737	(1,026,783)	1,719,954
Committed for Fund Purpose			2,746,737	(1,026,783)	1,719,954
Unobligated Reserves			-	-	-
General Long-Term Planning Fund	Revenues	\$ 3,184,039	\$ 3,276,867	\$ -	\$ 3,276,867
	Expenditures	2,039,665	5,080,420	181,881	5,262,301
	Net Change	1,144,374	(1,803,553)	(181,881)	(1,985,434)
Estimated Ending Funds Available		5,994,329	4,190,776	(181,881)	4,008,895
Designations & Reservations:					
Fire Capital Reserve			1,173,211	(181,881)	1,591,330
Police Capital Reserve			600,000	-	600,000
Committed for Fund Purpose			2,417,565	-	2,417,565
Total Designations & Reservations			4,190,776	(181,881)	4,608,895
Unobligated Reserves			-	-	-

ESTIMATED ENDING FUNDS AVAILABLE FOR 2022*

*Information presented on a
Budgetary Basis*

		2021	2022	2022	2022
		Audited	Amended	Budget	Amended
		Actual	Budget	Revisions	Budget
Water Fund	Revenues	\$ 25,484,923	\$ 23,982,663	\$ -	\$ 23,982,663
	Expenditures	23,359,773	37,253,222	4,170,006	41,423,228
	Net Change	2,125,150	(13,270,559)	(4,170,006)	(17,440,565)
Estimated Ending Funds Available		27,344,436	14,073,877	(4,170,006)	9,903,871
Designations & Reservations:					
Operating Designations			2,419,936	-	2,419,936
Capital Reserve			6,639,758	(4,170,006)	2,469,752
Reserve for Catastrophic Failure			4,663,005	-	4,663,005
Rate Stabilization Reserve			1,475,495	-	1,475,495
Total Designations & Reservations			15,198,194	(4,170,006)	11,028,188
Unobligated Reserves			-	-	-
Community Center Fund	Revenues	\$ 7,974,344	\$ 8,399,954	\$ 223,000	\$ 8,622,954
	Expenditures	7,430,175	8,825,572	280,750	9,106,322
	Net Change	544,169	(425,618)	(57,750)	(483,368)
Estimated Ending Funds Available		1,768,375	1,342,757	(57,750)	1,285,007
Designations & Reservations:					
Revenue Stabilization Reserve			98,400	-	98,400
Capital Replacement Reserve			1,244,357	(57,750)	1,186,607
Total Designations & Reservations			1,342,757	(57,750)	1,285,007
Unobligated Reserves			-	-	-
Fleet Services Fund	Revenues	\$ 5,674,308	\$ 6,559,635	\$ 1,026,783	\$ 7,586,418
	Expenditures	2,767,370	6,119,891	-	6,119,891
	Net Change	2,906,938	439,744	1,026,783	1,466,527
Estimated Ending Funds Available		6,847,991	7,287,735	1,026,783	8,314,518
Committed for Fund Purpose			7,287,735	1,026,783	8,314,518
Total Designations & Reservations			7,287,735	2,053,566	8,314,518
Unobligated Reserves			-	-	-
Total All Funds	Revenues	\$ 157,708,896	\$ 168,403,071	\$ 3,048,711	\$ 171,451,782
	Expenditures	131,636,034	202,618,999	12,626,501	215,245,500
	Net Change	26,072,862	(34,215,928)	(9,577,790)	(43,793,718)
Estimated Ending Funds Available		\$ 126,582,993	\$ 92,367,065	\$ (9,577,790)	\$ 82,789,275
Total Designations & Reservations			\$ 34,478,656	\$ (2,579,875)	\$ 31,471,998
Total Committed for Fund Purpose			37,470,412	(200,903)	36,269,509
Total Unobligated Fund Balance			20,417,997	(6,797,012)	15,047,768
Estimated Ending Funds Available			\$ 92,367,065	\$ (9,577,790)	\$ 82,789,275

*Not all Town funds are represented, only funds that reflect changes resulting from budget amendment items.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 14. **File #:** RES 2022-131

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Resolution Approving a Contract to Buy and Sell Real Estate Between the Town of Castle Rock and Douglas County School District Re-1 (312 Cantril Street)

Executive Summary

Douglas County School District ("DCSD") declared their property at 312 Cantril Street, Castle Rock, CO 80104 as "surplus" property on August 23, 2022. This designation allows DCSD to make the property available for sale on the open market. Town staff immediately expressed interest in acquiring this historic property. With Town Council support, staff has been evaluating the property for possible acquisition.

312 Cantril Street opened as Castle Rock Elementary School in 1897 and continues to serve DCSD today. Over the years, uses have included elementary and secondary school functions as well as space for administrative purposes. The original structure was expanded in the 1930s, the 1950s and the 1960s. The rhyolite used on the exterior of the original building and the 1930s addition was mined in the Castle Rock area. The property was added to the National Registry of Historic Places in 1984 but does not hold any local historic designations. The building itself is over 14,000 square feet and sits on two acres located just east of downtown Castle Rock in the historic Craig and Gould area. The site has also been referred to as Schoolhouse Hill.

Given its significance, Town staff believe it is important to preserve this historic structure and to ensure the Cantril site remains a public facility. Staff engaged Kilty and Company to perform an independent appraisal of the property, resulting in a market valuation of \$3,525,000 in August 2022. Subsequently, and with Town Council support, staff provided a written offer letter DCSD matching the appraisal amount of \$3,525,000 in early October with specific conditions including agreement on a Contract for Purchase, access to due diligence materials and an evaluation period of at least 60 days. Town Council's ongoing conservative fiscal management approach allows the Town to be nimble and respond to opportunities, like the purchase of this historic property, when they arise.

DCSD responded to the Town's offer in late October with a draft contract for the purchase of 312 Cantril. Included in **Exhibit 1** is the mutually agreed upon Contract to Buy and Sell Real Estate ("Contract") between the Town and DCSD for the purchase of the property. This contract is also being considered by the DCSD Board for their approval this evening.

Initial planning is for 312 Cantril to be used for increased cultural arts programming, small events and other community activities through the Town's Parks and Recreation Department. We have engaged a third-party architect to guide a visioning and architectural design process on behalf of the Town. This coordinated effort will comprise internal considerations, public outreach, Town Council engagement, as well as an overall site evaluation. This process will clarify the future public use of the site while also evaluating the maintenance and improvement needs to support that public use. Staff expects improvements to take place over multiple years and plans to seek historic preservation grant opportunities to support the project funding needs.

Budget Impact

The purchase amount stated in the Contract is \$3,525,000. Earnest money of \$75,000 will be provided within five (5) days of the mutual execution of the contract. The remaining amount of \$3,450,000 will be paid to the seller upon closing. Budget appropriation for these funds is requested in the fourth amendment to the 2022 Budget that is also requested at this meeting. Note that an additional \$500,000 is also requested in that budget amendment to address initial facility needs at 312 Cantril.

Acquisition costs will be appropriated in the General Fund using unobligated reserves. Town Council's ongoing conservative fiscal management approach has resulted in sufficient fund balances for the Town to be nimble when opportunities arise, such as acquisition of 312 Cantril Street. Unobligated reserves are currently available to purchase this historic property while maintaining the high level of services that Town residents expect.

Recommendation

Staff recommends approval of the Contract to Buy and Sell Real Estate between the Town and Douglas County School District for the purchase of 312 Cantril Street.

Proposed Motion

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

Alternate 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: Contract to Buy and Sell Real Estate

RESOLUTION NO. 2022-

**A RESOLUTION APPROVING A CONTRACT TO BUY AND SELL
REAL ESTATE BETWEEN THE TOWN OF CASTLE ROCK AND
DOUGLAS COUNTY SCHOOL DISTRICT RE-1**

WHEREAS, on August 23, 2022, Douglas County School District (the “District”) declared the property located at 312 Cantril Street (the “Cantril Building”), in the Town of Castle Rock (the “Town”), as “surplus” property – a designation that allows the District to make District-owned property available for sale on the open market; and

WHEREAS, with the support of Town Council, Town staff began the process of evaluating the Cantril Building for possible acquisition; and

WHEREAS, located just east of Downtown in the historic Craig and Gould area, the Cantril Building first opened as Castle Rock Elementary School in 1897 and continues to serve the District today as space for administrative services; and

WHEREAS, in 1984, the Cantril Building was added to the National Registry of Historic Places; and

WHEREAS, Town staff believes it is important to preserve this historic structure and to ensure that the Cantril Building remains a public facility; and

WHEREAS, to this end, Town staff engaged Kilty and Company to perform an independent appraisal of the Cantril Building, resulting in a market valuation of \$3,525,000.00; and

WHEREAS, in early October, with the support of Town Council, Town staff provided a written offer letter to the District in an amount matching the appraisal; and

WHEREAS, the District responded in late October, conditionally accepting the Town’s offer and providing a draft contract setting forth the terms and conditions by which the Town will acquire the Cantril Building from the District.

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

Section 1. Approval. The Contract to Buy and Sell Real Estate Between the Town and the District is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 2. Encumbrance and Authorization for Payment. In order to meet the Town's financial obligation under the Contract, the Town Council authorizes the expenditure and

payment from the 2022 appropriation account no. 110-5275-452.79-23 in an amount not to exceed \$3,525,000.00, plus normal and customary closing costs.

PASSED, APPROVED, AND ADOPTED this 15th day of November, 2022, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of ____ for and ____ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

David L. Corliss, Town Manager

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission.
(CBS3-6-21) (Mandatory 1-22)

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.

**CONTRACT TO BUY AND SELL REAL ESTATE
(COMMERCIAL)
(☐ Property with No Residences)
(☐ Property with Residences-Residential Addendum Attached)**

Date: _____

AGREEMENT

1. AGREEMENT. Buyer agrees to buy and Seller agrees to sell the Property described below on the terms and conditions set forth in this contract (Contract).

2. PARTIES AND PROPERTY.

2.1. Buyer. _____ (Buyer) will take title to the Property described below as ☐ **Joint Tenants** ☐ **Tenants In Common** ☐ **Other** _____.

2.2. No Assignability. This Contract **IS NOT** assignable by Buyer unless otherwise specified in **Additional Provisions**.

2.3. Seller. _____ (Seller) is the current owner of the Property described below.

2.4. Property. The Property is the following legally described real estate in the County of _____, Colorado (insert legal description):

known as: _____
Street Address City State Zip

together with the interests, easements, rights, benefits, improvements and attached fixtures appurtenant thereto and all interest of Seller in vacated streets and alleys adjacent thereto, except as herein excluded (Property).

2.5. Inclusions. The Purchase Price includes the following items (Inclusions):

2.5.1. Inclusions – Attached. If attached to the Property on the date of this Contract, the following items are included unless excluded under **Exclusions**: lighting, heating, plumbing, ventilating and air conditioning units, TV antennas, inside telephone, network and coaxial (cable) wiring and connecting blocks/jacks, plants, mirrors, floor coverings, intercom systems, built-in kitchen appliances, sprinkler systems and controls, built-in vacuum systems (including accessories) and garage door openers (including _____ remote controls). If checked, the following are owned by the Seller and included: ☐ **Solar Panels** ☐ **Water Softeners** ☐ **Security Systems** ☐ **Satellite Systems** (including satellite dishes). Leased items should be listed under § 2.5.7. (Leased Items). If any additional items are attached to the Property after the date of this Contract, such additional items are also included in the Purchase Price.

2.5.2. Inclusions – Not Attached. If on the Property, whether attached or not, on the date of this Contract, the following items are included unless excluded under **Exclusions**: storm windows, storm doors, window and porch shades, awnings, blinds, screens, window coverings and treatments, curtain rods, drapery rods, fireplace inserts, fireplace screens, fireplace grates, heating stoves, storage sheds, carbon monoxide alarms, smoke/fire detectors and all keys.

2.5.3. Other Inclusions. The following items, whether fixtures or personal property, are also included in the Purchase Price:

53 **2.5.4. Encumbered Inclusions.** Any Inclusions owned by Seller (e.g., owned solar panels) must be conveyed at
54 Closing by Seller free and clear of all taxes (except personal property and general real estate taxes for the year of Closing), liens and
55 encumbrances, except:
56
57

58
59 **2.5.5. Personal Property Conveyance.** Conveyance of all personal property will be by bill of sale or other
60 applicable legal instrument.

61 **2.5.6. Parking and Storage Facilities.** The use or ownership of the following parking facilities:
62 _____; and the use or ownership of the following storage facilities: _____.
63 Note to Buyer: If exact rights to the parking and storage facilities is a concern to Buyer, Buyer should investigate.

64 **2.5.7. Leased Items.** The following personal property is currently leased to Seller which will be transferred to Buyer
65 at Closing (Leased Items):
66
67

68
69 **2.5.8. Trade Fixtures.** With respect to trade fixtures, Seller and Buyer agree as follows:
70
71

72
73 The trade fixtures to be conveyed at Closing will be conveyed by Seller free and clear of all taxes (except personal
74 property taxes for the year of Closing), liens and encumbrances, except _____. Conveyance
75 will be by bill of sale or other applicable legal instrument.

76 **2.6. Exclusions.** The following items are excluded (Exclusions):
77
78

79
80 **2.7. Water Rights/Well Rights.**

81 ☐ **2.7.1. Deeded Water Rights.** The following legally described water rights:
82
83

84
85 Any deeded water rights will be conveyed by a good and sufficient _____ deed at Closing.

86 ☐ **2.7.2. Other Rights Relating to Water.** The following rights relating to water not included in §§ 2.7.1., 2.7.3. and
87 2.7.4., will be transferred to Buyer at Closing:
88
89

90
91
92 ☐ **2.7.3. Well Rights.** Seller agrees to supply required information to Buyer about the well. Buyer understands that if
93 the well to be transferred is a "Small Capacity Well" or a "Domestic Exempt Water Well" used for ordinary household purposes,
94 Buyer must, prior to or at Closing, complete a Change in Ownership form for the well. If an existing well has not been registered
95 with the Colorado Division of Water Resources in the Department of Natural Resources (Division), Buyer must complete a
96 registration of existing well form for the well and pay the cost of registration. If no person will be providing a closing service in
97 connection with the transaction, Buyer must file the form with the Division within sixty days after Closing. The Well Permit # is
98 _____.

99 ☐ **2.7.4. Water Stock Certificates.** The water stock certificates to be transferred at Closing are as follows:
100
101

102
103 **2.7.5. Conveyance.** If Buyer is to receive any rights to water pursuant to § 2.7.2. (Other Rights Relating to Water),
104 § 2.7.3. (Well Rights), or § 2.7.4. (Water Stock Certificates), Seller agrees to convey such rights to Buyer by executing the applicable
105 legal instrument at Closing.

106 **2.7.6. Water Rights Review.** Buyer ☐ Does ☐ Does Not have a Right to Terminate if examination of the Water
107 Rights is unsatisfactory to Buyer on or before the **Water Rights Examination Deadline**.

108 **3. DATES, DEADLINES AND APPLICABILITY.**

109 **3.1. Dates and Deadlines.**

Item No.	Reference	Event	Date or Deadline
1	§ 3	Time of Day Deadline	
2	§ 4	Alternative Earnest Money Deadline	
		Title	
3	§ 8	Record Title Deadline (and Tax Certificate)	
4	§ 8	Record Title Objection Deadline	
5	§ 8	Off-Record Title Deadline	
6	§ 8	Off-Record Title Objection Deadline	
7	§ 8	Title Resolution Deadline	
8	§ 8	Third Party Right to Purchase/Approve Deadline	
		Owners' Association	
9	§ 7	Association Documents Deadline	
10	§ 7	Association Documents Termination Deadline	
		Seller's Disclosures	
11	§ 10	Seller's Property Disclosure Deadline	
12	§ 10	Lead-Based Paint Disclosure Deadline (if Residential Addendum attached)	
		Loan and Credit	
13	§ 5	New Loan Application Deadline	
14	§ 5	New Loan Terms Deadline	
15	§ 5	New Loan Availability Deadline	
16	§ 5	Buyer's Credit Information Deadline	
17	§ 5	Disapproval of Buyer's Credit Information Deadline	
18	§ 5	Existing Loan Deadline	
19	§ 5	Existing Loan Termination Deadline	
20	§ 5	Loan Transfer Approval Deadline	
21	§ 4	Seller or Private Financing Deadline	
		Appraisal	
22	§ 6	Appraisal Deadline	
23	§ 6	Appraisal Objection Deadline	
24	§ 6	Appraisal Resolution Deadline	
		Survey	
25	§ 9	New ILC or New Survey Deadline	
26	§ 9	New ILC or New Survey Objection Deadline	
27	§ 9	New ILC or New Survey Resolution Deadline	
		Inspection and Due Diligence	
28	§ 2	Water Rights Examination Deadline	
29	§ 8	Mineral Rights Examination Deadline	
30	§ 10	Inspection Termination Deadline	
31	§ 10	Inspection Objection Deadline	
32	§ 10	Inspection Resolution Deadline	
33	§ 10	Property Insurance Termination Deadline	
34	§ 10	Due Diligence Documents Delivery Deadline	
35	§ 10	Due Diligence Documents Objection Deadline	
36	§ 10	Due Diligence Documents Resolution Deadline	
37	§ 10	Environmental Inspection Termination Deadline	
38	§ 10	ADA Evaluation Termination Deadline	
39	§ 10	Conditional Sale Deadline	
40	§ 10	Lead-Based Paint Termination Deadline (if Residential Addendum attached)	
41	§ 11	Estoppel Statements Deadline	
42	§ 11	Estoppel Statements Termination Deadline	
		Closing and Possession	
43	§ 12	Closing Date	
44	§ 17	Possession Date	
45	§ 17	Possession Time	
46	§ 27	Acceptance Deadline Date	

47	§ 27	Acceptance Deadline Time	

3.2. Applicability of Terms. If any deadline blank in § 3.1. (Dates and Deadlines) is left blank or completed with “N/A”, or the word “Deleted,” such deadline is not applicable and the corresponding provision containing the deadline is deleted. Any box checked in this Contract means the corresponding provision applies. If no box is checked in a provision that contains a selection of “None”, such provision means that “None” applies.

The abbreviation “MEC” (mutual execution of this Contract) means the date upon which both parties have signed this Contract. The abbreviation “N/A” as used in this Contract means not applicable.

3.3. Day; Computation of Period of Days; Deadlines.

3.3.1. Day. As used in this Contract, the term “day” means the entire day ending at 11:59 p.m., United States Mountain Time (Standard or Daylight Savings, as applicable). Except however, if a **Time of Day Deadline** is specified in § 3.1. (Dates and Deadlines), all Objection Deadlines, Resolution Deadlines, Examination Deadlines and Termination Deadlines will end on the specified deadline date at the time of day specified in the **Time of Day Deadline**, United States Mountain Time. If **Time of Day Deadline** is left blank or “N/A” the deadlines will expire at 11:59 p.m., United States Mountain Time.

3.3.2. Computation of Period of Days. In computing a period of days (e.g., three days after MEC), when the ending date is not specified, the first day is excluded and the last day is included.

3.3.3. Deadlines. If any deadline falls on a Saturday, Sunday or federal or Colorado state holiday (Holiday), such deadline ☐ Will ☐ Will Not be extended to the next day that is not a Saturday, Sunday or Holiday. Should neither box be checked, the deadline will not be extended.

4. PURCHASE PRICE AND TERMS.

4.1. Price and Terms. The Purchase Price set forth below is payable in U.S. Dollars by Buyer as follows:

Item No.	Reference	Item	Amount	Amount
1	§ 4.1.	Purchase Price	\$	
2	§ 4.3.	Earnest Money		\$
3	§ 4.5.	New Loan		\$
4	§ 4.6.	Assumption Balance		\$
5	§ 4.7.	Private Financing		\$
6	§ 4.7.	Seller Financing		\$
7				
8				
9	§ 4.4.	Cash at Closing		\$
10		TOTAL	\$	\$

4.2. Seller Concession. At Closing, Seller will credit to Buyer \$_____ (Seller Concession). The Seller Concession may be used for any Buyer fee, cost, charge or expenditure to the extent the amount is allowed by the Buyer’s lender and is included in the Closing Statement or Closing Disclosure at Closing. Examples of allowable items to be paid for by the Seller Concession include, but are not limited to: Buyer’s closing costs, loan discount points, loan origination fees, prepaid items and any other fee, cost, charge, expense or expenditure. Seller Concession is in addition to any sum Seller has agreed to pay or credit Buyer elsewhere in this Contract.

4.3. Earnest Money. The Earnest Money set forth in this Section, in the form of a _____, will be payable to and held by _____ (Earnest Money Holder), in its trust account, on behalf of both Seller and Buyer. The Earnest Money deposit must be tendered, by Buyer, with this Contract unless the parties mutually agree to an **Alternative Earnest Money Deadline** for its payment. The parties authorize delivery of the Earnest Money deposit to the company conducting the Closing (Closing Company), if any, at or before Closing. In the event Earnest Money Holder has agreed to have interest on Earnest Money deposits transferred to a fund established for the purpose of providing affordable housing to Colorado residents, Seller and Buyer acknowledge and agree that any interest accruing on the Earnest Money deposited with the Earnest Money Holder in this transaction will be transferred to such fund.

4.3.1. Alternative Earnest Money Deadline. The deadline for delivering the Earnest Money, if other than at the time of tender of this Contract, is as set forth as the **Alternative Earnest Money Deadline**.

4.3.2. Disposition of Earnest Money. If Buyer has a Right to Terminate and timely terminates, Buyer is entitled to the return of Earnest Money as provided in this Contract. If this Contract is terminated as set forth in § 24 and, except as provided in § 23 (Earnest Money Dispute), if the Earnest Money has not already been returned following receipt of a Notice to Terminate, Seller agrees to execute and return to Buyer or Broker working with Buyer, written mutual instructions (e.g., Earnest Money Release form), within three days of Seller’s receipt of such form. If Seller is entitled to the Earnest Money, and, except as provided in § 23

150 (Earnest Money Dispute), if the Earnest Money has not already been paid to Seller, following receipt of an Earnest Money Release
151 form, Buyer agrees to execute and return to Seller or Broker working with Seller, written mutual instructions (e.g., Earnest Money
152 Release form), within three days of Buyer's receipt.

153 **4.3.2.1. Seller Failure to Timely Return Earnest Money.** If Seller fails to timely execute and return the
154 Earnest Money Release Form, or other written mutual instructions, Seller is in default and liable to Buyer as set forth in "If Seller
155 is in Default", § 20.2. and § 21, unless Seller is entitled to the Earnest Money due to a Buyer default.

156 **4.3.2.2. Buyer Failure to Timely Release Earnest Money.** If Buyer fails to timely execute and return the
157 Earnest Money Release Form, or other written mutual instructions, Buyer is in default and liable to Seller as set forth in "If Buyer
158 is in Default", § 20.1 and § 21, unless Buyer is entitled to the Earnest Money due to a Seller Default.

159 **4.4. Form of Funds; Time of Payment; Available Funds.**

160 **4.4.1. Good Funds.** All amounts payable by the parties at Closing, including any loan proceeds, Cash at Closing
161 and closing costs, must be in funds that comply with all applicable Colorado laws, including electronic transfer funds, certified
162 check, savings and loan teller's check and cashier's check (Good Funds).

163 **4.4.2. Time of Payment.** All funds, including the Purchase Price to be paid by Buyer, must be paid before or at
164 Closing or as otherwise agreed in writing between the parties to allow disbursement by Closing Company at Closing **OR SUCH**
165 **NONPAYING PARTY WILL BE IN DEFAULT.**

166 **4.4.3. Available Funds.** Buyer represents that Buyer, as of the date of this Contract, ☐ Does ☐ Does Not have
167 funds that are immediately verifiable and available in an amount not less than the amount stated as Cash at Closing in § 4.1.

168 **4.5. New Loan.**

169 ~~**4.5.1. Buyer to Pay Loan Costs.** Buyer, except as otherwise permitted in § 4.2. (Seller Concession), if applicable,~~
170 ~~must timely pay Buyer's loan costs, loan discount points, prepaid items and loan origination fees as required by lender.~~

171 ~~**4.5.2. Buyer May Select Financing.** Buyer may pay in cash or select financing appropriate and acceptable to~~
172 ~~Buyer, including a different loan than initially sought, except as restricted in § 4.5.3. (Loan Limitations) or § 29 (Additional~~
173 ~~Provisions).~~

174 ~~**4.5.3. Loan Limitations.** Buyer may purchase the Property using any of the following types of loans:~~
175 ~~☐ Conventional ☐ Other _____.~~

176 ~~**4.6. Assumption.** Buyer agrees to assume and pay an existing loan in the approximate amount of the Assumption Balance~~
177 ~~set forth in § 4.1. (Price and Terms), presently payable at \$ _____ per _____ including principal and interest~~
178 ~~presently at the rate of _____ % per annum and also including escrow for the following as indicated: ☐ Real Estate Taxes ☐~~
179 ~~Property Insurance Premium and ☐ _____.~~

180 ~~Buyer agrees to pay a loan transfer fee not to exceed \$ _____. At the time of assumption, the new interest rate will~~
181 ~~not exceed _____ % per annum and the new payment will not exceed \$ _____ per _____ principal and~~
182 ~~interest, plus escrow, if any. If the actual principal balance of the existing loan at Closing is less than the Assumption Balance, which~~
183 ~~causes the amount of cash required from Buyer at Closing to be increased by more than \$ _____, or if any other terms or~~
184 ~~provisions of the loan change, Buyer has the Right to Terminate under § 24.1. on or before **Closing Date.**~~

185 ~~Seller ☐ Will ☐ Will Not be released from liability on said loan. If applicable, compliance with the requirements for release~~
186 ~~from liability will be evidenced by delivery ☐ on or before **Loan Transfer Approval Deadline** ☐ at **Closing** of an appropriate~~
187 ~~letter of commitment from lender. Any cost payable for release of liability will be paid by _____ in an amount~~
188 ~~not to exceed \$ _____.~~

189 ~~**4.7. Seller or Private Financing.**~~

190 ~~**WARNING:** Unless the transaction is exempt, federal and state laws impose licensing, other requirements and restrictions on sellers~~
191 ~~and private financiers. Contract provisions on financing and financing documents, unless exempt, should be prepared by a licensed~~
192 ~~Colorado attorney or licensed mortgage loan originator. Brokers should not prepare or advise the parties on the specifics of financing,~~
193 ~~including whether or not a party is exempt from the law.~~

194 ~~**4.7.1. Seller Financing.** If Buyer is to pay all or any portion of the Purchase Price with Seller financing, ☐ Buyer~~
195 ~~☐ Seller will deliver the proposed Seller financing documents to the other party on or before _____ days before **Seller or**~~
196 ~~**Private Financing Deadline.**~~

197 ~~**4.7.1.1. Seller May Terminate.** If Seller is to provide Seller financing, this Contract is conditional upon~~
198 ~~Seller determining whether such financing is satisfactory to the Seller, including its payments, interest rate, terms, conditions, cost,~~
199 ~~and compliance with the law. Seller has the Right to Terminate under § 24.1., on or before **Seller or Private Financing Deadline,**~~
200 ~~if such Seller financing is not satisfactory to Seller, in Seller's sole subjective discretion.~~

201 ~~**4.7.2. Buyer May Terminate.** If Buyer is to pay all or any portion of the Purchase Price with Seller or private~~
202 ~~financing, this Contract is conditional upon Buyer determining whether such financing is satisfactory to Buyer, including its~~
203 ~~availability, payments, interest rate, terms, conditions, and cost. Buyer has the Right to Terminate under § 24.1., on or before **Seller**~~
204 ~~**or Private Financing Deadline,** if such Seller or private financing is not satisfactory to Buyer, in Buyer's sole subjective discretion.~~

206 **5. FINANCING CONDITIONS AND OBLIGATIONS.**

207 **5.1. New Loan Application.** ~~If Buyer is to pay all or part of the Purchase Price by obtaining one or more new loans (New~~
 208 ~~Loan), or if an existing loan is not to be released at Closing, Buyer, if required by such lender, must make an application verifiable~~
 209 ~~by such lender, on or before New Loan Application Deadline and exercise reasonable efforts to obtain such loan or approval.~~

210 **5.2. New Loan Terms; New Loan Availability.**

211 **5.2.1. New Loan Terms.** ~~If Buyer is to pay all or part of the Purchase Price with a New Loan, this Contract is~~
 212 ~~conditional upon Buyer determining, in Buyer's sole subjective discretion, whether the proposed New Loan's payments, interest~~
 213 ~~rate, conditions and costs or any other loan terms (New Loan Terms) are satisfactory to Buyer. This condition is for the sole benefit~~
 214 ~~of Buyer. Buyer has the Right to Terminate under § 24.1., on or before New Loan Terms Deadline, if the New Loan Terms are not~~
 215 ~~satisfactory to Buyer, in Buyer's sole subjective discretion.~~

216 **5.2.2. New Loan Availability.** ~~If Buyer is to pay all or part of the Purchase Price with a New Loan, this Contract is~~
 217 ~~conditional upon Buyer's satisfaction with the availability of the New Loan based on the lender's review and underwriting of Buyer's~~
 218 ~~New Loan Application (New Loan Availability). Buyer has the Right to Terminate under § 24.1., on or before the New Loan~~
 219 ~~Availability Deadline if the New Loan Availability is not satisfactory to Buyer. Buyer does not have a Right to Terminate based on the~~
 220 ~~New Loan Availability if the termination is based on the New Loan Terms, Appraised Value (defined below), the Lender Property~~
 221 ~~Requirements (defined below), Insurability (§ 10.5. below) or the Conditional Upon Sale of Property (§ 10.7. below). IF SELLER IS~~
 222 ~~NOT IN DEFAULT AND DOES NOT TIMELY RECEIVE BUYER'S WRITTEN NOTICE TO TERMINATE, BUYER'S~~
 223 ~~EARNEST MONEY WILL BE NONREFUNDABLE, except as otherwise provided in this Contract (e.g., Appraisal, Title,~~
 224 ~~Survey).~~

225 **5.3. Credit Information.** ~~If an existing loan is not to be released at Closing, this Contract is conditional (for the sole benefit~~
 226 ~~of Seller) upon Seller's approval of Buyer's financial ability and creditworthiness, which approval will be in Seller's sole subjective~~
 227 ~~discretion. Accordingly: (1) Buyer must supply to Seller by Buyer's Credit Information Deadline, at Buyer's expense, information~~
 228 ~~and documents (including a current credit report) concerning Buyer's financial, employment and credit condition; (2) Buyer consents~~
 229 ~~that Seller may verify Buyer's financial ability and creditworthiness; and (3) any such information and documents received by Seller~~
 230 ~~must be held by Seller in confidence and not released to others except to protect Seller's interest in this transaction. If the Cash at~~
 231 ~~Closing is less than as set forth in § 4.1. of this Contract, Seller has the Right to Terminate under § 24.1., on or before Closing. If~~
 232 ~~Seller disapproves of Buyer's financial ability or creditworthiness, in Seller's sole subjective discretion, Seller has the Right to~~
 233 ~~Terminate under § 24.1., on or before Disapproval of Buyer's Credit Information Deadline.~~

234 **5.4. Existing Loan Review.** ~~If an existing loan is not to be released at Closing, Seller must deliver copies of the loan~~
 235 ~~documents (including note, deed of trust and any modifications) to Buyer by Existing Loan Deadline. For the sole benefit of Buyer,~~
 236 ~~this Contract is conditional upon Buyer's review and approval of the provisions of such loan documents. Buyer has the Right to~~
 237 ~~Terminate under § 24.1., on or before Existing Loan Termination Deadline, based on any unsatisfactory provision of such loan~~
 238 ~~documents, in Buyer's sole subjective discretion. If the lender's approval of a transfer of the Property is required, this Contract is~~
 239 ~~conditional upon Buyer obtaining such approval without change in the terms of such loan, except as set forth in § 4.6. If lender's~~
 240 ~~approval is not obtained by Loan Transfer Approval Deadline, this Contract will terminate on such deadline. Seller has the Right~~
 241 ~~to Terminate under § 24.1., on or before Closing, in Seller's sole subjective discretion, if Seller is to be released from liability under~~
 242 ~~such existing loan and Buyer does not obtain such compliance as set forth in § 4.6.~~

243 **6. APPRAISAL PROVISIONS.**

244 **6.1. Appraisal Definition.** ~~An "Appraisal" is an opinion of value prepared by a licensed or certified appraiser, engaged on~~
 245 ~~behalf of Buyer or Buyer's lender, to determine the Property's market value (Appraised Value). The Appraisal may also set forth~~
 246 ~~certain lender requirements, replacements, removals or repairs necessary on or to the Property as a condition for the Property to be~~
 247 ~~valued at the Appraised Value.~~

248 **6.2. Appraised Value.** ~~The applicable appraisal provision set forth below applies to the respective loan type set forth in~~
 249 ~~§ 4.5.3., or if a cash transaction (i.e., no financing), § 6.2.1. applies.~~

250 **6.2.1. Conventional/Other.** ~~Buyer has the right to obtain an Appraisal. If the Appraised Value is less than the~~
 251 ~~Purchase Price, or if the Appraisal is not received by Buyer on or before Appraisal Deadline Buyer may, on or before Appraisal~~
 252 ~~Objection Deadline:~~

253 **6.2.1.1. Notice to Terminate.** ~~Notify Seller in writing, pursuant to § 24.1., that this Contract is terminated;~~
 254 ~~or~~

255 **6.2.1.2. Appraisal Objection.** ~~Deliver to Seller a written objection accompanied by either a copy of the~~
 256 ~~Appraisal or written notice from lender that confirms the Appraised Value is less than the Purchase Price (Lender Verification).~~

257 **6.2.1.3. Appraisal Resolution.** ~~If an Appraisal Objection is received by Seller, on or before Appraisal~~
 258 ~~Objection Deadline and if Buyer and Seller have not agreed in writing to a settlement thereof on or before Appraisal Resolution~~
 259 ~~Deadline, this Contract will terminate on the Appraisal Resolution Deadline, unless Seller receives Buyer's written withdrawal of~~
 260 ~~the Appraisal Objection before such termination, (i.e., on or before expiration of Appraisal Resolution Deadline).~~

261 **6.3. Lender Property Requirements.** ~~If the lender imposes any written requirements, replacements, removals or repairs,~~
262 ~~including any specified in the Appraisal (Lender Property Requirements) to be made to the Property (e.g., roof repair, repainting),~~
263 ~~beyond those matters already agreed to by Seller in this Contract, this Contract terminates on the earlier of three days following~~
264 ~~Seller's receipt of the Lender Property Requirements, or Closing, unless prior to termination: (1) the parties enter into a written~~
265 ~~agreement to satisfy the Lender Property Requirements; (2) the Lender Property Requirements have been completed; or (3) the~~
266 ~~satisfaction of the Lender Property Requirements is waived in writing by Buyer.~~

267 **6.4. Cost of Appraisal.** ~~Cost of the Appraisal to be obtained after the date of this Contract must be timely paid by ☐ Buyer~~
268 ~~☐ Seller. The cost of the Appraisal may include any and all fees paid to the appraiser, appraisal management company, lender's~~
269 ~~agent or all three.~~

270 **7. OWNERS' ASSOCIATIONS.** ~~This Section is applicable if the Property is located within one or more Common Interest~~
271 ~~Communities and subject to one or more declarations (Association).~~

272 **7.1. Common Interest Community Disclosure.** ~~THE PROPERTY IS LOCATED WITHIN A COMMON~~
273 ~~INTEREST COMMUNITY AND IS SUBJECT TO THE DECLARATION FOR THE COMMUNITY. THE OWNER OF~~
274 ~~THE PROPERTY WILL BE REQUIRED TO BE A MEMBER OF THE OWNERS' ASSOCIATION FOR THE~~
275 ~~COMMUNITY AND WILL BE SUBJECT TO THE BYLAWS AND RULES AND REGULATIONS OF THE~~
276 ~~ASSOCIATION. THE DECLARATION, BYLAWS AND RULES AND REGULATIONS WILL IMPOSE FINANCIAL~~
277 ~~OBLIGATIONS UPON THE OWNER OF THE PROPERTY, INCLUDING AN OBLIGATION TO PAY ASSESSMENTS~~
278 ~~OF THE ASSOCIATION. IF THE OWNER DOES NOT PAY THESE ASSESSMENTS, THE ASSOCIATION COULD~~
279 ~~PLACE A LIEN ON THE PROPERTY AND POSSIBLY SELL IT TO PAY THE DEBT. THE DECLARATION, BYLAWS~~
280 ~~AND RULES AND REGULATIONS OF THE COMMUNITY MAY PROHIBIT THE OWNER FROM MAKING~~
281 ~~CHANGES TO THE PROPERTY WITHOUT AN ARCHITECTURAL REVIEW BY THE ASSOCIATION (OR A~~
282 ~~COMMITTEE OF THE ASSOCIATION) AND THE APPROVAL OF THE ASSOCIATION. PURCHASERS OF~~
283 ~~PROPERTY WITHIN THE COMMON INTEREST COMMUNITY SHOULD INVESTIGATE THE FINANCIAL~~
284 ~~OBLIGATIONS OF MEMBERS OF THE ASSOCIATION. PURCHASERS SHOULD CAREFULLY READ THE~~
285 ~~DECLARATION FOR THE COMMUNITY AND THE BYLAWS AND RULES AND REGULATIONS OF THE~~
286 ~~ASSOCIATION.~~

287 **7.2. Association Documents to Buyer.** ~~Seller is obligated to provide to Buyer the Association Documents (defined below),~~
288 ~~at Seller's expense, on or before Association Documents Deadline. Seller authorizes the Association to provide the Association~~
289 ~~Documents to Buyer, at Seller's expense. Seller's obligation to provide the Association Documents is fulfilled upon Buyer's receipt~~
290 ~~of the Association Documents, regardless of who provides such documents.~~

291 **7.3. Association Documents.** ~~Association documents (Association Documents) consist of the following:~~

292 **7.3.1.** ~~All Association declarations, articles of incorporation, bylaws, articles of organization, operating agreements,~~
293 ~~rules and regulations, party wall agreements and the Association's responsible governance policies adopted under § 38-33.3-209.5,~~
294 ~~C.R.S.;~~

295 **7.3.2.** ~~Minutes of: (1) the annual owners' or members' meeting and (2) any executive boards' or managers' meetings;~~
296 ~~such minutes include those provided under the most current annual disclosure required under § 38-33.3-209.4, C.R.S. (Annual~~
297 ~~Disclosure) and minutes of meetings, if any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding~~
298 ~~minutes exist, then the most recent minutes, if any (§§ 7.3.1. and 7.3.2., collectively, Governing Documents); and~~

299 **7.3.3.** ~~List of all Association insurance policies as provided in the Association's last Annual Disclosure, including,~~
300 ~~but not limited to, property, general liability, association director and officer professional liability and fidelity policies. The list must~~
301 ~~include the company names, policy limits, policy deductibles, additional named insureds and expiration dates of the policies listed~~
302 ~~(Association Insurance Documents);~~

303 **7.3.4.** ~~A list by unit type of the Association's assessments, including both regular and special assessments as~~
304 ~~disclosed in the Association's last Annual Disclosure;~~

305 **7.3.5.** ~~The Association's most recent financial documents which consist of: (1) the Association's operating budget~~
306 ~~for the current fiscal year, (2) the Association's most recent annual financial statements, including any amounts held in reserve for~~
307 ~~the fiscal year immediately preceding the Association's last Annual Disclosure, (3) the results of the Association's most recent~~
308 ~~available financial audit or review, (4) list of the fees and charges (regardless of name or title of such fees or charges) that the~~
309 ~~Association's community association manager or Association will charge in connection with the Closing including, but not limited~~
310 ~~to, any fee incident to the issuance of the Association's statement of assessments (Status Letter), any rush or update fee charged for~~
311 ~~the Status Letter, any record change fee or ownership record transfer fees (Record Change Fee), fees to access documents, (5) list of~~
312 ~~all assessments required to be paid in advance, reserves or working capital due at Closing and (6) reserve study, if any (§§ 7.3.4. and~~
313 ~~7.3.5., collectively, Financial Documents);~~

314 **7.3.6.** ~~Any written notice from the Association to Seller of a "construction defect action" under § 38-33.3-303.5,~~
315 ~~C.R.S. within the past six months and the result of whether the Association approved or disapproved such action (Construction~~
316 ~~Defect Documents). Nothing in this Section limits the Seller's obligation to disclose adverse material facts as required under § 10.2.~~

317 (Disclosure of Adverse Material Facts; Subsequent Disclosure; Present Condition) including any problems or defects in the common
318 elements or limited common elements of the Association property.

319 **7.4. Conditional on Buyer's Review.** ~~Buyer has the right to review the Association Documents. Buyer has the Right to~~
320 ~~Terminate under § 24.1., on or before Association Documents Termination Deadline, based on any unsatisfactory provision in~~
321 ~~any of the Association Documents, in Buyer's sole subjective discretion. Should Buyer receive the Association Documents after~~
322 ~~Association Documents Deadline, Buyer, at Buyer's option, has the Right to Terminate under § 24.1. by Buyer's Notice to~~
323 ~~Terminate received by Seller on or before ten days after Buyer's receipt of the Association Documents. If Buyer does not receive~~
324 ~~the Association Documents, or if Buyer's Notice to Terminate would otherwise be required to be received by Seller after Closing~~
325 ~~Date, Buyer's Notice to Terminate must be received by Seller on or before Closing. If Seller does not receive Buyer's Notice to~~
326 ~~Terminate within such time, Buyer accepts the provisions of the Association Documents as satisfactory and Buyer waives any Right~~
327 ~~to Terminate under this provision, notwithstanding the provisions of § 8.6. (Third Party Right to Purchase/Approve).~~

328 **8. TITLE INSURANCE, RECORD TITLE AND OFF-RECORD TITLE.**

329 **8.1. Evidence of Record Title.**

330 ☐ **8.1.1. Seller Selects Title Insurance Company.** If this box is checked, Seller will select the title insurance
331 company to furnish the owner's title insurance policy at Seller's expense. On or before **Record Title Deadline**, Seller must furnish
332 to Buyer, a current commitment for an owner's title insurance policy (Title Commitment), in an amount equal to the Purchase Price,
333 or if this box is checked, ☐ an **Abstract of Title** certified to a current date. Seller will cause the title insurance policy to be issued
334 and delivered to Buyer as soon as practicable at or after Closing.

335 ☐ **8.1.2. Buyer Selects Title Insurance Company.** If this box is checked, Buyer will select the title insurance
336 company to furnish the owner's title insurance policy at Buyer's expense. On or before **Record Title Deadline**, Buyer must furnish to
337 Seller, a current commitment for owner's title insurance policy (Title Commitment), in an amount equal to the Purchase Price.

338 If neither box in § 8.1.1. or § 8.1.2. is checked, § 8.1.1. applies.

339 **8.1.3. Owner's Extended Coverage (OEC).** The Title Commitment ☐ **Will** ☐ **Will Not** contain Owner's
340 Extended Coverage (OEC). If the Title Commitment is to contain OEC, it will commit to delete or insure over the standard exceptions
341 which relate to: (1) parties in possession, (2) unrecorded easements, (3) survey matters, (4) unrecorded mechanics' liens, (5) gap
342 period (period between the effective date and time of commitment to the date and time the deed is recorded) and (6) unpaid taxes,
343 assessments and unredeemed tax sales prior to the year of Closing. Any additional premium expense to obtain OEC will be paid by
344 ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **Other** _____.

345 Regardless of whether the Contract requires OEC, the Title Insurance Commitment may not provide OEC or delete or insure over
346 any or all of the standard exceptions for OEC. The Title Insurance Company may require a New Survey or New ILC, defined below,
347 among other requirements for OEC. If the Title Insurance Commitment is not satisfactory to Buyer, Buyer has a right to object under
348 § 8.7. (Right to Object to Title, Resolution).

349 **8.1.4. Title Documents.** Title Documents consist of the following: (1) copies of any plats, declarations, covenants,
350 conditions and restrictions burdening the Property and (2) copies of any other documents (or, if illegible, summaries of such
351 documents) listed in the schedule of exceptions (Exceptions) in the Title Commitment furnished to Buyer (collectively, Title
352 Documents).

353 **8.1.5. Copies of Title Documents.** Buyer must receive, on or before **Record Title Deadline**, copies of all Title
354 Documents. This requirement pertains only to documents as shown of record in the office of the clerk and recorder in the county
355 where the Property is located. The cost of furnishing copies of the documents required in this Section will be at the expense of the
356 party or parties obligated to pay for the owner's title insurance policy.

357 **8.1.6. Existing Abstracts of Title.** Seller must deliver to Buyer copies of any abstracts of title covering all or any
358 portion of the Property (Abstract of Title) in Seller's possession on or before **Record Title Deadline**.

359 **8.2. Record Title.** Buyer has the right to review and object to the Abstract of Title or Title Commitment and any of the
360 Title Documents as set forth in § 8.7. (Right to Object to Title, Resolution) on or before **Record Title Objection Deadline**. Buyer's
361 objection may be based on any unsatisfactory form or content of Title Commitment or Abstract of Title, notwithstanding § 13, or
362 any other unsatisfactory title condition, in Buyer's sole subjective discretion. If the Abstract of Title, Title Commitment or Title
363 Documents are not received by Buyer on or before the **Record Title Deadline**, or if there is an endorsement to the Title Commitment
364 that adds a new Exception to title, a copy of the new Exception to title and the modified Title Commitment will be delivered to
365 Buyer. Buyer has until the earlier of Closing or ten days after receipt of such documents by Buyer to review and object to: (1) any
366 required Title Document not timely received by Buyer, (2) any change to the Abstract of Title, Title Commitment or Title Documents,
367 or (3) any endorsement to the Title Commitment. If Seller receives Buyer's Notice to Terminate or Notice of Title Objection,
368 pursuant to this § 8.2. (Record Title), any title objection by Buyer is governed by the provisions set forth in § 8.7. (Right to Object
369 to Title, Resolution). If Seller has fulfilled all Seller's obligations, if any, to deliver to Buyer all documents required by § 8.1.
370 (Evidence of Record Title) and Seller does not receive Buyer's Notice to Terminate or Notice of Title Objection by the applicable
371 deadline specified above, Buyer accepts the condition of title as disclosed by the Abstract of Title, Title Commitment and Title
372 Documents as satisfactory.

373 **8.3. Off-Record Title.** Seller must deliver to Buyer, on or before **Off-Record Title Deadline**, true copies of all existing
374 surveys in Seller's possession pertaining to the Property and must disclose to Buyer all easements, liens (including, without

375 limitation, governmental improvements approved, but not yet installed) or other title matters not shown by public records, of which
376 Seller has actual knowledge (Off-Record Matters). This Section excludes any **New ILC** or **New Survey** governed under § 9 (New
377 ILC, New Survey). Buyer has the right to inspect the Property to investigate if any third party has any right in the Property not shown
378 by public records (e.g., unrecorded easement, boundary line discrepancy or water rights). Buyer's Notice to Terminate or Notice of
379 Title Objection of any unsatisfactory condition (whether disclosed by Seller or revealed by such inspection, notwithstanding § 8.2.
380 (Record Title) and § 13 (Transfer of Title), in Buyer's sole subjective discretion, must be received by Seller on or before **Off-Record**
381 **Title Objection Deadline**. If an Off-Record Matter is received by Buyer after the **Off-Record Title Deadline**, Buyer has until the
382 earlier of Closing or ten days after receipt by Buyer to review and object to such Off-Record Matter. If Seller receives Buyer's Notice
383 to Terminate or Notice of Title Objection pursuant to this § 8.3. (Off-Record Title), any title objection by Buyer is governed by the
384 provisions set forth in § 8.7. (Right to Object to Title, Resolution). If Seller does not receive Buyer's Notice to Terminate or Notice
385 of Title Objection by the applicable deadline specified above, Buyer accepts title subject to such Off-Record Matters and rights, if
386 any, of third parties not shown by public records of which Buyer has actual knowledge.

387 **8.4. Special Taxing Districts. SPECIAL TAXING DISTRICTS MAY BE SUBJECT TO GENERAL OBLIGATION**
388 **INDEBTEDNESS THAT IS PAID BY REVENUES PRODUCED FROM ANNUAL TAX LEVIES ON THE TAXABLE**
389 **PROPERTY WITHIN SUCH DISTRICTS. PROPERTY OWNERS IN SUCH DISTRICTS MAY BE PLACED AT RISK**
390 **FOR INCREASED MILL LEVIES AND TAX TO SUPPORT THE SERVICING OF SUCH DEBT WHERE**
391 **CIRCUMSTANCES ARISE RESULTING IN THE INABILITY OF SUCH A DISTRICT TO DISCHARGE SUCH**
392 **INDEBTEDNESS WITHOUT SUCH AN INCREASE IN MILL LEVIES. BUYERS SHOULD INVESTIGATE THE**
393 **SPECIAL TAXING DISTRICTS IN WHICH THE PROPERTY IS LOCATED BY CONTACTING THE COUNTY**
394 **TREASURER, BY REVIEWING THE CERTIFICATE OF TAXES DUE FOR THE PROPERTY AND BY OBTAINING**
395 **FURTHER INFORMATION FROM THE BOARD OF COUNTY COMMISSIONERS, THE COUNTY CLERK AND**
396 **RECORDER, OR THE COUNTY ASSESSOR.**

397 **8.5. Tax Certificate.** A tax certificate paid for by ☐ Seller ☐ Buyer, for the Property listing any special taxing districts
398 that affect the Property (Tax Certificate) must be delivered to Buyer on or before **Record Title Deadline**. If the Property is located
399 within a special taxing district and such inclusion is unsatisfactory to Buyer, in Buyer's sole subjective discretion, Buyer may
400 terminate, on or before **Record Title Objection Deadline**. Should Buyer receive the Tax Certificate after **Record Title Deadline**,
401 Buyer, at Buyer's option, has the Right to Terminate under § 24.1. by Buyer's Notice to Terminate received by Seller on or before
402 ten days after Buyer's receipt of the Tax Certificate. If Buyer does not receive the Tax Certificate, or if Buyer's Notice to Terminate
403 would otherwise be required to be received by Seller after **Closing Date**, Buyer's Notice to Terminate must be received by Seller on
404 or before Closing. If Seller does not receive Buyer's Notice to Terminate within such time, Buyer accepts the provisions of the Tax
405 Certificate and the inclusion of the Property in a special taxing district, if applicable, as satisfactory and Buyer waives any Right to
406 Terminate under this provision. If Buyer's loan specified in §4.5.3, (Loan Limitations) prohibits Buyer from paying for the Tax
407 Certificate, the Tax Certificate will be paid for by Seller.

408 **8.6. Third Party Right to Purchase/Approve.** If any third party has a right to purchase the Property (e.g., right of first
409 refusal on the Property, right to purchase the Property under a lease or an option held by a third party to purchase the Property) or a
410 right of a third party to approve this Contract, Seller must promptly submit this Contract according to the terms and conditions of
411 such right. If the third-party holder of such right exercises its right this Contract will terminate. If the third party's right to purchase
412 is waived explicitly or expires, or the Contract is approved, this Contract will remain in full force and effect. Seller must promptly
413 notify Buyer in writing of the foregoing. If the third party right to purchase is exercised or approval of this Contract has not occurred
414 on or before **Third Party Right to Purchase/Approve Deadline**, this Contract will then terminate. Seller will supply to Buyer, in
415 writing, details of any Third Party Right to Purchase the Property on or before the Record Title Deadline.

416 **8.7. Right to Object to Title, Resolution.** Buyer has a right to object or terminate, in Buyer's sole subjective discretion,
417 based on any title matters including those matters set forth in § 8.2. (Record Title), § 8.3. (Off-Record Title), § 8.5. (Special Taxing
418 District) and § 13 (Transfer of Title). If Buyer exercises Buyer's rights to object or terminate based on any such title matter, on or
419 before the applicable deadline, Buyer has the following options:

420 **8.7.1. Title Objection, Resolution.** If Seller receives Buyer's written notice objecting to any title matter (Notice of
421 Title Objection) on or before the applicable deadline and if Buyer and Seller have not agreed to a written settlement thereof on or
422 before **Title Resolution Deadline**, this Contract will terminate on the expiration of **Title Resolution Deadline**, unless Seller receives
423 Buyer's written withdrawal of Buyer's Notice of Title Objection (i.e., Buyer's written notice to waive objection to such items and
424 waives the Right to Terminate for that reason), on or before expiration of **Title Resolution Deadline**. If either the Record Title
425 Deadline or the Off-Record Title Deadline, or both, are extended pursuant to § 8.2. (Record Title) or § 8.3. (Off-Record Title) the
426 Title Resolution Deadline also will be automatically extended to the earlier of Closing or fifteen days after Buyer's receipt of the
427 applicable documents; or

428 **8.7.2. Title Objection, Right to Terminate.** Buyer may exercise the Right to Terminate under § 24.1., on or before
429 the applicable deadline, based on any title matter unsatisfactory to Buyer, in Buyer's sole subjective discretion.

430 **8.8. Title Advisory.** The Title Documents affect the title, ownership and use of the Property and should be reviewed
431 carefully. Additionally, other matters not reflected in the Title Documents may affect the title, ownership and use of the Property,
432 including, without limitation, boundary lines and encroachments, set-back requirements, area, zoning, building code violations,

unrecorded easements and claims of easements, leases and other unrecorded agreements, water on or under the Property and various laws and governmental regulations concerning land use, development and environmental matters.

8.8.1. OIL, GAS, WATER AND MINERAL DISCLOSURE. THE SURFACE ESTATE OF THE PROPERTY MAY BE OWNED SEPARATELY FROM THE UNDERLYING MINERAL ESTATE AND TRANSFER OF THE SURFACE ESTATE MAY NOT NECESSARILY INCLUDE TRANSFER OF THE MINERAL ESTATE OR WATER RIGHTS. THIRD PARTIES MAY OWN OR LEASE INTERESTS IN OIL, GAS, OTHER MINERALS, GEOTHERMAL ENERGY OR WATER ON OR UNDER THE SURFACE OF THE PROPERTY, WHICH INTERESTS MAY GIVE THEM RIGHTS TO ENTER AND USE THE SURFACE OF THE PROPERTY TO ACCESS THE MINERAL ESTATE, OIL, GAS OR WATER.

8.8.2. SURFACE USE AGREEMENT. THE USE OF THE SURFACE ESTATE OF THE PROPERTY TO ACCESS THE OIL, GAS OR MINERALS MAY BE GOVERNED BY A SURFACE USE AGREEMENT, A MEMORANDUM OR OTHER NOTICE OF WHICH MAY BE RECORDED WITH THE COUNTY CLERK AND RECORDER.

8.8.3. OIL AND GAS ACTIVITY. OIL AND GAS ACTIVITY THAT MAY OCCUR ON OR ADJACENT TO THE PROPERTY MAY INCLUDE, BUT IS NOT LIMITED TO, SURVEYING, DRILLING, WELL COMPLETION OPERATIONS, STORAGE, OIL AND GAS, OR PRODUCTION FACILITIES, PRODUCING WELLS, REWORKING OF CURRENT WELLS AND GAS GATHERING AND PROCESSING FACILITIES.

8.8.4. ADDITIONAL INFORMATION. BUYER IS ENCOURAGED TO SEEK ADDITIONAL INFORMATION REGARDING OIL AND GAS ACTIVITY ON OR ADJACENT TO THE PROPERTY, INCLUDING DRILLING PERMIT APPLICATIONS. THIS INFORMATION MAY BE AVAILABLE FROM THE COLORADO OIL AND GAS CONSERVATION COMMISSION.

8.8.5. Title Insurance Exclusions. Matters set forth in this Section and others, may be excepted, excluded from, or not covered by the owner's title insurance policy.

8.9. Mineral Rights Review. Buyer ☐ Does ☐ Does Not have a Right to Terminate if examination of the Mineral Rights is unsatisfactory to Buyer on or before the **Mineral Rights Examination Deadline**.

9. NEW ILC, NEW SURVEY.

9.1. New ILC or New Survey. If the box is checked, (1) ☐ **New Improvement Location Certificate (New ILC)**; or, (2) ☐ **New Survey** in the form of _____; is required and the following will apply:

9.1.1. Ordering of New ILC or New Survey. ☐ **Seller** ☐ **Buyer** will order the New ILC or New Survey. The New ILC or New Survey may also be a previous ILC or survey that is in the above-required form, certified and updated as of a date after the date of this Contract.

9.1.2. Payment for New ILC or New Survey. The cost of the New ILC or New Survey will be paid, on or before Closing, by: ☐ **Seller** ☐ **Buyer** or:

9.1.3. Delivery of New ILC or New Survey. Buyer, Seller, the issuer of the Title Commitment (or the provider of the opinion of title if an Abstract of Title) and _____ will receive a New ILC or New Survey on or before **New ILC or New Survey Deadline**.

9.1.4. Certification of New ILC or New Survey. The New ILC or New Survey will be certified by the surveyor to all those who are to receive the New ILC or New Survey.

9.2. Buyer's Right to Waive or Change New ILC or New Survey Selection. Buyer may select a New ILC or New Survey different than initially specified in this Contract if there is no additional cost to Seller or change to the **New ILC or New Survey Objection Deadline**. Buyer may, in Buyer's sole subjective discretion, waive a New ILC or New Survey if done prior to Seller incurring any cost for the same.

9.3. New ILC or New Survey Objection. Buyer has the right to review and object based on the New ILC or New Survey. If the New ILC or New Survey is not timely received by Buyer or is unsatisfactory to Buyer, in Buyer's sole subjective discretion, Buyer may, on or before **New ILC or New Survey Objection Deadline**, notwithstanding § 8.3. or § 13:

9.3.1. Notice to Terminate. Notify Seller in writing, pursuant to § 24.1, that this Contract is terminated; or

9.3.2. New ILC or New Survey Objection. Deliver to Seller a written description of any matter that was to be shown or is shown in the New ILC or New Survey that is unsatisfactory and that Buyer requires Seller to correct.

9.3.3. New ILC or New Survey Resolution. If a **New ILC or New Survey Objection** is received by Seller, on or before **New ILC or New Survey Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement thereof on or before **New ILC or New Survey Resolution Deadline**, this Contract will terminate on expiration of the **New ILC or New Survey Resolution Deadline**, unless Seller receives Buyer's written withdrawal of the New ILC or New Survey Objection before such termination (i.e., on or before expiration of **New ILC or New Survey Resolution Deadline**).

10. PROPERTY DISCLOSURE, INSPECTION, INDEMNITY, INSURABILITY AND DUE DILIGENCE.

10.1. Seller's Property Disclosure. On or before **Seller's Property Disclosure Deadline**, Seller agrees to deliver to Buyer the most current version of the applicable Colorado Real Estate Commission's Seller's Property Disclosure form completed by Seller to Seller's actual knowledge and current as of the date of this Contract.

10.2. Disclosure of Adverse Material Facts; Subsequent Disclosure; Present Condition. Seller must disclose to Buyer any adverse material facts actually known by Seller as of the date of this Contract. Seller agrees that disclosure of adverse material facts will be in writing. In the event Seller discovers an adverse material fact after the date of this Contract, Seller must timely disclose such adverse fact to Buyer. Buyer has the Right to Terminate based on the Seller's new disclosure on the earlier of Closing or five days after Buyer's receipt of the new disclosure. Except as otherwise provided in this Contract, Buyer acknowledges that Seller is conveying the Property to Buyer in an "**As Is**" condition, "**Where Is**" and "**With All Faults**."

10.3. Inspection. Unless otherwise provided in this Contract, Buyer, acting in good faith, has the right to have inspections (by one or more third parties, personally or both) of the Property, Leased Items, and Inclusions (Inspection), at Buyer's expense. If (1) the physical condition of the Property, including, but not limited to, the roof, walls, structural integrity of the Property, the electrical, plumbing, HVAC and other mechanical systems of the Property, (2) the physical condition of the Inclusions and Leased Items, (3) service to the Property (including utilities and communication services), systems and components of the Property (e.g., heating and plumbing), (4) any proposed or existing transportation project, road, street or highway, or (5) any other activity, odor or noise (whether on or off the Property) and its effect or expected effect on the Property or its occupants is unsatisfactory, in Buyer's sole subjective discretion, Buyer may:

10.3.1. Inspection Termination. On or before the **Inspection Termination Deadline**, notify Seller in writing, pursuant to § 24.1., that this Contract is terminated due to any unsatisfactory condition, provided the Buyer did not previously deliver an Inspection Objection. Buyer's Right to Terminate under this provision expires upon delivery of an Inspection Objection to Seller pursuant to § 10.3.2.; or

10.3.2. Inspection Objection. On or before the **Inspection Objection Deadline**, deliver to Seller a written description of any unsatisfactory condition that Buyer requires Seller to correct.

10.3.3. Inspection Resolution. If an Inspection Objection is received by Seller, on or before **Inspection Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement thereof on or before **Inspection Resolution Deadline**, this Contract will terminate on **Inspection Resolution Deadline** unless Seller receives Buyer's written withdrawal of the Inspection Objection before such termination (i.e., on or before expiration of **Inspection Resolution Deadline**). Nothing in this provision prohibits the Buyer and the Seller from mutually terminating this Contract before the Inspection Resolution Deadline passes by executing an Earnest Money Release.

10.4. Damage, Liens and Indemnity. Buyer, except as otherwise provided in this Contract or other written agreement between the parties, is responsible for payment for all inspections, tests, surveys, engineering reports, or other reports performed at Buyer's request (Work) and must pay for any damage that occurs to the Property and Inclusions as a result of such Work. Buyer must not permit claims or liens of any kind against the Property for Work performed on the Property. To the extent it lawfully may, Buyer agrees to indemnify, protect and hold Seller harmless from and against any liability, damage, cost or expense incurred by Seller and caused by any such Work, claim, or lien. This indemnity includes Seller's right to recover all costs and expenses incurred by Seller to defend against any such liability, damage, cost or expense, or to enforce this Section, including Seller's reasonable attorney fees, legal fees and expenses. The provisions of this Section survive the termination of this Contract. This § 10.4. does not apply to items performed pursuant to an Inspection Resolution.

10.5. Insurability. Buyer has the Right to Terminate under § 24.1., on or before **Property Insurance Termination Deadline**, based on any unsatisfactory provision of the availability, terms and conditions and premium for property insurance (Property Insurance) on the Property, in Buyer's sole subjective discretion.

10.6. Due Diligence.

10.6.1. Due Diligence Documents. Seller agrees to deliver copies of the following documents and information pertaining to the Property and Leased Items (Due Diligence Documents) to Buyer on or before **Due Diligence Documents Delivery Deadline**:

10.6.1.1. Occupancy Agreements. All current leases, including any amendments or other occupancy agreements, pertaining to the Property. Those leases or other occupancy agreements pertaining to the Property that survive Closing are as follows (Leases):

10.6.1.2. Leased Items Documents. If any lease of personal property (§ 2.5.7., Leased Items) will be transferred to Buyer at Closing, Seller agrees to deliver copies of the leases and information pertaining to the personal property to Buyer on or before **Due Diligence Documents Delivery Deadline**. Buyer ☐ **Will** ☐ **Will Not** assume the Seller's obligations under such leases for the Leased Items (§ 2.5.7., Leased Items).

545 **10.6.1.3. Encumbered Inclusions Documents.** If any Inclusions owned by Seller are encumbered
546 pursuant to § 2.5.4. (Encumbered Inclusions) above, Seller agrees to deliver copies of the evidence of debt, security and any other
547 documents creating the encumbrance to Buyer on or before **Due Diligence Documents Delivery Deadline**. Buyer ☐ **Will** ☐ **Will**
548 **Not** assume the debt on the Encumbered Inclusions (§ 2.5.4., Encumbered Inclusions).
549

550 **10.6.1.4. Other Documents.** If the respective box is checked, Seller agrees to additionally deliver copies
551 of the following to the extent such copies are in Seller's possession:

552 ☐ **10.6.1.4.1.** All contracts relating to the operation, maintenance and management of the
553 Property;
554 ☐ **10.6.1.4.2.** Property tax bills for the last _____ years;
555 ☐ **10.6.1.4.3.** As-built construction plans to the Property and the tenant improvements, including
556 architectural, electrical, mechanical and structural systems; engineering reports; and permanent Certificates of Occupancy, to the
557 extent now available;
558 ☐ **10.6.1.4.4.** A list of all Inclusions to be conveyed to Buyer;
559 ☐ **10.6.1.4.5.** Operating statements for the past _____ years;
560 ☐ **10.6.1.4.6.** A rent roll accurate and correct to the date of this Contract;
561 ☐ **10.6.1.4.7.** A schedule of any tenant improvement work Seller is obligated to complete but
562 has not yet completed and capital improvement work either scheduled or in process on the date of this Contract;
563 ☐ **10.6.1.4.8.** All insurance policies pertaining to the Property and copies of any claims which
564 have been made for the past _____ years;
565 ☐ **10.6.1.4.9.** Soils reports, surveys and engineering reports or data pertaining to the Property (if
566 not delivered earlier under § 8.3.);
567 ☐ **10.6.1.4.10.** Any and all existing documentation and reports regarding Phase I and II
568 environmental reports, letters, test results, advisories and similar documents respective to the existence or nonexistence of asbestos,
569 PCB transformers, or other toxic, hazardous or contaminated substances and/or underground storage tanks and/or radon gas. If no
570 reports are in Seller's possession or known to Seller, Seller warrants that no such reports are in Seller's possession or known to
571 Seller;
572 ☐ **10.6.1.4.11.** Any *Americans with Disabilities Act* reports, studies or surveys concerning the
573 compliance of the Property with said Act;
574 ☐ **10.6.1.4.12.** All permits, licenses and other building or use authorizations issued by any
575 governmental authority with jurisdiction over the Property and written notice of any violation of any such permits, licenses or use
576 authorizations, if any; and
577 ☐ **10.6.1.4.13.** Other:
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579
580
581
582

583 **10.6.2. Due Diligence Documents Review and Objection.** Buyer has the right to review and object based on the Due
584 Diligence Documents. If the Due Diligence Documents are not supplied to Buyer or are unsatisfactory, in Buyer's sole subjective
585 discretion, Buyer may, on or before **Due Diligence Documents Objection Deadline**:

586 **10.6.2.1. Notice to Terminate.** Notify Seller in writing, pursuant to § 24.1., that this Contract is terminated;
587 or

588 **10.6.2.2. Due Diligence Documents Objection.** Deliver to Seller a written description of any
589 unsatisfactory Due Diligence Documents that Buyer requires Seller to correct.

590 **10.6.2.3. Due Diligence Documents Resolution.** If a Due Diligence Documents Objection is received by
591 Seller, on or before **Due Diligence Documents Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement
592 thereof on or before **Due Diligence Documents Resolution Deadline**, this Contract will terminate on **Due Diligence Documents**
593 **Resolution Deadline** unless Seller receives Buyer's written withdrawal of the Due Diligence Documents Objection before such
594 termination (i.e., on or before expiration of **Due Diligence Documents Resolution Deadline**).

595 **10.6.3. Zoning.** Buyer has the Right to Terminate under § 24.1., on or before **Due Diligence Documents Objection**
596 **Deadline**, based on any unsatisfactory zoning and any use restrictions imposed by any governmental agency with jurisdiction over
597 the Property, in Buyer's sole subjective discretion.

598 **10.6.4. Due Diligence – Environmental, ADA.** Buyer has the right to obtain environmental inspections of the
599 Property including Phase I and Phase II Environmental Site Assessments, as applicable. ☐ **Seller** ☐ **Buyer** will order or provide
600 **Phase I Environmental Site Assessment, Phase II Environmental Site Assessment** (compliant with most current version of the
601 applicable ASTM E1527 standard practices for Environmental Site Assessments) and/or _____,
602 at the expense of ☐ **Seller** ☐ **Buyer** (Environmental Inspection). In addition, Buyer, at Buyer's expense, may also conduct an
603 evaluation whether the Property complies with the *Americans with Disabilities Act* (ADA Evaluation). All such inspections and

604 evaluations must be conducted at such times as are mutually agreeable to minimize the interruption of Seller's and any Seller's
605 tenants' business uses of the Property, if any.

606 If Buyer's Phase I Environmental Site Assessment recommends a Phase II Environmental Site Assessment, the **Environmental**
607 **Inspection Termination Deadline** will be extended by _____ days (Extended Environmental Inspection
608 Objection Deadline) and if such Extended Environmental Inspection Objection Deadline extends beyond the **Closing Date**, the
609 **Closing Date** will be extended a like period of time. In such event, ☐ **Seller** ☐ **Buyer** must pay the cost for such Phase II
610 Environmental Site Assessment.

611 Notwithstanding Buyer's right to obtain additional environmental inspections of the Property in this § 10.6.4., Buyer has the
612 Right to Terminate under § 24.1., on or before **Environmental Inspection Termination Deadline**, or if applicable, the Extended
613 Environmental Inspection Objection Deadline, based on any unsatisfactory results of Environmental Inspection, in Buyer's sole
614 subjective discretion.

615 Buyer has the Right to Terminate under § 24.1., on or before **ADA Evaluation Termination Deadline**, based on any
616 unsatisfactory ADA Evaluation, in Buyer's sole subjective discretion.

617 **10.7. Conditional Upon Sale of Property.** This Contract is conditional upon the sale and closing of that certain property
618 owned by Buyer and commonly known as _____. Buyer has
619 the Right to Terminate under § 24.1. effective upon Seller's receipt of Buyer's Notice to Terminate on or before **Conditional Sale**
620 **Deadline** if such property is not sold and closed by such deadline. This Section is for the sole benefit of Buyer. If Seller does not
621 receive Buyer's Notice to Terminate on or before **Conditional Sale Deadline**, Buyer waives any Right to Terminate under this
622 provision.

623 **10.8. Source of Potable Water (Residential Land and Residential Improvements Only).** [Intentionally Deleted - See
624 **Residential Addendum if applicable**]

625 **10.9. Existing Leases; Modification of Existing Leases; New Leases.** Seller states that none of the Leases to be assigned
626 to the Buyer at the time of Closing contain any rent concessions, rent reductions or rent abatements except as disclosed in the Lease
627 or other writing received by Buyer. Seller will not amend, alter, modify, extend or cancel any of the Leases nor will Seller enter into
628 any new leases affecting the Property without the prior written consent of Buyer, which consent will not be unreasonably withheld
629 or delayed.

630 **10.10. Lead-Based Paint.** [Intentionally Deleted - See Residential Addendum if applicable]

631 **10.11. Carbon Monoxide Alarms.** [Intentionally Deleted - See Residential Addendum if applicable]

632 **10.12. Methamphetamine Disclosure.** [Intentionally Deleted - See Residential Addendum if applicable]

633 **11. TENANT ESTOPPEL STATEMENTS.**

634 **11.1. Estoppel Statements Conditions.** Buyer has the right to review and object to any Estoppel Statements. Seller must
635 request from all tenants of the Property and if received by Seller, deliver to Buyer on or before **Estoppel Statements Deadline**,
636 statements in a form and substance reasonably acceptable to Buyer, from each occupant or tenant at the Property (Estoppel Statement)
637 attached to a copy of the Lease stating:

638 **11.1.1.** The commencement date of the Lease and scheduled termination date of the Lease;

639 **11.1.2.** That said Lease is in full force and effect and that there have been no subsequent modifications or
640 amendments;

641 **11.1.3.** The amount of any advance rentals paid, rent concessions given and deposits paid to Seller;

642 **11.1.4.** The amount of monthly (or other applicable period) rental paid to Seller;

643 **11.1.5.** That there is no default under the terms of said Lease by landlord or occupant; and

644 **11.1.6.** That the Lease to which the Estoppel Statement is attached is a true, correct and complete copy of the Lease
645 demising the premises it describes.

646 **11.2. Seller Estoppel Statement.** In the event Seller does not receive from all tenants of the Property a completed signed
647 Estoppel Statement, Seller agrees to complete and execute an Estoppel Statement setting forth the information and documents
648 required §11.1. above and deliver the same to Buyer on or before **Estoppel Statements Deadline**.

649 **11.3. Estoppel Statements Termination.** Buyer has the Right to Terminate under § 24.1., on or before **Estoppel**
650 **Statements Termination Deadline**, based on any unsatisfactory Estoppel Statement, in Buyer's sole subjective discretion, or if
651 Seller fails to deliver the Estoppel Statements on or before **Estoppel Statements Deadline**. Buyer also has the unilateral right to
652 waive any unsatisfactory Estoppel Statement.

653 **CLOSING PROVISIONS**

654 **12. CLOSING DOCUMENTS, INSTRUCTIONS AND CLOSING.**

655 **12.1. Closing Documents and Closing Information.** Seller and Buyer will cooperate with the Closing Company to enable
656 the Closing Company to prepare and deliver documents required for Closing to Buyer and Seller and their designees. If Buyer is
657 obtaining a loan to purchase the Property, Buyer acknowledges Buyer's lender is required to provide the Closing Company, in a
658 timely manner, all required loan documents and financial information concerning Buyer's loan. Buyer and Seller will furnish any

659 additional information and documents required by Closing Company that will be necessary to complete this transaction. Buyer and
660 Seller will sign and complete all customary or reasonably required documents at or before Closing.

661 **12.2. Closing Instructions.** Colorado Real Estate Commission's Closing Instructions ☐ **Are** ☐ **Are Not** executed with
662 this Contract.

663 **12.3. Closing.** Delivery of deed from Seller to Buyer will be at closing (Closing). Closing will be on the date specified as
664 the **Closing Date** or by mutual agreement at an earlier date. At Closing, Seller agrees to deliver a set of keys for the Property to
665 Buyer. The hour and place of Closing will be as designated by _____.

666 **12.4. Disclosure of Settlement Costs.** Buyer and Seller acknowledge that costs, quality and extent of service vary between
667 different settlement service providers (e.g., attorneys, lenders, inspectors and title companies).

668 **12.5. Assignment of Leases.** Seller must assign to Buyer all Leases at Closing that will continue after Closing and Buyer
669 must assume Seller's obligations under such Leases. Further, Seller must transfer to Buyer all Leased Items and assign to Buyer such
670 leases for the Leased Items accepted by Buyer pursuant to § 2.5.7. (Leased Items).

671 **13. TRANSFER OF TITLE.** Subject to Buyer's compliance with the terms and provisions of this Contract, including the tender
672 of any payment due at Closing, Seller must execute and deliver the following good and sufficient deed to Buyer, at Closing: ☐
673 special warranty deed ☐ general warranty deed ☐ bargain and sale deed ☐ quit claim deed ☐ personal representative's deed
674 ☐ _____ deed. Seller, provided another deed is not selected, must execute and deliver a good and
675 sufficient special warranty deed to Buyer, at Closing.

676 Unless otherwise specified in § 29 (Additional Provisions), if title will be conveyed using a special warranty deed or a general
677 warranty deed, title will be conveyed "subject to statutory exceptions" as defined in §38-30-113(5)(a), C.R.S.

678 **14. PAYMENT OF LIENS AND ENCUMBRANCES.** Unless agreed to by Buyer in writing, any amounts owed on any liens
679 or encumbrances securing a monetary sum against the Property and Inclusions, including any governmental liens for special
680 improvements installed as of the date of Buyer's signature hereon, whether assessed or not, and previous years' taxes, will be paid
681 at or before Closing by Seller from the proceeds of this transaction or from any other source.

682 **15. CLOSING COSTS, FEES, ASSOCIATION STATUS LETTER AND DISBURSEMENTS, TAXES AND**
683 **WITHHOLDING.**

684 **15.1. Closing Costs.** Buyer and Seller must pay, in Good Funds, their respective closing costs and all other items required
685 to be paid at Closing, except as otherwise provided herein.

686 **15.2. Closing Services Fee.** The fee for real estate closing services must be paid at Closing by ☐ **Buyer** ☐ **Seller**
687 ☐ **One-Half by Buyer and One-Half by Seller** ☐ **Other** _____.

688 **15.3. Association Fees and Required Disbursements.** At least fourteen days prior to **Closing Date**, Seller agrees to
689 promptly request that the Closing Company or the Association deliver to Buyer a current Status Letter, if applicable. Any fees
690 associated with or specified in the Status Letter will be paid as follows:

691 **15.3.1. Status Letter Fee.** Any fee incident to the issuance of Association's Status Letter must be paid by ☐ **Buyer**
692 ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

693 **15.3.2. Record Change Fee.** Any Record Change Fee must be paid by ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer**
694 **and One-Half by Seller** ☐ **N/A.**

695 **15.3.3. Assessments, Reserves or Working Capital.** All assessments required to be paid in advance (other than
696 Association Assessments as defined in § 16.2. (Association Assessments), reserves or working capital due at Closing must be paid
697 by ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

698 **15.3.4. Other Fees.** Any other fee listed in the Status Letter as required to be paid at Closing will be paid by ☐
699 **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

700 **15.4. Local Transfer Tax.** Any Local Transfer Tax must be paid at Closing by ☐ **Buyer** ☐ **Seller** ☐ **One-Half by**
701 **Buyer and One-Half by Seller** ☐ **N/A.**

702 **15.5. Sales and Use Tax.** Any sales and use tax that may accrue because of this transaction must be paid when due by
703 ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

704 **15.6. Private Transfer Fee.** Any private transfer fees and other fees due to a transfer of the Property, payable at Closing,
705 such as community association fees, developer fees and foundation fees, must be paid at Closing by ☐ **Buyer** ☐ **Seller**
706 ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

707 **15.7. Water Transfer Fees.** Water Transfer Fees can change. The fees, as of the date of this Contract, do not exceed
708 \$_____ for:

709 ☐ Water Stock/Certificates ☐ Water District
710 ☐ Augmentation Membership ☐ Small Domestic Water Company ☐ _____

711 and must be paid at Closing by ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

712 **15.8. Utility Transfer Fees.** Utility transfer fees can change. Any fees to transfer utilities from Seller to Buyer must be
713 paid by ☐ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **N/A.**

714 **15.9. FIRPTA and Colorado Withholding.**

15.9.1. FIRPTA. The Internal Revenue Service (IRS) may require a substantial portion of the Seller's proceeds be withheld after Closing when Seller is a foreign person. If required withholding does not occur, the Buyer could be held liable for the amount of the Seller's tax, interest and penalties. If the box in this Section is checked, Seller represents that Seller ☐ **IS** a foreign person for purposes of U.S. income taxation. If the box in this Section is not checked, Seller represents that Seller is not a foreign person for purposes of U.S. income taxation. Seller agrees to cooperate with Buyer and Closing Company to provide any reasonably requested documents to verify Seller's foreign person status. If withholding is required, Seller authorizes Closing Company to withhold such amount from Seller's proceeds. Seller should inquire with Seller's tax advisor to determine if withholding applies or if an exemption exists.

15.9.2. Colorado Withholding. The Colorado Department of Revenue may require a portion of the Seller's proceeds be withheld after Closing when Seller will not be a Colorado resident after Closing, if not otherwise exempt. Seller agrees to cooperate with Buyer and Closing Company to provide any reasonably requested documents to verify Seller's status. If withholding is required, Seller authorizes Closing Company to withhold such amount from Seller's proceeds. Seller should inquire with Seller's tax advisor to determine if withholding applies or if an exemption exists.

16. PRORATIONS AND ASSOCIATION ASSESSMENTS.

16.1. Prorations. The following will be prorated to the **Closing Date**, except as otherwise provided:

16.1.1. Taxes. Personal property taxes, if any, special taxing district assessments, if any, and general real estate taxes for the year of Closing, based on ☐ **Taxes for the Calendar Year Immediately Preceding Closing** ☐ **Most Recent Mill Levy and Most Recent Assessed Valuation**, adjusted by any applicable qualifying seniors property tax exemption, qualifying disabled veteran exemption or ☐ **Other** _____.

~~**16.1.2. Rents.** Rents based on ☐ **Rents Actually Received** ☐ **Accrued**. At Closing, Seller will transfer or credit to Buyer the security deposits for all Leases assigned to Buyer, or any remainder after lawful deductions, and notify all tenants in writing of such transfer and of the transferee's name and address.~~

16.1.3. Other Prorations. Water and sewer charges, propane, interest on continuing loan and _____.

16.1.4. Final Settlement. Unless otherwise specified in Additional Provisions, these prorations are final.

16.2. Association Assessments. Current regular Association assessments and dues (Association Assessments) paid in advance will be credited to Seller at Closing. Cash reserves held out of the regular Association Assessments for deferred maintenance by the Association will not be credited to Seller except as may be otherwise provided by the Governing Documents. Buyer acknowledges that Buyer may be obligated to pay the Association, at Closing, an amount for reserves or working capital. Any special assessment assessed prior to **Closing Date** by the Association will be the obligation of ☐ **Buyer** ☐ **Seller**. Except however, any special assessment by the Association for improvements that have been installed as of the date of Buyer's signature hereon, whether assessed prior to or after Closing, will be the obligation of Seller unless otherwise specified in Additional Provisions. Seller represents there are no unpaid regular or special assessments against the Property except the current regular assessments and _____ . Association Assessments are subject to change as provided in the Governing Documents.

17. POSSESSION. Possession of the Property and Inclusions will be delivered to Buyer on **Possession Date** at **Possession Time**, subject to the Leases as set forth in § 10.6.1.1.

If Seller, after Closing occurs, fails to deliver possession as specified, Seller will be subject to eviction and will be additionally liable to Buyer, notwithstanding § 20.2. (If Seller is in Default), for payment of \$ _____ per day (or any part of a day notwithstanding § 3.3., Day) from **Possession Date** and **Possession Time** until possession is delivered.

GENERAL PROVISIONS

18. CAUSES OF LOSS, INSURANCE; DAMAGE TO INCLUSIONS AND SERVICES; CONDEMNATION; AND WALK-THROUGH. Except as otherwise provided in this Contract, the Property, Inclusions or both will be delivered in the condition existing as of the date of this Contract, ordinary wear and tear excepted.

18.1. Causes of Loss, Insurance. In the event the Property or Inclusions are damaged by fire, other perils or causes of loss prior to Closing (Property Damage) in an amount of not more than ten percent of the total Purchase Price and if the repair of the damage will be paid by insurance (other than the deductible to be paid by Seller), then Seller, upon receipt of the insurance proceeds, will use Seller's reasonable efforts to repair the Property before **Closing Date**. Buyer has the Right to Terminate under § 24.1., on or before **Closing Date**, if the Property is not repaired before **Closing Date**, or if the damage exceeds such sum. Should Buyer elect to carry out this Contract despite such Property Damage, Buyer is entitled to a credit at Closing for all insurance proceeds that were received by Seller (but not the Association, if any) resulting from damage to the Property and Inclusions, plus the amount of any deductible provided for in the insurance policy. This credit may not exceed the Purchase Price. In the event Seller has not received the insurance proceeds prior to Closing, the parties may agree to extend the **Closing Date** to have the Property repaired prior to Closing or, at the option of Buyer, (1) Seller must assign to Buyer the right to the proceeds at Closing, if acceptable to Seller's insurance company and Buyer's lender; or (2) the parties may enter into a written agreement prepared by the parties or their attorney

768 requiring the Seller to escrow at Closing from Seller's sale proceeds the amount Seller has received and will receive due to such
769 damage, not exceeding the total Purchase Price, plus the amount of any deductible that applies to the insurance claim.

770 **18.2. Damage, Inclusions and Services.** Should any Inclusion or service (including utilities and communication services),
771 system, component or fixture of the Property (collectively Service) (e.g., heating or plumbing), fail or be damaged between the date
772 of this Contract and Closing or possession, whichever is earlier, then Seller is liable for the repair or replacement of such Inclusion
773 or Service with a unit of similar size, age and quality, or an equivalent credit, but only to the extent that the maintenance or
774 replacement of such Inclusion or Service is not the responsibility of the Association, if any, less any insurance proceeds received by
775 Buyer covering such repair or replacement. If the failed or damaged Inclusion or Service is not repaired or replaced on or before
776 Closing or possession, whichever is earlier, Buyer has the Right to Terminate under § 24.1., on or before **Closing Date**, or, at the
777 option of Buyer, Buyer is entitled to a credit at Closing for the repair or replacement of such Inclusion or Service. Such credit must
778 not exceed the Purchase Price. If Buyer receives such a credit, Seller's right for any claim against the Association, if any, will survive
779 Closing.

780 **18.3. Condemnation.** In the event Seller receives actual notice prior to Closing that a pending condemnation action may
781 result in a taking of all or part of the Property or Inclusions, Seller must promptly notify Buyer, in writing, of such condemnation
782 action. Buyer has the Right to Terminate under § 24.1., on or before **Closing Date**, based on such condemnation action, in Buyer's
783 sole subjective discretion. Should Buyer elect to consummate this Contract despite such diminution of value to the Property and
784 Inclusions, Buyer is entitled to a credit at Closing for all condemnation proceeds awarded to Seller for the diminution in the value
785 of the Property or Inclusions, but such credit will not include relocation benefits or expenses or exceed the Purchase Price.

786 **18.4. Walk-Through and Verification of Condition.** Buyer, upon reasonable notice, has the right to walk through the
787 Property prior to Closing to verify that the physical condition of the Property and Inclusions complies with this Contract.

788 **19. RECOMMENDATION OF LEGAL AND TAX COUNSEL.** By signing this Contract, Buyer and Seller acknowledge that
789 their respective broker has advised that this Contract has important legal consequences and has recommended: (1) legal examination
790 of title; (2) consultation with legal and tax or other counsel before signing this Contract as this Contract may have important legal
791 and tax implications; (3) to consult with their own attorney if Water Rights, Mineral Rights or Leased Items are included or excluded
792 in the sale; and (4) to consult with legal counsel if there are other matters in this transaction for which legal counsel should be
793 engaged and consulted. Such consultations must be done timely as this Contract has strict time limits, including deadlines, that must
794 be complied with.

795
796 **20. TIME OF ESSENCE, DEFAULT AND REMEDIES.** Time is of the essence for all dates and deadlines in this Contract.
797 This means that all dates and deadlines are strict and absolute. If any payment due, including Earnest Money, is not paid, honored
798 or tendered when due, or if any obligation is not performed timely as provided in this Contract or waived, the non-defaulting party
799 has the following remedies:

800 **20.1. If Buyer is in Default:**

801 ☐ **20.1.1. Specific Performance.** Seller may elect to cancel this Contract and all Earnest Money (whether or not paid
802 by Buyer) will be paid to Seller and retained by Seller. It is agreed that the Earnest Money is not a penalty, and the parties agree the
803 amount is fair and reasonable. Seller may recover such additional damages as may be proper. Alternatively, Seller may elect to treat
804 this Contract as being in full force and effect and Seller has the right to specific performance or damages, or both.

805 **20.1.2. Liquidated Damages, Applicable.** This § 20.1.2. applies unless the box in § 20.1.1. is checked. Seller may
806 cancel this Contract. All Earnest Money (whether or not paid by Buyer) will be paid to Seller and retained by Seller. It is agreed that
807 the Earnest Money amount specified in § 4.1. is LIQUIDATED DAMAGES and not a penalty, which amount the parties agree is
808 fair and reasonable and (except as provided in §§ 10.4. and 21), such amount is SELLER'S ONLY REMEDY for Buyer's failure to
809 perform the obligations of this Contract. Seller expressly waives the remedies of specific performance and additional damages.

810 **20.2. If Seller is in Default:**

811 **20.2.1. Specific Performance, Damages or Both.** Buyer may elect to treat this Contract as canceled, in which case
812 all Earnest Money received hereunder will be returned to Buyer and Buyer may recover such damages as may be proper.
813 Alternatively, in addition to the per diem in § 17 (Possession) for failure of Seller to timely deliver possession of the Property after
814 Closing occurs, Buyer may elect to treat this Contract as being in full force and effect and Buyer has the right to specific performance
815 or damages, or both.

816 **20.2.2. Seller's Failure to Perform.** In the event Seller fails to perform Seller's obligations under this Contract, to
817 include, but not limited to, failure to timely disclose Association violations known by Seller, failure to perform any replacements or
818 repairs required under this Contract or failure to timely disclose any known adverse material facts, Seller remains liable for any such
819 failures to perform under this Contract after Closing. Buyer's rights to pursue the Seller for Seller's failure to perform under this
820 Contract are reserved and survive Closing.

821 **21. LEGAL FEES, COST AND EXPENSES.** Anything to the contrary herein notwithstanding, in the event of any arbitration
822 or litigation relating to this Contract, prior to or after **Closing Date**, the arbitrator or court must award to the prevailing party all
823 reasonable costs and expenses, including attorney fees, legal fees and expenses.

824 **22. MEDIATION.** If a dispute arises relating to this Contract (whether prior to or after Closing) and is not resolved, the parties
825 must first proceed, in good faith, to mediation. Mediation is a process in which the parties meet with an impartial person who helps
826 to resolve the dispute informally and confidentially. Mediators cannot impose binding decisions. Before any mediated settlement is
827 binding, the parties to the dispute must agree to the settlement, in writing. The parties will jointly appoint an acceptable mediator
828 and will share equally in the cost of such mediation. The obligation to mediate, unless otherwise agreed, will terminate if the entire
829 dispute is not resolved within thirty days of the date written notice requesting mediation is delivered by one party to the other at that
830 party's last known address (physical or electronic as provided in § 26). Nothing in this Section prohibits either party from filing a
831 lawsuit and recording a *lis pendens* affecting the Property, before or after the date of written notice requesting mediation. This
832 Section will not alter any date in this Contract, unless otherwise agreed.

833 **23. EARNEST MONEY DISPUTE.** Except as otherwise provided herein, Earnest Money Holder must release the Earnest
834 Money following receipt of written mutual instructions, signed by both Buyer and Seller. In the event of any controversy regarding
835 the Earnest Money, Earnest Money Holder is not required to release the Earnest Money. Earnest Money Holder, in its sole subjective
836 discretion, has several options: (1) wait for any proceeding between Buyer and Seller; (2) interplead all parties and deposit Earnest
837 Money into a court of competent jurisdiction (Earnest Money Holder is entitled to recover court costs and reasonable attorney and
838 legal fees incurred with such action); or (3) provide notice to Buyer and Seller that unless Earnest Money Holder receives a copy of
839 the Summons and Complaint or Claim (between Buyer and Seller) containing the case number of the lawsuit (Lawsuit) within one
840 hundred twenty days of Earnest Money Holder's notice to the parties, Earnest Money Holder is authorized to return the Earnest
841 Money to Buyer. In the event Earnest Money Holder does receive a copy of the Lawsuit and has not interpleaded the monies at the time
842 of any Order, Earnest Money Holder must disburse the Earnest Money pursuant to the Order of the Court. The parties reaffirm the
843 obligation of § 22 (Mediation). This Section will survive cancellation or termination of this Contract.

844 **24. TERMINATION.**

845 **24.1. Right to Terminate.** If a party has a right to terminate, as provided in this Contract (Right to Terminate), the
846 termination is effective upon the other party's receipt of a written notice to terminate (Notice to Terminate), provided such written
847 notice was received on or before the applicable deadline specified in this Contract. If the Notice to Terminate is not received on or
848 before the specified deadline, the party with the Right to Terminate accepts the specified matter, document or condition as satisfactory
849 and waives the Right to Terminate under such provision.

850 **24.2. Effect of Termination.** In the event this Contract is terminated, and all Earnest Money received hereunder is timely
851 returned to Buyer, the parties are relieved of all obligations hereunder, subject to §§ 10.4. and 21.

852 **25. ENTIRE AGREEMENT, MODIFICATION, SURVIVAL; SUCCESSORS.** This Contract, its exhibits and specified
853 addenda, constitute the entire agreement between the parties relating to the subject hereof and any prior agreements pertaining
854 thereto, whether oral or written, have been merged and integrated into this Contract. No subsequent modification of any of the terms
855 of this Contract is valid, binding upon the parties, or enforceable unless made in writing and signed by the parties. Any right or
856 obligation in this Contract that, by its terms, exists or is intended to be performed after termination or Closing survives the same.
857 Any successor to a party receives the predecessor's benefits and obligations of this Contract.

858 **26. NOTICE, DELIVERY AND CHOICE OF LAW.**

859 **26.1. Physical Delivery and Notice.** Any document or notice to Buyer or Seller must be in writing, except as provided in
860 § 26.2. and is effective when physically received by such party, any individual named in this Contract to receive documents or
861 notices for such party, Broker, or Brokerage Firm of Broker working with such party (except any notice or delivery after Closing
862 must be received by the party, not Broker or Brokerage Firm).

863 **26.2. Electronic Notice.** As an alternative to physical delivery, any notice may be delivered in electronic form to Buyer or
864 Seller, any individual named in this Contract to receive documents or notices for such party, Broker or Brokerage Firm of Broker
865 working with such party (except any notice or delivery after Closing, cancellation or Termination must be received by the party, not
866 Broker or Brokerage Firm) at the electronic address of the recipient by facsimile, email or _____.

867 **26.3. Electronic Delivery.** Electronic Delivery of documents and notice may be delivered by: (1) email at the email address
868 of the recipient, (2) a link or access to a website or server provided the recipient receives the information necessary to access the
869 documents, or (3) facsimile at the facsimile number (Fax No.) of the recipient.

870 **26.4. Choice of Law.** This Contract and all disputes arising hereunder are governed by and construed in accordance with
871 the laws of the State of Colorado that would be applicable to Colorado residents who sign a contract in Colorado for real property
872 located in Colorado.

873 **27. NOTICE OF ACCEPTANCE, COUNTERPARTS.** This proposal will expire unless accepted in writing, by Buyer and
874 Seller, as evidenced by their signatures below and the offering party receives notice of such acceptance pursuant to § 26 on or before
875 **Acceptance Deadline Date** and **Acceptance Deadline Time**. If accepted, this document will become a contract between Seller and
876 Buyer. A copy of this Contract may be executed by each party, separately and when each party has executed a copy thereof, such
877 copies taken together are deemed to be a full and complete contract between the parties.

878 **28. GOOD FAITH.** Buyer and Seller acknowledge that each party has an obligation to act in good faith including, but not limited
879 to, exercising the rights and obligations set forth in the provisions of **Financing Conditions and Obligations; Title Insurance,**
880 **Record Title and Off-Record Title; New ILC, New Survey; and Property Disclosure, Inspection, Indemnity, Insurability and**
881 **Due Diligence.**

882

ADDITIONAL PROVISIONS AND ATTACHMENTS
--

883 **29. ADDITIONAL PROVISIONS.** (The following additional provisions have not been approved by the Colorado Real Estate
884 Commission.)
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886
887
888
889
890
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892
893
894

895 **30. OTHER DOCUMENTS.**

896 **30.1. Documents Part of Contract.** The following documents **are a part** of this Contract:
897
898
899

900 **30.2. Documents Not Part of Contract.** The following documents have been provided but are **not** a part of this Contract:
901
902
903

904

SIGNATURES

905 Buyer's Name: _____ Buyer's Name: _____

<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Buyer's Signature</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px; text-align: center;">Date</div> <div style="margin-top: 10px;">Address: _____</div> <div style="margin-top: 5px;">Phone No.: _____</div> <div style="margin-top: 5px;">Fax No.: _____</div> <div style="margin-top: 5px;">Email Address: _____</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Buyer's Signature</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px; text-align: center;">Date</div> <div style="margin-top: 10px;">Address: _____</div> <div style="margin-top: 5px;">Phone No.: _____</div> <div style="margin-top: 5px;">Fax No.: _____</div> <div style="margin-top: 5px;">Email Address: _____</div>
---	---

906 **[NOTE: If this offer is being countered or rejected, do not sign this document.]**

Seller's Name: _____ Seller's Name: _____

Seller's Signature _____ Date _____
Address: _____
Phone No.: _____
Fax No.: _____
Email Address: _____

Seller's Signature _____ Date _____
Address: _____
Phone No.: _____
Fax No.: _____
Email Address: _____

END OF CONTRACT TO BUY AND SELL REAL ESTATE

BROKER'S ACKNOWLEDGMENTS AND COMPENSATION DISCLOSURE.

A. Broker Working With Buyer

Broker ☐ **Does** ☐ **Does Not** acknowledge receipt of Earnest Money deposit. Broker agrees that if Brokerage Firm is the Earnest Money Holder and, except as provided in § 23, if the Earnest Money has not already been returned following receipt of a Notice to Terminate or other written notice of termination, Earnest Money Holder will release the Earnest Money as directed by the written mutual instructions. Such release of Earnest Money will be made within five days of Earnest Money Holder's receipt of the executed written mutual instructions, provided the Earnest Money check has cleared.

Broker is working with Buyer as a ☐ **Buyer's Agent** ☐ **Transaction-Broker** in this transaction.

☐ **Customer.** Broker has no brokerage relationship with Buyer. See § B for Broker's brokerage relationship with Seller.

Brokerage Firm's compensation or commission is to be paid by ☐ **Listing Brokerage Firm** ☐ **Buyer** ☐ **Other** _____.

This Broker's Acknowledgements and Compensation Disclosure is for disclosure purposes only and does NOT create any claim for compensation. Any compensation agreement between the brokerage firms must be entered into separately and apart from this provision.

Brokerage Firm's Name: _____
Brokerage Firm's License #: _____
Broker's Name: _____
Broker's License #: _____

Broker's Signature _____ Date _____

Address: _____
Phone No.: _____
Fax No.: _____
Email Address: _____

B. Broker Working with Seller

Broker ☐ **Does** ☐ **Does Not** acknowledge receipt of Earnest Money deposit. Broker agrees that if Brokerage Firm is the Earnest Money Holder and, except as provided in § 23, if the Earnest Money has not already been returned following receipt of a Notice to Terminate or other written notice of termination, Earnest Money Holder will release the Earnest Money as directed by the written mutual instructions. Such release of Earnest Money will be made within five days of Earnest Money Holder's receipt of the executed written mutual instructions, provided the Earnest Money check has cleared.

Broker is working with Seller as a ☐ **Seller's Agent** ☐ **Transaction-Broker** in this transaction.

☐ **Customer.** Broker has no brokerage relationship with Seller. See § A for Broker's brokerage relationship with Buyer.

Brokerage Firm's compensation or commission is to be paid by ☐ **Seller** ☐ **Buyer** ☐ **Other** _____.

This Broker's Acknowledgements and Compensation Disclosure is for disclosure purposes only and does NOT create any claim for compensation. Any compensation agreement between the brokerage firms must be entered into separately and apart from this provision.

Brokerage Firm's Name: _____

Brokerage Firm's License #: _____

Broker's Name: _____

Broker's License #: _____

Broker's Signature

Date

Address: _____

Phone No.: _____

Fax No.: _____

Email Address: _____



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 15. **File #:** DIR 2022-020

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Discussion/Direction of the Public Safety Commission's Recommendations for the 2023 Philip S. Miller Resource Grant Program, Six Applications

Executive Summary

The Philip S. Miller Resource Grant Program (PSMRGP) funded by the Philip S. Miller Trust Fund aims to support social and human services in Castle Rock. Eligibility requirements state that the organization holds 501(c)(3) or 501(c)(19) status, has been operating for a minimum of five years, and the funding request must include at least one of the provisions for the necessities of life: water, energy, food and/or shelter assistance. A cap of five individual grants shall be awarded annually. The 2023 budgeted amount for this program is \$45,000.

Six qualified organizations applied for the 2023 Philip S. Miller Resource Grant with a total of \$85,500 in requested funds. The Public Safety Commission (PSC) reviewed the annual applications and is recommending the following award amounts:

Applicant	Recommendation
American Legion Post 1187	\$5,000
Crisis Center	\$17,500
Help & Hope Center	\$17,500
New Hope Presbyterian Church	\$5,000
<u>SECORCares</u>	\$0
The Rock	\$0
TOTAL	\$45,000

Staff presents the Public Safety Commission's recommendations for Council's approval.

Discussion

The Public Safety Commission reviewed the applications (**Attachment A**) at its October 6 meeting. Representatives from each non-profit organization attended the PSC meeting to give a short presentation on their organization and the purpose of the funding request. The Commission discussed the merits of each application, reviewed the budgets presented for each project, and referred to the history of granted amounts (**Attachment B**).

American Legion Post 1187 requested \$5,000. American Legion Post 1187 is the nation's largest wartime veteran's service organization devoted to serving fellow active duty military and their families, mentoring youth, promoting strong national security, and advocating patriotism across the U.S. Requested funds will assist homeless/low income veterans and current service members in meeting their food, shelter and energy needs. American Legion Post 1187 serves more than 180 local Post members and veterans at local retirement facilities.

Crisis Center requested \$20,000. The Crisis Center exists to end domestic violence through advocacy, education, and prevention. The Center is requesting funds to support its emergency shelter for victims impacted by domestic violence. Half of the Center's clients come from Castle Rock.

Help & Hope Center (HHC) requested \$20,000. The Help & Hope Center is a human service organization whose mission is to meet the immediate needs of Douglas and Elbert county residents who are in financial distress and at risk of becoming homeless. HHC will use granted funds to purchase food for their food bank. In 2021, they served over 20,000 community members with food and hygiene products.

New Hope Presbyterian Church requested \$10,000. New Hope Presbyterian Church is a local church requesting funds to support individuals who need assistance with rent, utility bills and food. In the last 12 months, New Hope has helped 173 people with rent assistance and utility bills.

SECORCares requested \$10,500. SECORCares is a year round outreach program, feeding families in need. They are requesting funding to pilot a mobile market at Arapahoe Community College Castle Rock campus to provide food to low income college students and the surrounding community. SECORCares is predicting the amount requested could provide up to 300 residents with food.

The Rock requested \$20,000. The Rock is a local church requesting funds to expand their existing food bank program and increase capacity to help individuals and families facing housing insecurity. They anticipate the requested amount could provide 70 families with food or shelter assistance.

Based on these considerations, the Commission has made the following recommendations:

Applicant	Requested	Recommendation
American Legion Post 1187	\$5,000	\$5,000
Crisis Center	\$20,000	\$17,500
Help & Hope Center	\$20,000	\$17,500
New Hope Presbyterian Church	\$10,000	\$5,000
<u>SECORCares</u>	\$10,500	\$0
The Rock	\$20,000	\$0
TOTAL	\$85,500	\$45,000

Budget Considerations

The 2023 Budget includes \$45,000 in the Philip S. Miller Fund for the 2023 Philip S. Miller Resource Grant Program.

Staff Recommendation

Staff recommends that Council approve the Public Safety Commission's recommendations for the 2023 Philip S. Miller Resource Grant Program.

Proposed Motion

I move to approve the Public Safety Commission's recommendations and award the 2023 Philip S. Miller Resource Grant Program monies as follows:

<i>American Legion Post 1187</i>	<i>\$5,000</i>
<i>Crisis Center</i>	<i>\$17,500</i>
<i>Help & Hope Center</i>	<i>\$17,500</i>
<i>New Hope Presbyterian Church</i>	<i>\$5,000</i>

Alternative Motions

I move to approve the Public Safety Commission's recommendations for the 2023 Philip S. Miller Resource Grant Program, with the following conditions: (list conditions).

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

Attachments

Attachment A: 2023 Applications

Attachment B: Five-Year History of Granted Amounts

2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION:	Harry C. Miller American Legion Post 1187
ADDRESS:	1862 Malton Court
CITY:	Castle Rock
STATE:	CO
ZIP:	80104
CONTACT PERSON:	Larry Underwood
TITLE:	Adjutant
PHONE NUMBER:	720-341-0050
E-MAIL ADDRESS:	lkuwood@comcast.net
Website of organization:	FOCUS
Executive Director/President:	Jim Thiessen, Commander
Board of Directors:	Post Commander: Jim Thiessen Senior Vice Commander: Mike McNairy Junior Vice Commander: Dave Giboo Financial Officer: Patrick Sullivan Post Adjutant: Larry Underwood
Non-profit status:	501(C)(19)
Amount requested:	5,000
Provisions for the necessities of life:	Food, Energy, Shelter

Purpose of grant:	The grant would primarily be used by American Legion Post 1187 of Castle Rock to assist homeless/low income veterans and current service members in meeting their food, shelter, and energy needs. The grant would also help the Post provide other services to military families, and promote patriotism in the community.
Organization's goals/Mission Statement:	<p>American Legion Post 1187 is the Castle Rock branch of the American Legion. The American Legion is the nation's largest wartime veterans service organization devoted to serving our fellow active duty military and their families, mentoring youth, promoting strong national security, and advocating patriotism across the U.S.</p> <p>Harry C. Miller Post 1187 of Castle Rock is dedicated to serving veterans and our community. We visit and provide emergency assistance to veterans, active military and their families. We also participate in dedications and events within Castle Rock, present the colors at Memorial Day and Veterans Day events, march in the Douglas County Parade, and participate in and contribute to various youth events. In all, we contribute more than 1,000 hours of volunteer service annually to community events. In recognition of our service to the local community, Post 1187 received the 2022 Nonprofit of the Year Award from the Castle Rock Chamber of Commerce.</p>
How the organization will use the granted funds:	American Legion Post 1187 would primarily use the grant funds to assist homeless/low income veterans and service members in meeting their food, shelter, and energy needs. The Post helps veterans and their families transition from military life to civilian life, whether through assistance in relocating, obtaining comfort items, or connecting them to Veterans Administration services. Funds would also help purchase uniforms that Honor Guard members need to serve military funerals and local events, as well as to help purchase U.S. and POW flags that are displayed throughout Castle Rock for national holidays. Finally, funds would be used to help send two local high school students to the American Legion Boys State leadership conference.
Time table for implementation:	The funds would be expended during calendar year 2023.

Other organizations participating with this program:	Harry C. Miller American Legion Post 1187 partners with many community organizations. We work with and serve Children's Hospital in Denver, the Castle Rock police and fire departments and Douglas County Sheriff's Office, the Castle Rock Chamber of Commerce, and the Castle Rock Senior Center, as well as all local retirement facilities and schools.
Strategies for sustained funding at the end of the grant period:	At the end of the grant period, American Legion Post 1187 will pursue funding for this project from organizations such as the Castle Rock Town Council. The Post also will continue to receive funds through membership dues, individual donations, Post-sponsored community events, King Soopers Community Rewards, and Honor Guard service.
Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:	American Legion Post 1187 expects to assist homeless/low income veterans and current service members, and their families, in meeting their shelter, food, and energy needs. Any military members requesting assistance must prove his/her military service prior to receiving funds. The Post tracks the number of veterans receiving assistance, and the amount and purpose of funds received. The Post also tracks the number of flags purchased for display, and the number of funerals and other events served by the Honor Guard. The results of our community programs are disseminated in our quarterly newsletter, at monthly meetings of Post members, and on the Post Facebook page (https://m.facebook.com/ALP1187).
Describe specific benefits to Town residents including number of residents served, if available:	In addition to the more than 180 local veterans we serve who are members of our Post, we serve veterans at local retirement facilities. Although we focus on serving active military and veterans and their families, we benefit all residents of Castle Rock through our patriotic activities such as hanging American and POW flags throughout the City, honoring veterans through Memorial Day and Veterans Day activities, participating in local youth activities, and volunteering in schools.
If the Town provides only partial funding, how will the organization fund the program/project?	As a small service organization, Post 1187 would be grateful for any amount of funding from the Philip S. Miller Resource Grant Program. Any funding received would be used to assist homeless/low income veterans with housing, food, and energy needs, and to help the Post provide other community services as described above.
If previously awarded a Town grant, please	American Legion Post 1187 is grateful for the grant of \$2,500 we received from the Philip S. Miller Resource Grant Program

include a summary of the program/project and evaluate the success:

during 2022. Funds were used to assist numerous veterans in Castle Rock in meeting their basic needs for food, energy, and shelter. For example, in one instance, the Post met with a veteran who was stranded in Castle Rock and provided him with a meal and gas for his automobile. Funds were also used to purchase U.S. and POW flags which were displayed throughout the City of Castle Rock, and uniforms for Post members who volunteer to serve in the Honor Guard.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)

[PSMGP Project Budget Post 1187 6.27.22.pdf](#)

Proof of non-profit status as PDF

[990-N Form_2021\[1545\].pdf](#)

Most current YTD financials as PDF

[American Legion 22_23 Post 1187 Finances-Budget 6.27.22.pdf](#)

Most current audited financials and management letter, if available, as PDF

Field not completed.

Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF

[American Legion 22_23 Post 1187 Finances-Budget 6.27.22_1.pdf](#)

Other as PDF:

[PSMGP Project Budget Post 1187 6.27.22_2.pdf](#)

Other as PDF:

Field not completed.

Other as PDF:

Field not completed.

Additional comments:

Thank you for the opportunity to apply for funds from the Philip S. Miller Grant Resource Program.

Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Email not displaying correctly? [View it in your browser.](#)

2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION:	Crisis Center
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ADDRESS:	PO Box 631302
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CITY:	Littleton
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STATE:	CO
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ZIP:	80163
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CONTACT PERSON:	Amy McCandless
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TITLE:	Director of Development
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PHONE NUMBER:	303-678-2518
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E-MAIL ADDRESS:	amccandless@thecrisiscenter.org
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Website of organization:	www.thecrisiscenter.org
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Executive Director/President:	Jennifer Walker
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Board of Directors:	Michele Duncan Tim Moore Barb Gay Becky Beall-Moore Sue Quirk Krista Tushar Lori Nebelsick-Gullett Christine Harris Krystie Baker Artie Lehl Catrina Bubier Wendy Pacheco Jeff Galgano Darren Weekly
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Lisa Neal-Graves
Stefan Ciuk

Non-profit status:	501(C)(3)
Amount requested:	20000
Provisions for the necessities of life:	Shelter
Purpose of grant:	The Crisis Center is respectfully seeking \$20,000 in continued operational support of our emergency shelter and community-based advocacy programs for adults and children impacted by domestic violence in our community.
Organization's goals/Mission Statement:	<p>Established in 1985, the Crisis Center exists to end domestic violence through advocacy, education, and prevention; while helping communities live free of violence. We serve the 18th Judicial District, which includes Douglas, Elbert, Lincoln and parts of Arapahoe Counties. Our services include a 24-hour crisis line, emergency shelter, therapy, legal advocacy and community-based advocacy for adults and children impacted by domestic violence. We also provide prevention activities, education and outreach to the community.</p> <p>Our goals and objectives are to provide safety, healing and education to stop the generational cycle of domestic abuse. Our programs help those impacted understand why the abuse happens, recover through a variety of interventions, and gain the tools to become emotionally stable and self-sufficient. We educate the community to have a better understanding of the personal tragedies involved, the resulting public impact, and the economic costs from the growing incidence of family violence and conflict. The Crisis Center utilizes non-profit best practices, implements evidenced-based programs and utilizes innovative and collaborative ideas in planning for the future and sustainability of the organization.</p>
How the organization will use the granted funds:	<p>Awarded funds will be used to support our emergency shelter and community-based advocacy programs.</p> <p>Our emergency shelter program includes a 24-hour crisis line and emergency shelter for adults and children impacted by domestic violence. Crisis line calls are responded to by trained staff who offer crisis intervention, information, referrals and</p>

provide support. If danger is imminent from a violence partner, we arrange for those impacted to stay in our emergency shelter. In addition to our shelter, we have partnerships with local hotels for additional emergency shelter space. If we are full, we support the client in finding other safe options. While in shelter or our partner hotels, individuals receive assistance with daily essentials for living (personal care items, hygiene items, food, clothing, etc.), therapy, legal advocacy, community-based advocacy, and access to a wide array of other community resources. Individuals may continue with non-residential services after leaving shelter.

The Crisis Center's community-based advocacy program is an evidenced based advocacy intervention that helps adults protect themselves and their children from further violence by utilizing the community resources the client reports needing. Community-based advocates assist in developing safety plans, provide case management, support and advocacy. Client outcomes include maintaining a safe living environment, completion of the client's goals, decrease in physical violence and depression, easier access to community resources, greater independence and ultimately remaining violence free.

Time table for implementation:

Our crisis line and emergency shelter operate 24/7, 365 days a year. Staff are present at shelter Monday-Thursday until 8:00 p.m. and Friday until 6:00 p.m. After hours and on weekends and holidays, staff are available for support through the 24-hour crisis line. Therapy and advocacy services are provided both in-person and virtually Monday-Friday, primarily from 8:00 a.m. – 5:00 p.m., however group and individual appointments are provided to best meet the client's needs.

Other organizations participating with this program:

Specific to the Crisis Center direct service programs, there is no duplication of services, as the Crisis Center is the only agency serving those impacted of domestic violence and has the only shelter of any kind in three of the four counties of our catchment area, including Douglas, Elbert and Lincoln Counties. We partner with other shelters in the state, transitional housing agencies, the Douglas and Elbert County Departments of Human Services, mental health agencies, Help & Hope, Douglas County School District, and other agencies serving this population. We hold active memberships in the National Coalition Against Domestic Violence, Violence Free Colorado, the Colorado Organization for Victim's Assistance

and the Colorado Association of Non-Profit Organizations.

Additionally, the Crisis Center participates in a collaborative called Douglas County Cares (DC Cares), which includes representatives from Douglas County government, the Crisis Center, Douglas County Housing Partnership, Douglas County School District; local churches and several other human service non-profits. These organizations work together to provide wrap-around services to Douglas County residents that need financial assistance and support to gain and/or maintain housing and employment. Nearly 65% of the families referred and assisted through DC Cares, have experienced domestic violence.

The Crisis Center continues to work with Douglas County Law Enforcement agencies and the District Attorney's Office.

Strategies for sustained funding at the end of the grant period:

Despite early concerns related to funding during the continued COVID-19 pandemic, the Crisis Center was grateful to have received support from specific COVID-19 funding opportunities which helped us close our fiscal year stable in 2021. While we continue to rely on government funding to support our direct service program staff, our focus remains on building relationships with our individual and corporate donors, collaborative partners and private foundations to increase unrestricted donations. Cultivation of individual donors has yielded positive results in retention and additional dollars. Our 2021 Gala event exceeded budget and produced record-breaking revenue for the agency.

We continue to grow our operating reserve by intentionally working toward building a Board-Restricted 90-Day Reserve (25% of the annual operating budget) by setting aside excess cash in short-term investments, including a money market account. These funds are restricted to capital improvements, unforeseen and emergent situations, and short-term cash flow shortages.

The Crisis Center remains diligent in our mission, with 78% of our funds going directly back to client programs and services. We have diversified funding streams that include the following breakdown:

- Government grants: 66%
 - Foundation grants: 3.5%
-

- Individual donors: 13%
- Special events: 11%
- United Way donations: 3%
- Corporate support: 2%
- Churches and civic organizations: 1%
- Earned income: .5%

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:

The Crisis Center administers client surveys and assessments to gather data on agency outputs and measure outcomes. This information assesses satisfaction with services provided, professionalism of staff and volunteers, and impact of services received. Surveys are administered every six months for our clinical program, at the time a person exits our emergency shelter, and after three meetings for our legal advocacy program. There is a separate evaluation when clients complete the community-based advocacy program. Results are published in our Annual Report, which is posted to our website and distributed to funders as needed.

Outcomes from both our emergency shelter and non-residential programs are positive, with an average overall satisfaction of 94%. Specifically, clients stated the following:

- 90% gained knowledge about community resources
- 100% know more ways to plan for their safety
- 90% are more hopeful about their future
- 100% are more self-sufficient than before engaging in services
- 93% understand the violence was not their fault
- 87% stated their overall emotional health and well-being have improved

The long-term impact we strive to achieve is for clients to gain skills necessary for independence, safety and living lives free from violence. In 2023, the Crisis Center expects to assist at least 1,250 callers through our 24-hour crisis line. We expect to provide at least 1,300 nights of shelter to at least 70 adults and children; serve at least 200 adults and children in our therapy program; 75 clients in our community-based advocacy program; and 275 clients in our legal advocacy program.

Describe specific benefits to Town residents including number of

The Crisis Center's programs and services follow the Town of Castle Rock's vision of making Castle Rock an ideal place to call home, by focusing on a commitment to family, health, and public safety. As the only agency providing services to victims

residents served, if available:

of domestic violence in Douglas County, and the only emergency shelter facility, the Crisis Center continues to be a vital component to the quality of life of Castle Rock residents.

Last year alone, the Crisis Center reached over 3,200 people, of which 390 were unduplicated adults and children receiving direct services. From data and statistical tracking, we know that more than 50% of our clients are from Castle Rock. Similarly, of the thousands of people receiving specialized trainings and specific education about domestic violence, approximately 65% are from Castle Rock.

Specific to clients that reside in Castle Rock, the Town of Castle Rock's funding allowed each client \$102 toward the services we provide them and the overall cost per Castle Rock resident is \$0.31. According to data obtained from the 18th Judicial District Attorney's Office, in 2021 there were 1,969 domestic violence case filings, including felony, juvenile and misdemeanors. The estimated cost of serving one person impacted by domestic violence in Colorado is nearly \$15,000 per year. (Ashton, et al 2010). Nearly 70% of Crisis Center clients have never reported their abuse to law enforcement and do not seek public assistance, thus saving the Town of Castle Rock approximately \$2million annually.

If not addressed, we know that domestic violence is detrimental to families and the community as a whole. The adults and children we serve have experienced physical, sexual, and emotional trauma, sometimes for the majority of their lives. For approximately 70% of those victims, the Crisis Center is the first point of supportive contact, empowering them to move towards increased safety, self-sufficiency, economic productivity, and healthy relationships.

If the Town provides only partial funding, how will the organization fund the program/project?

The Crisis Center is grateful for the on-going support from the Town of Castle Rock. (History of funding from 2012-2021: \$13,500, \$16,000, \$17,500, \$17,500, \$20,000, \$20,000, \$17,500, \$20,000, \$20,000, \$20,000 respectively). Specific to this grant request, all funds awarded will be used for our emergency shelter and community-based advocacy programs. If we are awarded only partial funding, we will continue to focus on building relationships with new and existing donors and diversifying our income sources to meet the required need; however, funding from the Town of Castle Rock is an essential

part of our budget and to serving residents from the Castle Rock community.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:

In 2021, we provided direct service to 390 unduplicated adults and children impacted by domestic violence and 34% of adults utilized more than one service. Specifically, we provided legal services to 248 clients, therapy to 124 adults and children, community-based advocacy to 108 clients, and 2,027 nights of emergency shelter to 62 individuals. We responded to 1,067 calls to our 24-hour crisis line and reached 1,788 community members through 40 education, outreach and prevention activities.

Outcomes from both our emergency shelter and non-residential programs are positive, with an average overall satisfaction of 94%. Specifically, clients stated the following:

- 90% gained knowledge about community resources
- 100% know more ways to plan for their safety
- 90% are more hopeful about their future
- 100% are more self-sufficient than before engaging in services
- 93% understand the violence was not their fault
- 87% stated their overall emotional health and well-being have improved

As one client said: "No one really talks about or acknowledges domestic violence in upper socio-economic demographics, but the impact is just as real and, in some ways, even harder to overcome. The Crisis Center and its supporters helped me tremendously, but more importantly my son has improved as a result of the resources at the Crisis Center. It is one of the few places my challenges have been understood and supported because domestic violence usually only ends once someone dies."

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)

[PSMGP Project Budget - Crisis Center 2023 app.pdf](#)

Proof of non-profit status as PDF

[Crisis Center - 501c3.pdf](#)

Most current YTD financials as PDF	Financial Summary June 2022.pdf
Most current audited financials and management letter, if available, as PDF	2021 Audited Financial Statements.pdf
Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF	2022 Crisis Center approved budget - program roll up.pdf
Other as PDF:	PSMGP Project Budget - Crisis Center 2023 app 1.pdf
Other as PDF:	<i>Field not completed.</i>
Other as PDF:	<i>Field not completed.</i>
Additional comments:	<i>Field not completed.</i>
Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104	

Email not displaying correctly? [View it in your browser.](#)

2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION:	Help & Hope Center
ADDRESS:	1638 Park Street
CITY:	Castle Rock
STATE:	CO
ZIP:	80109
CONTACT PERSON:	Diane DeBella
TITLE:	<i>Field not completed.</i>
PHONE NUMBER:	3036881114
E-MAIL ADDRESS:	diane@helpandhopecenter.org
Website of organization:	https://www.helpandhopecenter.org/
Executive Director/President:	Dan Marlow
Board of Directors:	Sarah Miles, Chair Trent Krause, Vice Chair Kristen Wenaas, Treasurer Dan Weidman, Secretary Dave Hieronymus Bob Pasicznyuk Peter B. Goldstein Chris Donner Tracy Marks
Non-profit status:	501(C)(3)
Amount requested:	\$20,000

Provisions for the necessities of life:

Food

Purpose of grant:

The mission of Help & Hope Center directly aligns with your grant fund's goal of providing for the necessities of life--in this case hunger relief. In 2021 the Center provided 20,413 community members with \$2,011,293 of direct and in-kind client assistance. The Center distributed \$1,419,504 in food, hygiene, and household supplies in 2021. 815,807 lbs. of food were distributed. Approximately 93% of agency clients receive these basic services. The Center also conducts three off-site food banks monthly at low-income senior housing units (Reyn Rock Plaza, Oakwood Apartments, and Auburn Ridge), providing food/hygiene assistance to senior citizens in need. Due to recent unprecedented supply chain issues and rising food costs, our food pantry has gone well over our projected budget on food. We pride ourselves on supplying our clients with the best selection of groceries, and it has been difficult to sustain this level of food purchase. Funding from the Philip S. Miller Resource Grant will not only support our on-site client choice food bank, but will also provide support for the Center's once a month senior food banks.

Organization's goals/Mission Statement:

Help & Hope Center is a 501(c) (3) human service organization whose mission is to meet the immediate needs of residents of Douglas and Elbert counties who are in financial distress and at risk of becoming homeless, to help them work through troublesome times with dignity.

Goals

- a. To continue to meet the basic needs of residents of Douglas and Elbert Counties who are experiencing hunger and homelessness or are at risk for these conditions, and to advocate for those in need;
- b. To collaborate with new and existing community partners to provide comprehensive services for Douglas and Elbert County residents in need;
- c. To expand food and services availability to Northern Douglas and Eastern Elbert County residents through our new Mobile Food Pantry program.
- d. To participate in county and statewide collaborative activities in order to achieve necessary system wide change;
- e. To build on the strength of our facility and staff, both paid

and volunteer, in order to meet client services goals and allow for service expansion, including establishing new programs that encourage self-sufficiency

How the organization will use the granted funds:	<p>Funds will be used to purchase food for the food bank. Receiving food from the food bank that would ordinarily come out of a budget allows our clients to put that money toward paying other bills--utility bills, rent, prescriptions, or even gas for the family car. With 93% of our clients receiving food, this is our priority. We give each family member enough non-perishable food for seven days, depending on food bank stock, three meals a day plus snacks, including protein, whole grains, fruits, and vegetables. Donated perishable foods are distributed liberally on the day they are received. We employ a client choice model, which empowers our clients. Having the opportunity to choose their own food gives clients a sense of dignity and control, limits waste, and allows them to tailor the help they receive to be the best possible fit for their own unique situation. It has also allowed us to provide more fresh food choices for clients, as we now have the room and refrigerators necessary to store fresh foods such as fruits and vegetables.</p>
Time table for implementation:	<p>Funds will be expended as soon as they are received. The overarching goal is to provide at least seven days of nutritious food, three meals per day plus snacks, to residents in need, serving over twenty client households per day, five days per week.</p>
Other organizations participating with this program:	<p>The Center collaborates with corporate donors, including Sam's Club, Sprouts, Target, Safeway, WalMart, King Soopers, Starbucks, Whole Foods, Tony's, and other local restaurants through the food rescue program. The agency also collaborates with Food Bank of the Rockies, the Emergency Food Assistance Program (TEFAP), Catholic Charities, 9Cares Colorado Shares, local Boy Scouts and Girl Scouts, several local Rotary groups, and other service organizations and churches.</p>
Strategies for sustained funding at the end of the grant period:	<p>Help & Hope Center continues to seek food donations from new sources, especially due to supply chain issues and rising food costs. The client choice food bank has decreased food waste, and we have expanded our existing refrigerator capacity, which allows us to store and distribute more perishable foods to clients. As the Center continues to provide</p>

a safety net for residents, we are also working to achieve long-term solutions to the problems facing these individuals and families. If clients can move toward self-sufficiency, they will have less reliance on emergency services.

Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:

Help & Hope Center takes both a process and outcome approach to evaluation. The goal of ongoing evaluation is to gather necessary information for improving and accounting for agency, program, and client specific effectiveness as well as the appropriate allocation of resources. The agency utilizes a wide range of evaluation tools to assess the agency's overall impact. The Center's organizational actionable evaluation, both process and outcome, seeks to measure our program impacts/outcomes against our goals and mission on an ongoing basis. It is based on observable and measurable activities to create sustainable changes to our client community.

Measurement tools:

- Clients served and services delivered are tracked in a client database, EmpowOR, a state-of-the-art, user friendly, web-based participant/client, services and results tracking software
 - Number of referrals to other agencies/reports from other agencies are tracked and analyzed
 - Number of volunteers and volunteer hours are logged daily
 - Client feedback, captured through visit assessment surveys, is analyzed and acted upon in a timely manner
-

Describe specific benefits to Town residents including number of residents served, if available:

In 2021 the Center provided 20,413 community members with \$2,011,293 of direct and in-kind client assistance. The Center distributed \$1,419,504 in food, hygiene, and household supplies in 2021. 815,807 lbs. of food were distributed. Approximately 93% of agency clients receive these basic services.

If the Town provides only partial funding, how will the organization fund the program/project?

Help & Hope Center is continually seeking new partnerships and collaborations. We have been fortunate to establish partnerships with Food Bank of the Rockies and a number of grocers that participate in the food rescue program. Our thrift store also continues to generate revenue that can be used to purchase food to supplement our current inventory when needed.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:

Funds received from the Philip S. Miller Resource grant were used to purchase food for the agency's food bank. The overarching goal of the food bank program is to provide at least seven days of nutritious food, three meals per day plus snacks, and toiletries, cleaning and hygiene supplies as available, to clients who are in need, serving over 20 client households per day, five days per week.

The \$20,000 received from the Philip S. Miller Resource Grant Program in October 2021 was used to purchase 32,527 lbs. of food. Approximately 5,854 clients from Castle Rock received food with this funding. 93% of agency clients receive these basic services. The Center also conducts three off-site food banks monthly at low income senior housing units, providing food/hygiene assistance to senior citizens in need. In previous years, we would not have spent the full grant amount at this point in the year. However, the most significant challenge faced by the Center in recent months is the increased need among community residents due to the continued repercussions of the ongoing Covid 19 pandemic. We anticipate the need to grow as the pandemic continues, inflation rises, and other assistance programs end. We are also experiencing significant supply chain issues with regard to procuring food. In order to provide clients with balanced and nutritious options, we need to seek alternative food supply sources, which are proving to be more costly. Therefore, at this point in the year we have already far exceeded our food budget for the entire year.

The mission of Help & Hope Center directly aligns with the town's strategic vision to ensure that all necessary community services are provided to support the public interest and wellbeing of all Castle Rock residents by assisting at-risk residents with the necessities of life—in this case by addressing hunger relief.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget
(See "Grants" page for
Excel form. Save as PDF
for upload.)

[Miller Grant Food Pantry Budget 2022 final.pdf](#)

Proof of non-profit status
as PDF

[Help and Hope Center I.R.S. Determination Letter.pdf](#)

Most current YTD financials as PDF	P-L YTD May 2022.pdf
Most current audited financials and management letter, if available, as PDF	2020 Audited Financial Statements .pdf
Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF	2022 Budget Summary For Grants.pdf
Other as PDF:	Miller Grant Food Pantry Budget 2022 final 1.pdf
Other as PDF:	Miller Grant Food Pantry Budget 2022 final.xltx
Other as PDF:	<i>Field not completed.</i>
Additional comments:	I didn't see a file name when I uploaded the program budget, so I uploaded it again as an 'other' document, both as a .pdf and as an Excel document. I did this since the .pdf did not retain the original formatting, so it may be difficult to read. Also note that we are still waiting for our final 2021 Audited Financials, so I have attached the 2020 audit. I will be happy to send the 2021 audit once we have received it.
Please submit completed application and attachments, or print and deliver to: Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104	

Email not displaying correctly? [View it in your browser.](#)



2023 PHILIP S. MILLER RESOUC E GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____ **TITLE:** _____

PHONE NUMBER: _____ **E-MAIL ADDRESS:** _____

Website of Organization: _____

Executive Director/President: _____ **Board of Directors:** _____

Non-profit status:

☐ 501 (C)(3)

☐ 501 (C)(19)

Amount requested:

\$ _____

Provisions for the necessities of life:

☐ Water

☐ Energy

☐ Food

☐ Shelter

Purpose of grant:

Organization's goals/Mission Statement:

How the organization will use the granted funds:

Time table for implementation:

Other organizations participating with this program:

Strategies for sustained funding at the end of the grant period:

Evaluation – Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:

Describe specific benefits to Town residents including number of residents served, if available:

If the Town provides only partial funding, how will the organization fund the program/project?

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:

2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION:	SECORCares
ADDRESS:	17151 Pine Lane
CITY:	Parker
STATE:	CO
ZIP:	80134
CONTACT PERSON:	Valerie Ross
TITLE:	Development Director
PHONE NUMBER:	720-842-5621
E-MAIL ADDRESS:	valerie@secorcares.com
Website of organization:	secorcares.com
Executive Director/President:	Dennis Gorton
Board of Directors:	Dennis Gorton - Executive Direction/CEO SECORCares Guy Lecompte - Pastoral Staff, Crossroads Church Ryan Frazier – Founder, Frazier Global Strategies Krista Ingram - Real Estate Broker, Keller Williams Jeremy Cave - Attorney at Law, Cave Law Harmony Hurlong - Chief Development Officer, Centura Health Sarah Vowell - Owner/Manager, Christian Brothers Automotive in Parker Bill Shalkowski - Sr. VP of Construction Management, Salomon Foundation
Non-profit status:	501(C)(3)
Amount requested:	10,500
Provisions for the necessities of life:	Food

Purpose of grant:	<p>The purpose of the grant will be to pilot a mobile market at Arapahoe County's Castle Rock campus by providing food to low-income college students and the surrounding community. Addressing the transportation gap, especially in Castle Rock where public transportation is almost nonexistent, the Mobile Market provides food able to feed up to 100 people/families in a 2-3-hour period.</p> <p>SECOR has developed several menus/grocery lists that are used for site visits. Some of the food is donated, but SECOR does need to purchase supplemental food to fill the truck. The list of foods is designed to feed individuals for two weeks and will contain 25 to 36 items including meat, produce, eggs, milk and non-perishable staples. Sample shopping has been done to determine the weight and cost of the groceries. The average weight of weekly groceries given out is 110 pounds. This number is important to allow us to calculate the weight of the truck when preparing the routes. The Castle Rock location will be serving 100 guests, resulting in transporting around 12,000 pounds of food. Depending on the amount of donated food available, and with COVID-19 that has sometimes become a challenge, SECOR calculates each mobile visit to cost \$3,500.</p>
Organization's goals/Mission Statement:	To care for those faced by food insecurity through multiple outreach initiatives geared towards helping individuals back on the path of self sufficiency.
How the organization will use the granted funds:	Since 2006, SECORCares (Southeast Community Outreach) has cared for those faced with suburban poverty through multiple outreach initiatives geared towards helping individuals get back on the path of self-sufficiency. This is accomplished through providing free food that has been rescued from grocery stores or purchased from Food Bank of the Rockies. The granted funds would be used to purchase food, provide transportation and go towards storage and package of food into the mobile market truck.
Time table for implementation:	SECOR Cares anticipates testing the pilot program with 3 food delivery events in 2023 to be determined in coordination with Arapahoe Community College Castle Rock campus.
Other organizations participating with this program:	Besides partnering with Arapahoe Community College, the additional food we supplement in our mobile market through free food donations, SECOR receives through partnership

	<p>organizations Food Bank of the Rockies, We Don't Waste, as well as the following grocery partners: Target, King Soopers, Loaf n Jug, Sprouts, Walgreens, local farmers, Costco, Kneaders, Trader Joes, and Starbucks. Other partners include Solomon Foundation, Christian Brothers Automotive.</p>
Strategies for sustained funding at the end of the grant period:	<p>If this pilot program is successful SECOR will look for additional funding to continue the program through foundation, individual government and corporate support.</p>
Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and disseminate the project's results:	<p>SECOR expects that the food events will be well attended because of the need for food as food and gas prices have risen dramatically. We keep track of the amount of food that is delivered, as well as the pounds of food delivered, and the number of people served. SECOR tracks bag distribution serving unduplicated numbers according to standard protocols presented by the Food Bank of the Rockies.</p>
Describe specific benefits to Town residents including number of residents served, if available:	<p>Populations served by the proposed project target populations often overlooked and are food insecure: Immigrants and refugees, seniors on fixed incomes, struggling children and college students. Most people accessing food through SECOR's food distribution outreach are Hispanic, Asian and Black; many are also immigrants. Across the state, almost 10% of Coloradans struggle with hunger and report not having enough money to buy food. Additionally, KidsCount in Colorado reports that 14% of Colorado children do not know when or where they will get their next meal.</p> <p>SECOR predicts that it can serve up to 300 residents with food from the three mobile market visits with funding from this grant.</p>
If the Town provides only partial funding, how will the organization fund the program/project?	<p>If only partial funding is provided, SECOR will use money from other fundraising activities to fund the pilot program. We may need to decrease the number of mobile market visits if funding is not available.</p>
If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:	<p>Not Applicable</p>
<p>Attachments - Please attach all applicable documents as PDF. Other formats may not upload.</p>	

Program/project budget (See "Grants" page for Excel form. Save as PDF for upload.)	PSMG SECOR Mobile Market 2022.xlsx
Proof of non-profit status as PDF	2020 IRS Determination letter.pdf
Most current YTD financials as PDF	SECOR YTD PL June 22.pdf
Most current audited financials and management letter, if available, as PDF	2020 SECOR Cares E-Issued FS - Final. copy.pdf
Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF	SECORES ORG BUDGET 2022.pdf
Other as PDF:	PSMG SECOR Mobile Market 2022.pdf
Other as PDF:	<i>Field not completed.</i>
Other as PDF:	<i>Field not completed.</i>
Additional comments:	Couldn't get the program budget to upload correctly so uploaded as an Other pdf.

2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM APPLICATION

Due by 5 p.m., Aug. 1, 2022

ORGANIZATION:	The Rock
ADDRESS:	4881 Cherokee Dr
CITY:	Castle Rock
STATE:	CO
ZIP:	80109
CONTACT PERSON:	Andrew Nemeth
TITLE:	Secretary-Treasurer
PHONE NUMBER:	4694179030
E-MAIL ADDRESS:	andrew@therock.org
Website of organization:	https://therock.org
Executive Director/President:	Mike Polhemus
Board of Directors:	Mike Polhemus Andrew Nemeth TJ Chamberlain Dan Rondinelli Gerry Smuk Paul Karlburg Mike Steppenbaker
Non-profit status:	501(C)(3)
Amount requested:	20000
Provisions for the necessities of life:	Food, Shelter

Purpose of grant:	Our use of the P.S.M. Grant would be to 1) Expand our Food Bank program to help more families and 2) Increase our capacity to help individuals and families facing housing insecurity.
Organization's goals/Mission Statement:	Our overall mission is to Pursue God, Embrace People, and Transform Society through Real Family by serving the various needs of the Town of Castle Rock community alongside community members, other churches, and government agencies within the town and county.
How the organization will use the granted funds:	<p>Our Food Bank currently has 60,000 lbs of food that we distribute twice monthly to hundreds of families. We'd like to increase the amount of food we can give out, especially as food costs have soared and 58% of Americans are living paycheck-to-paycheck.</p> <p>We also work with local hotels to house individuals and families facing eviction or experiencing homelessness. We are also working to develop longer term solutions to help people get back on their feet. We'd use the grant money to help cover hotel costs and to continue to operate our shelter program for women and children (Winter Shelter Network).</p>
Time table for implementation:	These programs have been operating for years, we would immediately implement additional capital to increasing their reach and effectiveness.
Other organizations participating with this program:	There are lots of other local churches that help serve the town alongside us. In addition, we partner with the county on programs like Pathways To Employment (formerly ERA) and TANF. We are also participating with Food Bank of the Rockies and United Way.
Strategies for sustained funding at the end of the grant period:	Our programs are a combination of self-funded through donations from our congregation as well as additional grant awards and government contracts.
Evaluation - Discuss expected results, how the organization defines and measures success, and how it will use and	<p>We anticipate that \$20,000 will help us to provide assistance to 70 families.</p> <p>That number can go up or down depending on the need. It's much more affordable to feed a family for a week than to house them. But our program does both, and we strive to meet the most pressing needs.</p>

disseminate the project's results:

Our program would use the awarded funds to help cover the cost of food from Food Bank of the Rockies, provide immediate shelter either through hotels or shelters, or facilitate transitional housing.

We do not use any grant awards to cover administrative or staff expenses--those are all covered by The Rock's general budget; not the program specific budget.

Success will be measured by the quality, amount, and efficiency of support we are able to provide.

Describe specific benefits to Town residents including number of residents served, if available:

In 2021 we helped over 14,800 individuals. Many of these individuals were returning several times a month to receive similar assistance. Through our programs and services, we have come alongside many residents to help them maintain housing and utilities, proved food, meals, and clothing, and find other available resources through various churches and the county and state and government.

Our food bank services about 250 individuals a week. Averaging 12,500 persons a year. We served 1,500 ready meals in the year 2021. We provided rental and utility assistance for over 850 individuals through programs like ERA, TANF, and our Compassion Ministry funds.

If the Town provides only partial funding, how will the organization fund the program/project?

If we only received partial funding, we'd continue as we have with donations from residents, congregation members, and funding from other grant awards. Funding from the town and PSM Grant would help us to increase our reach and help even more residents.

If previously awarded a Town grant, please include a summary of the program/project and evaluate the success:

We have not previously been awarded a grant by the town.

Attachments - Please attach all applicable documents as PDF. Other formats may not upload.

Program/project budget (See "Grants" page for

[PSMGP Project Budget - The Rock 2022.pdf](#)

Excel form. Save as PDF
for upload.)

Proof of non-profit status as PDF	COTR 501C3.pdf
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Most current YTD financials as PDF	COTR 6-30-22 FS.pdf
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Most current audited financials and management letter, if available, as PDF	COTR 2021 FS.pdf
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Current budget (including Revenues and Expenditures detailing percentage relation between anticipated administrative costs and project costs) as PDF	PSMGP Project Budget - The Rock 2022 1.pdf
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Other as PDF:	COTR 2021 MCL.pdf
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Other as PDF:	<i>Field not completed.</i>
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Other as PDF:	<i>Field not completed.</i>
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Additional comments:	<i>Field not completed.</i>
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Please submit completed application and attachments, or print and deliver to: Town
of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO
80104

Email not displaying correctly? [View it in your browser.](#)

**2023 PHILIP S. MILLER RESOURCE GRANT PROGRAM
2018-2022 HISTORY OF GRANTED AMOUNTS**

NON-PROFIT ORGANIZATION	2023		2022		2021		2020		2019		2018	2018-22
	PSC Recommends	Amount Requested	Amount Granted	Amount Requested	Amount Granted	Amount Requested	Amount Granted	Amount Requested	Amount Granted	Amount Requested	Amount Granted	5 Year TOTAL Amount Granted
American Legion Post 1187	\$5,000	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	N/A	N/A	\$2,500	\$2,500	N/A	\$7,500
Crisis Center	\$17,500	\$20,000	\$20,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$17,500	\$25,000	\$20,000	\$87,500
Help & Hope Center/DETF	\$17,500	\$20,000	\$20,000	\$20,000	\$12,500	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$92,500
New Hope Presbyterian Church	\$5,000	\$10,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0
SECORCares	\$0	\$10,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0
The Rock	\$0	\$20,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0
Douglas County Veterans Monument Foundation	N/A	N/A	N/A	N/A	\$10,000	\$15,000	N/A	N/A	N/A	N/A	N/A	\$10,000
Home Builders Foundation	N/A	N/A	N/A	N/A	\$5,000	\$7,500	N/A	N/A	N/A	N/A	N/A	\$5,000
TOTAL	\$45,000	\$85,500	\$42,500	\$42,500	\$40,000	\$65,000	\$40,000	\$40,000	\$40,000	\$47,500	\$40,000	\$202,500



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 16. **File #:** ORD 2022-031

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Matt Benak, P.E., Water Resources Manager
Lauren Moore, Water Resources Program Analyst

Ordinance Approving an Agricultural Lease Agreement Between the Town of Castle Rock and Ruppel Farms, LLC (First Reading) [*Weld County, Colorado*]

Executive Summary

Castle Rock Water is seeking Town Council approval of an ordinance (***Attachment A***) for an agricultural lease with Ruppel Farms, LLC (Ruppel's) for the Box Elder Well Field property. The Town closed on the Box Elder property on Dec. 30, 2016 and are interested in continuing to work with the farmer that has previously farmed the land. The Ruppel's will lease 560 acres of farmland for three years including grazing rights for a total price of \$14,608.75. The annual rent and grazing fees were increased by the Consumer Price Index (CPI) increase from December 2019 (prior lease execution date) to September 2022. The price is reasonable for leased farmland in this location based on available data regarding other farm leases in the area. Either party may terminate the agreement with 120 days' notice.

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

February 22, 2017, Castle Rock Water Commission recommended the agreement be taken to Town Council for approval.

March 28, 2017, Town Council unanimously approved the Agricultural Lease with Ruppel Farms, LLC.

November 5, 2019, Town Council unanimously approved the First Reading for the 2020 Agricultural Lease with Ruppel Farms.

December 3, 2019, Town Council unanimously approved the Second Reading for the 2020 Agricultural Lease with Ruppel Farms.

As part of the Town's hybrid renewable water solution, the Town purchased Box Elder Farm and

closed on the property on December 30, 2016. This farm is located approximately six miles east of Lochbuie, CO in southern Weld County as shown in **Attachment B**. The water rights associated with this property have the potential to serve as a supply and/or augmentation source, along with the Lost Creek Basin wells, for the increased water demands that the Town will face as population growth continues. Should the Town obtain additional water rights in the South Platte River basin, this property is located along a section of Box Elder Creek, which may prove to be a useful diversion point for a northern water supply.

Rupple Farms, LLC, had a crop share lease with the previous property owner, Box Elder Properties, LLC, from January 1, 2011 through December 31, 2016, for 700 farmable acres. Up to 650 out of 850 acres were cultivated while areas with structures and riparian areas along Box Elder Creek remained uncultivated and/or grazed. The current lease of 560 acres with grazing rights, which began on January 1, 2020, expires at the end of this year and Castle Rock Water would like to renew for another three-year term.

Rupple Farms, LCC utilizes irrigation water from Henrylyn Irrigation District (HID) and Farmers Reservoir and Irrigation Company (FRICO) and it is estimated that approximately 200 acres can be irrigated and 360 acres can be dry farmed. The lease rate will be \$23 per acre farmed, up to 560 acres annually. Additionally, a \$1,728.75 grazing right can be leased each year for up to 60 head of livestock. The farmer will reimburse the Town for annual assessments to Henrylyn Irrigation District (HID) and FRICO. The value of a cash lease with this area of land farmed, including grazing rights is \$14,608.75 with the tenant paying all annual assessments. The key terms of the agreement are as follows:

- 3-year cash lease;
- Town will pay all property taxes and assessments against the real estate and personal property on the farm as well as insurance premiums for the structures and liability insurance coverage;
- Town will provide Tenant with limited power of attorney to administer the farm's participation in government programs;
- Town may purchase the existing irrigation pivot installed by the Tennant for fair market value at the end of the lease if it is not extended or the Tenant may remove it;
- Tenant's participation in Agricultural Risk Coverage Program (ARC-CO) and other government program participation is the sole responsibility of the tenant (The Town will execute documents as necessary);
- Lease can be terminated by either party 120 days prior to the termination date;
- All crops and proceeds from the crops shall be the Tenant's;
- Tenant shall furnish all labor, power, machinery and movable equipment, and all related operation and maintenance expenses to operate the farm;
- Repairs such as replacing well pumps, well screens, and pivot gear boxes on the pivots owned by Castle Rock shall be the responsibility of Castle Rock with support from the Tenant with managing contractors installing and replacing equipment;
- Tenant shall cut the weeds along ditches, roads, and property boundaries whenever necessary to prevent reseeding;
- Tenant shall be responsible for reimbursing the Town all paid annual assessments which

include but are not limited to FRICO assessments, HID, Chemigation Permit renewals, etc.;

- Hunting and grazing rights; and
- Tenant will have the right to call on the FRICO and HID water rights.

This farm lease will show the surrounding community that the Town is willing to work with the nearby neighbors. The Town will also be good neighbors by the fact that we are not letting the property become overrun with weeds and we are choosing to continue to farm it. The Town will also be able to generate some revenue from the property.

Budget Impact

If Council approves the agreement, Castle Rock Water would receive \$14,608.75 plus reimbursement for the total cost of annual assessments for FRICO, HID, and Chemigation Permits. The revenue will be deposited into Water Resources Fund Capital Leases account 211-4375-393.70-00.

Staff Recommendation

Staff recommends approval of the farm lease agreement with Ruppel Farms, LLC for 560 acres of farmed land over the course of three years which will generate a revenue of up to \$14,608.75 annually.

Proposed Motion

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

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
Exhibit 1:	Lease Agreement
Attachment B:	Location Map

ORDINANCE NO. 2022

AN ORDINANCE APPROVING AN AGRICULTURAL LEASE AGREEMENT BETWEEN THE TOWN OF CASTLE ROCK AND RUPPLE FARMS, LLC

WHEREAS, the Town of Castle Rock, Colorado (the “Town”), acting by and through its enterprise, Castle Rock Water, and Ruppel Farms, LLC (“Ruppel”) have agreed to the terms and conditions of an Agricultural Lease Agreement (the “Lease”); and

WHEREAS, pursuant to Section 14.02.050 of the Town of Castle Rock Municipal Code, the lease of any real property interests for a term of greater than one year shall be authorized and approved by ordinance; and

WHEREAS, the Town is the owner of approximately 850 acres of land located in Weld and Adams Counties, Colorado (the “Property”); and

WHEREAS, Ruppel desires to lease a portion of the Property for agricultural purposes and the Town desires to lease to Ruppel up to 560 acres of the Property for a three (3)-year term, as more particularly described in the Lease.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Authorization and Approval. The Lease between the Town and Ruppel is hereby approved in substantially the same form attached as *Exhibit 1*, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Lease by and on behalf of the Town.

Section 2. Severability. 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 judgement shall not affect the remaining provisions of this Ordinance.

Section 3. Safety Clause. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this Ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 15th day of November, 2022, 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 ON SECOND AND FINAL READING this ____ day of _____, 2022, by the Town Council of Castle Rock by a vote of ___ for and ___ against.

ATTEST:

Lisa Anderson, Town Clerk

Approved as to form:

Michael J. Hyman, Town Attorney

TOWN OF CASTLE ROCK

Jason Gray, Mayor

Approved as to content:

Mark Marlowe, Director of Castle Rock Water

AGRICULTURAL LEASE AGREEMENT

This Lease is made this ____ day of _____, 2022 by and between the Town of Castle Rock, a Colorado municipal corporation, acting by and through the Town of Castle Rock Water Enterprise, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Lessor”) and Ruppel Farms, LLC, a Colorado limited liability company, whose address is 29020 East 163rd Place, Brighton, Colorado 80603 (“Lessee”).

RECITALS

A. Lessor is the owner of approximately 850 acres of land located in Weld and Adams Counties, Colorado, as depicted in the attached ***Exhibit 1*** (“Property”).

B. Lessee desires to lease a portion of the Property for agricultural purposes and Lessor desires to lease to Lessee up to 560 acres of the Property depicted in the attached ***Exhibit 2*** and the water rights described in the attached ***Exhibit 3*** (collectively the “Leased Property”).

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section 1. Lease. Subject to the terms and conditions set forth in this Lease, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, the Leased Property, for cultivating crops, and grazing of livestock.

Section 2. Term. The Lease will be for three-yearar term, effective January 1, 2023 and extending through December 31, 2025 (“Lease Term”). The period January 1 through December 31 shall be referred to as a Lease Year. The Lease Term may be extended upon a mutually acceptable agreement between the Parties. Neither party shall be liable to the other party if a party elects not to renew this Lease.

Section 3. Rental Rate. Lessee shall pay annual rent, due on May 1 of each Lease Year, based on the number of acres of farmed land at \$23 per acre (“Rent”). The Rent due for the first Lease Year (1/1/20 – 12/31/20) shall be \$12,880 based on Lessee’s desire to farm not more than 560 acres. The amount of Rent due for the second and third Lease Years will be calculated based upon the number of acres of farmed land, as determined by Lessee, multiplied by a rate o f \$23 per acre.

In addition, Lessee shall pay to Lessor \$1,728.75 each Lease Year for the right to graze up to 60 head of livestock on the Property (“Grazing Right Payment”). The Grazing Right Payment shall be paid to Lessor concurrently with the annual Rent payment. Payment amounts include an interest element of 4.5%. An amortization schedule will be provided 30 days prior to May 1 of each lease year.

Section 4. Annual Assessments. Lessee shall reimburse Lessor all paid assessments, renewals. Lessor will provide a copy of any assessments, notice or invoice to Lessee and payment to Lessor shall be due within thirty (30) days of receipt of the assessment or notice by Lessee.

Section 5. Use of the Leased Property.

A. The Leased Property shall be used solely for agricultural farming purposes, livestock grazing and hunting, as further provided in Section 7 below. Lessee agrees to properly cultivate and farm, in a reasonable and good stewardship manner, all lands within the Leased Property. All crops and crop proceeds shall be the separate property of Lessee.

B. Lessee shall be responsible for all labor, power, machinery, and moveable equipment, operation and maintenance expenses to operate the farm. Lessee's participation in the Agricultural Risk Coverage Program (ARC-CO) and other government programs shall be at the sole discretion and responsibility of Lessee. Lessor shall provide any necessary documentation or approvals necessary to enable Lessee to participate in such programs. By execution of this Agreement, Lessor grants to Lessee a limited power of attorney to administer the Leased Property in such governmental programs, provided Lessee has given notice to Lessor of any programs that it intends to participate in.

C. Lessee shall take no actions on the Property which may result in contamination of the Property, including the groundwater upon, under, or near the Property.

D. Lessor shall have the option to purchase the existing irrigation pivot installed by Lessor. The purchase price for the irrigation pivot shall be fair market value. If Lessor does not elect to purchase the irrigation pivot, Lessee shall remove the irrigation pivot upon termination of the Lease.

E. Lessor, its agents, contractors, and guests shall have the right of entry for the following purposes including, but not limited to, inspection the Property, construction of improvements, hydrologic testing, and surveying. Lessor shall provide Lessee with adequate notice of such intended use of the Property. Lessee agrees to provide access, unlock gates as necessary, and provide notification to Lessor of any damage to the Property related to such guest, agent or contractor's use of the Property.

Section 6. Use of Water Rights. Lessee shall have the right to call on water rights described in *Exhibit 3*. These rights shall be used for irrigation use only and such irrigation use may only take place on the Leased Property. Lessee's use of the water rights shall be in accordance and in conformance with the terms and conditions of any and all court decrees for the water rights.

Section 7. Grazing Rights. Lessee shall have the right to graze up to 60 head of livestock on the Property. Lessee shall at all time maintain adequate fencing for containment of livestock.

Section 8. Hunting Rights. Lessor hereby grants to Lessee (to include Lessee's partners, officers, directors, employees, family members, and invitees), the exclusive and unrestricted rights to all legal and appropriate hunting activities on the Property. Lessor agrees

not to lease, license, or give permission to any other party for hunting purposes on the Property during the term of this Lease. Lessee may enter upon the lands at any time, without notice to Lessor, to legally hunt or to prepare for hunting. Lessee may not cause crop or property damage during granted occupancy for hunting purposes, and shall be liable for any such damages. Lessee may use all roads as they may exist from time to time to access the property. Lessee may construct temporary hunting blinds and pits, providing that for all dug pits: 1) they be installed after farming activities are completed each fall and removed and backfilled prior to farming activities in the spring; 2) that Lessor is notified of the locations of such pits; 3) that such pits are not located on center pivot wheel tracks, over buried electrical or pipeline services, or on existing roadways; 4) that such pits are marked appropriately with flagging and/or reflectors when not in use; and 5) that such pits will be closed and covered when not in use to help prevent potential accidents, and/or damages to, or by cattle that may from time to time be grazing on the Property. Lessor makes no assurances or warranties as to the suitability and/or huntable conditions existing on the Property. Lessee understands that farming operations, variables and decisions not under Lessee's control, such as low water supplies and crop selections, may from time to time limit the huntability of the Property.

Section 9. Maintenance of the Property. During the term of the Lease, and to the reasonable satisfaction of Lessor, Lessee shall maintain the Property in good repair and condition. Lessee shall not, without the prior written permission of Lessor, remove or allow any other person to remove from the property any of the pumps, sprinkler, pipelines, electrical connections, fences, buildings, trees, shrubbery, or any of the improvements of any kind. Lessee shall mow weeds or grasses, including but not limited to perennial noxious weeds regularly and shall maintain free from blockage debris or other obstruction all ditches, pipelines and roads on, or abutting the Property.

Lessor, at its sole expense, shall be responsible for repair and or replacement of well pumps, well screens, and pivot gear boxes owned by Lessor. Lessee agrees to provide support in managing contractors for such repairs and/or replacements.

Section 10. Insurance. Lessor, at its expense, shall maintain hazard insurance coverage on the Property, insuring all structures and personal property owned by Lessor located on the Property.

Section 11. No Ownership Interest in the Property. Lessee acknowledges that Lessee has no interest in the Property, other than as specifically set forth in this Lease, and otherwise claims no right, title, or interest in the Property. Effective on the termination Date, and without any further notice or writing, Lessee hereby quitclaims unto Lessor any and all right to use and any and all right, title and interest in and to the Property.

Section 12. Surrender of Leased Property. At the expiration of, or upon the termination of this Lease, or upon a breach by the Lessee of any of the covenants, terms or conditions contained in this Lease, Lessee shall quit and surrender the possession and occupancy of the Leased Property in as good condition as careful use and natural wear and decay may permit.

Section 13. Risk of Operation/No Joint Venture. The relationship created by this Lease Agreement shall be strictly as lessor and lessee, and not as partners or joint ventures, in any respect whatsoever. Lessor shall bear no portion of any loss, cost, or expense incurred by Lessee in connection with Lessee's operations on the Property under this Lease.

Section 14. Indemnification. Lessee shall exercise its privileges under this Lease at its own risk. Lessee shall indemnify and hold Lessor harmless from and against all liability for damages, costs, losses, and expenses resulting from, arising out of, or in any way connected with the use of the Property by Lessee, including by way of example and not by way of limitation, any governmental fines or penalties.

Lessee shall procure and maintain the following policies of insurance:

A. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

B. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Lessor's owned, hired and/or non-owned vehicles assigned to or used in on the Property. The policy shall contain a severability of interests provision.

The policies required above shall be endorsed to include Lessor, its officers and employees, as an additional insured.

Section 15. No Guarantee. Lessee acknowledges that Lessor cannot and does not guarantee the actual physical availability or water quality of the water rights.

Section 16. No Assignment or Sublet. Lessee shall not sell or assign this Lease, or otherwise sublet the Leased Property without the prior written consent of Lessor, which consent shall be given or withheld at the Lessor's sole discretion. Failure to obtain Lessor's consent to any such assignment or sublet shall be considered a breach, shall be under penalty of forfeiture of all the rights of Lessee under this Lease, and Lessor may, in its sole option, immediately terminate this Lease.

Section 17. Default and Remedies. In the event either party should default in performance of its obligations under this Lease, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action.

Section 18. Notices. Any notices required or permitted to be given hereunder shall be in writing, and shall be deemed to be given and effective when delivered by facsimile, electronic mail, express mail, or the third day after depositing in the US mail, addressed to the Parties as follows:

If to Lessor: Town of Castle Rock
 Castle Rock Water
 175 Kellogg Court
 Castle Rock, Colorado 80109

With copy to: Town Attorney
 Town of Castle Rock
 100 N. Wilcox Street
 Castle Rock, Colorado 80104

If to Lessee: Ruppel Farms, LLC
 29020 East 163rd Place
 Brighton, Colorado 80603

Section 19. Entire Agreement. This Lease constitutes the entire agreement between the Parties with respect to the subject matter hereof, and may not be amended without written consent of both Parties. This Lease supersedes any and all existing leases on the Property.

Section 20. Counterparts. This Lease may be executed in counterparts, each of which shall be deemed an original. Said counterparts shall constitute one and the same instrument and shall be binding upon each of the undersigned as fully and completely as if all had signed the same instrument. Executed copies may be delivered by facsimile or electronic mail and upon receipt will be deemed originals and binding upon the Parties, regardless of when originals are delivered.

Section 21. Binding Effect. This Lease shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the Parties. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies whatsoever upon any person other than Lessee and Lessor, and their personal successors, assigns, and transferees.

Section 22. Binding Law, Severability. This Lease shall be governed by laws of the State of Colorado. Whenever possible, each provision of this Lease shall be interpreted so as to be effective and valid under Colorado law. If any provision of this Lease is, for any reason and/or to any extent, invalid or unenforceable, then neither the remainder of this Lease in with the provision appears or the application of the provision to other persons or other circumstances shall be affected by such invalidity or unenforceability.

RUPPLE FARMS, LLC,
a Colorado limited liability company

Its: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2022 by _____ as _____ for Ruppel Farms, LLC, a Colorado limited liability company.

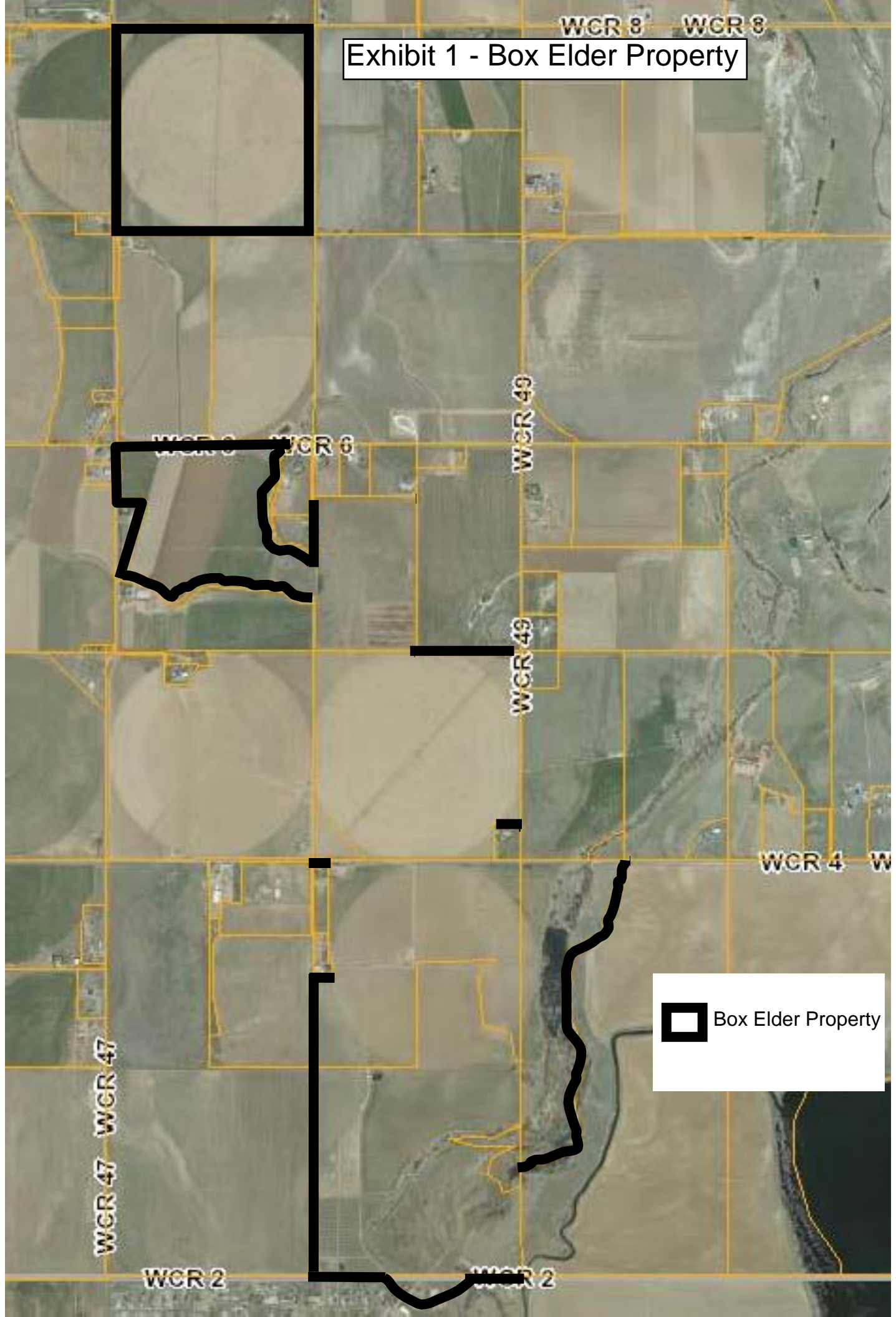
My commission expires: _____


6

ATTEST:

348

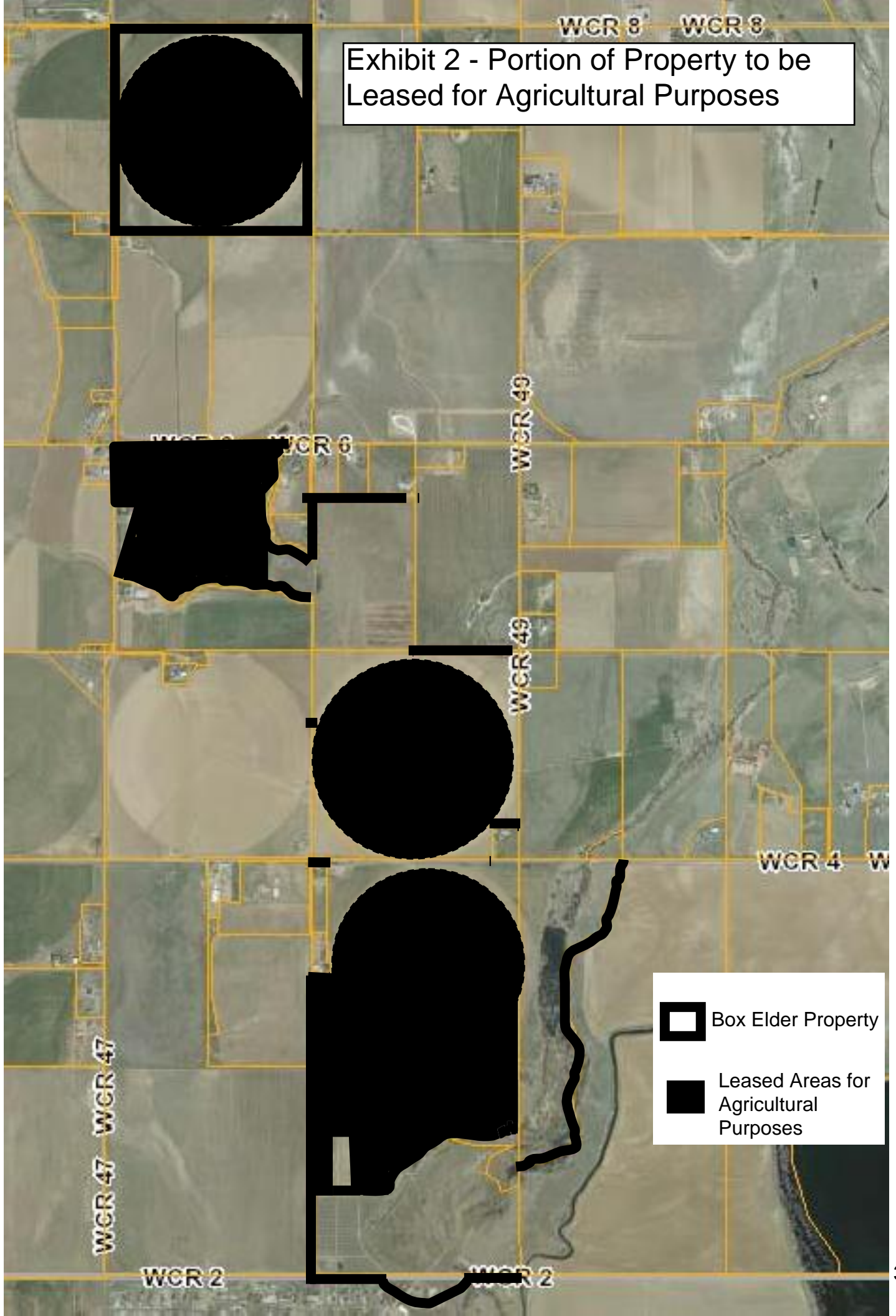
Exhibit 1 - Box Elder Property



 Box Elder Property

WCR 8 WCR 8

Exhibit 2 - Portion of Property to be
Leased for Agricultural Purposes

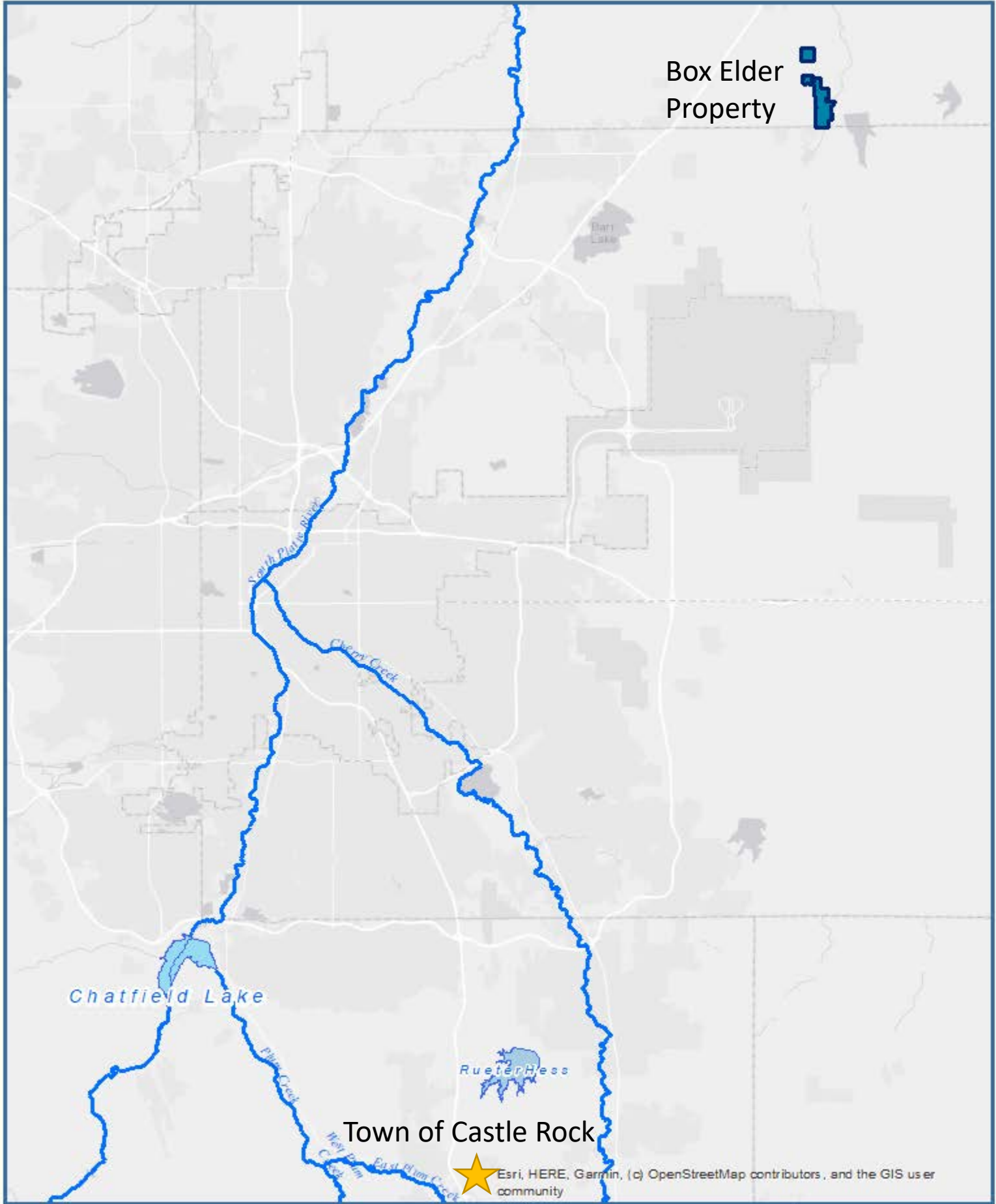


- Box Elder Property
- Leased Areas for Agricultural Purposes

Exhibit 3

Water Rights on the Property

- non-renewable water rights without existing well structures on the property;
- 300 acre-feet (AF) of consumptive use Henrylyn Irrigation District (HID) water rights; and
- Five shares of FRICO-Barr water rights.



Box Elder
Property

Town of Castle Rock



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in applying this product the Town of Castle Rock assumes no liability for its use or accuracy. Questions or comments regarding the cartographic composition of this map, including, but not limited to, errors, omissions, corrections, and/or updates, should be directed to the Utilities Department, Town of Castle Rock, (720) 733-6266. Copyright 2022, Town of Castle Rock, Utilities Mapping.

**CASTLE ROCK
UTILITIES MAP
(INTERNAL USE ONLY)**



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 17. **File #:** EXEC 2022-005

To: Honorable Mayor and Members of Town Council

Executive Session: Town Manager and Town Attorney Annual Performance Evaluations

EXECUTIVE SESSION MOTION

I move to go into executive session for the purpose of discussing the Town Manager's and Town Attorney's annual performance evaluation under C.R.S. §24-6-402(4)(f)(I).

ANNOUNCEMENT NO. 1

Announcement to be made by presiding officer at the beginning of the executive session (make sure the recorder is turned on; do not turn it off during the executive session unless so advised by the Town Attorney)

It is Tuesday, November 15, 2022 and the time is _____. For the record, I am the presiding officer, Mayor Jason Gray. As required by the Open Meetings Law, this executive session is being electronically recorded. At this time I will ask the recording secretary to verify the recorder is operating.

(RECORDING SECRETARY VERIFICATION)

This is an executive session to discuss the Town Manager and Town Attorney's annual performance evaluations under C.R.S. §24-6-402(4)(f)(I). In addition to members of Town Council, Town Manager David Corliss and Town Attorney Michael Hyman will participate in the executive session for their respective evaluation.

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

Item #: 17. File #: EXEC 2022-005

If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

ANNOUNCEMENT NO. 2

Announcement to be made by the presiding officer before concluding the Executive Session
(While tape recorder is still on)

I hereby attest that this recording reflects the actual contents of the discussion at the executive session held on November 15, 2022, concerning the Town Manager's and Town Attorney's annual performance evaluation.

This recording has been made in lieu of any written minutes to satisfy the recording requirements of the Open Meetings Law.

I will return the recorder to the Town Clerk to retain for a 90-day period.

Mayor



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/15/2022

Item #: 18. **File #:** EXEC 2022-006

To: Honorable Mayor and Members of Town Council

Executive Session Report: November 15, 2022 - Town Manager and Town Attorney Annual Performance Evaluations

An Executive Session was held at the beginning of the November 15, 2022, regular Town Council meeting. The purpose of the Executive Session was to conduct the Town Manager and the Town Attorney's annual performance evaluations.

If anyone believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.

Seeing none, the next agenda item is