

Application for Colorado Water Conservation Board Water Efficiency Grant: Synthetic Turf Project

Applicant: Town of Castle Rock
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The Town of Castle Rock (Castle Rock) developed a Water Conservation Master Plan that was approved by the Colorado Water Conservation Board (CWCB) in December 2006. One of the goals set forth in that Plan is to significantly reduce current and future per-capita water demands. In an effort to meet this goal and conserve water, Castle Rock, in partnership with the Douglas County School District (DCSD), proposes to install a synthetic turf field at the new Elementary School #45 instead of an irrigated natural turf field.

This project will provide several key water conservation benefits to Coloradans, including:

- Castle Rock and DCSD's use of synthetic turf instead of irrigated turf for athletic fields will reduce demands in Castle Rock by approximately 1.5 million gallons per year for the life of the project which is equivalent to the average amount of water used by approximately nine homes in one year.¹ This will assist Castle Rock in meeting the aggressive water conservation goals outlined in its Water Conservation Plan.
- Castle Rock's conservation goals call for creating a community culture that embraces water conservation as a "way of life." The installation of a synthetic turf field at a new school in a growing community provides a high-visibility project. Castle Rock plans to use this project to educate the public and increase awareness of water conservation. Castle Rock intends to place signage at the project and advertise its water-saving benefits through local media to help instill a conservation culture in Castle Rock and surrounding communities.
- Castle Rock is located in South Metro area which has been identified as one of the key "gap" areas in the Statewide Water Supply Initiative (SWSI). By offsetting potable water use, this project will directly reduce demands on non-renewable Denver Basin groundwater resources. That in turn provides local and regional benefits by better managing the aquifer as a long-term source of supply and drought reserve. Viewed another way, this water conservation measure offers

¹ This assumes that each home uses approximately 0.5 AFY.

financial benefits relative to the acquisition of new renewable supplies. The 1.5 million gallons of annual water savings achieved through the synthetic turf project would offset an investment of approximately \$220,000 that would otherwise be required to acquire and deliver an equivalent quantity of renewable surface water supplies².

- Landscape irrigation typically comprises over 50 percent of summertime municipal water system demands in Colorado's urban communities. From a statewide perspective, this project demonstrates the use of synthetic turf athletic fields as a practical means of conserving water through the coordination of multiple parties. The installation of synthetic turf fields on a large scale throughout Colorado would provide substantial municipal irrigation savings. In addition, because infrastructure needs are driven largely by peak demands, offsetting peak irrigation demands would help water providers meet overall system demands with lower capital investments in peak delivery infrastructure.

This document is an application for CWCB grant monies requesting \$86,013 for the installation of a synthetic turf athletic field at Douglas County Elementary School #45 (Synthetic Turf Project). This application was developed in accordance with CWCB's "Guidelines for the Water Efficiency Grant Program."

This grant application includes the following major sections:

- Section 1: Town of Castle Rock Water Demands and Supplies
- Section 2: Water Conservation
- Section 3: Synthetic Turf Field Overview
- Section 4: Scope of Work
- Section 5: Project Schedule
- Section 6: Budget Cost Estimate

² Estimated based on the South Metro Water Supply Authority June 2007 Regional Water Master Plan (mid-term implementation) with an estimated cost of \$34,000/AFY of capital and annualized O&M costs for the delivery, treatment, and storage of renewable water supplies from the South Platte River near the Brighton area. A cost of \$15,000/AFY for the water rights was assumed. The combined total unit cost of \$49,000/AFY was multiplied by a water savings of 4.5 AFY (1,466 kgal/year) to obtain the total cost savings.

1.0 Town of Castle Rock Water Demands and Supplies

Castle Rock is approximately 30 miles south of Denver, in central Douglas County. Castle Rock provides water supply and wastewater collection services to approximately 44,000 residents and commercial users. Attachment A provides a copy of Castle Rock's charter.

1.1 Historical Water Use

Annual Water Use

The amount of retail water consumed by Castle Rock's customers from 2002 to 2006, along with the number of homes within Castle Rock, is provided in Figure 1. Although the number of homes within Castle Rock has grown steadily during this period, customer water usage declined by 165 acre-feet per year (AFY) from 2002 to 2003 and usage in 2004 remained relatively low at 5,077 AFY. This is likely attributable to customers' response to regional drought awareness campaigns, Castle Rock's efforts to encourage conservation, and an abnormally wet year in 2004, which reduced the need for irrigation. Demands have increased since 2004, responding to growth and drier conditions. However, this increase may also indicate that customers are returning to pre-drought water use practices, typical of a drought memory effect.

Annual Per Capita Water Demands

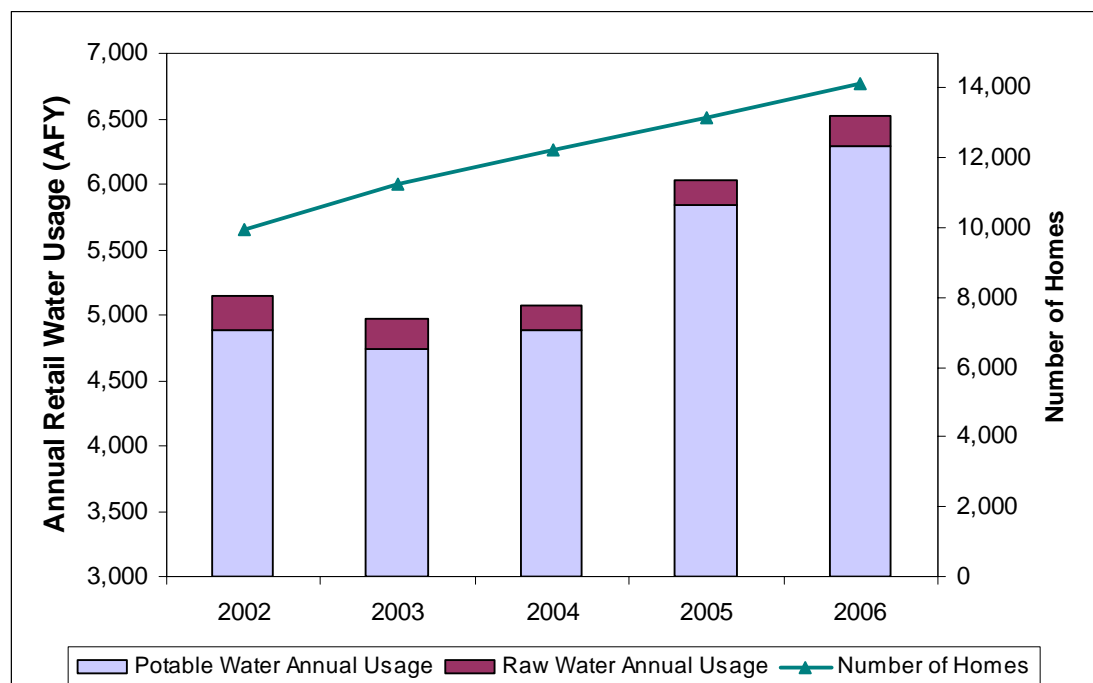


Figure 1: Historical Annual Retail Water Usage and Number of Homes

Note: The raw water consists of Denver Basin groundwater used for the irrigation of Red Hawk Ridge Golf Course.

Estimates of per capita water demands (gallons per capita per day, or gpcd) are shown in Figure 2. As shown in the equation below, per capita demands for the service area were estimated by dividing the retail annual potable water use by Castle Rock's population.

$$\text{Per Capita Water Demands (gpcd)} = \frac{\text{Retail annual potable water use (gal/year)}}{\text{Total population X 365 days/year}}$$

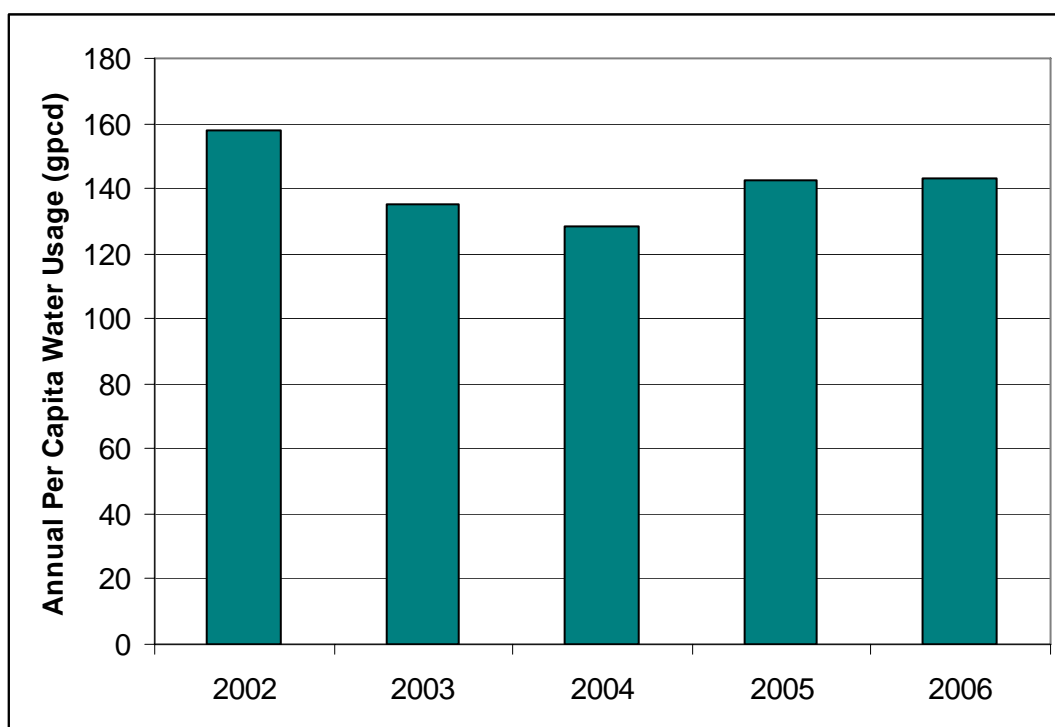


Figure 2: Per Capita Water Demands

Similar to the annual water usage data presented in Figure 1, per capita water demands in 2003 and 2004 were relatively low. As previously discussed, the decrease in per capita water usage was likely attributable to the regional drought awareness campaigns, Castle Rock's efforts to encourage conservation, and an abnormally wet year in 2004. Per capita demands increased slightly in 2005 and 2006, yet have not returned to 2002 per capita water demand levels.

Water Use by Customer Type

Table 1 lists Castle Rock's current customer billing types and annual retail water use by customer type for 2002 through 2006. These data indicate that single family residential customers are Castle Rock's largest water users followed by commercial.

Table 1: Billed Annual Water Use by Customer Type

Billing Rate Category	Customer Type	Annual Water Use (AFY)				
		2002	2003	2004	2005	2006
Potable Single-family Residential	Single family homes	2,913	2,863	2,821	3,324	3,803
Potable Multifamily Residential	Residential housing with multiple dwelling units such as apartments, condominiums, and townhomes	412	428	452	478	514
Potable Commercial	Commercial meters that handle indoor and outdoor needs	1,160	1,027	1,050	1,172	892
Potable Irrigation	Irrigation Only	404	280	335	432	777
Potable Bulk	Water that does not flow through a permitted tap such as fire hydrants or water filling stations for construction	0	147	227	430	303
Denver Basin Raw Water	Irrigation of Red Hawk Ridge Golf Course	254	233	192	191	233
Total Annual Usage		5,143	4,978	5,077	6,027	6,522

1.2 Projected Population and Water Use

Table 2 shows the historical and projected number of homes and population assuming 2.78 people per home ³ from 1990 to buildout in 2027. Castle Rock's population at buildout is projected to reach 100,000 assuming an annual increase of 4.3 percent⁴.

Table 2: Estimated Population

Year	Projected Annual Growth (%)	Estimated Population	Estimated Number of Homes
2002	N/A	27,622	9,936
2003	N/A	31,321	11,267
2004	N/A	33,956	12,214
2005	N/A	36,613	13,170
2006	N/A	39,263	14,123
2007	6.7	41,874	15,063
2008	6.1	44,412	15,976
2009	5.5	46,844	16,850
2010	4.3	48,858	17,575
2011	4.3	50,959	18,331
2012	4.3	53,150	19,119
2013	4.3	55,436	19,941
2014	4.3	57,820	20,799
2015	4.3	60,306	21,693
2016	4.3	62,899	22,626
2017	4.3	65,604	23,599
2018	4.3	68,425	24,613
2019	4.3	71,367	25,672
2020	4.3	74,436	26,776
2021	4.3	77,636	27,927
2022	4.3	80,975	29,128
2023	4.3	84,457	30,380
2024	4.3	88,088	31,686
2025	4.3	91,876	33,049
2026	4.3	95,827	34,470
2027	4.3	100,000	35,971

³ Source: U.S. Census Bureau (2000) estimation of number of people in a single-family residential home for Castle Rock.

⁴ Source: Town of Castle Rock. 2006. Engineering Memorandum: Adoption of Ordinances for Proposed Water Resources System Development Fees and User Charges to Support the Water Resources Strategic Master Plan – First Reading. February 14, 2006.

Figure 3 shows projected annual potable and raw water demands through buildout, without conservation. Total potable annual water demands are estimated to increase by approximately 11,200 AFY from 2007 to buildout with a potable water demand of 18,740 AFY at buildout. Raw water demand is anticipated to remain at 260 AFY, assuming continued use of untreated Denver Basin groundwater for irrigation of the Red Hawk Ridge Golf Course.

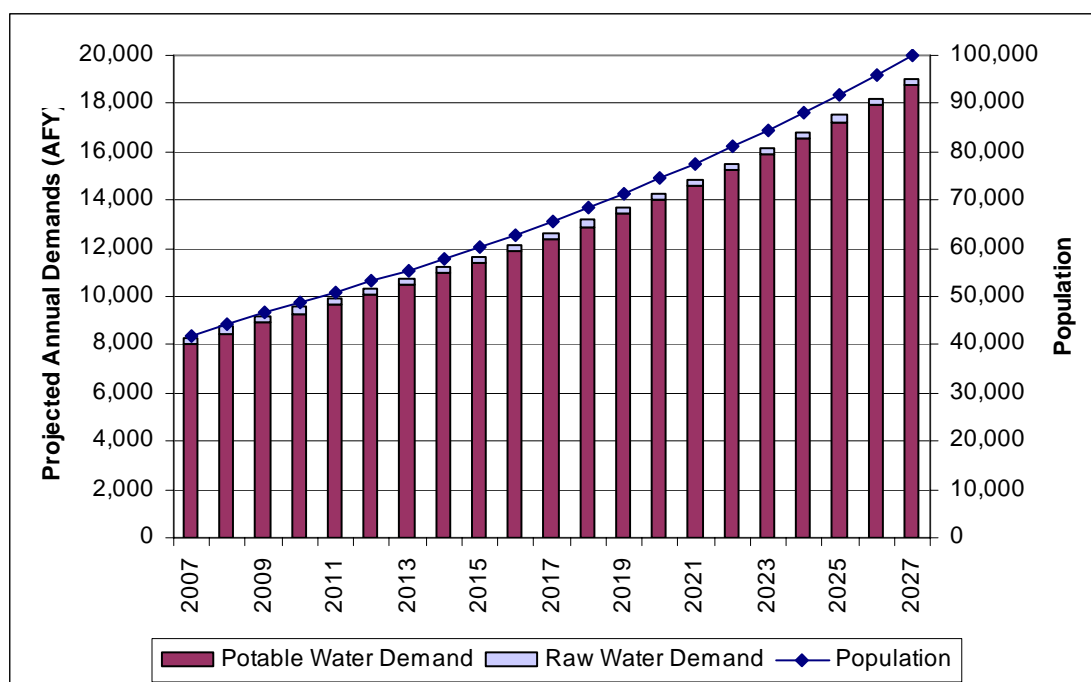


Figure 3: Projected Annual Water Demands

1.3 Water Supplies

Castle Rock currently relies on 49 Denver Basin groundwater wells for its potable water supply. The Denver Basin, which supplies water to much of the south metro area and northern El Paso County, is a non-renewable basin. Although Castle Rock can currently meet its water supply needs, it is projected that continued use of Denver Basin groundwater as the primary source of south metro area water providers would result in a continued decline of groundwater levels. This is attributed to the growing population and to the regional dependence on groundwater. In that event, it is anticipated that the costs to maintain groundwater production rates (e.g., redrilling wells; increased pumping energy requirements) to meet demands will escalate to the point that this source is no longer economically viable.

Castle Rock's Water Resources Strategic Master Plan outlines its preferred future water supply alternative as a mixture of Denver Basin groundwater (17 percent by 2055), Castle Rock's Plum Creek alluvial rights (9 percent by 2055), water reuse

(29 percent by 2055), and imported surface water (45 percent by 2055). The following actions were recommended in that plan:

- Implementation of a water conservation plan
- Full development of Castle Rock's current water rights
- Full use of the water rights from reclaimable water Castle Rock is entitled to use
- Working in partnership with other South Metro providers to import surface water to reach an overall water supply mix of renewable and reusable water that is 75 percent sustainable
- Development of reservoir storage to maximize efficient management of water supply
- Maintenance and development of Castle Rock's Denver Basin groundwater supply to meet the demands of continuing growth in the short term, and to provide reliability and a smaller supply role in the long term
- Development of a financing plan to generate capital funds required for transitioning to a sustainable supply ⁵

Although the overall mixture of supplies has been identified, specific water sources and storage options are still being developed. These efforts include participating in the Rueter-Hess Reservoir enlargement and in the Chatfield Reservoir reallocation projects. Additionally, water conservation will play a significant role in ensuring adequate future water supplies.

2.0 Water Conservation

2.1 Historical Conservation Water Savings

Castle Rock has promoted water conservation since the 1980's, including development and implementation of a comprehensive water conservation program in 1996. The Town also began to implement a variety of additional conservation measures in 2004. Water savings relative to the 1996 plan through 2005 reflected a savings of nearly 5% per capita per day. Because of the wet conditions observed in 2004, it is difficult to precisely quantify the water savings associated with Castle Rock's conservation programs. Table 3 provides estimated annual water savings from 2004 to 2006 for conservation measures where savings could be quantified. These include rebates for 3-day irrigation timers, smart controllers, and high efficiency clothes washers.

⁵ Source: Town of Castle Rock. 2006. Water Resource Strategic Master Plan.

Table 3: Estimated Annual Water Savings

Rebate	Rebate Amount	User Category	Assumptions	2004		2005		2006	
				Number Rebates	Water Savings (kgal/yr) ^{1,2}	Number Rebates	Water Savings (kgal/yr) ^{1,2}	Number Rebates	Water Savings (kgal/yr) ^{1,2}
3-Day Irrigation Timer ¹	\$25	Residential	2% Savings per Timer	13	6.8	2	9.0	8	5.2
Smart controller ^{1,3}	Up to \$300	Residential	5% Savings per Controller	0	0	0	0	23	37.3
High Efficiency Clothes Washer (WUF of 6.0 or less)	\$200	Single Family Residential	Low Usage Washer = 25 gal/wash Average Washer = 40 gal/wash Average 7 washes per week	0	0	0	0	446	2,435.2
Total				13	6.8	2	9.0	476	2,477.0

¹ The average outdoor water usage for a single family home and large irrigator was estimated for May-October using retail billing data. This average outdoor water usage was multiplied by the percentage of assumed water savings to estimate annual outdoor water savings.

² Estimated annual water savings achieved via each rebate were assumed to be cumulative. Hence, the 2006 water savings estimates include the estimated water savings of rebates purchased in 2004 and 2005.

³ Adjusts irrigation based on weather parameters.

2.2 Water Conservation Plan Goals and Objectives

Castle Rock's 2006 Water Conservation Plan established the following goals:

- *Reduce current and future water demands* – Castle Rock recognizes that current demand includes reducing water use through increased efficiency, especially in areas such as landscape irrigation. By optimizing water use efficiency, current and future water use demands can be dramatically reduced.
- *Create a community culture that includes water conservation* – In order for a conservation plan to be effective it is necessary for Castle Rock, in all areas of the community; commercial and residential customers, to understand why conservation is essential to the community mindset. Efficient water use needs to be a part of all aspects of community planning, development, and management.
- *Ensure financial stability* – It is important for the protection and enhancement of community investments to provide adequate water supplies at reasonable costs for today and in the future.

Specific objectives were established to further define the water use goals.

- Reduce average water consumption 18 percent over 5-year average use (165 to 135 gpcd)
- Reduce peak water consumption
- Preserve/enhance Castle Rock's landscape architecture

3.0 Synthetic Turf Field Overview

Synthetic turf fields are frequently used throughout the United States in place of irrigated turf for various reasons including longer playing seasons, reduced annual maintenance, and decreased water usage. The popularity of synthetic turf has increased as new technologies have made it safer and given it a more natural appearance. Under the proposed project, Castle Rock, in coordination with DCSD, would construct a synthetic turf field as part of Elementary School #45.

3.1 Major Components

Castle Rock has been studying the possibility of using synthetic turf as an athletic field surface for several years, particularly in new parks, and has in fact installed synthetic turf in active play areas of Matiney Park, Gemstone Park, and Butterfield Park. Castle Rock's *Synthetic Turf Feasibility Study*⁶ describes the following major components of synthetic turf fields:

- *Base*: The base usually consists of a well-graded and compacted subgrade overlain with geotextile fabric. A layer of crushed stone is then applied over the geotextile fabric just below the turf itself.
- *Drainage*: A drainage system of perforated pipe is typically placed along the edge of the field. However sometimes flat drains can be placed underneath the field should the design call for it.
- *Field*: The field surface consists of long synthetic fibers (about 3 inches long) attached to a high-strength backing.

3.2 Beneficial Features

A synthetic turf athletic field provides the following beneficial features:

- *Longer playing season* – Synthetic turf doesn't need to drain and dry following a rainfall event and it doesn't freeze; therefore, the overall playing season for sporting events can be extended when using a synthetic turf field.

⁶ Town of Castle Rock Park & Recreation. 2005. Synthetic Turf Feasibility Study.

- *More consistent playable hours* – Synthetic turf doesn't wear like irrigated turf; therefore, it doesn't require service interruptions to repair damage and allow for recovery.
- *Reduced annual maintenance* – Synthetic turf only requires periodic cleaning of the drainage system and brooming of the field following use.
- *Water savings* – Synthetic turf doesn't require irrigation and hence provides water savings.

3.3 Conservation Plan and Water Savings

The proposed project would reduce Castle Rock's overall irrigation needs and is thereby expected to provide water savings of up to 1.5 million gallons per year⁷ which is equivalent to the average amount of water used by approximately nine homes in one year⁸. This would assist Castle Rock in meeting its conservation goal to reduce current and future water demands particularly in areas such as landscaping and targeted water savings objectives of 18 percent over a 5-year average use (165 to 135 gpcd) as outlined in Castle Rock's Water Conservation Plan. Additionally, Castle Rock's conservation goals call for creating a community culture that includes water conservation. Installation of synthetic turf fields is a public display of Castle Rock's commitment to creating community awareness about conservation by making conservation a direct aspect of planning and development.

4.0 Scope of Work

This scope of work provides a general description of the Synthetic Turf Project at Elementary School #45 and outlines the major tasks, roles, and responsibilities of each party involved and the deliverables. The anticipated schedule and project budget for each of these tasks is provided in Section 5.0 and 6.0, respectively.

4.1 Project Overview and Partnership

As previously mentioned, Castle Rock and DCSD plan to install a synthetic turf athletic field at the new Elementary School #45 in the Meadows area of Castle Rock. The Synthetic Turf Project will include a 200-foot softball field and a 180-foot by 300-foot multiuse field that together cover approximately 1.7 acres.

⁷ This assumes an average irrigation application rate of 33 inches/year. This application rate was multiplied by the synthetic turf field area (1.7 acres) to obtain a water savings of 1.5 million gallons per year (4.5 AFY).

⁸ This assumes that each home uses approximately 0.5 AFY.

Castle Rock is also in the process of constructing a new park adjacent to the Synthetic Turf Project, which will include tennis/basketball courts, multi-use synthetic turf athletic field, playground, picnic pavilion, off-street-parking, natural turf play areas, walking paths, and other park facilities. Figure 4 shows the location of the park in relation to the adjacent school and Synthetic Turf Project.



Figure 4: Proposed Synthetic Turf Project and Castle Rock's Adjacent Park

Castle Rock and DCSD plan to fund the Synthetic Turf Project with the assistance of potential grant monies from CWCBC. Castle Rock will manage all project cash flow including funds from the DCSD, potential grant monies, and contractor fees, with exception to the initial design that is being funded by DCSD. Section 4.2 provides additional information on Castle Rock and DCSD's roles and responsibilities and Section 6.0 details project expenses and funding.

Castle Rock and DCSD have a history of partnering. DCSD and Castle Rock currently have an intergovernmental agreement (IGA) to allow recreational activities facilitated by Castle Rock to be held at various DCSD school sites when school is not in session. Castle Rock plans to continue to work closely with DCSD and include the Elementary School #45 Synthetic Turf Project in this agreement. This will enable Castle Rock-sponsored events to be held at the Elementary School #45 field, enhancing usability of the synthetic turf field as well as the overall recreational opportunities available to the community.

4.2 Project Tasks

The following tasks outline the major actions needed to construct the Synthetic Turf Project. The roles and responsibilities of each participant and deliverables for each task are also provided. Table 4 at the end of this section outlines the specific responsibilities, labor rates, and anticipated level of effort for all participants involved.

Task 1 –Design

Purpose

This task includes the completion of the final design documents and construction specifications for the Synthetic Turf Project.

Roles and Responsibilities

DCSD and Castle Rock will fund the design effort and has selected three firms to design the Synthetic Turf Project including an architectural firm, civil engineering company, and an irrigation specialist firm. These firms will coordinate design efforts to ensure compatibility among the architectural, engineering, and irrigation components of the final synthetic turf field design. The roles and responsibilities of each firm include:

- *Design Concepts Landscape Architects* – Develop the architectural design of the Synthetic Turf Project, which will consist of the synthetic turf field layout and major components of the field, surrounding landscape, and other architectural features.
- *JVA Civil Engineers* – Develop designs for the final grading, subsurface drainage, and other features that require civil engineering expertise. JVA Civil Engineers will also professionally stamp the engineering plans and work with the other teaming firms in developing construction specifications.

Castle Rock and DCSD will review and provide feedback on all designs and construction specifications. Final design approval by both Castle Rock and DCSD will be necessary prior to construction.

Deliverables

A draft and final design incorporating all architectural, civil engineering, and irrigation components and construction specifications will be developed as part of this task.

Task 2 – Contractor Selection and Project Management

Purpose

This task involves the development of bid documents, contract documents, and other documentation necessary to facilitate project cash flow and construction. All other project management-related activities including coordination among parties, construction inspections, and other activities necessary to ensure the success of the project are also included.

Roles and Responsibilities

Castle Rock will be responsible for the bidding process including the preparation of the bidding documents, selection of a contractor(s), and preparation of the contract documents. Castle Rock will also be responsible for all other project management related activities including coordination with parties involved, construction inspections, contractor(s) payments, and the administration of DCSD funds and potential grant monies.

Deliverables

Castle Rock will develop all necessary bid documents, contract documents, and any other documentation needed to facilitate payment and construction efforts.

Task 3 – Construction

Purpose

This task includes work by all contractor(s) related activities necessary to complete the construction of the Synthetic Turf Project. This includes mobilization of the equipment, grading, utility connections, site preparation, installation of the synthetic turf field, and demobilization.

Roles and Responsibilities

The contractor(s) selected by Castle Rock will be responsible for completing all construction related activities including mobilization, grading, utility connections, installation of the synthetic turf field, and accomplishment of inspections and demobilization.

Deliverables

The contractor(s) will complete all construction activities in accordance with the final design, construction specifications, and necessary change orders. All Town approvals and final document of recordation shall be submitted.

Task 4 – Public Education

Purpose

This task involves public education regarding the Synthetic Turf Field Project. Castle Rock plans to highlight the benefits of synthetic turf fields emphasizing the importance of water conservation. Information will be distributed to the public through a sign posted on-site summarizing the project, Castle Rock's water conservation website, through local TV shows, the local newspaper, and through the water wise community classes.

Roles and Responsibilities

Castle Rock's community relations department will take the lead in coordinating and developing the materials needed for public education activities associated with the Elementary School #45 synthetic turf project.

Deliverables

Castle Rock will distribute information summarizing the Synthetic Turf Project and highlighting the water conservation benefits through the following media:

- On-site project signage – Sign(s) will be posted at the project site promoting water conservation and explaining the water saving benefits of the synthetic turf field. Examples of signs used in the past are provided in Attachment B.
- Local newspapers – Castle Rock will seek to have an article published in the local newspaper (Douglas County News-Press) and Your HUB (a division of the Denver Newspaper Agency) during the construction phase.
- Douglas County Channel 8 and Castle Rock View – A short promotion of the synthetic turf field will be shown periodically following construction.
- Town's water conservation website – Information on the Synthetic Turf Project will be posted.
- Other Town published communications – Includes the Town Talk newsletter which is distributed monthly to all water customers, the Outlook newsletter which is distributed quarterly, and HOA newsletters.
- Water-wise workshop – General information on the benefits of synthetic turf fields and water conservation will be provided at workshops. The Synthetic Turf Project will serve as a specific case study for discussion.

- Other community presentations – School, local and regional community agencies, Town Council meetings and Town sponsored Lunch & Learns

Task 5 – CWCB Grant Development and Status Reports

Purpose

This task involves the development of a 50 percent, 95 percent, and a final completion status report to CWCB per the CWCB Water Efficiency Grant Requirement. Although this task is a part of the overall project, its costs are not included in the project budget submitted to CWCB for grant funding (Table 6).

Roles and Responsibilities

Castle Rock has engaged Camp Dresser & McKee Inc. (CDM) to develop this grant application. CDM would also prepare the status reports and Castle Rock would review these reports prior to submittal to CWCB.

Deliverables

Status reports submitted to the CWCB at 50 percent, 95 percent, and final project completion.

4.3 Project Personnel and Roles

Table 4 presents a list of project personnel, their rates, and role in this project. These rates and roles will be used in generating the costs presented in Table 6.

Table 4: Roles and Responsibilities

Party	Person	Position	Rate	Role
Town of Castle Rock - Utilities Department	Rick Schultz	Water Conservation Specialist	\$33.65/hr	Interface with other Town staff and Board members
				Provide feedback on the final design plan
				Coordinate public education effort
				Coordinate effort with Jeff Smullen (Town's Park Department)
				Coordinate grant administration with CDM (this is not included in the budget presented in Table 6)
	Billie L. Owens	Utilities Program Analyst	\$40.26/hr	Provide technical and development assistance to ensure that the project is compatible with the Water Resources Strategic Master Plan and Water Conservation Plan
Town of Castle Rock - Parks Department	Jeff Smullen	Superintendent of Parks Planning and Operations	\$33.65/hr	Provide feedback on public education component
				Coordinate effort with Rick Schultz (Town's Utilities Department)
				Coordinate with John Conklin (DCSD) on the final design, construction inspections, and overall construction effort.
				Development of bid documents, contract documents, and all other documentation necessary to facilitate payment and construction efforts
				Select Contractor(s) following consultation with DCSD and Jeff Smullen
				Provide construction oversight including daily site visits and regular communications with the construction inspectors and contractor(s) on a regular basis

Table 4: Roles and Responsibilities

Party	Person	Position	Rate	Role
Town of Castle Rock - Community Relations	Karen McGrath	Public Relations Manager	\$32.45/hr	Work with Rick Schultz in developing the materials and activities needed for the public education effort
				Publication of an article on the project in the local newspaper
				Work with the local TV stations to develop a TV promotion on the project
				Add information on the project to Castle Rock's water conservation website
				Incorporate information on the project in the Water Wise class education materials
Town of Castle Rock - Parks Department	Curt Williams	Park Maintenance Superintendent	\$42.67/hr	Conduct daily construction inspections
				Inspect irrigation installation features to ensure effective operation
DCSD	John Conklin	Project Manager for DCSD	\$36.00/hr	Coordination with Jeff Smullen (Castle Rock's Park Department) on the final design, construction inspections, and overall construction effort
				Facilitate the development of the final design documents and communications with the design contractors
				Coordinate funding of DCSD's share of the project
Design Concepts Landscape Architects	Carol Henry	Principle Landscape Architect	n/a	Design the architectural components of the project
JVA Civil Engineers	Matt Ocamou	Civil Engineer	n/a	Design the civil engineering component of the project
Contractor(s)	Unknown	Unknown	n/a	Coordinate all activities with Jeff Smullen (Castle Rock's Parks Department)
				Perform all construction activities specified in the final design. This includes purchase of materials and construction.

5.0 Project Schedule

Castle Rock and DCSD plan to complete construction by early August 2008, in order to host classes at the elementary school beginning in the 2008/2009 school year. The preliminary project schedule identifying key activities and milestones is presented in Table 5 based on an anticipated school opening of Fall 2008. These dates are contingent on receipt of the grant funds, weather, and any technical installation factors that could occur. All billed materials and work conducted prior to the CWCB grant purchase order will be paid by Castle Rock /DCSD as a portion of their local cost share.

Table 5: Preliminary Project Schedule		
Task	Sub-Task	Anticipated Completion
Complete Synthetic Turf Design	N/A	End of November 2007
Bid Process and Contractor (s) Selection	Complete Bidding Process	Middle of January 2008
Construction	Contractor Mobilization	Beginning of February 2008
	Completion of Grading and Utilities	End of April 2008
50% Completion Report is submitted to CWCB	n/a	End of May 2008
Construction	Completion of the synthetic turf field installation	End of June 2008
95% Completion Report is submitted to CWCB	n/a	End of June 2008
Construction	Project Closeout	Beginning of August 2008
Public Education	Information on Project Distributed to the Public	August 2008
Final Completion Report is submitted to CWCB	n/a	August 2008

6.0 Budget Cost Estimate

The budget cost estimate is provided in Table 6. Details of the construction contractor(s) costs are provided in Table 7. This estimate provides information on Castle Rock and DCSD's in-kind contributions (i.e., staff time and capital expenditures) and anticipated allocation of costs based on the requested level of grant funding from CWCB. The total CWCB grant funding request is \$86,013, representing a 22% state share in the cost of the project. The requested level of grant funding is necessary to implement the project, based on Castle Rock's estimated costs and DCSD's funding constraints. While DCSD would cover the cost of installing a natural turf field, financial constraints prevent DCSD from encumbering the additional funds necessary for the synthetic turf surface. Castle Rock acknowledges the need to implement this water-saving measure as part of implementation of its approved Conservation Plan, but Castle Rock's annual budget does not cover the full incremental cost of installing synthetic turf.

Table 6 Estimate of Costs

Task	Description	Design Consultants		Construction Contractor(s)	DCSD Staff Hours and Costs		Castle Rock Staff Hours and Costs							Funding Sources					
		Design Concepts and Landscape Architects	JVA Civil Engineers	Labor and Materials ¹	Project Manager Hours	Project Manager Labor Costs	Water Conservation Specialist	Utilities Program Analyst	Park Superintendent	Community Relations	Parks Maintenance Superintendent	Total Staff Hours	Staff Labor Costs	CWCB Grant	DCSD Match (Cash Funds)	DCSD Match (In-kind Services)	Castle Rock Match (Cash Funds)	Castle Rock Match (In-kind Services)	Total
		Rate/hour	n/a	n/a	n/a	\$36.00	n/a	\$33.65	\$40.26	\$33.65	\$32.45	\$42.67	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1.0	Design	\$7,881	\$15,386	\$0	60	\$2,160	20	20	20	0	0	60	\$2,151	\$0	\$11,633	\$2,160	\$11,633	\$2,151	\$27,578
2.0	Contractor Selection and Project Management	\$0	\$0	\$0	40	\$1,440	20	20	450	0	60	550	\$19,181	\$0	\$0	\$1,440	\$0	\$19,181	\$20,621
3.0	Construction	\$0	\$0	\$344,050	0	\$0	0	0	0	0	0	0	\$0	\$86,013	\$129,019	\$0	\$129,019	\$0	\$344,050
4.0	Public Education	\$0	\$0	\$0	0	\$0	50	50	10	80	0	190	\$6,628	\$0	\$0	\$0	\$0	\$6,628	\$6,628
Total		\$7,881	\$15,386	\$344,050	100	\$3,600	90	90	480	80	60	800	\$27,960	\$86,013	\$140,652	\$3,600	\$140,652	\$27,960	\$398,876

Cost Share Calculation:

Total Project Costs – \$398,876
 Castle Rock contribution (cash plus in-kind) - \$168,612
 DCSD contribution (cash plus in-kind) - \$144,252
 Total Castle Rock contribution as a percent of total cost - 42%
 Total DCSD contribution as percent of total cost – 36%
 Total CWCB Grant contribution – \$86,013

Table 7 Details of Construction Contractor(s) Costs

Bid Item	Description	Detail	Unit	Quantity	Unit cost	Total Cost
1	Synthetic Field Nailer	2x6 treated boards to form the edge of the field to contain gravel fill material	LF	955	\$3	\$2,865
2	Synthetic Field Base Material	One 4" layer of 3/4" washed gravel under 2" of compacted fine gravel base (substructure of field)	SF	55,670	\$1	\$55,670
3	Synthetic Field Subsurface Drainage	French drain system designed to move water from under the field surface	LS	1	\$35,000	\$35,000
4	Synthetic turf	Synthetic Turf with crushed rubber infill	SF	55,670	\$5	\$250,515
Total						\$344,050

7.0 Certification

The Town of Castle Rock submits this application to the Colorado Water Conservation Board for state funding assistance for installation of a synthetic turf athletic field at the new Elementary School #45 through the CWCB Water Efficiency Grant Program. I certify that the Town of Castle Rock has the financial and staff capacity to execute its share of this project.

Respectfully submitted this 20th day of December 2007.

A handwritten signature in black ink, reading "Ron R. Redd", written over a horizontal line.

Ron R. Redd
Utilities Director
Town of Castle Rock

Attachment A
Charter for the Town of Castle Rock,
Colorado

CHARTER

for the

TOWN OF CASTLE ROCK, COLORADO

as proposed by the

HOME RULE CHARTER COMMISSION

July 1, 1987

Published by
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HOME RULE CHARTER TABLE OF CONTENTS

Prefatory Synopsis

ARTICLE I Name, Boundaries, Powers, and Form of Government

- Section 1-1 Name, Boundaries
- Section 1-2 Powers of the Town
- Section 1-3 Form of Government
- Section 1-4 Eminent Domain

ARTICLE II Town Council

- Section 2-1 Powers of Council
- Section 2-2 Council Membership
- Section 2-3 Terms
- Section 2-4 Qualifications
- Section 2-5 Mayor
- Section 2-6 Vacancies
- Section 2-7 Oath of Office

ARTICLE III Town Administration

- Section 3-1 Town Manager
- Section 3-2 Absence of Town Manager
- Section 3-3 Powers and Duties
- Section 3-4 Other Offices
- Section 3-5 Relationship of Council to Administrative Service

ARTICLE IV Elections

- Section 4-1 Laws Governing Elections
- Section 4-2 Regular Elections
- Section 4-3 Special Elections
- Section 4-4 Election Commission
- Section 4-5 Districts

ARTICLE V Legal and Judiciary

- Section 5-1 Town Attorney
- Section 5-2 Municipal Court and Municipal Judges

ARTICLE VI Council Procedures

- Section 6-1 Meetings
- Section 6-2 Quorum; Adjournment of Meeting
- Section 6-3 Voting

ARTICLE VII Ordinances, Resolutions and Motions

- Section 7-1 Prior Town Legislation
- Section 7-2 Action by Ordinances, Resolutions and Motions
- Section 7-3 Procedure for Adoption and Effective Dates of Ordinances
- Section 7-4 Codification of Ordinances

ARTICLE VIII Water Rights

- Section 8-1 Powers
- Section 8-2 Dedication of Water Rights

ARTICLE IX	Budget Control and Finance
	Section 9-1 Fiscal Year
	Section 9-2 Submission of Budget and Budget Message
	Section 9-3 Budget Message
	Section 9-4 Budget Contents
	Section 9-5 Capital Program
	Section 9-6 Council Action on Budget
	Section 9-7 Contingent Expenditures
	Section 9-8 Council Action on Capital Program
	Section 9-9 Availability of Budget and Capital Program
	Section 9-10 Supplemental Appropriations
	Section 9-11 Emergency Appropriations
	Section 9-12 Reduction of Appropriations
	Section 9-13 Transfer of Appropriations
	Section 9-14 Limitation-Effective Date
	Section 9-15 Lapse of Appropriation
	Section 9-16 Administration-Work Programs and Allotments
	Section 9-17 Administration-Payments and Obligations Prohibited
	Section 9-18 Independent Audit
ARTICLE X	Municipal Borrowing
	Section 10-1 Forms of Borrowing
	Section 10-2 Short-term Securities
	Section 10-3 General Obligation Securities
	Section 10-4 Revenue Securities
	Section 10-5 Refunding Securities
	Section 10-6 Limitations
	Section 10-7 Tabor Amendment Compliance
ARTICLE XI	Improvement Districts
	Section 11-1 Power to Create Districts
	Section 11-2 Improvement District Securities, Pledge of Credit
	Section 11-3 Reserved
	Section 11-4 Payment of Securities
	Section 11-5 Reserved
ARTICLE XII	(Reserved)
ARTICLE XIII	Taxation
	Section 13-1 Authority to Levy Taxes
	Section 13-2 Limitations on Future General Property Taxes
	Section 13-3 Limitations on Sales and Use Tax Rate
	Section 13-4 Limitations on Other Taxes
ARTICLE XIV	Franchises and Permits
	Section 14-1 Present Franchises
	Section 14-2 New Franchises and Renewals
	Section 14-3 Revocable Permits or Licenses
ARTICLE XV	Initiative, Referendum and Recall
	Section 15-1 Initiative
	Section 15-2 Referendum
	Section 15-3 Recall

Section 15-4 Council Referendum
Section 15-5 Prohibited Action by Town Council
Section 15-6 Withdrawal of Petition

ARTICLE XVI Miscellaneous Provisions

Section 16-1 Boards and Commissions
Section 16-2 Severability of Charter Provisions
Section 16-3 Interpretation
Section 16-4 Definitions

ARTICLE XVII Transition Period

Section 17-1 Purpose
Section 17-2 Effective Date of Charter
Section 17-3 Continuation of Present Council
Section 17-4 First Election After Adoption of Charter
Section 17-5 First Districts
Section 17-6 Council Duties
Section 17-7 Saving Clause
Section 17-8 Transition to April Regular Election
Section 17-9 Transition – Election Commissioners' Terms of Office
Section 17-10 Transition to Tri-annual Review of District Boundaries

Certificate of Final Adoption

The members of the Charter Commission of the Town of Castle Rock, Colorado, hereby submit to the Board of Trustees and to the voters a proposed Home Rule Charter which has been framed in conformity with Article XX of the Colorado Constitution and the Municipal Home Rule Act of 1971, as amended.

The Commission members have sought to prepare a Charter which ensures that the government of the Town remains accountable to the citizens while providing a structure for quality government. In preparing this Charter, the Commission members have not limited themselves to a consideration of the present, but have considered the future needs of the Town, envisioning continued growth and progress.

In keeping with these principles, the Charter vests all policy-making and legislative powers in the Town Council composed of seven Councilmembers elected by district for two-year staggered terms. A Mayor is selected by the Council from its membership after each regular election.

The Commission members recognize that the Charter is a document of limitation on the home rule powers available to the Town and its Citizens, and so have sought to include in the charter important protections for the citizens. Provisions for initiative, referendum, and recall are included. Other protections include a mandatory public hearing on the proposed budget and on the proposed five-year capital program each year, an annual independent audit, limitations on annual property tax revenue increases, a mandatory election to approve increases in sales and use tax rates, and limits on the incurring of general obligation debt.

Other matters covered in the Charter include Council procedures, powers and duties; legal and judiciary; methods of Council action by ordinance, resolution and motion; elections; finance and budget; taxation; borrowing; improvement districts; franchises; boards and commissions; and transitional provisions.

It is hoped that the proposed Charter, while containing compromises reached during lengthy Commission deliberations, provides a structure for quality government in the Town of Castle Rock for now and the future.

ARTICLE I

Name, Boundaries, Powers, and Form Of Government

Section 1-1	Name, Boundaries
Section 1-2	Powers of the Town
Section 1-3	Form of Government
Section 1-4	Eminent Domain

Section 1-1. Name, Boundaries.

The municipal corporation now existing as the "Town of Castle Rock" shall remain and continue to be a body politic and corporate under the same name and with the same boundaries until lawfully changed.

Section 1-2. Powers of the Town.

The Town shall have all the power of local self-government and home rule and all power possible for the Town under the Constitution of the State of Colorado. The Town shall also have all powers granted to municipalities by the laws of the State of Colorado. The enumeration of specific powers in this Charter shall not be considered as limiting or excluding any other power. All powers shall be exercised in the manner set forth in this Charter or, if not provided for in this Charter, in such manner as shall be provided ordinance or resolution.

Section 1-3. Form of Government.

The Town shall operate under the Council-Manager form of government.

Section 1-4. Eminent Domain.

The Town shall have all powers of eminent domain, within and without the limits of the Town, for all municipal purposes whatsoever. (Added by Ord. 97-37, 10-7-97 election)

ARTICLE II

Town Council

Section 2-1	Powers of Council
Section 2-2	Council Membership
Section 2-3	Terms
Section 2-4	Qualifications
Section 2-5	Mayor
Section 2-6	Vacancies
Section 2-7	Oath of Office

Section 2-1. Powers of Council.

The governing body of the Town shall be the Town Council. The Council shall have all the legislative powers and functions and all other powers possessed by the Town and not conferred by this Charter on others.

Section 2-2. Council Membership.

The Town Council shall consist of seven Councilmembers, each of whom shall be elected from the district in which he or she resides.

Section 2-3. Terms.

(a) The Councilmembers shall be elected for two-year overlapping terms. Four Councilmembers shall be elected at one regular election and three Councilmembers shall be elected at the subsequent regular election.

(b) The Councilmembers shall take office at the first regular meeting following their election and compliance with Section 2-7 and shall continue in office until their successors have been elected or appointed as provided in this Charter and have complied with Section 2-7.

(c) The Town Council shall hold an organizational meeting at the first regular meeting following the regular election. (Amended by Ord. 97-36, 10-7-97 election)

Section 2-4. Qualifications.

Each Councilmember shall be, at the time of nomination and election, or at the time of appointment, a registered elector of the Town and a citizen of the United States, and shall be a resident of the Town or of territory annexed to the Town for twelve consecutive months immediately preceding such election or appointment. In addition, each Councilmember shall be, at the time of nomination and election, or at the time of appointment, and throughout the term of office, a resident of the district from which elected or appointed. No Councilmember shall be a paid employee of the Town during the Councilmember's term of office.

Section 2-5. Mayor.

(a) At the organizational meeting provided for in Section 2-3(c), the Council shall elect by majority vote of the entire Council one of its members as Mayor and one of its members as Mayor Pro-tem. The Mayor and Mayor pro-tem shall serve until the next organizational meeting unless removed by a majority vote of the entire Council.

(b) The Mayor shall preside at meetings of the Council and shall exercise such powers and perform such other duties as are conferred upon the Mayor by this Charter or the ordinances of the Town. The Mayor shall have all of the powers and responsibilities of a Councilmember. The Mayor shall be recognized as the head of the Town government for all ceremonial and legal purposes and shall execute and authenticate legal documents requiring the signature of the Mayor.

(c) The Mayor pro-tem shall perform the duties and have the powers of the Mayor when the Mayor is unavailable.

(d) If the office of Mayor or Mayor pro-tem becomes vacant, the Council shall elect a successor for the unexpired term.

Section 2-6. Vacancies.

(a) A Councilmember shall continue to hold office until a successor has been elected or appointed as provided in this Charter and has complied with Section 2-7. A vacancy in the office of Councilmember exists when the Councilmember is recalled, dies, is judicially declared incompetent, resigns, ceases to be a resident of the Town, ceases to be a resident of the district from which elected or appointed except as provided in Section 4-5(c), or is convicted of a felony.

(b) Within thirty days after a vacancy occurs, the Council shall appoint a person to fill the vacancy until the next regular election. At that election a successor shall be elected for the unexpired term, if any, of the vacant position. The person appointed shall serve until the successor is elected and has complied with Section 2-7. The appointment shall be by majority vote of all remaining members of the Council. The Council shall not be required to appoint a person to fill a vacancy if the next regular election will be held within ninety days after the vacancy occurs.

Section 2-7. Oath of Office.

Before assuming office, every Councilmember shall take and file with the Town Clerk or other designated person an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and ordinances of the Town, and to faithfully perform the duties of the office.

ARTICLE III

Town Administration

- Section 3-1 Town Manager
- Section 3-2 Absence of Town Manager
- Section 3-3 Powers and Duties
- Section 3-4 Other Offices
- Section 3-5 Relationship of Council to Administrative Service

Section 3-1. Town Manager.

The Council shall appoint a Town Manager within a reasonable time after a vacancy occurs in the position. The Town Manager shall be the chief administrative officer of the Town. The Town Manager's appointment shall be at the pleasure of the Council and shall be at a salary to be fixed by the Council. The appointment or removal of the Town Manager shall require a majority vote of the entire Council. The Town Manager shall be appointed solely on the basis of professional and administrative qualifications. The Town Manager shall reside within the Town while holding the position. No Councilmember shall be appointed Town Manager during the term for which the Councilmember was elected, nor within one year after the expiration of the Councilmember's term.

Section 3-2. Absence of Town Manager.

The Council may appoint an acting Town Manager during the period of vacancy in the office, or during the absence of the Town Manager. During the period of such appointment, the acting Town Manager shall have all of the Town Manager's powers and duties.

Section 3-3. Powers and Duties.

(a) The Town Manager shall be responsible to the Council for the proper administration of the matters placed in the Town Manager's charge. Except as otherwise provided by this Charter or by ordinances not inconsistent with this Charter, the Town Manager's responsibilities shall include the following:

(1) Enforcement and administration of the ordinances and other enactments of the Town, and of the terms and conditions imposed in favor of the Town in any contract or franchise;

(2) The hiring, suspension, transfer and removal of Town employees, except that the appointment, suspension, transfer, or removal of any person designated as a department head shall require the Council's approval;

(3) Annual preparation and submission to the Council of a proposed budget and capital program as provided in this Charter, and administration of the same after their adoption;

(4) Preparation and submission to the Council, as of the end of the fiscal year, of a complete report on finances and administrative activities of the Town for the preceding year, and the provision of such other reports concerning the affairs of the Town as the Council may require;

(5) Advice and recommendations to the Council of the present condition and future needs of the Town;

(6) With Council approval, the establishment, consolidation, or abolition of Town departments;

(7) Supervision and control of Town departments except as otherwise provided in this Charter;

(8) Attendance at Council meetings and participation in discussions with the Council in an advisory capacity;

(9) Establishment of a system of accounting and auditing for the Town which shall reflect, in accordance with generally accepted accounting principles, the financial condition and financial operation of the Town; and

(10) Performance of such other duties as required by this Charter, or as required by the Council and not inconsistent with this Charter.

Section 3-4. Other Offices.

(a) The following offices are hereby created:

(1) The Town Clerk, who shall be custodian of the Town seal, shall keep a journal of Council proceedings, and shall record in full all ordinances, resolutions, and motions. The Town Clerk

shall have power to administer oaths and take acknowledgement under seal of the Town, and shall perform such other duties as required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(2) The Police Chief, who shall be responsible for planning and directing the work of the police department, and shall perform such other duties as required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(3) The Fire Chief, who shall be responsible for planning and directing the work of the fire department, and shall perform such other duties required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(b) Except as may otherwise be provided in this Charter or by ordinance, every officer of the Town shall serve at the pleasure of the Council. Every appointment of an officer shall be on the basis of the qualifications of the appointee. The appointment or removal of an officer shall require a majority vote of the entire Council.

(c) The Council may require the bonding, at the Town's expense, of any officer or employee prior to the commencement of the duties of the office or position.

(d) Before assuming office, every officer of the Town shall take and file with the Town Clerk or other designated person an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and ordinances of the Town, and to faithfully perform the duties of the office.

Section 3-5. Relationship of Council to Administrative Service.

No Councilmember shall direct or request the appointment of any person to, or removal from, employment by the Town Manager or in any manner take part in the appointment or removal of employees in the administrative service of the Town, except as otherwise provided in this Charter. Except for the purpose of inquiry, or to guide presentations of matters to the Council during its meetings, the Council and its members shall deal with that portion of the administrative service for which the Town Manager is responsible solely through the Town Manager, and neither the Council nor any Councilmember shall give orders to any employee of the Town either publicly or privately.

ARTICLE IV

Elections

- Section 4-1 Laws Governing Elections
- Section 4-2 Regular Elections
- Section 4-3 Special Elections
- Section 4-4 Election Commission
- Section 4-5 Districts

Section 4-1. Laws Governing Elections.

Town elections shall be governed by state statutes contained in the Colorado Municipal Election Code, as from time to time amended, except as otherwise provided in this Charter or by ordinances not inconsistent with this Charter. All regular and special elections shall be nonpartisan.

Section 4-2. Regular Elections.

A regular election shall be held in each year on the first Tuesday of April. (Amended by Ord. 97-36, 10-7-97 election)

Section 4-3. Special Elections.

Special elections shall be held on any Tuesday designated by the Town Council. No special election shall be called within sixty days before the date thereof. No special election shall be held within the one hundred twenty days before a regular election. The ordinance calling a special election shall set forth the pose of the election.

Section 4-4. Election Commission.

(a) An Election Commission is hereby created consisting of five registered electors of the Town. During their terms of office, the members shall not be Town officers, Town employees, or candidates for elective Town office. The members shall be appointed for staggered terms of three years by the Council at the organizational meeting following the regular election. The Election Commission shall elect a Chairman from its members.

(b) The Election Commission shall have charge of all activities and duties required of it by this Charter and by ordinances relating to the conduct of elections in the Town. In any case where election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.

(c) The Election Commission shall provide procedures for establishing proof of residency where there is a question of residency of a person who is registered to vote.

(d) The Election Commission shall provide for ballots or voting machines, for determination of the winner by lot in the event of a tie vote, for canvass of returns, and for issuance of appropriate certificates.

(e) The Election Commission shall have the power to adopt reasonable rules and regulations not inconsistent with the Constitution of the State of Colorado or the Charter and ordinances of the Town. (Amended by Ord. 97-37, 10-7-97 election; amended by Ord. 2004-41, 11-2-04 election)

Section 4-5. Districts.

(a) The Town is hereby divided into seven districts the boundaries of which shall be established and changed as provided in this Charter by the Election Commission. Districts shall be contiguous and compact wherever possible. All districts shall have approximately the same number of registered electors, as determined by the number registered to vote no later than ninety (90) days prior to and no earlier than one-hundred (100) days prior to the date of a regular election that is subject to the provisions of Subsection (b) of this Section. Prior to such designated regular election, the number of registered electors in the district with the lowest number of registered electors shall not be less than eighty-five percent of the number of registered electors in the district with the highest number of registered electors.

(b) Not later than sixty (60) days before the regular election in every third year, the Election Commission shall change the boundaries of districts if necessary to meet the requirements of Subsection (a) of this Section.

(c) No change in district boundaries shall create a vacancy during the term of any Councilmember in office at the time of the change. (Amended by Ord. 97-37, 10-7-97 election; amended by Ord. 2004-12, 11-2-04 election)

ARTICLE V

Legal and Judiciary

Section 5-1 Town Attorney

Section 5-2 Municipal Court and Municipal Judges

Section 5-1. Town Attorney.

(a) The Council shall appoint a Town Attorney to serve at the pleasure of the Council. The appointment or removal of the Town Attorney shall require a majority vote of the entire Council. The Town Attorney shall be at all times while serving as Town Attorney an attorney-at-law admitted to practice law in the State of Colorado, and shall have a minimum of five years experience in the active practice of law at the time of appointment. The Town Attorney shall be the legal representative of the Town, shall advise the Council and officers of the Town in matters relating to their official powers and duties, and shall perform such other duties as Council may direct.

(b) The Council may on its own motion or upon request of the Town Attorney employ special counsel.

(c) The Council shall establish compensation for the Town Attorney and shall approve in advance the compensation of special counsel.

(d) The Town Attorney shall have the authority to appoint, promote, suspend, transfer, and remove Town employees in the office of the Town Attorney, subject to the provisions of any personnel policies adopted by the Council.

Section 5-2. Municipal Court and Municipal Judges.

(a) Except as may otherwise be provided by this Charter or by ordinance:

(1) The municipal court existing on the effective date of this Charter shall continue as the municipal court for the Town, with jurisdiction over all matters arising under the Charter, ordinances and other enactments of the Town; and

(2) The appointment, removal, term of office, powers and duties of municipal judges, and all other matters relating to municipal judges and to the municipal court, shall be as set forth in those state statutes, as from time to time amended, applicable to municipal judges and municipal courts.

(b) Every municipal court judge shall throughout the term of office be an attorney-at-law admitted to practice law in the State of Colorado, and shall have a minimum of five years experience in the active practice of law at the time of appointment.

(c) The Town Council shall appoint a presiding municipal judge who shall be the chief administrative officer of the municipal court. The presiding municipal judge shall have the authority

to appoint, promote, suspend, transfer, and remove employees of the municipal court, subject to the provisions of any personnel policies adopted by the Town Council.

ARTICLE VI

Council Procedures

- Section 6-1 Meetings
- Section 6-2 Quorum; Adjournment of Meeting
- Section 6-3 Voting

Section 6-1. Meetings.

(a) The Council shall establish by ordinance a schedule of regular meetings and procedures for holding special meetings.

(b) All persons, including Town employees, shall have a reasonable opportunity to be heard during regular and special meetings of the Council under such procedures as the Council may prescribe.

(c) All regular and special meetings of three or more members of the Council and of any board, commission, agency, or authority of the Town shall be open to the public, except that any Council meeting may be recessed by an affirmative vote of two-thirds of the entire Council and closed to the public for the following purposes only:

(1) To determine a position relative to issues subject to negotiation, to receive reports on negotiation progress and status, to develop strategy, and to instruct negotiators;

(2) To consider the acquisition or disposal of property if, in the judgment of the members, premature disclosure of information might give any person an unfair competitive or bargaining advantage;

(3) For matters of attorney-client privilege;

(4) For matters required by federal law or nonsuperseded state law to be kept confidential, except that a public announcement shall first be made of the federal or state law which forms the basis of the confidentiality requirement;

(5) For matters critical to the personal safety of the members and for matters involving the protection and security of Town property;

(6) Personnel matters, unless the subject employee requests a public meeting; and

(7) To consider additional matters which, by statute or court decision, can be excluded from the open meeting requirements of those state statutes, as from time to time amended, which would apply to the Town but for the adoption and provisions of this Charter.

(d) The topic for discussion of any closed session shall be stated in the motion calling for closure. Except to the extent specifically permitted in this Section, no formal action, no final policy decision, no resolution, rule, ordinance, or regulation, and no action approving a contract or calling

for the payment of money, shall be adopted or approved at any session closed to the public. (Amended by Ord. 97-37, 10-7-97 election)

Section 6-2. Quorum; Adjournment of Meeting.

A majority of the members of the Council holding office at the time shall be a quorum and necessary for the transaction of business at all Council meetings. In the absence of a quorum a lesser number shall adjourn any meeting to a later time or date.

Section 6-3. Voting.

(a) A vote shall be taken on all ordinances, resolutions and motions. Except where otherwise specified in this Charter, every ordinance shall require a majority vote of the Councilmembers holding office, for final passage, and resolutions and motions shall require a majority vote of the members voting thereon if a quorum is present.

(b) Except as otherwise required by this Section, each Councilmember who is present shall vote on all ordinances, resolutions, and motions.

(c) No Councilmember shall vote on any question concerning such Councilmember's conduct. On such question such Councilmember shall abstain from voting after stating the reason for the abstention.

(d) No Councilmember shall vote on or participate in any discussion on any question with regard to which such Councilmember has a conflict of interest pursuant to an applicable state statute, or as otherwise defined by ordinance. On such question such Councilmember shall abstain from voting after disclosing publicly the nature of the interest. (Amended by Ord. 97-37, 10-7-97 election)

ARTICLE VII

Ordinances, Resolutions and Motions

- Section 7-1 Prior Town Legislation
- Section 7-2 Action by Ordinances, Resolutions and Motions
- Section 7-3 Procedure for Adoption and Effective Dates of Ordinances
- Section 7-4 Codification of Ordinances

Section 7-1. Prior Town Legislation.

All ordinances, resolutions, rules and regulations of the Town which are not inconsistent with this Charter, and which are in effect on the effective date of this Charter, shall continue in full force after the effective date of this Charter until repealed or amended. The provision of any ordinance, resolution, rule or regulation which conflicts with this Charter is hereby repealed.

Section 7-2. Action by Ordinances, Resolutions and Motions.

(a) The Council shall act only by ordinance, resolution, or motion. The Council may select the appropriate form for its action, except where a particular form of action is required by this Charter.

(b) In addition to any other acts required by this Charter to be taken by ordinance, those acts of the Town Council shall be by ordinance which:

- (1) Impose or increase rates for services provided by Town-owned utilities;
- (2) Create a debt or authorize the borrowing of money;
- (3) Make an appropriation;
- (4) Impose, increase or decrease any tax;
- (5) Establish any regulation for violation of which a fine or jail sentence penalty may be imposed;
- (6) Place any direct burden upon or directly limit the use of private property; or
- (7) Call a special election.

Section 7-3. Procedure for Adoption and Effective Dates of Ordinances.

(a) The procedure for the adoption, and the effective dates, of ordinances shall be as set forth in the state statutes applicable to cities, as from time to time amended, except as otherwise provided in this Charter or as provided in ordinances not inconsistent with this Charter. Prior to the adoption of any ordinance, except an ordinance which is necessary for the immediate preservation of the public peace, health or safety and which contains a statement of the reasons therefor, the proposed ordinance shall be published by title in a newspaper having general circulation in the Town along with a notice containing a summary of the subject matter of the proposed ordinance and identifying the location where the entire text of the proposed ordinance is available for public inspection. Following adoption, every ordinance shall be published by title in a newspaper having general circulation in the Town along with a notice containing a summary of the subject matter of the ordinance and identifying the location where the ordinance is available for public inspection.

(b) Unless otherwise provided by ordinance:

(1) No vote of the Town Council shall be required to introduce or read any proposed ordinance; and

(2) An ordinance may be both introduced and adopted during the same meeting of the Council.

(c) The enacting clause of all ordinances shall be as follows: "It is ordained by the Town Council of the Town of Castle Rock, Colorado:".

Section 7-4. Codification of Ordinances.

The Town Council shall cause those ordinances and resolutions of the Town shall cause those ordinances and resolutions of the Town to be codified which are, in the Council's opinion, of a general and permanent nature, and such codification shall be maintained in as current a form as reasonably possible. In establishing the procedures permitted by Section 7-3, the Council may provide, among other matters, that ordinances and resolutions which are codified may be amended or

repealed by reference to the Code rather than to the originally enacted ordinance or resolution. Copies of the Town Code shall be available to the public for inspection and for purchase.

ARTICLE VIII

Water Rights

Section 8-1 Powers

Section 8-2 Dedication of Water Rights

Section 8-1. Powers.

The Town shall have the power to buy, sell, condemn, exchange, lease, own, control, and otherwise deal in water rights.

Section 8-2. Dedication of Water Rights.

Any person annexing land to the Town shall dedicate to the Town, at the time of annexation, all water rights appurtenant to such land, on such terms and conditions as are prescribed by ordinance. (Amended by Ord. 97-37, 10-7-97 election)

ARTICLE IX

Budget Control and Finance

Section 9-1 Fiscal Year

Section 9-2 Submission of Budget and Budget Message

Section 9-3 Budget Message

Section 9-4 Budget Contents

Section 9-5 Capital Program

Section 9-6 Council Action on Budget

Section 9-7 Contingent Expenditures

Section 9-8 Council Action on Capital Program

Section 9-9 Availability of Budget and Capital Program

Section 9-10 Supplemental Appropriations

Section 9-11 Emergency Appropriations

Section 9-12 Reduction of Appropriations

Section 9-13 Transfer of Appropriations

Section 9-14 Limitation-Effective Date

Section 9-15 Lapse of Appropriation

Section 9-16 Administration-Work Programs and Allotments

Section 9-17 Administration-Payments and Obligations Prohibited

Section 9-18 Independent Audit

Section 9-1. Fiscal Year.

The fiscal year of the Town shall begin on the first day of January and end on the last day of December.

Section 9-2. Submission of Budget and Budget Message.

No later than forty-five days prior to any date required by the state statutes for the certification to the county of the tax levy for the ensuing year, the Town Manager shall submit to the Council the proposed budget for the ensuing fiscal year and an accompanying message.

Section 9-3. Budget Message.

The Town Manager's message shall explain the proposed budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues, together with the reasons for such changes, summarize the Town's debt position, and include such other material as the Town Manager deems desirable or which the Council may require.

Section 9-4. Budget Contents.

(a) The proposed budget shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year and, except as required by this Charter, shall be in such form as the Town Manager deems desirable or the Council may require. In organizing the proposed budget, the Town Manager shall classify expenditures by fund, organization unit, program, purpose or activity, and object. The proposed budget shall begin with a clear general summary of its contents, shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the preceding fiscal year, and shall indicate in separate sections:

(1) Anticipated revenues classified as cash surplus, miscellaneous revenues, and amount to be received from property tax; cash surplus being defined for purposes of this Article as the amount by which cash is expected to exceed current liabilities and encumbrances at the beginning of the ensuing fiscal year;

(2) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;

(3) A reasonable provision for contingencies which shall not be available for expenditures except as provided in Section 9-7;

(4) Required expenditures for debt service, judgments, cash deficit recovery and statutory expenditures;

(5) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure; and

(6) Anticipated net surplus or deficit for the ensuing fiscal year for each utility owned or operated by the Town and the proposed method of its disposition. Subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

(b) The total of proposed expenditures and provision for contingencies shall not exceed the total of estimated revenue.

Section 9-5. Capital Program.

(a) The Town Manager shall prepare and submit to the Council a proposed five-year capital program at least two months prior to the final date for submission of the proposed budget.

(b) The proposed capital program shall include:

(1) A clear general summary of its contents;

(2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, in order of recommended priority, with appropriate supporting information as to the necessity for the improvement;

(3) Cost estimates, method of financing and recommended schedules for each such improvement; and

(4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired, and the proposed method of financing such costs.

(c) The information required in this Section may be revised or extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Section 9-6. Council Action on Budget.

(a) A public hearing on the proposed budget shall be held by the Council on any date at least fifteen days prior to the final day established by law for the certification of the ensuing year's tax levy to the county. Notice of the time and place of such hearing shall be published in a newspaper having general circulation in the Town one time at least five days prior to the hearing.

(b) After the public hearing, the Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to any amount greater than the total of estimated revenue.

(c) The Council shall adopt the budget by ordinance on or before the final day established by law for the certification of the ensuing year's tax levy to the county. If it fails to adopt the budget by that date, the amounts appropriated for the current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it pro-rated accordingly, until such time as the Council adopts the budget for the ensuing fiscal year.

(d) Adoption of the budget constitutes appropriations of the amounts specified therein as expenditures from the funds indicated and constitutes a levy of the property tax therein proposed.

Section 9-7. Contingent Expenditures.

Appropriations for contingencies may not be expended or transferred except pursuant to ordinance.

Section 9-8. Council Action on Capital Program.

A public hearing on the proposed capital program shall be held by the Council on a date no later than the date of the public hearing on the proposed budget for the ensuing year. The Council may hold the public hearings on the capital program and on the budget at the same time. Notice of the time and place of such hearing shall be published in a newspaper having general circulation in the Town one time at least five days prior to the hearing. The Council shall adopt the capital program by resolution with or without amendment after the public hearing and on a date no later than the date of adoption by the Council of the budget for the ensuing year.

Section 9-9. Availability of Budget and Capital Program.

Copies of the budget and the capital program as adopted shall be made available to the public for inspection and acquisition.

Section 9-10. Supplemental Appropriations.

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 Council may by ordinance make supplemental appropriations for the year up to the amount of such excess.

Section 9-11. Emergency Appropriations.

To meet a public emergency which the Council's judgment may affect life, health, property or the public peace, the Council may by ordinance make emergency appropriations. To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

Section 9-12. Reduction of Appropriations.

If at any time during the fiscal year, it appears probable to the Town Manager that the revenues available will be insufficient to meet the amount appropriated, The Town Manager shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken, and recommendations as to any other steps to be taken. The Council shall take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

Section 9-13. Transfer of Appropriations.

At any time during the fiscal year, the Town Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the Town Manager, the Council may by resolution transfer part or all of any unencumbered appropriation balance from one department, office, agency or object to another.

Section 9-14. Limitation-Effective Date.

No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. A supplemental, emergency, reduced, or transferred appropriation

made pursuant to Sections 9-10, 9-11, 9-12, or and 9-13 may be made effective immediately upon adoption.

Section 9-15. Lapse of Appropriation.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it has been made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

Section 9-16. Administration-Work Programs and Allotments.

The Town Manager shall require each department, office and agency to submit work programs for the ensuing fiscal year showing the requested allotment of its appropriation by at least quarterly periods throughout the year. The Town Manager shall review and authorize such allotments with or without revision as early as possible in the fiscal year. The Town Manager may revise such allotments during the year if the Town Manager deems it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriation made pursuant to Sections 9-10, 9-11, 9-12, or 9-13.

Section 9-17. Administration-Payments and Obligations Prohibited.

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the Town Manager first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any person who knowingly authorized or made such payment or incurred such obligation, and such person shall also be liable to the Town for any amount so paid. However, except where prohibited by law, nothing in this Charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, if such act was made or approved by ordinance.

Section 9-18. Independent Audit.

The Council shall provide for an independent annual audit of all Town accounts and may provide for such more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no direct personal interest in the fiscal affairs of the Town government, or of any Councilmember, or of any other officer of the Town. The Council may, without requiring competitive bids, designate such accountant or firm annually or for a period not exceeding three years, provided that the designation for any particular fiscal year shall be made no later than thirty days after the beginning of such fiscal year.

ARTICLE X

Municipal Borrowing

Section 10-1	Forms of Borrowing
Section 10-2	Short-term Securities
Section 10-3	General Obligation Securities
Section 10-4	Revenue Securities
Section 10-5	Refunding Securities
Section 10-6	Limitations
Section 10-7	Tabor Amendment Compliance

Section 10-1. Forms of Borrowing.

(a) The Town may borrow money and issue the following securities to evidence such borrowing:

- (1) Short-term securities;
- (2) General obligation bonds and other like securities;
- (3) Revenue bonds and other like securities;
- (4) Local improvement district bonds and other like securities;
- (5) Any other lawfully recognized security.

Section 10-2. Short-term Securities.

The Town may, by ordinance and without any election, borrow money in anticipation of the collection of taxes or other revenues and issue short-term notes or other securities to evidence the amount so borrowed. Any such short-term securities shall mature before the close of the fiscal year in which the money is so borrowed.

Section 10-3. General Obligation Securities.

Except as provided in Section 10-2, Section 10-4, Section 10-5, and Article XI, no bonds or other evidence of indebtedness payable in whole or in part from the proceeds of general property taxes or to which the full faith and credit of the Town are pledged, shall be issued until the question of their issuance has been submitted to a vote of the registered electors at a regular or special election and approved by a majority of those voting on the question. However, such securities issued for acquiring water and rights thereto, or acquiring, improving or extending a municipal water system, or otherwise supplying water services, may be issued without an election, subject to a timely referendum, if one is filed in accordance with the procedures and requirements set forth in this Charter, notwithstanding any emergency declaration in this ordinance.

Section 10-4. Revenue Securities.

The Town may, by ordinance and without any election, borrow money and issue securities made payable solely from any revenues other than the proceeds of the general valorem property tax, including, without limiting the generality of the foregoing, revenues derived from the operation of the

project or capital improvement acquired with the securities proceeds, or from any other projects or improvements, from any Town-imposed fees, from the proceeds of any sales, use, excise or other tax (other than a general ad valorem property tax), from the proceeds of any revenue received by the Town from the State or any other governmental entity, or from any part or combination of such sources. Interim securities not payable from a general ad valorem property tax may be issued without an election in anticipation of the securities described in this Section and may be made payable in whole or in part from the proceeds of the anticipated securities.

Section 10-5. Refunding Securities.

The Council may, by ordinance and without any election issue refunding bonds or other like securities for the purpose of refunding and providing for the payment of any outstanding bonds or other like securities of the Town as the same mature, or in advance of maturity by means of an escrow or otherwise. Such refunding securities may be issued in such amounts as the Council deems necessary to accomplish the purpose of the refunding.

Section 10-6. Limitations.

All securities issued pursuant to the provisions of this Charter shall be sold at public or private sale to the best advantage of the Town at, above or below par. Securities may contain provisions for calling the same at designated periods prior to the final due date, with or without the payment of a prior redemption premium.

Section 10-7. Tabor Amendment Compliance.

In the event any language in this Article X is in direct conflict with Colorado Constitution, Article X, Section 20, the language of Colorado Constitution, Article X, Section 20 shall prevail. (Added by Ord. 97-37, 10-7-97 election)

ARTICLE XI

Improvement Districts

- Section 11-1 Power to Create Districts
- Section 11-2 Improvement District Securities, Pledge of Credit
- Section 11-3 Reserved
- Section 11-4 Payment of Securities
- Section 11-5 Reserved

Section 11-1. Power to Create Districts.

(a) The Council shall have the power to create local improvement districts within the Town and to contract for, construct, acquire or install local improvements of every character within the districts, to assess the cost thereof, wholly or in part, upon the property benefited in such districts, and to issue local improvement bonds therefor.

(b) The Council shall, by ordinance and consistent with this Charter, prescribe the method and manner of creating the districts, constructing or otherwise acquiring the improvements, letting contracts therefor, issuing and paying bonds for the construction, acquisition or installation of such improvements, including the costs incidental thereto, for assessing the costs thereof, the procedure for

protesting the creation of a district, and for all other things in relation to local improvement districts. At a minimum, the ordinance shall require that:

(1) Written notice of a public hearing on the creation of any district shall be mailed to the last known address of the last known record fee title owners of all lands to be included in the district;

(2) Except when a district is created by petition, the question of creation of a district and of the method for assessing the costs thereof shall be subject to an election of the record fee title owners of the lands within the district if a petition requesting an election is signed by such owners comprising at least ten percent of the units proposed to be used for assessing the costs within the district;

(3) At any election required by paragraph (2) of this Subsection (b), each record fee title owner shall have one vote for each of the units proposed to be used for assessing the costs within the district;

(4) A district shall not be created pursuant to any election required by paragraph (2) of this Subsection (b) unless:

(a) The record fee title owners who voted in the election own a total of at least fifty percent of the lands to be included within the district;

(b) The record fee title owners who voted in favor of the creation of the district comprise at least a majority of the units to be used for assessing the proposed costs within the district; and

(c) Sixty-six and two-thirds percent of the record fee title owners who voted in the election voted in favor of the creation of the district; and

(5) In a creation of a district by a petition, the petition shall be signed by record fee title owners comprising at least sixty-six and two-thirds percent of the units to be used for assessing the proposed costs within the district.

Section 11-2. Improvement District Securities, Pledge of Credit.

Securities for any local improvement district payable from special assessments, which payment may be additionally secured as provided in this Charter and in ordinances not inconsistent with this Charter, shall not be subject to any debt limitation or affect the Town's debt-incurring power, nor shall such securities be required to be authorized at any election; and such securities shall not be held to constitute a prohibited lending of credit or donation, or to contravene any provision of the Constitution or State statutes, or any Charter limitation or restriction.

Section 11-3. Reserved.

Prior Section 11-3, Transfer of Unencumbered Money, was deleted by Ordinance 97-37, 10-7-97 election.

Section 11-4. Payment of Securities.

In addition to any other provisions for payment, whenever there have been paid and cancelled three-fourths of the securities issued for a local improvement district, and for any reason the remaining assessments are not paid in time to redeem the final securities for the district, the Town

shall, if so provided in the ordinance authorizing such securities, pay the securities when due and reimburse itself by collecting the unpaid assessments due the district.

Section 11-5. Reserved.

Prior Section 11-5, Pledge of Property Taxes or Full Faith and Credit, was deleted by Ordinance 97-37, 10-7-97 election.

ARTICLE XII

(Reserved)

ARTICLE XIII

Taxation

- Section 13-1 Authority to Levy Taxes
- Section 13-2 Limitations on Future General Property Taxes
- Section 13-3 Limitations on Sales and Use Tax Rate
- Section 13-4 Limitations on Other Taxes

Section 13-1. Authority to Levy Taxes.

Subject to the provisions of this Charter, the Council may by ordinance levy and collect taxes for municipal purposes.

Section 13-2. Limitations on Future General Property Taxes.

(a) Except as provided in Subsections (b) and (c) of this Section, the annual general ad valorem property tax levied by the Town shall levy no more than the amount of revenue that was levied in the preceding year plus five and one-half percent, except to provide for the payment of securities issued pursuant to Articles X or XI and payable from general property taxes and interest on such securities, or for the payment of any contractual obligation which has been approved by a majority of the registered electors of the Town. In computing the limit, the following shall be excluded:

(1) The increased valuation for assessment attributable to annexation or inclusion of additional land, the improvements thereon, and personal property connected therewith within the Town for the preceding year;

(2) The increased valuation for assessment attributable to new construction and personal property connected therewith within the Town for the preceding year;

(3) The increased valuation for assessment attributable to increased volume of production for the preceding year by a producing mine if said mine is wholly or partially within the Town and if said increase in volume of production causes an increase in the level of services provided by the Town; and

(4) The increased valuation for assessment attributable to previously legally exempt federal property which becomes taxable if such property causes an increase in the level of services provided by the Town.

(b) If the state statutes which place an annual limit on general ad valorem property tax revenue increases, and which would apply to the Town except for the adoption of this Charter, are amended to provide for a lower percentage limit than the five and one-half percent limit provided for in Subsection (a) of this Section, the lower percentage limit shall apply.

(c) The annual percentage limit on property tax revenue increases imposed pursuant to Subsections (a) or (b) of this Section may be exceeded only if approved by a majority of the registered electors of the Town voting thereon at a regular or special election.

Section 13-3. Limitations on Sales and Use Tax Rate.

No increase in the Town's sales or use tax rate, or extension of the period for which a temporary rate increase is effective shall take effect until approved at a regular or special election by a majority of the registered electors voting thereon. The limitation of this Section shall not be construed to otherwise limit the authority of the Town Council, without any election, to provide for the administration of, amend, revise, limit or take any other action affecting the Town sales or use tax. (Amended by Ord. 2004-43, 11-2-04 election)

Section 13-4. Limitations on Other Taxes.

Any taxes which the Town Council may adopt shall be initially adopted, and the rate of the tax increased or decreased, only by ordinance which shall be subject to a timely referendum, if one is filed in accordance with the procedures and requirements set forth in this Charter, notwithstanding any emergency declaration in the ordinance.

ARTICLE XIV

Franchises and Permits

Section 14-1 Present Franchises

Section 14-2 New Franchises and Renewals

Section 14-3 Revocable Permits or Licenses

Section 14-1. Present Franchises.

All franchise ordinances and agreements of the Town in effect on the effective date of this Charter shall remain in force in accordance with their respective terms and conditions unless earlier modified by another franchise.

Section 14-2. New Franchises and Renewals.

(a) No franchise shall be granted or renewed for a longer period than ten years.

(b) Any franchise and any renewal of or amendment to a franchise shall be granted by the Town Council by ordinance. Any ordinance granting, renewing or amending a franchise shall be subject to a timely referendum, notwithstanding any emergency declaration in the ordinance, if one is filed in accordance with the procedures and requirements set forth in this Charter. If such an election is ordered, the grantee of such franchise shall deposit the cost of the election with the Town Clerk in an amount determined by the Town Clerk.

(c) The Council shall establish by ordinance procedures, terms, fees, compensation, conditions, and other matters related to the granting of franchises.

Section 14-3. Revocable Permits or Licenses.

The Town may grant a permit or license at any time for the temporary use or occupation of any street, alley, other public way, or Town-owned place. Any such permit or license shall be revocable by the Town at any time and without cause, whether or not such right to revoke is expressly reserved in the permit or license.

ARTICLE XV

Initiative, Referendum and Recall

Section 15-1	Initiative
Section 15-2	Referendum
Section 15-3	Recall
Section 15-4	Council Referendum
Section 15-5	Prohibited Action by Town Council
Section 15-6	Withdrawal of Petition

Section 15-1. Initiative.

(a) The initiative power is hereby extended to the Town's registered electors as to ordinances of every character, including legislative and administrative ordinances. Any initiated measure shall be in the form of an ordinance. The measure shall be initiated pursuant to the procedures set forth in this Charter and in those state statutes, as from time to time amended, which do not conflict with this Charter and which establish procedures for a municipal initiative.

(b) An initiative petition shall be signed by registered electors of the Town equal in number to at least ten percent of the total number of electors of the Town registered on the date the form of the petition is approved by the Town Clerk. No signature on an initiative petition shall be valid if signed on a date prior to the date the form of the petition is approved by the Clerk or if signed on a date more than ninety days prior to the date the signed petition is filed with the Clerk.

Section 15-2. Referendum.

(a) The referendum power is hereby extended to the Town's registered electors as to ordinances of every character, including legislative and administrative ordinances, but not to any ordinance which is necessary for the immediate preservation of the public peace, health, or safety unless otherwise provided in this Charter. The ordinances to which the referendum power is extended may be referred pursuant to the procedures set forth in this Charter and in those state statutes, as from time to time amended, which do not conflict with this Charter and which establish procedures applicable to a municipal referendum.

(b) A referendum petition shall be signed by registered electors of the Town equal in number to at least five percent of the total number of electors of the Town registered on the date the form of the petition is approved by the Town Clerk.

Section 15-3. Recall.

(a) Any person holding elective office, including the office of Councilmember, may be recalled at any time after six months in office, pursuant to the procedures set forth in this Charter and in those state statutes, as from time to time amended, which do not conflict with this Charter and which establish procedures for the recall of municipal elective officers.

(b) A recall petition shall be signed by registered electors of the district from which the incumbent sought to be recalled was elected. The signers shall number at least twenty-five percent of the entire vote cast at the last preceding election for all candidates for the office which the incumbent sought to be recalled occupies. For the purpose of this Section, the "last preceding election" shall be the last preceding election at which the person sought to be recalled was elected to office, unless the person sought to be recalled was appointed to fill a vacancy, in which event it shall be the last preceding election at which the person who created the vacancy was elected to office.

(c) No signature on a recall petition shall be valid if signed on a date more than thirty days prior to the date the signed petition is filed with the Clerk.

(d) No recall election shall be held if the person sought to be recalled occupies one of the offices to be filled at a regular election which is scheduled within ninety days after submission of the recall petition.

(e) After one recall petition and election, no further petition shall be filed against the same person during the term for which such person was elected or appointed, unless the signers number at least fifty percent of the votes cast at the last preceding election for all candidates for the office held by such person, the number to be determined in the manner described in this section.

(f) Except as to requirements contained in this Charter and in the state statutes, as from time to time amended, applicable to the recall of municipal elective officers, the form, content, approval and other petition requirements in the municipal initiative statutes, as from time to time amended, shall apply as nearly as practicable to recall petitions.

Section 15-4. Council Referendum.

The Town Council shall have the power to submit to a vote of the registered electors, any proposed or adopted ordinance or any question, without receipt of any petition.

Section 15-5. Prohibited Action by Town Council.

(a) No initiated ordinance adopted by the voters may be substantively amended or repealed by the Town Council during a period of six months after the date of the election on the initiated ordinance, unless the amendment or repeal is approved by a majority of the registered electors voting thereon.

(b) No referred ordinance repealed by the voters may be readopted by the Town Council during a period of six months after the date of the election on the referred ordinance, unless the readoption is approved by a majority of the registered electors voting thereon.

Section 15-6. Withdrawal of Petition.

An initiative, referendum, or recall petition may be withdrawn at any time prior to the twentieth day preceding the day scheduled for a vote by filing with the Town Clerk a written request for withdrawal signed by all persons who are designated in the petition as representing the signers on matters affecting the petition. Upon filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

ARTICLE XVI

Miscellaneous Provisions

- Section 16-1 Boards and Commissions
- Section 16-2 Severability of Charter Provisions
- Section 16-3 Interpretation
- Section 16-4 Definitions

Section 16-1. Boards and Commissions.

All Town boards, commissions, and authorities, existing on the effective date of this Charter, shall continue until changed by action of the Council. The Council may, by ordinance, create, revise or abolish such boards, commissions, and authorities as it deems necessary or desirable, except that solely advisory boards, commissions, and authorities may be created, revised or abolished by resolution or motion. Boards, commissions, and authorities created by the Council shall have such powers and duties as the Council may from time to time provide.

Section 16-2. Severability of Charter Provisions.

If any part of this Charter, or the application thereof to any person or circumstance, is found invalid by a court, such invalidity shall not affect any remaining part of the Charter which can be given effect without the invalid part and to this end this Charter is declared to be severable.

Section 16-3. Interpretation.

(a) Where any question exists as to the meaning of any portion of this Charter, it shall be interpreted consistently with the Charter's purpose to reserve to the Town of Castle Rock and its citizens the broadest possible powers of home rule and local self-government available under the Constitution of the State of Colorado, as limited only by the specific language of this Charter.

(b) Except as otherwise specifically provided or indicated by the context, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter, but shall extend to and include the time of the happening of any event or requirement for which provision is made. The singular number shall include the plural, and the plural shall include the singular.

Section 16-4. Definitions.

As used in this Charter, the following words shall have the following meanings unless the context otherwise indicates:

- (a) "Board of Trustees": Board of Trustees of the Town of Castle Rock, Colorado.

- (b) "Constitution": Constitution of the State of Colorado, as from time to time amended.
- (c) "Council" or "Town Council": Town Council of the Town of Castle Rock.
- (d) "Officer" or "Officer of the Town": Each member of the Town Council, the Town Manager, the Town Attorney, each municipal judge, each member of a Town board, commission, or authority, and each other person designated in this Charter or by ordinance as an officer of the Town.
- (e) "Qualified elector": A person who is qualified to register to vote pursuant to Section 4-1 of this Charter.
- (f) "Registered elector": A qualified elector who has registered to vote pursuant to Section 4-1 of this Charter.
- (g) "Regular election": The election held each year on the first Tuesday of April.
- (h) "State statutes": The statutes of the State of Colorado, as from time to time amended.
- (i) "Town": Town of Castle Rock, Colorado. (Amended by Ord. 97-36 & Ord. 97-37, 10-7-97 election)

ARTICLE XVII

Transition Period

Section 17-1	Purpose
Section 17-2	Effective Date of Charter
Section 17-3	Continuation of Present Council
Section 17-4	First Election After Adoption of Charter
Section 17-5	First Districts
Section 17-6	Council Duties
Section 17-7	Saving Clause
Section 17-8	Transition to April Regular Election
Section 17-9	Transition – Election Commissioners' Terms of Office
Section 17-10	Transition to Tri-annual Review of District Boundaries

Section 17-1. Purpose.

The purpose of this Article is to provide for an orderly transition from the present Town government of Castle Rock to a home rule government under the provisions of this Charter. The provisions of this Article shall constitute a part of this Charter only to the extent necessary to accomplish that purpose.

Section 17-2. Effective Date of Charter.

This Charter shall become effective immediately upon filing of the Charter with the Secretary of State of Colorado, following voter approval.

Section 17-3. Continuation of Present Council.

The Board of Trustees in office on the effective date of this Charter shall become members of the Town Council and shall continue to serve and carry out the functions, powers and duties of their offices until their successors have been elected as provided in Section 17-4 and have complied with Section 2-7.

Section 17-4. First Election after Adoption of Charter.

Notwithstanding any other provision of this Charter to the contrary, the first regular election after the adoption of this Charter shall be held on November 17, 1987. At that election seven Councilmembers shall be elected, one from each of the districts established pursuant to Section 17-5(b) of this Charter. The time of taking office shall be as provided in Section 2-3(b). Three of the Councilmembers so elected shall continue in office until their successors have been elected at the 1988 regular election and have complied with Section 2-7. The Councilmembers shall cast lots to determine the terms of their offices. At each succeeding regular election after the 1987 regular election, Councilmembers shall be elected as provided in Section 2-3.

Section 17-5. First Districts.

(a) At a regular or special meeting which shall be held within ten days after the effective date of this Charter, the Council shall appoint the Election Commission members provided for in Section 4-4 of this Charter. The members so appointed shall continue in office until their successors have been appointed at the organizational meeting provided for in Section 2-3(c) following the 1987 regular election and have complied with Section 3-4(d).

(b) Within twenty days after the effective date of this Charter, the Election Commission shall fix the initial boundaries of the districts provided for in Section 4-5 of this Charter.

Section 17-6. Council Duties.

(a) In addition to any specific requirements of this Article, the Town Council shall proceed with due diligence to implement the requirements of the Charter and is authorized to take all action necessary to accomplish the orderly transition from the present Town government to a home rule government under the provisions of this Charter.

(b) Except as otherwise specifically provided in this Charter, all officers and employees of the Town may continue in the office or employment which they held prior to the effective date of this Charter, as though they had been appointed or employed in the manner provided in this Charter, and they shall in all respects be subject to the provisions of this Charter.

Section 17-7. Saving Clause.

Neither the adoption of this Charter nor the repeal of any ordinance or resolution of the Town in conflict with the Charter shall be construed to destroy any property right, contract right, or right of action of any nature or kind, civil or criminal, vested in or against the Town. The adoption of the Charter shall not be construed to affect any such right between the Town and any person.

Section 17-8. Transition to April Regular Election.

Notwithstanding any other provision of this Charter to the contrary:

(a) The Town shall continue to have an October regular election in 1997 and 1998 pursuant to Sections 4-2 and 16-4(g) (as said sections existed prior to their amendment at the October, 1997 regular election).

(b) The first April regular election pursuant to Sections 4-2 and 16-4(g) (as said sections were amended at the October, 1997 regular election) shall take place in April, 1999.

(c) Any member of the Town Council who was elected in October, 1996 shall hold office until January, 1999, any member of the Town Council who was elected in October, 1997 shall take office at the first regular Town Council meeting in January, 1998 and shall hold office until April, 2000, and any member of the Town Council who was elected in October, 1998 shall take office at the first regular meeting in January, 1999 and shall hold office until April, 2001.

(d) The Town Council is hereby authorized to take such actions as are necessary to effect an orderly transition to an April regular election commencing in 1999. (Added by Ord. 97-36, 10-7-97 election)

Section 17-9. Transition – Election Commissioners' Terms of Office.

Notwithstanding any other provision of this Charter to the contrary, the term of office of any member of the Election Commission provided for in Section 4-4(a) may be shortened or lengthened as specified by the Town Council to achieve the staggered terms of office required by said Section 4-4(a). (Added by Ord. 97-37, 10-7-97 election; amended by Ord. 2004-11, 11-2-04 election)

Section 17-10. Transition to Tri-annual Review of District Boundaries.

Notwithstanding any other provision of this Charter to the contrary, the first tri-annual review of the district boundaries pursuant to Section 4-5(a) and any required adjustment of district boundaries pursuant to Section 4-5(b) shall first be undertaken with the 2007 regular municipal election. Sections 4-5(a) and 4-5(b) shall not be applied to the regular elections in 2005 and 2006, and the district boundaries as they exist on adoption of this Section 17-10 shall remain in place for the 2005 and 2006 elections. (Added by Ord. 2004-42, 11-2-04)

CHARTER COMMISSION

CERTIFICATE OF FINAL ADOPTION

We, the undersigned, representing the present members of the Castle Rock Charter Commission, duly elected by the Citizens of Castle Rock, at a special election held on March 2, 1987, to frame a Home Rule Charter for the Town, do hereby certify that the foregoing is the Proposed Charter as finally approved and adopted by the members of the Commission on the 29th day of June, 1987 for submission to the Board of Trustees and to the citizens of Castle Rock.

Dated this 1st day of July, 1987.

/s/ Stanley D. Mikelson, Co-Chairman

/s/ Earl L. Dazey

/s/ James B. King, Co-Chairman

/s/ Patricia A. Bradley

/s/ Jerry Brock

/s/ F. Dan Burgess

/s/ Kenneth Burges

/s/ Rex W. Cook

/s/ Clifford L. Orr

/s/ Joan S. Osthoff

/s/ Harry E. Roemer

/s/ Keith A. Worley

/s/ George L. Elsner

/s/ William P. Fleming

/s/ Arlie L. Gordon, Sr.

/s/ Darrell J. Gubbels

/s/ Barbara Hall

/s/ Charles H. Miller

/s/ William H. Schechter, Jr.

/s/ Richard E. Temple

/s/ Ginger F. Washburn

Attachment B Signage Examples





Practice Maintenance

HOW DOES YOUR GARDEN GROW?

Proper maintenance, one of the seven principles of horticulture, preserves the beauty of your landscape and contributes to water saving benefits and when the other six principles of horticulture are followed, your garden will be healthier, harder and easier to care for.

Love water doesn't mean no water

In the first few years of a landscape or a traditional landscape, it is essential for new plantings to become properly established. This means you will have higher maintenance in the beginning. As your plants become established, their care and watering needs decrease.

A few points to consider:

- Timing, timing and just the right amount of watering are essential for every well-maintained landscape.
- A landscape can use less fertilizer and pesticides than traditional landscapes.
- A well-planned landscape reduces maintenance effort and costs over time.
- Take time to spend mowing, watering, weeding, fertilizing and applying pesticides.

Regular maintenance of a landscape is essential, as with any type of well-managed garden.



"Good gardeners always think as a good gardener."

Town of Castle Rock
 Budget Level of Effort and Cost
 Elementary School #45 Artificial Turf Installation

Estimate of Costs																				
Task	Description	Design Consultants		Construction Contractor(s)	DCSD Staff Hours and Costs		Castle Rock Staff Hours and Costs							Funding Sources						
		Design Concepts and Landscape Architects	JVA Civil Engineers	Labor and Materials	Project Manager Hours	Project Manager Labor Costs	Water Conservation Specialist	Utilities Program Analyst	Park Superintendent	Community Relations	Parks Maintenance Superintendent	Total Staff Hours	Staff Labor Costs	CWCB Grant	Recycled Tire Grant	DCSD Match (Cash Funds)	DCSD Match (In-kind Services)	Castle Rock Match (Cash Funds)	Castle Rock Match (In-kind Services)	Total
	Rate/hour	n/a	n/a	n/a	\$36.00	n/a	\$33.65	\$40.26	\$33.65	\$32.45	\$42.67	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1.0	Design	\$7,881	\$15,386	\$0	60	\$2,160	20	20	20	0	0	60	\$2,151	\$0	\$0	\$11,633	\$2,160	\$11,634	\$2,151	\$27,578
2.0	Contractor Selection and Project Management	\$0	\$0	\$0	40	\$1,440	20	20	450	0	60	550	\$19,181	\$0	\$0	\$0	\$1,440	\$0	\$19,181	\$20,621
3.0	Construction	\$0	\$0	\$344,050	0	\$0	0	0	0	0	0	0	\$0	\$20,000	\$37,000	\$129,019	\$0	\$158,031	\$0	\$344,050
4.0	Public Education	\$0	\$0	\$0	0	\$0	50	50	10	80	0	190	\$6,628	\$0	\$0	\$0	\$0	\$0	\$6,628	\$6,628
Total		\$7,881	\$15,386	\$344,050	100	\$3,600	90	90	480	80	60	800	\$27,960	\$20,000	\$37,000	\$140,652	\$3,600	\$169,665	\$27,960	\$398,877

Town of Castle Rock / CWCB

Water Efficiency Grant: Synthetic Turf Project

Scope of Work

Grant Recipient: Town of Castle Rock
175 Kellogg Court
Castle Rock, Colorado 80109

Contact: Rick Schultz
720-733-6027
RSchultz@crgov.com

The following scope of work is excerpted from the Town of Castle Rock (Castle Rock) grant application to the Colorado Water Conservation Board (CWCB) for the subject project.

Scope of Work

This scope of work provides a general description of the Synthetic Turf Project at Elementary School #45 and outlines the major tasks, roles, and responsibilities of each party involved and the deliverables.

The following tasks outline the major actions needed as part of the Synthetic Turf Project. The roles and responsibilities of each participant and deliverables for each task are also provided. The table accompanying this scope of work outlines the anticipated level of effort and funding sources.

Task 1 -Design

Purpose

This task includes the completion of the final design documents and construction specifications for the Synthetic Turf Project.

Roles and Responsibilities

Douglas County School District (DCSD) and Castle Rock will fund the design effort and has selected three firms to design the Synthetic Turf Project including an architectural firm, civil engineering company, and an irrigation specialist firm. These firms will coordinate design efforts to ensure compatibility among the architectural, engineering, and irrigation components of the final synthetic turf field design. The roles and responsibilities of each firm include:

- *Design Concepts Landscape Architects* – Develop the architectural design of the Synthetic Turf Project, which will consist of the synthetic turf field layout and major components of the field, surrounding landscape, and other architectural features.

- *JVA Civil Engineers* – Develop designs for the final grading, subsurface drainage, and other features that require civil engineering expertise. JVA Civil Engineers will also professionally stamp the engineering plans and work with the other teaming firms in developing construction specifications.

Castle Rock and DCSD will review and provide feedback on all designs and construction specifications. Final design approval by both Castle Rock and DCSD will be necessary prior to construction.

Deliverables

A draft and final design incorporating all architectural, civil engineering, and irrigation components and construction specifications will be developed as part of this task.

Task 2 – Contractor Selection and Project Management

Purpose

This task involves the development of bid documents, contract documents, and other documentation necessary to facilitate project cash flow and construction. All other project management-related activities including coordination among parties, construction inspections, and other activities necessary to ensure the success of the project are also included.

Roles and Responsibilities

Castle Rock will be responsible for the bidding process including the preparation of the bidding documents, selection of a contractor(s), and preparation of the contract documents. Castle Rock will also be responsible for all other project management related activities including coordination with parties involved, construction inspections, contractor(s) payments, and the administration of DCSD funds and potential grant monies.

Deliverables

Castle Rock will develop all necessary bid documents, contract documents, and any other documentation needed to facilitate payment and construction efforts.

Task 3 – Construction

Purpose

This task includes work by all contractor(s) related activities necessary to complete the construction of the Synthetic Turf Project. This includes mobilization of the equipment, grading, utility connections, site preparation, installation of the synthetic turf field, and demobilization.

Roles and Responsibilities

The contractor(s) selected by Castle Rock will be responsible for completing all construction related activities including mobilization, grading, utility connections, installation of the synthetic turf field, and accomplishment of inspections and demobilization.

Deliverables

The contractor(s) will complete all construction activities in accordance with the final design, construction specifications, and necessary change orders. All Town approvals and final document of recordation shall be submitted.

Task 4 - Public Education

Purpose

This task involves public education regarding the Synthetic Turf Field Project. Castle Rock plans to highlight the benefits of synthetic turf fields emphasizing the importance of water conservation. Information will be distributed to the public through a sign posted on-site summarizing the project, Castle Rock's water conservation website, through local TV shows, the local newspaper, and through the water wise community classes.

Roles and Responsibilities

Castle Rock's community relations department will take the lead in coordinating and developing the materials needed for public education activities associated with the Elementary School #45 synthetic turf project.

Deliverables

Castle Rock will distribute information summarizing the Synthetic Turf Project and highlighting the water conservation benefits through the following media:

- On-site project signage – Sign(s) will be posted at the project site promoting water conservation and explaining the water saving benefits of the synthetic turf field. Examples of signs used in the past are provided in Attachment B.
- Local newspapers – Castle Rock will seek to have an article published in the local newspaper (Douglas County News-Press) and Your HUB (a division of the Denver Newspaper Agency) during the construction phase.
- Douglas County Channel 8 and Castle Rock View – A short promotion of the synthetic turf field will be shown periodically following construction.
- Town's water conservation website – Information on the Synthetic Turf Project will be posted.
- Other Town published communications – Includes the Town Talk newsletter which is distributed monthly to all water customers, the Outlook newsletter which is distributed quarterly, and HOA newsletters.
- Water-wise workshop – General information on the benefits of synthetic turf fields and water conservation will be provided at workshops. The Synthetic Turf Project will serve as a specific case study for discussion.
- Other community presentations – School, local and regional community agencies, Town Council meetings and Town sponsored Lunch & Learns

Task 5 – CWCB Grant Development and Status Reports

Purpose

This task involves the development of a 50 percent, 95 percent, and a final completion status report to CWCB per the CWCB Water Efficiency Grant Requirement. Although this task is a part of the overall project, its costs are not included in the project budget submitted to CWCB for grant funding (Table 6).

Roles and Responsibilities

Castle Rock has engaged Camp Dresser & McKee Inc. (CDM) to develop this grant application. CDM would also prepare the status reports and Castle Rock would review these reports prior to submittal to CWCB.

Deliverables

Status reports submitted to the CWCB at 50 percent, 95 percent, and final project completion.

Project Personnel and Roles

The table below presents a list of project personnel, their rates, and role in this project.

Roles and Responsibilities				
Party	Person	Position	Rate	Role
Town of Castle Rock - Utilities Department	Rick Schultz	Water Conservation Specialist	\$33.65/hr	Interface with other Town staff and Board members
				Provide feedback on the final design plan
				Coordinate public education effort
				Coordinate effort with Jeff Smullen (Town's Park Department)
				Coordinate grant administration with CDM (this is not included in the budget presented in Table 6)
	Billie L. Owens	Utilities Program Analyst	\$40.26/hr	Provide technical and development assistance to ensure that the project is compatible with the Water Resources Strategic Master Plan and Water Conservation Plan
Town of Castle Rock - Parks Department	Jeff Smullen	Superintendent of Parks Planning and Operations	\$33.65/hr	Provide feedback on public education component
				Coordinate effort with Rick Schultz (Town's Utilities Department)
				Coordinate with John Conklin (DCSD) on the final design, construction inspections, and overall construction effort.
				Development of bid documents, contract documents, and all other documentation necessary to facilitate payment and construction efforts
				Select Contractor(s) following consultation with DCSD and Jeff Smullen
Town of Castle Rock - Community Relations	Karen McGrath	Public Relations Manager	\$32.45/hr	Provide construction oversight including daily site visits and regular communications with the construction inspectors and contractor(s) on a regular basis
				Work with Rick Schultz in developing the materials and activities needed for the public education effort
				Publication of an article on the project in the local newspaper
				Work with the local TV stations to develop a TV promotion on the project
				Add information on the project to Castle Rock's water conservation website

Roles and Responsibilities

Party	Person	Position	Rate	Role
				Incorporate information on the project in the Water Wise class education materials
Town of Castle Rock - Parks Department	Curt Williams	Park Maintenance Superintendent	\$42.67/hr	Conduct daily construction inspections
				Inspect irrigation installation features to ensure effective operation
DCSD	John Conklin	Project Manager for DCSD	\$36.00/hr	Coordination with Jeff Smullen (Castle Rock's Park Department) on the final design, construction inspections, and overall construction effort
				Facilitate the development of the final design documents and communications with the design contractors
				Coordinate funding of DCSD's share of the project
Design Concepts Landscape Architects	Carol Henry	Principle Landscape Architect	n/a	Design the architectural components of the project
JVA Civil Engineers	Matt Ocamou	Civil Engineer	n/a	Design the civil engineering component of the project
Contractor(s)	Unknown	Unknown	n/a	Coordinate all activities with Jeff Smullen (Castle Rock's Parks Department)
				Perform all construction activities specified in the final design. This includes purchase of materials and construction.

The budget cost estimate is provided in the accompanying table. This estimate provides information on Castle Rock and DCSD's in-kind contributions (i.e., staff time and capital expenditures) and anticipated allocation of costs based on the grant funding from CWCB. The total CWCB grant is \$20,000, representing a 5% state share in the cost of the project.