



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, November 10, 2025
7:30 PM

Location

Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

To join this meeting using your phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 201-632-365 (Press *6 to speak)

New to GoToMeeting? Get the app now and be ready: <https://global.gotomeeting.com/install/201632365>

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. REVIEW COUNCILMEMBER APPLICATIONS

- a. Tory King (page 4-10)
- b. Rosamond de Greeve (page 11-23)

3. PROCLAMATIONS & PRESENTATIONS

4. CITIZEN COMMENTS - maximum 3 minutes

5. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

6. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

7. PUBLIC HEARINGS

- a. Purpose: To take testimony on the proposed budget and capital facilities plan for fiscal year ending December 31, 2026, including a proposed 4% increase in all water and sewer rates, and 6% increase in all stormwater rates. Second Public Hearing will be held on November 24, 2025 during the Regular Council Meeting. (page 24-33)

8. CONSENT AGENDA

- a. October 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$816,358.23. (page 34-35)

9. OLD BUSINESS

10. NEW BUSINESS

- a. Agreement with Cowlitz County to provide jail space at the Cowlitz County Jail. (page 36-50)
- b. Addendum No. 2 to Interlocal Agreement with City of Kelso updating fees associated with prosecution services. Cost for services in 2026 will be \$38,068. (page 51-52)

- c. Ordinance No. 2025-15, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2025 for the City of Castle Rock, Washington to include the following funds: General (Police, Planning), Street, Visitor Center, Dredge Spoils Site, Water/Sewer Operating, and Boat Launch, on first reading. (page 53-55)
- d. Review and approval of the 2026 - 2031 Capital Facility Plan. (page 56-75)
- e. Review and approval of Employment Agreements for David Vorse, Tyler Stone, Carie Cuttonaro, and Charlie Worley.
- f. Review and approval of the 2026 Salary Schedule. (page 76)
- g. Resolution No. 2025-09, a resolution of the City Council of the City of Castle Rock, Washington, amending schedules 6 and 7 of the City's Master Fee Schedule. (page 77-108)
- h. Resolution no. 2025-10, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2024-08. (page 109-111)
- i. Resolution No. 2025-11, a resolution providing for reduced base rates to be charged to low-income senior citizens for water and sanitary sewer services and limiting the annual aggregate of such reductions to approximately \$10,000 per calendar year, and amending Resolution No. 2024-09. (page 112-114)
- j. Ordinance No. 2025-16, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2026, on first reading. (page 115-117)
- k. Ordinance No. TBD-2025-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2026, on first reading. (page 118-119)
- l. Request to replace sidewalks at 440 4th Ave SW and 401 Clearwood Ct SE and file liens against the properties as provided in CRMC 12.04.100. (page 120-125)

11. OTHER BUSINESS

12. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q25</u>	<u>1Q26</u>	<u>2Q26</u>	<u>3Q26</u>
October 13	January 12	April 13	July 13
October 27	January 26	April 27	July 27
November 10	February 09	May 11	August 10
November 24	February 23	Tuesday, May 26	August 24
December 08	March 09	June 08	September 14
December 22	March 23	June 22	September 28

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

RECEIVED SEP 02 2025

King, Tory



City of Castle Rock

PO Box 370
Castle Rock, WA 98611
(360) 274-8181

Application for Appointment to Castle Rock City Council Position No. 3

Thank you for your interest in serving the community as a member of the Castle Rock City Council.

The timeline for filling the Council vacancy is as follows:

- August 28, 2025** Applications are due to the Clerk-Treasurer by 5:00 PM
- September 8, 2025** City Council – Review applications and create a shortlist
- September 22, 2025** City Council – Interview the short-listed applicants and select the new Councilmember

To be considered, your application must be completed and received by the Clerk-Treasurer at Castle Rock City Hall **no later than 5:00 PM on Thursday, August 28, 2025**. Applications received after 5:00 PM will NOT be accepted. Mailing post-marked applications will also NOT be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 3.
- May be submitted in hard copy or electronic form

For further information, please contact:

Carie Cuttonaro, Clerk-Treasurer
at (360) 274-8181, ext. 303 or
ccuttonaro@ci.castle-rock.wa.us

The application packet should be submitted to:

Mail: Carie Cuttonaro, Clerk-Treasurer
RE: Councilmember Recruitment
City of Castle Rock
PO Box 370
Castle Rock, WA 98611

In-Person: Carie Cuttonaro, Clerk-Treasurer
RE: Councilmember Recruitment
City of Castle Rock
141 A Street SW
Castle Rock, WA 98611

Electronic: ccuttonaro@ci.castle-rock.wa.us

Councilmember Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Castle Rock City Council, you must meet the following:

- **Residency Requirement:** Must have continuously resided in Castle Rock's city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Cowlitz County, City of Castle Rock.

Please note that:

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Castle Rock's website as part of the Council's meeting packet the week of the initial review.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the November 2027 General Election is certified.
- If appointed, you will be required by State law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov)

City Council Duties and Compensation

The City of Castle Rock operates under a Mayor – Council form of government. The Castle Rock City Council is a five-member Council serving as the legislative body of the City. The City Council provides governmental, recreational, educational, cultural and social services and opportunities for citizens. Their legislative powers include the enactment of ordinances and resolutions.

The City Council also has the authority to impose taxes, enact the annual city operating budget, enter into contracts, including grant application agreements, approve monthly expenditures, approve claims against the City, grant franchises for the use of public ways and regulate the acquisition, sale, ownership and disposition of property.

Councilmembers also define the powers, functions and duties of City officers and employees and fix compensation for all employees. Councilmembers also establish working conditions for employees, including approval of benefits such as insurance, retirement and pension programs.

The City Council hears recommendations made by the Planning Commission and makes final decisions regarding subdivisions, short plats, comprehensive planning and zoning issues.

On an annual basis, members of the City Council appoint one of the Councilmembers to serve in the Mayor's absence, as Mayor Pro Tempore.

Councilmembers also serve on a variety of community-wide boards, committees and commissions along with other public officials to help direct public policy.

The duties of a Councilmember will likely involve an average minimum commitment of 10 – 20 hours per month for preparation, participation, and attendance at various meetings and

community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings which are held on the second and fourth Monday evenings of each month. Meetings begin at 7:30 PM and can run up to 9:00 PM and occasionally later. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Councilmembers are expected to attend Workshop meetings as well.

The monthly Councilmember salary as of January 1, 2024 is \$300.00 per month.

Interview Questions – September 22, 2025

Each candidate selected for an interview should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, parks and open spaces, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work, or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

Applicant Information

(Please type or print)

Applicant Name

Tory King

Residence Address

631 Woodard Ave NE Castle Rock

Mailing Address
(if different)

N/A

Home Phone

N/A

Cell Phone

503-428-0772

E-mail Address

torydaneKing@gmail.com

Are you registered to vote within Cowlitz

County, City of Castle Rock?

yes

Date of Residency within Castle Rock City Limits

Since 2017

Have you continuously lived in Castle Rock

City Limits since the Start Date above?

yes

Do you meet the Residency Requirements?

yes

Resume

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) Peacehealth St Johns Health Center
b) Longview, WA
c) July 2014 Still employed. Cardiovascular Lab tech
2. a) _____
b) _____
c) _____
3. a) _____
b) _____
c) _____
4. a) _____
b) _____
c) _____

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location,
- b) Degree earned, or describe subjects studied,
- c) Dates of attendance, or year of completion

1. a) Chemeketa Community College
b) High School Equivalence (GED)
c) 2000
2. a) Blue Mountain Com. Col (Pre-recs)
b) _____

- c) _____
3. a) ITT Technical Institute
 b) RN program.
 c) Also one on one on the job training for cardiac device technologist.

Related Skills

1. I have worked with the community through my profession since 1996, & I have worked with our local community through my career since 2014.
2. This would consist of engagement with local community on a daily basis, building bonds & helping as much as I can, whether it directly
3. relates to my current job or simply helping someone who is lost.

Selected Accomplishments

1. My proudest accomplishment is having raised three children, as a then single mom, to become well rounded adults & I am very proud of.
2. _____
3. _____

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Castle Rock on the following spaces provided:

1. Why are you interested in serving as a Castle Rock City Councilmember?

I have been wanting to get more involved in local community happenings and government.
I just wasn't sure how to go about it.

2. What strength would you bring to the Council?

Current resident who has resided in Castle Rock since 2017, who has had children attend both the middle & high schools here. I love our beautiful town and want to do my best to help our community.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

#1 topic I would touch on is the water/sewer system being outdated throughout town and desperately needing upgraded.

To address the issue I'd propose setting aside a specific amount to get progress started and possibly look at grants ect.

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how has that contributed to the Castle Rock community. Address its relevance to the position of Castle Rock City Councilmember.

Other than voting and talking to other community members, I unfortunately haven't had the pleasure of being involved in any of the above, although I do take it upon myself to organize with other community members to help local families in need every year during the holidays with food and gifts.

5. What do you wish to accomplish during this appointed term as a Castle Rock City Councilmember?

Learn as much as possible about our small community, work with everyone to do our best for the Castle Rock community and not only help to make it better and move it forward but also keeping the small town/community feel that makes Castle Rock amazing.

6. What is your vision for our City and community?

As I touched on with the above answer, my vision is to see Castle Rock be elevated to its best for those who currently reside there and for those to come, while maintaining what makes Castle Rock amazing, the small town feel.

7. Do you participate in or are involved in any contract(s) with the City of Castle Rock?
Please explain your involvement.

No

8. Do you hold any other elected public office? If yes, please describe the offices held.

No

9. Is there anything else that you may wish to add that would help us get to know you a little better?

Honest, hard working, Proud American
that wants to do her part for her community.
Hoping for the opportunity to work with
like minded people for our community that I
admire so much.

Please return this completed application to the Clerk-Treasurer at Castle Rock City Hall
no later than 5:00 PM on Thursday, August 28, 2025. Applications received after 5:00 PM
will NOT be accepted, and mailing post-marked applications will NOT be accepted.

The application and any correspondence should be addressed to:

Mail: Carie Cuttonaro, Clerk-Treasurer
RE: Councilmember Recruitment
City of Castle Rock
PO Box 370
Castle Rock, WA 98611

In-Person: Carie Cuttonaro, Clerk-Treasurer
RE: Councilmember Recruitment
City of Castle Rock
141 A Street SW
Castle Rock, WA 98611

E-mail: ccuttonaro@ci.castle-rock.wa.us

RECEIVED OCT 30 2025

de Greeve, Roz

October 28, 2025

Carie Cuttonaro, Clerk-Treasurer

City of Castle Rock

141 A Street SW

Castle Rock, WA 98611

Re: Councilmember Recruitment

Enclosed please find my completed application for councilmember, along with an earlier Curriculum Vitae as well as an updated version. I have added some copies of documents and licenses I hold currently or have held in the past. I hope these will help to provide you with a broader view of my background and experience.

Thank you for your time and consideration on my behalf.

Warm regards,

A handwritten signature in dark ink, reading "Dr. Rosamond C. Valckenier de Greeve". The signature is written in a cursive style with a large, looped initial "D".

Dr. Rosamond Claire Valckenier de Greeve

community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

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- Councilmembers are expected to attend Workshop meetings as well.

The monthly Councilmember salary as of January 1, 2024 is \$300.00 per month.

Interview Questions – September 22, 2025

Each candidate selected for an interview should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, parks and open spaces, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work, or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

Applicant Information

(Please type or print)

Applicant Name DR. ROSAMOND C. VALCKENIER DE GREEVE

Residence Address 5018 WESTSIDE HWY., CASTLE ROCK, WA

Mailing Address SAME AS ABOVE

(if different)

Home Phone _____ Cell Phone (909) 625-7556

E-mail Address 3DOGS4ROZ@GMAIL.COM

Are you registered to vote within Cowlitz
County, City of Castle Rock? YES

Date of Residency within Castle Rock City Limits MARCH 03, 2021

Have you continuously lived in Castle Rock
City Limits since the Start Date above?

YES

Do you meet the Residency Requirements?

YES

Resume

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) COLUMBIA WELLNESS

b) 720 14TH AVENUE, LONGVIEW, WA 98632

c) 04/06/2023 - 01/15/2025

2. a) PLEASE SEE ATTACHED CURRICULUM VITAE

b) _____

c) _____

3. a) _____

b) _____

c) _____

4. a) _____

b) _____

c) _____

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location,
- b) Degree earned, or describe subjects studied,
- c) Dates of attendance, or year of completion

1. a) PLEASE SEE ATTACHED CURRICULUM VITAE

b) _____

c) _____

2. a) _____

b) _____

- c) _____
3. a) _____
- b) _____
- c) _____

Related Skills

1. PLEASE SEE ATTACHED CURRICULUM VITAE
2. _____
3. _____

Selected Accomplishments

1. PLEASE SEE ATTACHED CURRICULUM VITAE
2. _____
3. _____

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Castle Rock on the following spaces provided:

1. **Why are you interested in serving as a Castle Rock City Councilmember?**

IT IS MY DESIRE TO WORK FOR THE CASTLE
ROCK COMMUNITY BY SERVING ON THE
CITY COUNCIL AND USING MY EXTENSIVE
EDUCATION IN BUSINESS/MEDICINE AS
NEEDED TO THE BETTERMENT OF CASTLE
ROCK.

2. What strength would you bring to the Council?

BESIDES MY EDUCATION, MY ABILITY TO WORK WELL WITH OTHERS AND MY GENERAL KNOWLEDGE OF CIVIC AFFAIRS. MY FURTHER EXPERIENCE IN REAL ESTATE, AS THE CO-OWNER OF WHITE REALTY IN ANAHEIM, CA.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

IF FORTUNATE ENOUGH TO BECOME A COUNCIL MEMBER, I WILL BE BETTER EQUIPPED TO ADDRESS THIS QUESTION.

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how has that contributed to the Castle Rock community. Address its relevance to the position of Castle Rock City Councilmember.

I HAVEN'T SERVED ON ANY LOCAL COMMITTEES, BUT HAVE SERVED ON NUMEROUS BOARDS IN MY PRACTICE AS A NURSE PRACTITIONER. FROM ETHICS COMMITTEES; INSURANCE REVIEWS FOR THE CITY OF MONTECLAIR, CA.; AND VARIOUS STANDARDS COMMITTEES.

5. What do you wish to accomplish during this appointed term as a Castle Rock City Councilmember?

I WOULD LIKE TO LEARN HOW I CAN PRODUCTIVELY ASSIST IN CIVIC MATTERS TO IMPROVE OUR COMMUNITY AND ITS CHARM.

6. What is your vision for our City and community?

I WOULD LIKE TO SEE THE CITY GROW WHILE MAINTAINING ITS CHARM AND THE HISTORIC APPEAL.

7. Do you participate in or are involved in any contract(s) with the City of Castle Rock?
Please explain your involvement.

NO.

8. Do you hold any other elected public office? If yes, please describe the offices held.

NO.

9. Is there anything else that you may wish to add that would help us get to know you a little better?

I RECENTLY RETIRED AND HAVE MORE
TIME TO DEVOTE TO CITY MATTERS.

Please return this completed application to the Clerk-Treasurer at Castle Rock City Hall
no later than 5:00 PM on Thursday, October 30, 2025. Applications received after 5:00
PM will NOT be accepted, and mailing post-marked applications will NOT be accepted.

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RE: Councilmember Recruitment
City of Castle Rock
141 A Street SW
Castle Rock, WA 98611

E-mail: ccuttonaro@ci.castle-rock.wa.us

-CURRICULUM VITAE-

Rosamond Claire Valckenier de Greeve, RN, ARNP, PhD, MHP, SUDPT

5018 Westside Highway

Castle Rock, Washington 98611

(909) 625-7556

Registered Nurse, Nurse Practitioner, Colposcopist, Mental Health Professional,
Substance Use Disorder Professional Trainee and Educator

-EDUCATION-

Lower Columbia College
Substance Use Disorders

Longview, WA
Sept. 2022 – Present

Cascadia Training
Approved Clinical Supervision

Seattle, WA
April 2022

California Coast University
Concurrent Masters/Doctoral Degree in Psychology

Santa Ana, CA
2007

California Coast University
Concurrent Masters/Doctoral Degree in Business Administration

Santa Ana, CA
1998

-LICENSES/CERTIFICATES-

Mental Health Professional

Substance Use Disorder Professional Trainee

Registered Nurse with the States of California and Washington

Registered Nurse Practitioner with the State of California (pending in Washington)

Colposcopist Education Program Associates Approved

Approved Clinical Supervisor

Provisional Teaching Credential with the State of California (Health Sciences and Related Subjects)

A.S.P.O. (American Society of Psychoprophylaxis in Obstetrics) – Certified Childbirth Educator

NCCDN – National Consortium of Chemical Dependency Nurses, Inc. (Ready to sit for Certification
Exam, with over 12,000 Chemical Dependency Counseling hours completed)

Certified in A.C.L.S. & B.C.L.S.

-PROFESSIONAL EXPERIENCE-

March 2022- AWAKENINGS, INC.

December 2022 Counseled patients with Mental Health Disorders /Substance Use Disorders, and supervised various Substance Use Disorder Groups.

September 2019- Physicians and Surgeons

April 2021 Los Angeles County Area, CA

Treated patients with deep wounds (stage 3 and 4) at either their home or in a Skilled Nursing Facility. Patients were too friable to be transported, especially during Covid. Primarily geriatric patients seen. Also removed and changed gastric tubes.

September 2019- Aasta Hospice and Faithful Hospice

April 2021 Los Angeles County, San Fernando Valley and Simi Valley, CA

Supervised patient care provided by Registered Nurses and Licensed Vocational Nurses. Specialized in geriatric patients. Worked with patients and their families with mental health disorders and substance use disorders with declining health problems.

March 2018 - Celebrity Home Health and Hospice

September 2019 Upland and Van Nuys, CA

Supervised patient care for those in board-and-care facilities and private homes. Patients were seen for wound care along with mental health disorders and declining health problems as a result of substance use disorders. Family members were given grief counseling when needed.

-CURRICULUM VITAE-

Rosamond Claire Valckenier de Greeve, R.N.N.P., MBA, PhD

3114 Montana Lane

Claremont, CA 91711

(909) 625-7556

Nurse Practitioner, Counselor, Colposcopist and Educator

-EDUCATION-

California Coast University Concurrent Masters/Doctoral Degree in Psychology	Santa Ana, CA Still attending
California Coast University Concurrent Masters/Doctoral Degree in Business Administration	Santa Ana, CA
Harbor – UCLA Medical Center (Educational Program Assoc.) Colposcopy Training Program	Torrance, CA 1994
Harbor – UCLA Medical Center Obstetrics and Gynecology Nurse Practitioner	Torrance, CA 1991
California Coast University Bachelor of Science Degree in Business Administration	Santa Ana, CA 1985
University of California at Irvine A.S.P.O. (American Society of Psychoprophylaxis in Obstetrics) Certified Childbirth Educator	Irvine, CA 1978
University of California at Los Angeles Provisional Teaching Credential for State of California (Health Sciences and all Related Sciences)	Los Angeles, CA 1978
Chaffey College Associate in Science Degree in Professional Nursing	Alta Loma, CA 1973
Chaffey College Associate in Science degree in Physical Science	Alta Loma, CA 1971
Chaffey College Associate in Arts Degree in English	Alta Loma, CA 1969

-LICENSES/CERTIFICATES-

Registered Nurse Practitioner with the State of California
Registered Nurse Practitioner Furnishing Number & DEA number with the State of California
Registered Nurse with the State of California
Colposcopist (Education Program Associates Approved)
Provisional Teaching Credential with the State of California (Health Sciences and Related Subjects)
A.S.P.O. (American Society of Psychoprophylaxis in Obstetrics-Certified Childbirth Educator
Licensed Real Estate Agent with the State of California, for 12 years {stopped in 2001}
NCCDN – National Consortium of Chemical Dependency Nurses, Inc. (Ready to sit for Certification exam,
with over 8,700 Chemical Dependency counseling hours completed)
Certified in A.C.L.S., & B.C.L.S.

-PROFESSIONAL AFFILIATIONS-

Western University of Health Sciences (College of Osteopathic Medicine of the Pacific)	Adjunct Professor	1998-2004
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(Cont'd) CURRICULUM VITAE

San Antonio Community Hospital Pain Management Taskforce (Member of Care & Education of the Patient Committee; Bio Ethics Committee; Safety Committee; Pharmaceuticals & Safety Committee; and Chairman of Pain Management Taskforce)	Chairman	2000-2002
Harriman Jones Medical Group, Partner in Medical Group	Member	1997-1998
Harriman Jones Medical Group, Chemical Dependency Committee	Member	1996-1998
Harriman Jones Medical Group, Pharmaceutical & Therapeutics Committee	Member	1994-1998
California Coalition of Nurse Practitioners	Member	1994-2000
Long Beach Society of Nurse Practitioners & Physician Assistants	Founding Member	1994-1999
National Speaker for Program on Herpes	Speaker for Burroughs Wellcome Co.	1994-1996
Speaker on Hormone Replacement Therapy	Speaker for Ortho Pharmaceutical	1995-1998
College of Osteopathic Medicine of the Pacific	Clinical Professor/Lecturer/Preceptor Physician Assistant Program Clinical Preceptor/Lecturer Doctors of Osteopathic Medicine	1993-1997 1982-1986
California State University, Long Beach	Adjunct Professor	1998-Present
California State University, Dominguez Hills	Clinical Preceptor	1997-Present
American Heart Association	C.P.R./A.C.L.S. Instructor	1981-1988

-PROFESSIONAL EXPERIENCE-

May 1994- Present	Self Employed in Private Practice Counseling (using Nurse Practitioner License) Counseling private patients in the areas of Pain Management and Chemical Dependency, and working for National Scientific Supply Co., Claremont, CA, as a consultant (doing both pre-employment evaluation of employees & counseling as needed for present employees), & Vice President/Secretary [from 1999-2016].
August 2000- November 2002	San Antonio Community Hospital, Upland, CA Pain Management Coordinator Duties: Worked as counselor for patients with pain management problems; Consultant to physicians, staff members and patients on care of patients with pain issues; Responsible for educating the physicians, nursing staff, general staff and patients on current pain therapies available & alternatives to medications, such as: Hypnosis, biofeedback, diversional therapies, acupuncture & acupressure, and vitamin therapy; and, making sure the hospital was prepared for JCAHO approval.
February 2000- May 2000	Planned Parenthood, Riverside & Indio, CA Family Planning Nurse Practitioner/Colposcopist, with Administrative Duties.

(Cont'd) CURRICULUM VITAE – PROFESSIONAL EXPERIENCE

November 1999- June 2000	Casa Loma College, Baldwin Hills, CA Nursing Professor: Theory & Clinical instruction in OB, L&D, & Newborn care.
November 1999- May 2000	FPCGLA: Venice Women's Clinic, Bell Gardens Family Medical Center, & Hawaiian Gardens Clinic, CA Colposcopist: Preceptor for Nurse Practitioners in Colposcopy, following abnormal PAP smears, & counseling patients, as well as, performing cryosurgery or making appropriate referrals.
April 1999- May 2000	London Resolve, Tustin, CA Nurse Practitioner/Counselor: Provide Relationship Assessment & Counseling (In practice with Dr. London, a psychologist) based upon physical, genetic, psychological, & psychosocial data.
March 1997- May 1999	H.C.I. (Health Consultants International), Claremont, CA Owner/Consultant/Counselor: Offer Stress Management, Counseling, Communication, Organizational & Office/Time Management Skills to a wide variety of Business.
December 1992- April 1998	Harriman Jones Medical Group, Long Beach, CA Nurse Practitioner in OB/GYN, Infertility, Colposcopist & Partner (first time in U.S.A., that a NP or P.A. has been elected into a large medical group): Provide prenatal & post-partum care (including high risk patients), & gynecologic exams. Did colposcopies, biopsies, minor office surgeries & counseling. Counseling was in Marriage/Family, and Chemical Dependency.
March 1997- September 1997	Dr. Richard Zinkan, Anaheim, CA (Part time) Family Practice Nurse Practitioner for Management of Obesity.
September 1986- March 1996	Fergen-Franklin Associates, Anaheim, CA President/Co-owner: Medical & Dental office consulting.
September 1988- April 1991	Cypress College, Cypress, CA (Part time – evenings) Childbirth Educator
September 1985- May 1990	Parke-Davis, Div. of Warner Lambert Pharmaceuticals, Irvine, CA Pharmaceutical Sales Representative: Informed Physicians, their medical staff members, & Pharmacists of medications offered by Parke-Davis, including uses & side effects. Also, elicited sales on products available.
October 1981- September 1985	City of Montclair, Montclair, CA Medical Services Supervisor: Supervised the Counseling & Medical Clinic, owned & operated by the city, as well as providing medical services and counseling to city employees and patients seen at the clinic.

TRAINING

Obstetrics & Gynecological Clinical Preceptor for California State University, Long Beach for NP & nursing students, 1994-1998.

Obstetrics & Gynecological Clinical Preceptor for California State University, Dominguez Hills for specialty nursing students.

Obstetrics & Gynecological Clinical Preceptor for P.A. students for the College of Osteopathic Medicine of the Pacific, 1996-1998.

(Cont'd) CURRICULUM VITAE – TRAINING

Clinical Preceptor for E.P.A., at Harbor – U.C.L.A. Medical Center for M.D.s, D.O.s, NPs. & P.A.s training in Colposcopy, 1996.

Obstetrics & Gynecological Clinical Preceptor for OB/GYN Nurse Practitioner students at Harbor – U.C.L.A. Medical Center, 1995-1998.

Clinical Trainer/Lecturer in Family Practice Medicine for Doctors of Osteopathic Medicine at the College of Osteopathic Medicine of the Pacific, 1981-1985.

Assertiveness Training for City of Montclair, 1983-1985.

Lamaze Childbirth Educator for City of Montclair, 1980-1985.

CPR Certification & Re-certification, and First-Aid Training for all City employees, including Police & Fire Dept., 1982-1985.

Lamaze Childbirth Educator for Chaffey College, Mt. San Antonio College, Upland Recreation Dept., & Chino Recreation Dept. (part-time nights) between 1978 & 1980.

Lecturer/Grader for Childbirth Teacher Training Program at the University of California at Los Angeles, 1979-1984.

Lecturer/Grader for Childbirth Teacher Training Program at the University of California at Riverside, 1979-1980.

-PUBLICATIONS/FILMS-

"Healthy Pleasures" (Handout)	San Antonio Community Hosp., June 2002
"Non-Narcotic & Narcotic Equalanalgesia & Pain Management Alternative Therapies"	San Antonio Community Hosp., April 2002
"Infant, Children & Adult Pain Scales"	San Antonio Community Hosp., June 2001
"Stress and Its Effects on Business"	California Coast University, June 1985
"Preventing Sexually Transmitted Diseases" (Pamphlet)	City of Montclair, May 1984
"Understanding Hyman Sexuality" (Pamphlet)	City of Montclair, June 1983
"HERPES – How It Effects your Life" (Pamphlet)	City of Montclair, June 1983
"Causes and Treatments of Vaginitis" (Pamphlet)	City of Montclair, August 1982
"Rape Prevention" (Pamphlet)	City of Montclair, July 1982
"Healthy Living Habits" (Pamphlet)	City of Montclair, April 1982
"HORMONE Replacement Therapy – Why?" (Pamphlet)	City of Montclair, March 1982
"That's Life" (Short film)	VKF Productions, June 1977
"Having a Section, Is Having a Baby" (Slide presentation)	VKF Productions, July 1975
"Birth of Mathew" (Documentary film)	VKF Productions, May 1975

(Cont'd) CURRICULUM VITAE

-CLINICAL RESEARCH STUDIES/PROGRAM DEVELOPMENT-

Chronic Pain Support Group – Developed a support group for patients suffering with Non-malignant Chronic Pain. Discussed various alternatives to pain medications, including but not limited to: Hypnosis; Bio-feedback; Acupuncture & Acupressure; Vitamin Therapy; and, Diversional Therapies like Humor, Music, Art, Yoga, Tia Chi & Meditation.

Pain Management Taskforce – Expanded Taskforce of six nurses, to include the following areas of care: Counselors (Psychiatrist 'specializing in chemical dependency', Psychologist, Social Worker & Case Managers); Clergy; Pharmacist; Physical Therapy; Respiratory Therapy; Cardiac Care; Laboratory; Nutritionist; Clinical Ethicist; Pain Management Physician; Patient Services; Educators; and, Business Service Dept. The number of Taskforce members is 42, with a number of sub-committees in order to work on various areas that need to be addressed by Pain Management.

Research Study through Pacific Coast Clinical Coordinators, Inc.: 1996-1998

"A Randomized Comparative, Multicenter, Safety & Contraceptive Efficacy Study of Two Cyclophasic Norgestimate/Ethinyl Estradiol Regimens, and One Triphasic Norgestimate/Ethinyl Estradiol Regimen and Loestrin Fe1/20." I was Co-Investigator, with Dr. William Turner.

Research Study through Pacific Coast Clinical Coordinators, Inc.: 1995-1996

"Phase III Study Comparing Miconazole Nitrate (4%) Vaginal Cream and Miconazole Nitrate (2.8%) Vaginal Cream to MONISTAT-7 (2%) Vaginal Cream in the Treatment of Vulvovaginal Candidiasis." I was Sub-Investigator, with Dr. Mary Minar, as Primary Investigator. However, I was the only one to see patients for this study (Dr. Minar went on maternity leave).

Senior Walking Program – Developed to increase cardiovascular health and reduce depression in seniors living in and around the Montclair Community. Program began with four participants & has grown to 400 plus members. Organizer/Advisor, 1982-1985.

-AWARDS-

Outstanding Clinical Professor for the Physician Assistants Class of 1995, College of Osteopathic Medicine of the Pacific, Pomona, CA, April 1995.

Humanitarian Award by Orange County Committee for Peace and Justice. North Orange County, CA, December 1987.

Recognized as presenting the Number 1 Health Fair for Health Fair Expo in California. Majorities of stations were manned by D.O. students from C.O.M.P. (College of Osteopathic Medicine of the Pacific), Montclair, April 1985.

National Broadcasting – Silver Certificate Award for short film, "That's Life", 1979.

CITY OF CASTLE ROCK
NOTICE OF BUDGET FILING AND PUBLIC HEARINGS FOR
2026 Fiscal Budget and 2026-2031 Capital Facilities Plan
Public Hearing Dates: November 10, 2025 and November 24, 2025

Notice is hereby given that the City of Castle Rock preliminary budget for fiscal year ending December 31, 2026 and the 2026-2031 Capital Facilities Plan have been filed with the City Clerk and will be available to the public on November 6, 2025.

The Castle Rock City Council will hold the first public hearing on the 2026 Budget and Capital Facilities Plan on November 10, 2025, and the second on November 24, 2025 during the regular meeting of the Castle Rock City Council starting at 7:30 PM. The City Council meetings are conducted at the Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, Washington. Details for joining the meeting virtually are below and will be published with an online agenda by November 9, 2025 and November 23, 2025 at ci.castle-rock.wa.us under 'Government', 'Council Agendas & Minutes'. Public comment can be submitted in advance to ccuttonaro@ci.castle-rock.wa.us.

Please click this link to join the webinar: <https://global.gotomeeting.com/join/201632365>. To join by phone, please dial 1 (646) 749-3112 and enter the Access Code 201-632-365.

The public is encouraged to attend and provide testimony for the final budget. These hearings may be continued without further publication by announcement of the date, time and place of the continued hearing at the hearing. For further information, please contact Clerk-Treasurer Carie Cuttonaro at (360) 274-8181 during regular business hours.

Published: The Daily News October 25, 2025

Budget Message; November 6, 2025

To: Legislative Body
 From: Mayor Paul Helenberg
 Subject: Budget Request; Fiscal Year Ending December 31, 2026

I am pleased to submit for your consideration the 2026 proposed Annual Budget for the City of Castle Rock.

Copies of the proposed expenditure and revenue reports for 2026 have been distributed and are available to the public. A comparison outlining expenditure appropriations (including allocation for ending fund balance) is provided below for each fund:

Description of Fund	Budget 2024	Actual 2024	Budget 2025	Jan - Sep Actual 2025	Budget 2026
General Fund					
Ending Fund Balance	726,034	984,790	700,895	-	
Executive	92,712	70,565	87,158	69,089	
Court	95,510	85,810	95,510	67,364	
Finance	173,011	161,272	165,355	119,939	
Police	1,331,730	1,210,827	1,335,759	1,060,615	
Parks	16,765	5,209	23,863	7,139	
Planning	145,220	130,694	150,030	215,117	
Non-Departmental	906,568	831,436	480,423	347,959	
Fund Total	3,487,550	3,480,603	3,038,993	1,887,223	
Petty Cash/Change Fund					
Ending Fund Balance	760	760	760	-	
Fund Total	760	760	760	-	
Street Fund					
Ending Fund Balance	9,813	17,845	7,721	-	
Fund Total	249,416	230,332	333,774	211,777	
Building Code Fund					
Ending Fund Balance	82,398	87,988	81,190	-	
Fund Total	129,883	125,258	129,780	20,468	
Visitor Center Fund					
Ending Fund Balance	12,065	18,022	16,148	-	
Fund Total	61,694	65,340	36,837	11,176	
Library Fund					
Ending Fund Balance	7,624	14,997	1,015	-	
Fund Total	54,915	62,937	18,105	12,945	
Criminal Justice Fund					
Ending Fund Balance	42,068	45,169	47,873	-	
Fund Total	1,667	45,711	49,540	285	

Description of Fund	Budget 2024	Actual 2024	Budget 2025	Jan - Sep Actual 2025	Budget 2026
Local Criminal Justice Fund					
Ending Fund Balance	140,024	153,167	134,919	-	135,297
Fund Total	170,324	182,782	211,219	26,653	254,597
Cumulative Reserve					
Ending Fund Balance	21,094	21,939	21,917	-	22,406
Fund Total	21,094	21,939	21,917	-	22,406
CDBG Grant Home Rehab Fund					
Ending Fund Balance	209,269	218,860	217,586	-	222,590
Fund Total	210,269	218,860	218,586	-	223,590
DOT Spoil Site Fund					
Ending Fund Balance	6,516	38,322	8,371	-	2,859
Fund Total	88,106	118,001	135,016	50,559	107,267
Public Works Vehicle Replacement Fund					
Ending Fund Balance	702	847	856	-	192
Fund Total	45,007	45,137	45,853	30,305	88,192
Police Vehicle Replacement Fund					
Ending Fund Balance	31,412	32,390	42,208	-	28,248
Fund Total	31,412	32,390	42,208	-	53,248
Drug Enforcement Fund					
Ending Fund Balance	3,486	3,408	3,604	-	3,472
Fund Total	3,486	3,408	3,604	-	3,472
Low Income Housing Fund					
Ending Fund Balance	67,543	70,234	73,128	-	77,914
Fund Total	67,543	70,234	73,128	-	77,914
Swimming Pool Construction Fund					
Ending Fund Balance	201,301	174,377	129,160	-	150,257
Fund Total	201,301	174,377	174,160	45,000	150,257
REET Capital Fund					
Ending Fund Balance	2,737	88,457	17,887	-	28,703
Fund Total	141,537	141,227	111,487	32,916	133,303
Street Construction Capital Fund					
Ending Fund Balance	-	2,063	7,256	-	83,418
Fund Total	847,000	175,060	3,797,720	406,586	4,648,228
Water/Sewer Operating					
Water - Ending Fund Balance	410,336	515,281	461,980	-	384,438
Water Total	1,528,136	1,610,207	1,595,137	827,11	1,134,436

Description of Fund	Budget 2024	Actual 2024	Budget 2025	Jan - Sep Actual 2025	Budget 2026
Sewer - Ending Fund Balance	410,336	515,281	461,981	-	384,438
Sewer Total	1,491,344	1,505,065	1,564,296	928,795	1,295,631
Fund Total	3,019,480	3,115,272	3,159,433	1,756,706	3,198,943
Regional Water Fund					
Ending Fund Balance	556,071	661,973	658,070	-	748,106
Fund Total	1,224,885	1,283,436	1,368,256	522,956	1,517,550
Stormwater Management Fund					
Ending Fund Balance	16,010	31,439	12,616	-	7,583
Fund Total	167,692	167,218	254,755	125,271	209,654
Stormwater Capital Reserve Fund					
Ending Fund Balance	474	41,023	16,984	-	23,769
Fund Total	50,474	67,998	273,484	20,737	28,769
Regional Water Capital Fund					
Ending Fund Balance	51,607	135,088	42,676	-	167,512
Fund Total	123,832	135,783	177,901	619	249,737
Municipal Water Capital Fund					
Ending Fund Balance	227,438	1,462,523	59,718	-	2,961
Fund Total	2,302,138	2,217,109	1,677,918	568,223	1,144,161
Water Bond Reserve Fund					
Ending Fund Balance	213,184	221,896	221,619	-	226,691
Fund Total	213,184	221,896	221,619	-	226,691
Sewer Bond Reserve Fund					
Ending Fund Balance	329,860	343,352	342,921	-	350,781
Fund Total	329,860	343,352	342,921	-	350,781
Sewer Loan Reserve Fund					
Ending Fund Balance	20,686	21,515	21,486	-	21,966
Fund Total	20,686	21,515	21,486	-	21,966
Short Lived Asset Reserve Fund					
Ending Fund Balance	48,819	50,798	50,732	-	51,888
Fund Total	48,819	50,798	50,732	-	51,888
Municipal Sewer Capital					
Ending Fund Balance	56,591	91,251	18,282	-	74,070
Fund Total	1,030,791	1,031,838	136,382	45,966	387,170
Boat Launch Facility Fund					
Ending Fund Balance	28,836	40,508	5,145	-	2,996
Fund Total	1,058,916	62,647	51,534	51,554	26,552

Description of Fund	Budget 2024	Actual 2024	Budget 2025	Jan - Sep Actual 2025	Budget 2026
Utility Deposit Fund					
Ending Fund Balance	80,986	84,972	85,077	-	87,361
Fund Total	92,986	90,419	97,077	5,172	99,361
State Custodial Pass-Thru Fund					
Ending Fund Balance	1,841	1,663	1,600	-	991
Fund Total	26,821	15,465	26,580	11,745	25,971
Grand Total - All Funds	15,523,528	14,019,101	16,302,765	5,844,844	17,046,596

The 2026 budget as proposed is approximately 4.6% more than in 2025 primarily due to an increase in building and planning projects, vehicle replacements in the Police and Public Works departments, and projects in Street Construction and Municipal Sewer Capital. The Street Construction and Municipal Sewer Capital projects are offset by grants as listed below.

The budget is balanced by a levy of \$436,000 for general fund purposes. Examples of general fund purposes include administrative, court, clerical, police, parks, planning, economic development, and interagency debt/contracts.

The estimated yield from retail sales and use taxes is \$715,000. This estimate is \$45,000 more than what was budgeted in 2025. This estimate is based on the historical collection activity. It should be noted that it is difficult to predict sales tax revenue due to economic fluctuations and construction projects in process in the City.

Other general operating revenue sources include utility taxes for natural gas, telephone services, electric, water, sewer, stormwater and garbage.

Comparison of all revenue sources available is as follows:

	Actual 2024	Estimated 2025	Estimated 2026
Beginning Fund Balance	5,239,763	6,187,582	5,655,268
Taxes	1,952,781	1,823,664	1,889,670
Licenses/Permits	197,465	226,650	369,060
Intergovernmental Revenues	199,799	397,027	372,669
Grants/Loans	2,114,970	3,908,114	4,753,812
Charges for Goods/Services	3,025,908	3,068,916	3,215,595
Fines/Forfeits	13,493	12,700	16,000
Miscellaneous Revenue	223,608	36,140	44,910
Non-Revenues* (Pass-Through to Other Sources)	22,525	38,580	48,971
Loss/Sale of Fixed Assets	92,167	50,000	-
Total Interfund Transfers	936,623	508,392	721,817
Total All Estimated Revenue Sources	14,019,102	16,257,765	17,087,772

*Beginning 2025, Non-Revenues includes State Pass-Thru Fund 634.

PERSONNEL:

The Public Works Department maintains four seasonal part-time positions, and one part-time Heavy Equipment Operator position. The current Public Works Director is retiring effective February 28, 2026. Budget includes final wages and a promotion. Currently, the duties of the Public Works Secretary is split with Deputy Clerk I in the Finance Department. The budget includes hiring a full-time Public Works Secretary.

Employee Medical Coverage:

There is a budgeted increase of 8% for medical, dental and vision premiums in 2026, however the actual premium rate information has not been released.

Budgeted Cost of Living & Adjustment Increases:

Group	Percentage / Rate per Hour
Collective Bargaining Contract	
Clerical	3.00% COLA
Public Works	2.56% COLA
Police	2.56% COLA
Non-Bargaining	
Police On-Call	2.56%
All Others	2.70%
Employment Agreement	
Chief of Police	3.00% COLA
Clerk-Treasurer	16.59% Adj + 3.00% COLA
Public Works Director - Current	0.00% COLA
Public Works Director - Promotion	36.92% Adj + 3.00% COLA
Minimum Wage	
2025 (2.30% Increase)	\$16.66
2026 (2.80% Increase)	\$17.13

2026 Percentage Cost Allocation

Position	EE	Regional Water	Water	Sewer	Street	Storm water	Parks	DOT Spoils	Exec	Boat Launch	Finance	Building	Planning	Total
Public Works Director – Current	DV	20	15	25	10	20			10					100
Public Works Director - Promotion	TS	25	20	25	10	10			10					100
Treatment Plant Operator II	MS	35	20	35		10								100
Treatment Plant Operator	LR	25	10	65										100
PW Maintenance	PM	20	25	30	15	10								100
PW Maintenance	AK	15	30	25	20	10								100
PW Maintenance	BA	15	30	25	10	20								100
PW Maintenance	NE	25	30	25	10	10								100
PW Secretary (Vacant)		35	20	40		5								100
PT Heavy Equipment Operator	WK		40	50		10								100
PT Summer Help					80		20							100
PT Summer Help					80		20							100
PT Summer Help			50	50										100
PT Summer Help			50	50										100
Clerk-Treasurer	CC	5	17	17		3					55	1	2	100
Lead Deputy Clerk	CH	8	29	29		3					31			100
Deputy Clerk II	KA		25	25		4					20	12	14	100
Deputy Clerk I	MS	35	20	40		5								100

Annual assessment of worker hours between funds was completed earlier in the year with minimal changes. Budget reflects changes in percentage allocation of salary/benefits to reflect personnel service time between funds. This

table reflects the assessment results, effective 2026 fiscal year budget. (Note: Police personnel are allocated in their own funds and are not included in the above table.)

The following grant funded projects are included in the 2026 budget:

Grant Source	Grant/Project	Budget
WA Association of Sheriffs and Police Chiefs	Sex Offender Grant	2,100
WA State Department of Commerce	Periodic Update (Comprehensive Plan)	10,000
Cowlitz County Tourism	Lodging Tax	30,000
FHWA (Federal Highway Administration)	6 Rivers Phase 2	350,670
Cowlitz County Trail Fund	6 Rivers Phase 2	70,800
FHWA (Federal Highway Administration)	Citywide Pedestrian Improvements	923,083
FHWA (Federal Highway Administration)	Huntington Ave S Roundabout & Ped Imp	1,258,600
TIB (Transportation Improvement Board)	Jackson Street Sidewalk	371,915
TIB (Transportation Improvement Board)	Pleasant Hill Full-Depth Reclamation	1,315,655
TIB (Transportation Improvement Board)	Small City Preservation	189,762
WA State Department of Ecology	EMP & Stormwater Mapping/Pipe Inspection	24,664
WA State Department of Commerce	Impound Garage	179,450
AWC RMSA (Liability Insurance Provider)	Loss Prevention Grant	10,000
Total Grant Funding		4,736,699

Capital Projects (Reimbursed by REET Funds):

Fund	Department	Project	Budget
General Fund			
	Police Department	Impound Garage	25,000
	Non-Department	City Hall Sign	6,000
		City Hall Foyer/B&P Room Renovations	15,000
		Construct New B&P Room/Close Breezeway	15,000
		Senior Center Siding	6,000
	Parks	Gateway & Old Jail Park Signs	2,000
		Cameras at Old Jail Park	2,600
		Coldwater Park Improvement (Add shelter over park bench)	2,000
DOT Spoil Site Fund		Park Signs	3,000
		Whittle Creek Bridge Deck Replacement	15,000
Street Construction		Wi-Fi Upgrades – Downtown	3,000
		Refuse Containment	10,000
	Total Funds reimbursed by REET		104,600

Additional Capital Projects:

General/Water/Sewer/Storm	Vision Server Replacement	15,500
General - Police	Vehicle Replacement	88,000
	Rifle/Handgun Replacement	8,800
	Computer Replacement & UPS	9,600
	MDT Replacement & UPS	2,600
	Portable Radio Replacement	2,000
	Taser Replacement & Body Cam Pkg	11,000
	Side-by-Side & Trailer	60,000

General – Police (Continued)	Impound Garage	25,000
	Ballistic Shields	2,000
	Moving Radars	3,000
	Night Vision	4,800
Visitor Center	Landscape & Cameras	4,500
DOT Spoils Site	Lion's Pride Park Curbing	10,000
	Trial Light Timer	1,000
	Drinking Fountain near Dog Park	7,000
	Seal Coat Trail Section	10,000
Street Construction	Radar Signs on Westside Hwy near CRHS	10,000
	Downtown Sidewalk Sealer & Sign Replacement	10,000
	Citywide Chip Seal	37,400
Stormwater	Green Acres Pump Station Vault Improvements	5,000
	Clean, Inspect, Prioritize Entire System	260,000
Water	Carpenter Rd Boosted Pressure Zone	1,340,000
	Powell Rd Watermain Extension	880,000
	Storage Yard	25,000
	Cathodic Protection – SR504 Reservoir	47,000
	Easement for Raw Water Line	20,000
	Rehabilitation of Pizza Well (No. 144)	25,000
	Water Main Extension SR411 (PH#10 – High Banks)	1,000,000
Sewer	Sewer Main Replacements	150,000
	Sewer Main Repair	18,500
	Dougherty Dr Force Main – bypass main (Balcer to Huntington)	400,000
	SR411 Sewer Force Main Lining	396,600
	Storage Yard	25,000
	Comprehensive Sewer System Plan	150,000
Total Capital Projects (Not Including REET)		5,064,300

Proposed utility rate increases:

Proposed increases of 4% for all water and sewer rates, and 6% for all stormwater rates.

Rate increases to the base rates for Water and Sewer are necessary to maintain the systems as project costs continue to increase, as well as build reserves for capital improvements, and maintain existing loans.

Rate increases to Stormwater are necessary to keep up with increasing costs to maintain the aging system.

Rate increases to the consumption rates for Water and Sewer are budgeted to support operating cost increases, as well as projects. Water and Sewer O&M cost increases include reserves for a Raw Water Line Easement. Additional projects will be included in the Capital Outlay Requests.

Utility increases include the following:

Water Base Charge: \$1.81/month

Sewer Base Charge: \$1.56/month

Stormwater Base Charge: \$0.55/month

Increase of rate per 100 cubic feet of usage:

Water: \$0.24/100 cubic feet

Sewer: \$0.41/100 cubic feet

An example of a customer's monthly impacts for water, sewer and stormwater rate increases is outlined below:

Current	100 cf usage	500 cf usage	1,000 cf usage	1,500 cf usage
Water Base Rate	45.20	45.20	45.20	45.20
Sewer Base Rate	39.00	39.00	39.00	39.00
Water Unit Rate	5.91	29.55	59.10	88.65
Sewer Unit Rate	10.23	51.15	102.30	153.45
Stormwater	9.14	9.14	9.14	9.14
Utility Tax (15%)	16.42	26.11	38.21	50.32
Total	125.90	200.15	292.95	385.76

Proposed	100 cf usage	500 cf usage	1,000 cf usage	1,500 cf usage	10-Year Avg
Water Base Rate	47.01	47.01	47.01	47.01	3.68%
Sewer Base Rate	40.56	40.56	40.56	40.56	3.35%
Water Unit Rate	6.15	30.75	61.50	92.25	2.93%
Sewer Unit Rate	10.64	53.20	106.40	159.60	3.15%
Stormwater	9.69	9.69	9.69	9.69	3.55%
Utility Tax (15%)	17.11	27.18	39.77	52.37	
Total	131.16	208.39	304.93	401.48	
Total Dollar Increase	5.26	8.24	11.98	15.72	
Total Percent Increase	4.00%	4.00%	4.00%	4.00%	

Effect on customer monthly charges by usage:

Current (CF)	Total	Water	Sewer	Storm Water	Tax (15%)
0	107.34	45.20	39.00	9.14	14.00
100	125.90	51.11	49.23	9.14	16.42
200	144.46	57.02	59.46	9.14	18.84
300	163.02	62.93	69.69	9.14	21.26
400	181.59	68.84	79.92	9.14	23.69
500	200.15	74.75	90.15	9.14	26.11
600	218.71	80.66	100.38	9.14	28.53
700	237.27	86.57	110.61	9.14	30.95
800	255.83	92.48	120.84	9.14	33.37
900	274.39	98.39	131.07	9.14	35.79
1000	292.95	104.30	141.30	9.14	38.21
1100	311.51	110.21	151.53	9.14	40.63
1200	330.07	116.12	161.76	9.14	43.05
1300	348.63	122.03	171.99	9.14	45.47
1400	367.20	127.94	182.22	9.14	47.90
1500	385.76	133.85	192.45	9.14	50.32

Proposed (CF)	Total	Water	Sewer	Storm Water	Tax (15%)
0	111.85	47.01	40.56	9.69	14.59
100	131.16	53.16	51.20	9.69	17.11
200	150.47	59.31	61.84	9.69	19.63
300	169.77	65.46	72.48	9.69	22.14
400	189.08	71.61	83.12	9.69	24.66
500	208.39	77.76	93.76	9.69	27.18
600	227.70	83.91	104.40	9.69	29.70
700	247.01	90.06	115.04	9.69	32.22
800	266.32	96.21	125.68	9.69	34.74
900	285.63	102.36	136.32	9.69	37.26
1000	304.93	108.51	146.96	9.69	39.77
1100	324.24	114.66	157.60	9.69	42.29
1200	343.55	120.81	168.24	9.69	44.81
1300	362.86	126.96	178.88	9.69	47.33
1400	382.17	133.11	189.52	9.69	49.85
1500	401.48	139.26	200.16	9.39	52.37

Proposed Increase (CF)	Total	Water	Sewer	Storm Water	Tax (15%)
0	4.51	1.81	1.56	0.55	0.59
100	5.26	2.05	1.97	0.55	0.69
200	6.01	2.29	2.38	0.55	0.79
300	6.75	2.53	2.79	0.55	0.88
400	7.49	2.77	3.20	0.55	0.97
500	8.24	3.01	3.61	0.55	1.07
600	8.99	3.25	4.02	0.55	1.17
700	9.74	3.49	4.43	0.55	1.27
800	10.49	3.73	4.84	0.55	1.37
900	11.24	3.97	5.25	0.55	1.47
1000	11.98	4.21	5.66	0.55	1.56
1100	12.73	4.45	6.07	0.55	1.66
1200	13.48	4.69	6.48	0.55	1.76
1300	14.23	4.93	6.89	0.55	1.86
1400	14.97	5.17	7.30	0.55	1.95
1500	15.72	5.41	7.71	0.55	2.05

Sincerely,

Mayor Paul Helenberg

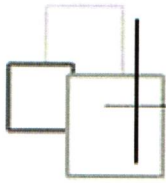
As of this date, 11/10/2025, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures				
<u>Transaction Type</u>	<u>Description & Transactions</u>		<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll	Nacha # 1842083	22,350.00	10/15/2025
	Taxes	ACH	4,840.00	
EOM Payroll	Payroll	Nacha # 1865806	80,012.11	10/31/2025
		26889 23890	6,754.10	
		ACH	51,724.91	
	Benefits	26893 - 26896	3,712.95	
	Taxes	ACH	48,930.68	
	Voided	26891 26892	-	
Total Payroll Expenditures			218,324.75	
General Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1173-10/2025		8,986.86	10/24/2025
Adjustment/EFT	EFT#1174-10/2025		273.47	10/2/2025
Adjustment/EFT	EFT#1175-8/2025		500.00	10/14/2025
Claims	Check	56660 - 56664	580.85	10/16/2025
Claims	Check	56665 - 56666	2,812.13	10/22/2025
Claims	Check	56667 - 56668	273.00	10/29/2025
Claims	Check	56669	1,252.02	10/30/2025
Claims	Check	56670 - 56736	488,935.20	10/30/2025
Total General Expenditures			503,613.53	
TBD Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Claims	Check	2083	94,419.95	10/30/2025
Claims	Check			
Total TBD Expenditures			94,419.95	
Total Expenditures				
			<u>Amount</u>	<u>Payment Date</u>
Total General and TBD Expenditures			598,033.48	10/1/2025 10/30/2025
Payroll Expenditures			218,324.75	
Grand Total Expenditures			816,358.23	
Fund Transaction Summary Report			816,358.23	
Balance Check (s/b -0-)			-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - Oct - Nov - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$171,350.33
100	Street Fund	\$30,221.33
115	Building Code Account Fund	\$7,505.57
120	Visitor Center Fund	\$457.69
130	Library Fund	\$722.90
140	Criminal Justice Fund	\$142.50
145	Local Criminal Justice Fund	\$126.12
170	DOT Spoil Site Fund	\$4,702.59
320	Street Construction Capital Fund	\$140,566.92
400	Water/Sewer Operating Fund	\$132,775.58
410	Regional Water System Fund	\$31,566.24
420	Stormwater Management Fund	\$13,620.65
425	Stormwater Capital Reserve Fund	\$8,035.20
430	Regional Water Capital Improvement	\$39.27
435	Muni Water Capital Improvement	\$177,414.40
470	Muni Sewer Capital Imprv Reserve	\$2,052.61
475	Boat Launch Facility Fund	\$609.41
631	Utility Deposit Fund	\$16.97
632	Transportation Benefit District Fund	\$94,419.95
634	State Custodial Pass-Thru Fund	\$12.00
	Count: 20	\$816,358.23

AGREEMENT FOR JAIL SPACE AT THE COWLITZ COUNTY JAIL

THIS AGREEMENT is made and entered into by and between Cowlitz County, a political subdivision of the State of Washington (hereinafter "County"), with its principal offices at 207 4th Ave N, Kelso, Washington, and City of Castle Rock, a political subdivision of the State of Washington (hereinafter "Contract Agency"), with its principal offices at 141 A St SW, Castle Rock, Washington.

RECITALS

WHEREAS the County is authorized by law to operate a jail for misdemeanants and felons and the Contract Agency is authorized by law to operate a jail for misdemeanants.

WHEREAS the Contracting Agency wishes to designate County Jail as a place of confinement for the incarceration of one or more inmates lawfully committed to the Contract Agency's custody.

WHEREAS the County is amenable to accepting and keeping inmates received from the Contract Agency in the County's custody at its jail for a rate of compensation mutually agreed to herein.

WHEREAS, pursuant to Chapters RCW 39.34.180 and 70.48 and other Washington laws authorize any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; and

WHEREAS, it is considered necessary and desirable, and in the public interest, that the County and the Contract Agency exercise these rights and privileges afforded by these statutes and laws; and

WHEREAS, the County and Contract Agency have considered the anticipated costs of incarceration services and potential revenues to fund such services and determined it is in each of their best interests to enter into this Agreement as authorized and provided for by RCW 39.34.0850 and other Washington law.

AGREEMENT

For and in consideration of the conditions, covenants and agreements contained herein, the parties agree as follows:

PURPOSE: It is the purpose of this Agreement to provide for the use by the Contract Agency of the County's jail facilities and services at the County's jail located at 1935 1st Avenue, Longview WA 98632.

MAILING AND CONTACT ADDRESS: All written notices, reports and correspondence required or allowed by this Agreement shall be sent to the following:

County:

Cowlitz County Corrections
1935 1st Ave.
Longview, WA 98632

Contract Agency:

City of Castle Rock
Carie Cuttonaro, Clerk-Treasurer
PO Box 370
Castle Rock, WA 98611

Notices shall be effective immediately upon receipt if delivered in person. If notice is delivered by US Mail, then it shall be effective three days following the day when it is deposited, postage prepaid, in an official mail receptacle, properly addressed to the other party's contact address and person. If notice is made by email, then it shall be effective at the start of business, on the next business day following successful transmission.

Each party must always have a contact person this agreement is in force. Parties may change their contact with the person by submitting notice of such change to the other party in writing. The designated contact people for the parties are:

County:

Director Marin Fox
1935 1st. Ave.
Longview, WA 98632

Contract Agency:

City of Castle Rock
Carie Cuttonaro, Clerk-Treasurer
PO Box 370
Castle Rock, WA 98611
(360) 274-4788

1. DEFINITIONS:

- a. "Jail facilities" shall mean those facilities operated by the Cowlitz County Corrections Department and used to house adult individuals awaiting court disposition and or serving sentences that do not exceed one year following conviction of a criminal offense.
- b. "Contract Agency inmate" shall mean an individual detained or arrested on misdemeanor or gross misdemeanor charges by law enforcement officers of the Contracting Agency, while that individual is awaiting trial, sentencing, or other disposition on criminal charges, or serving a sentence imposed upon conviction by a court of limited jurisdiction.

2. AVAILABILITY OF JAIL FACILITIES:

- a. County shall accept an inmate requested by Contract Agency based on the current acceptance criteria (see Appendix A) as determined by the County. The County will accept and keep inmates at the request of the Contract Agency, unless the jail facility is declared at or near capacity by court order, if its inmate population is at capacity or so near capacity there is a risk the reasonable operational capacity limits of the jail facilities might be reached or exceeded. Reasonable operational capacity is determined by the county and may be impacted by state and federal regulations, epidemics, natural disasters and other factors outside of the County's control. The County will meet with the Contract Agency if the jail is reaching operational capacity to discuss possible booking restrictions. The County will meet with the Contract Agency prior to making changes to the acceptance criteria. The

County will not restrict bookings of felony arrests, or any other mandatory arrests per RCW made by the Contract Agency.

- b. It is understood and agreed that the County shall have no obligation to confine additional Contract Agency inmate when the jail facilities are at its maximum rated capacity, and in such event, Contract Agency will make diligent efforts to confine its inmates in facilities other than the County jail. The County Corrections Department shall always remain authorized to control inmate population in accord with County promulgated policies. The County Corrections Department shall make the best efforts to advise the Contract Agency in writing as soon as possible if the Corrections Department determines the jail facility has reached capacity and cannot accept additional Contract Agency inmates.

3. COMPENSATION FROM CONTRACT AGENCY:

- a. Daily Rate: The Contract Agency agrees to pay the County a daily rate for each day or portion of a day a Contract Agency inmate is in custody at the Jail Facilities. For purposes of this section, a “day” shall be defined as the twenty-four (24) hour period beginning at the time the County assumes custody of the Contract Agency inmate pursuant to Section 5 herein below. In return for the County’s housing of an inmate of the Contract Agency, the Contract Agency shall pay the County a per diem rate for all Contract Agency inmates in custody. Such time shall be measured from the time said inmate is transferred to the custody of the County and ends when the inmate is released.
- b. Annual Rate Increase. The daily rate for housing prisoners is adjusted annually by the County based on the formula in Appendix C. The rate change will go into effect June 1 of each year. The adjusted daily rate anticipated for the next year shall be provided to the Contract Agency no later than May 1 of each year. The County shall not exceed a five percent (5%) increase over the current rate without entering negotiations with the City for a different rate adjustment. However, if the County incurs a total increase in their jail medical services contract that exceeds ten percent (10%) of prior year, then the cap would be allowed to not exceed a maximum of seven percent (7%) of prior daily rate charged to offset unprecedented increases in medical services contract.
- c. Other Costs. The Contract Agency shall also pay such other costs as are incurred by County or third parties in incarcerating inmates on behalf of Contract Agency, as set forth herein, including but not limited to any medical costs required by Section 4, Booking Fees and Medical Transport Fees.
- d. Split Billing. If an inmate is being held on charges for more than one Contract Agency, the billing will be split as outlined in Appendix B
- e. Medical Transport Fee: The Medical Transport Fee shall be established at a sum equal to three hours of the step three overtime hourly wage for a corrections officer on January 1 of the calendar year. July 1, 2025, to June 30, 2026, Medical Transport fee shall be \$293.46. July 1, 2026, to June 30, 2027, the Medical Care Transport fee shall be \$302.91. For succeeding years, the County shall notify the Contract Agency in writing of the Medical Transport Fee no later than May 1 preceding the effective date July 1. The Contract Agency shall have the option of accepting such proposed

medical transport fee or entering negotiations with the County for a differing adjustment and submitting the matter to binding arbitration where necessary in the same manner as provided above for establishment of the daily rate.

- f. Medical Transport Fee Billing. The Contract Agency shall pay a Medical Transport Fee, in proportion to the other Contract Agencies for which the inmate is in the Jail facility, for each Contract Agency inmate transported by County as follows:
 - 1. For transport to an emergency room, Western State Hospital or medical appointments outside Cowlitz County, a fee equal to the Medical Transport Fee multiplied by the actual hours required for the transport rounded to the nearest hour from the time of departure from the jail up to and including the time the County staff is relieved by the staff of the Contract Agency.
 - 2. For all other necessary medical care appointments not set forth in Section 4 a flat fee equivalent to the Medical Transport Fee.

- g. Custody of Inmate. The Contract Agency shall remain responsible for assuming custody of and providing security for Contract Agency Inmates who are admitted into a hospital. Whenever a Contract Agency Inmate is admitted to a hospital, the Contract Agency shall be notified by the Director of the Corrections Department, or his/her designee, and such Contract Agency must assume responsibility of the prisoner within one (1) hour of such notice or as soon as reasonably possible thereafter.

- h. Misdemeanor Booking and Release Fee: In the event that a person is arrested for a misdemeanor or a gross misdemeanor and is booked at the Jail Facilities but is not placed in housing at the Jail Facilities, the Contract Agency shall pay a booking fee. The booking fee will cover the cost of registering, fingerprinting, photographing and initial screening and examination of persons presented for confinement; for inventorying and safekeeping of their accepted personal property; for maintaining the Jail Facilities register (book of arrests) and such other booking functions as may be established pursuant to this Agreement, by order of a court of competent jurisdiction and/or the State of Washington.

- i. Fee Structure. The booking & release fee shall be established at a sum equal to one hour of the step three hourly wage for a corrections officer on January 1 of the year. July 1, 2025, to June 30, 2026, booking fee shall be) \$65.21 July 1, 2026, to June 30, 2027, the booking fee shall be) \$67.31. For succeeding years, the County shall notify the Contract Agency in writing of the booking fee no later than May 1 preceding the effective date July 1. The Contract Agency shall have the option of accepting such proposed booking fee or entering negotiations with the County for a differing adjustment and submitting the matter to binding arbitration where necessary in the same manner as provided above for establishment of the daily rate.

- j. Billing. The County will bill the Contract Agency each month for all amounts due to the County under this Agreement for the services rendered in the prior calendar month.

- k. Payment: All fees chargeable to the Contract Agency under this section shall be due and payable by the Contract Agency to the County within thirty (30) days from and after receiving an itemized invoice in a form acceptable to the Contract Agency. The County agrees to the monthly bill for all sums described hereunder.
- l. Transportation and Supervision Outside Jail. The Contract Agency shall be responsible for transportation of Contract Agency inmates to and from the Jail Facilities for any reason and for supervision of such prisoners during such time as they may be outside the Jail Facilities, including, but not limited to transportation to the court for any legal proceedings, except as otherwise provided herein.

4. MEDICAL COSTS AND TREATMENT:

- a. Services Provided. Upon acceptance of custody of the County, the County shall provide or arrange for the Contract Agency's inmates to receive all necessary medical, psychiatric, and dental services in accordance with the policies and procedures of the County and applicable law.
- b. Cost Responsibility. The Contract Agency shall also pay for all costs associated with the delivery of medical, psychiatric, and dental services provided to a misdemeanor inmate which as determined by the County require the services of a third party medical, dental or psychiatric services provider, and for all emergency medical, dental or psychiatric services, wherever provided. These costs shall be paid directly to the provider or as a reimbursement to the County, as directed by the County. The County should bill the Contract Agency only for the actual costs charged to the County and shall provide an itemization with such billing. The inmate shall be responsible for the cost of their medical care to the extent that the inmate is able to pay for such care, including reimbursement from public assistance, insurance programs, or other medical benefit programs available.
- c. Notice. Except in case of situations deemed an emergency as determined by the County, the County shall notify the Contract Agency's contact person, prior to transfer of a Contract Agency's inmate to a medical, dental or psychiatric provider outside of the County jail or to a hospital or medical, psychiatric or dental services.
- d. Contract Agency Initiated Release. At the discretion of the Contract Agency, a judge may be asked to release a Contract Agency inmate to allow the inmate to receive medical treatment.
- e. Pre-Confinement Consents or Refusals. If a Contract Agency inmate has either 1) received medical, psychiatric or dental treatment; or 2) refused any medical, psychiatric or dental treatment, from the Contract Agency or any third-party provider of such services before transfer for confinement in the County jail, the Contract Agency shall provide to the County all written verification of any authorization of or refusal to authorize care or treatment for such inmate(s).
- f. Records. The County shall keep records of all medical, psychiatric or dental services it provides to an inmate.

5. ACCEPTANCE OF CONTRACT AGENCY INMATES:

- a. Acceptance of Contract Agency Inmate. Contract Agency enforcement officers placing arrested persons in the Jail Facilities shall be required to remain in the immediate presence of the arrested person and shall be considered to have such person in their sole custody until the County corrections officer audibly states that the screening is complete, and at such time, and only then, will the County come into custody of said inmate.
- b. Copy of Arrest Warrant or Citation. Contract Agency enforcement officers placing arrested persons in the Jail Facilities shall furnish an arrest warrant, citation or charging and bail information to the County prior to the County accepting custody of the inmate.
- c. Pending Medical Needs. The County shall have the right to refuse to accept any Contract Agency inmate who, at the time of booking to the County jail for confinement appears, as determined by the County, in need of medical and/or psychiatric care until the Contract Agency has provided medical or psychiatric treatment to the inmate to the satisfaction of the County. Prior to acceptance of booking, it is the Contract Agency's responsibility to provide information relevant to the care and custody of the Contract Agency's inmate.

6. INMATE RIGHTS, ACCOUNTS AND PROGRAMS:

- a. The County agrees to manage, maintain and operate its facilities consistently with all applicable federal, state and local laws.
- b. Early Release Credit and Discipline. With respect to the Contract Agency's inmates, the County shall maintain and manage disciplinary issues and shall administrator sanctions, including removal of earned early release credit, as per facility rules. No discipline prohibited by federal, or state law will be permitted. The disciplinary policies and rules of the County jail shall apply equally to inmates confined pursuant to this Agreement and to those otherwise confined.
- c. Inmate Accounts. The County shall establish and maintain an account for each inmate received from the Contract Agency and shall credit to such an account all money received from an inmate or from the Contract Agency on behalf of an inmate. The County shall make disbursements from such accounts by debiting such accounts in accurate amounts for items purchased by the inmate for personal needs.
- d. Programs. The County shall provide the Contract Agency's inmates with access to all educational, recreational, and social service programs offered at the County jail under the terms and conditions applicable to all other inmates at the jail.
- e. PREA – Custodial and Sexual Misconduct. In performance of services under this agreement, the County shall adopt and comply with all federal and state laws regarding sexual misconduct and sexual harassment, including but not limited to the Prison Rape Elimination Act of 2003 (PREA).

7. ACCESS TO FACILITY AND PRISONERS:

- a. Access to Inmates. Contract Agency personnel shall have the right to interview inmates at any reasonable time within the jail. Contract Agency officers shall be

afforded equal priority for use of jail interview rooms with other departments, including the Cowlitz County Corrections Department.

8. ESCAPES AND DEATHS:

- a. Escapes. In the event of an escape by a Contract Agency's inmate from the County jail, the Contract Agency will be notified by phone or in email, and by follow-up writing as soon as practical.
- b. Deaths. In the event of a death of a Contract Agency inmate in the County jail, the Contract Agency shall be promptly notified by phone and in writing

9. POSTING OF BAIL:

- a. The County shall serve as an agent for the Contract Agency in receipt of any bail bonds or any monies posted for or by a Contract Agency's inmates. Bail posted for Contract Agency inmates shall adhere to the County's bail guidelines.

10. RECORD KEEPING:

- a. The County agrees to maintain a system of record keeping relative to the booking and confinement of each of the Contract Agency's inmates consistent with the record keeping by the County for all other inmates. The County shall make copies of said records available to the Contract Agency at its request. The Contract Agency will be bound by all confidentiality laws applicable to jail and/or medical records.

11. INDEMNIFICATION AND INSURANCE:

- a. To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other party, its elected and appointed officials, employees, and agents, harmless from and against any and all claims (including, but not limited to, claims relating to false arrest or detention, alleged mistreatment, alleged violation of civil rights, injury), damages, losses and expenses, including but not limited to court costs, and attorney's fees, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property which are alleged or proven to be caused by an act of omission, negligent or otherwise, of its elected and appointed officials, employees, and/or agents.
- b. A party shall not be required to indemnify, defend, or hold the other party harmless if the claim, damage, loss or expense for personal injury, for any bodily injury, sickness, disease or death or for any damage to or destruction of any property is caused by the sole act or omission of the other party. In the event of any concurrent act or omission of the parties, negligent or otherwise, these indemnity provisions shall be valid and enforceable only to the extent of each party's comparative liability.
- c. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any are adjudicated. If any claim is resolved by voluntary settlement, both parties must consent to the settlement. If a party does not express

consent to a voluntary settlement, then the non-consenting party shall not be bound by the settlement.

- d. In the event a dispute should arise between the parties, before filing an action in court, the parties agree to use an alternative dispute resolution (“ADR”) process such as mediation, through an agreed upon mediator and process. All costs for mediation services would be divided equally between the parties. Each party would be responsible for the costs of its own legal representation incurred in conjunction with pre-litigation ADR.
- e. The indemnification obligations of the parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen’s compensation act, disability benefit act or other employee benefit act. Each party hereby expressly waives any immunity afforded by such acts if required, and to the extent required, by a party’s obligations to indemnify, defend and hold harmless the other party.
- f. Nothing contained in this section, or this Agreement shall be construed to create a right in any third party to indemnification or defense. The foregoing indemnification obligations of the parties are a material inducement to enter into the Agreement and have mutually negotiated. The provisions of this section shall survive any termination or expiration of this Agreement.
- g. The County and the Contract Agency shall each maintain throughout the term of this Agreement coverage in minimum liability limits of Five Million Dollars (\$5,000,000) per occurrence and Ten Million Dollars (\$10,000,000) in the aggregate for its liability exposures, including comprehensive general liability, errors and omissions, auto liability and police professional liability. Insurance policies should provide coverage on an occurrence basis. Each party shall maintain appropriate liability insurance or self-insured coverage to cover potential liabilities arising from this Agreement. Such insurance shall be additive and not a limit to the amount recoverable in the event of a dispute.
- h. The County and the Contract Agency shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance sufficient to satisfy the insurance obligations set forth in this Agreement.

12. NON-DISCRIMINATION POLICY:

- a. The County and the Contract Agency agree not to discriminate in the performance of this Agreement on the basis of race, sexual orientation, color, national origin, sex, age religion, creed, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental, or sensory handicap, or any other classes of persons protected from discrimination by any Federal or State law.

13. ADMINISTRATION/DISPOSAL OF PROPERTY:

- a. This Agreement is executed in accordance with the authority of Chapter 39.34 RCW, the Interlocal Cooperation Act. Pursuant to the provisions of RCW 39.34.030, the County shall be responsible for administering the confinement of inmates hereunder. No real or personal property will be jointly acquired by the parties under this Agreement. All property owned by each of the parties shall remain its sole

property to hold and dispose of in its sole discretion. Prior to its entry into force, an agreement made pursuant to this chapter shall be filed with the county auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

14. WAIVER OF RIGHTS:

- a. No waiver of any right under this Agreement shall be effective unless made in writing by an authorized representative of the party to be bound thereby. Failure to insist upon full performance or failure to enforce breach of this agreement on any occasion shall not constitute consent to or waiver of any continuation of nonperformance or any later nonperformance; nor does payment or acceptance of a billing, or continued performance after notice of a deficiency in performance constitute an acquiescence thereto.

15. TERMINATION:

- a. This Agreement may be terminated prior to expiration by written notice from either party delivered by regular mail to the contact person at address set forth herein. Termination by said notice shall become effective 180 days after receipt of such notice. The notice shall set forth the reason the party wishes to terminate the Agreement and the specific plan for accommodating the affected inmates, if any.

16. WAIVER OF ARBITRATION RIGHTS:

- a. Both parties acknowledge and agree that they are familiar with the provisions of RCW 39.34.180(3), as now in effect, and that of their own free will they hereby expressly waive any and all rights under RCW 39.34.180(3), as now in effect or as hereinafter amended, to arbitrate the level of compensation for incarceration services charged under this Agreement, or any renewal thereof, that either party may possess. The parties further agree that such level of compensation and all other issues related to the purpose of this Agreement will only be as agreed to herein or as otherwise agreed to in a writing executed by the parties.

17. DURATION.

- a. The initial term of this contract shall be July 1, 2025 to June 30, 2028. Thereafter, it shall be automatically renewed from year to year unless otherwise modified or terminated under the terms set forth in Section 15 above. Nothing in this Agreement shall be construed to make it necessary for the Contracting Agency to continuously house inmates with the County.

18. GOVERNING LAW:

- a. The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to this Agreement and an inmate's confinement under this Agreement.

19. MISCELLANEOUS:

- a. In providing these services to the Contract Agency, the County is an independent contractor and neither its officers, agents, or employees are employees of the Contract Agency for any purpose including responsibility for any federal or state tax, industrial insurance or Social Security liability. No provision of services under this Agreement shall give rise to any claim of career service or civil service right, which may accrue to an employee of the Contract Agency under any applicable law, rule or regulation.

Interlocal Agreement for Use of Cowlitz County Jail Facilities

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____ 2025.

CITY OF CASTLE ROCK

Print name: Paul Helenberg

Title: Mayor

Date:

(Optional for Commissioner Approval)

ATTEST:

Kelly Dombrowsky, Clerk of the Board

COWLITZ COUNTY:

Richard Dahl, Chairman

Steve Rader, Commissioner

Steven Ferrell, Commissioner

(BOCC approval subject to Board ratification or authorization)

CONTRACT HAS BEEN APPROVED AS TO FORM BY COWLITZ COUNTY PROSECUTING ATTORNEY

Appendix A

Booking Acceptance Criteria

Cowlitz County Jail Booking Acceptance Criteria

Felonies:

All felony PC and warrants

Misdemeanors (other than DWLS, see below):

All misdemeanor citations and warrants

DWLS:

Add warrants when accepted on a bookable offense

Accept if more than one DWLS charge (warrant or citation)

Out of County Warrants:

Felony only

Appendix B

Contract Agency Billing

Daily Snapshot Billing System

- The system works by capturing the status of each inmate's charges each day.
- For example, if an inmate is in custody on February 1 for a Longview misdemeanor and a Superior Court charge, Longview is billed for 1/2 daily rate for February 1.
- That only changes once the charge is dismissed/sentence complete/PR etc.
- If the charge is dismissed on February 2, Longview would still be charged for February 1.
- Billing is based on the inmate's status that day.

Agency Split Billing

- The billing is split based on the holding authority.
- If an inmate is sitting in jail on Kelso, Longview and Superior Court, Kelso is billed a 1/3, Longview is billed a 1/3. The 1/3 is attributed to the Superior Court charge (The County) and isn't billed.
- Superior Court, District Court and Washington State Patrol aren't billed at all, but they factor into the split.

Washington State Department of Corrections (DOC) Billing

- DOC billing is done by manual calculation.
- DOC doesn't split with anything.
- If an inmate is here on a DOC hold and Longview, Longview is billed fully. Once the Longview charge is dismissed/sentence complete/PR etc, then DOC is billed fully.
- The exception to this is DOC swift and certain sanctions. Those are billed fully no matter if there are other charges.

Appendix C

2025 Jail Daily Fixed Rate (based on 2024 actuals)			
Jail	00199-110100-5236000	\$ 8,622,886	
Jail medical (inside medical)	00199-110100-5236000-5410800	\$ 2,535,610	
Offender Services	00199-111100-5232000	\$ 1,037,425	
Total jail and offender services costs:			\$ 12,195,922
2024 maintenance costs - o&m supplies	00199-095100-5183070-5314000	\$ 12,414	
2024 small tools cost	00199-095100-5183070-5350100	\$ 2,527	
2024 maintenance costs - professional & contract services	00199-095100-5183070-5410100	\$ 9,285	
2024 maintenance costs - solid waste	00199-095100-5183070-5470400	\$ 320	
2024 maintenance costs - repairs & maintenance	00199-095100-5183070-5480100	\$ 66,050	
2024 maintenance costs - miscellaneous	00199-095100-5183070-5492000	\$ 437	
Total maintenance costs:			\$ 91,033
Inmate related expenses - <i>food</i>	00199-110100-5236000-5310300	\$ (518,187)	Deduct from Jail line above
Inmate related expenses - <i>drugs</i>	00199-110100-5236000-5310500	\$ (241,324)	
Inmate related expenses - <i>inmate supplies</i>	00199-110100-5236000-5314400	\$ (89,246)	
Total inmate related expenses:			\$ (848,757)
MH Reimbursement - <i>Expansion of Mental Health Svcs - Jail</i> (now in daily rate)	00199-110100-5236000-5410100	\$ (743,080)	
MH Reimbursement - <i>Corrections Officer</i> (includes associated IT, Property/Liability, L&I, , indirect rate)	00199-110100-5236000-5410100	\$ (139,166)	
MH Reimbursement - <i>Corrections Officer</i> (includes associated IT, Property/Liability, L&I, , indirect rate)	00199-110100-5236000-5410100	\$ (133,500)	
MH Reimbursement - <i>MAT expansion</i>	00199-110100-5236000-5410100	\$ (269,266)	
			\$ (1,285,012)
Total adjusted budget			\$ 10,153,185
Divided by - 365 (<i>calendar days</i>)			\$ 365
Daily fixed cost			\$ 27,816.95
Divided by - 301 (<i>jail bed capacity</i>)			\$ 301
Daily fixed cost			\$ 92.42
Jail Daily Inmate Expense Rate			
Inmate related expenses - <i>food</i>	14	00199-110100-5236000-5310300	\$ 518,187
Inmate related expenses - <i>drugs</i>		00199-110100-5236000-5310500	\$ 241,324
Inmate related expenses - <i>inmate supplies</i>		00199-110100-5236000-5314400	\$ 89,246
Total inmate related expenses:			\$ 848,757

DOC medical	00199-110100-8002100-3423000	\$ (2,274)	\$ (2,274)
SCAP	00199-110100-4060100-3311600	\$ -	Reimbursement for Dept of Agriculture
OPSI reimbursement	00199-110100-4553000-3331000	\$ (9,013)	
OPSI reimbursement	00199-110100-4555000-3331000	\$ (14,328)	\$ (23,341)
MH tax reimbursement (MAT medication)	00199-110100-3048200-3970001	\$ (41,567)	\$ (41,567)
Total inmate related expenses			\$ 781,575
Divided by - 365 (calendar days)			365
Daily Inmate Expenses			\$ 2,141.30
Divided by - ADP (including DOC)			192
Daily Inmate Expense Rate			\$ 11.15
Depreciation		\$ 437,971	
Divided by 365 days		\$ 365	
Daily depreciation		\$ 1,200	
divided by beds		\$ 301	
daily rate per bed			\$ 3.99
Jail Daily Rate			
Daily Fixed Rate			\$ 92.42
Plus - Daily Inmate Expense Rate			\$ 11.15
Jail depreciation rate			\$ 3.99
Jail Daily Rate Total			\$ 107.55

ADDENDUM NO. 2
INTERLOCAL AGREEMENT BETWEEN
CITY OF KELSO, CITY OF WOODLAND, CITY OF KALAMA, AND CITY OF CASTLE ROCK

This Supplemental Agreement modifies the Interlocal Agreement (“Agreement”) between City of Kelso (“Kelso”), Washington, a municipal corporation, City of Woodland, a municipal corporation, City of Kalama, a municipal corporation, and City of Castle Rock, a municipal corporation;

The following modifications are made to the Agreement and all other terms and conditions remain unchanged:

TERM

The term of this Agreement shall be continued an additional year to December 31, 2026.

IN WITNESS WHEREOF this Supplemental Agreement is made and executed this _____ day of _____, 2025.

COMPENSATION

In consideration of Kelso performing prosecution services, the Contracting Cities agree to pay their proportional share of all costs associated with the salary and benefits of the full time PA’s. This cost will take effect January 1, 2026. The annual cost per agency is listed below along with the monthly breakdown per agency.

- a. The City of Woodland shall pay the City of Kelso a sum of \$98,976 annually, or \$8,248 per month payable on or about the first day of each month.
- b. The City of Castle Rock shall pay the City of Kelso a sum of \$38,068 annually, or \$3,172.33 monthly payable on or about the first day of each month.
- c. The City of Kalama shall pay the City of Kelso a sum of \$49,488 annually, or \$4,124 monthly payable on or about the first day of each month.

City of Kelso	City of Woodland
By: _____ Andrew Hamilton, City Manager Address: PO Box 819 Kelso, WA 98626	By: _____ Name, Title Address:
Date:	Date:
Approved as to form:	Approved as to form:
By: _____ Janean Parker, City Attorney	By: _____ Name, Title
Attest:/Authentication By: _____ City Clerk	 By: _____ City Clerk

City of Kalama	City of Castle Rock
By: _____	By: _____
Name, Title Address:	Name, Title Address:
Date:	Date:
Approved as to form:	Approved as to form:
By: _____ Name/Title	By: _____ Name/Title:

ORDINANCE NO. 2025-15

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS FOR FISCAL YEAR ENDING DECEMBER 31, 2025 FOR THE CITY OF CASTLE ROCK, WASHINGTON TO INCLUDE THE FOLLOWING FUNDS: GENERAL (POLICE, PLANNING), STREET, VISITOR CENTER, DREDGE SPOILS SITE, WATER/SEWER OPERATING, AND BOAT LAUNCH

WHEREAS, unanticipated revenues and expenditures require amended appropriation amounts within several funds; and

WHEREAS, an unanticipated employment shift coverages and an employment termination increased salary expenditures within the Police Department of the General Fund; and

WHEREAS, the City received a Periodic Update Grant through the Department of Commerce for the Comprehensive Plan Update in the amount of \$10,000; and

WHEREAS, the City experienced an increase in permit reviews and inspection services

WHEREAS, the City received Lodging Tax Dollars from Cowlitz County in the amount of \$30,000 and \$10,000 was awarded to North County Recreation Association and \$10,000 was awarded to Castle Rock Community Development Alliance for improvements, and \$10,000 will be utilized by labor for watering flower baskets directly related to promoting tourism; and

WHEREAS, a \$20,000 interfund transfer from the Dredge Spoil Fund to the Boat Launch Fund will assist with professional services costs related to the 10-year maintenance plan (dredge permit); and

WHEREAS, by reason of the inability of the officials of the City of Castle Rock to reasonably foresee at the time of filing the preliminary budget the necessity for expenditures of Public Funds for the purposes described above, it is hereby deemed that an emergency requires the expenditures of funds during the 2025 year in excess of appropriated amounts; and

WHEREAS, sufficient funds do exist in the above noted funds to offset said deficits.

NOW, THEREFORE IT BE RESOLVED that the City Council of the City of Castle Rock do ordain as follows:

Section 1. That fund amendments be appropriated as designated by the below amounts:

BARS #	Description	Original Appropriation	Change	Amended Appropriation
010-000-000-313-11-00-00	Local Retail Sales & Use Tax	670,000	85,000	755,000
010-000-000-334-04-20-00	Periodic Update Grant – WA State Dept of Commerce	-	10,000	10,000
010-000-000-334-04-20-01	Dept of Commerce – Impound/Storage Garage	-	70,000	70,000

BARS #	Description	Original Appropriation	Change	Amended Appropriation
010-000-000-345-81-01-00	Rezone, Short Plat, Subdivision	4,000	15,000	19,000
010-000-000-369-91-00-00	Other Miscellaneous Revenue	-	40,000	40,000
010-000-040-521-10-11-00	Regular Salaries	537,060	20,000	557,060
010-000-040-521-10-13-00	Overtime	75,000	35,000	110,000
010-000-070-558-60-41-01	City Planner Services	70,000	40,000	110,000
010-000-070-558-60-41-03	City Engineer Services	50,000	125,000	175,000
100-000-000-397-00-12-00	Transfer In from Visitor Center Fund	-	10,000	10,000
100-000-000-508-51-00-00	Ending Cash - Assigned	7,721	10,000	17,721
120-000-000-337-00-00-07	Cowlitz County Lodging Tax	-	30,000	30,000
120-000-000-557-30-49-09	CR Chamber/CRCDA/NCRA – Tourism Grant	-	20,000	20,000
120-000-000-597-10-00-00	Transfer Out to Street Fund	-	10,000	10,000
170-000-000-395-10-00-00	Proceeds/Sale of Fixed Assets	50,000	20,000	70,000
170-000-000-597-47-00-50	Transfer Out to Boat Launch	-	20,000	20,000
400-000-000-361-11-00-00	Investment Interest	-	20,000	20,000
400-000-020-535-50-48-00	Equipment Repair & Maintenance	-	20,000	20,000
475-000-000-397-00-32-00	Transfer In from DOT Spoil Site	-	20,000	20,000
475-000-000-575-70-41-00	Professional Services	23,800	20,000	43,800

Section 2. An emergency is hereby declared under the provisions of RCW 35A.33.090 and it is hereby ordered that the aforesaid sums be an amended addition to the appropriation amounts for the 2025 fund budgets.

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on November 10, 2025 and November 24, 2025, shall be effective immediately upon adoption.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

**CITY OF CASTLE ROCK
CAPITAL FACILITY PLAN UPDATE
November 2025**

I. INTRODUCTION

The purpose of the City of Castle Rock Capital Facility Plan is to outline necessary improvements to the City's Capital Facilities needed to serve current and planned population. This plan has been developed based on analysis and recommendation completed as part of various other City planning efforts. The Capital Facility Plan is divided into the following components:

- Land and Buildings
- Parks and Recreation
- Street / Sidewalks; Arterial and Residential
- Stormwater
- Water
- Sewer
- Police

II. LAND AND BUILDINGS

The projected needs for Land and Building improvements over the next six years are identified in Table 1. The total estimated cost for Land and Building improvements is \$543,400. Funding sources are City's General Fund, Library Operating fund, Water Operating Fund, Sewer Operating Fund, Department of Commerce, Hotel / Motel Fund, Cowlitz County Rural Development Fund and the Real-Estate Excise Tax.

III. PARKS AND RECREATION

The projected needs for Parks and Recreation improvements over the next six years are identified in Table 2. The projects listed in Table 2 were identified in the City's Parks and Recreation Plan. The total estimated cost for improvements is \$1,327,600. Potential funding sources are listed in the table.

IV. STREETS & SIDEWALKS

The projected needs for Arterial Street improvements over the next six years are identified in Table 3. The projects listed in Table 3 were identified in the City's Six-Year Arterial Street Plan. The total estimated cost for improvements is \$20,120,550. Potential funding sources include the City Street Fund and Transportation Improvement Board, (TIB) WSDOT and various Federal programs including the Transportation Alternative Program (TAP), Transportation Benefit District (TBD), and the Surface Transportation Program (STP). The projected needs for residential street and sidewalk

improvements over the next six years are identified in Table 4. The total estimated cost for improvements is \$1,222,780. Funding sources are the Transportation Improvement District, TBD, WSDOT and the City's REET fund

V. STORMWATER

The projected needs for Stormwater improvements over the next six years are identified in Table 5. The total estimated cost for improvements is \$955,000. Potential funding sources include the City Stormwater Management Fund, Department of Ecology, American Rescue Plan Act and Public Works Trust Fund.

VI. WATER

The projected needs for Water System improvements over the next six years are identified in Table 6. The projects listed in Table 6 were identified in the City's Water System Comprehensive Plan. The total estimated cost for improvements over the next six years is \$4,532,100. The total estimated cost for improvements in the 20-year planning period is \$10,611,400, of which \$2,412,000 are Regional System Improvements. Potential funding sources include the City Water Fund, Public Works Trust Fund, USDA Rural Development, Revenue Bonds, and developer contributions.

VII. SEWER

The projected needs for Sewer System improvements over the next six years are identified in Table 7. The projects listed in Table 7 were identified in the City's General Sewer / Wastewater Facility Plan. The total estimated cost for improvements over the next six years is \$1,738,300. The total estimated cost for improvements during the 20-year planning period is \$2,961,300. Potential funding sources include the City Sewer Fund, Public Works Trust Fund, USDA Rural Development, Department of Ecology, Revenue Bonds, and developer contributions.

VIII. POLICE

The equipment needs for the Police Department over the next 6 years are identified in Table 8. The equipment needs assessment was compiled by Police Department staff. The total estimated cost for these needs over the next six years is \$737,400. Potential funding sources includes the City's General Fund (GF), Criminal Justice Tax (CJT), Real Estate Excise Tax (REET), and the Police Vehicle Replacement Fund (PVRF).

TABLE 1
Land and Building Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Capital Needs	2026	2027	2028	2029	2030	2031	2032-2041	Funding Source
1. City Hall Rehabilitation or Relocate to a facility that meets federal, state and local standards							4,000,000	GF, REET, Bs, Ls
Install security system around perimeter		5,000						GF, REET
Police department egress						10,000		GF, REET
Vision Server Replacement	15,500							GF, WO, SO
City-wide Server replacement		11,400			23,000			GF, REET, WO, SO
Re-roof City Hall and senior center			35,000					GF, REET
Replace siding on senior center	6,000							GF, REET
Rehabilitate the garage to usable space		10,000						GF, REET
Paint Exterior	5,000							GF, REET
Additional Clerk's office space addition		20,000						GF, REET
Cashier camera		2,500						GF, REET
Replace city hall sign	6,000							GF, REET
City hall foyer update	15,000							GF, REET
Building & Planning room/Breezeway remodel	15,000							GF, REET
2. Public Works Complex							3,500,000	WO, SO, GF
Replace Roof on Outbuildings		10,000		10,000				WO
Install permanent emergency generator				100,000				WO, REET
Paint Exterior		5,000						WO
3. Visitor Center landscape & cameras	4,500							CCRD, H/M, BI
4. Construct Impound/ storage facility	250,000							REET, GF, WO, SO, DOC
Total	\$317,000	\$63,900	\$35,000	\$110,000	\$23,000	\$10,000	\$7,500,000	

Notes:

1. The estimated cost of replacement of City Hall is \$3,000,000 – not including land.
2. The estimated cost of replacement of the Public Works Complex is \$2,500,000 – not including land.

GF	General Fund
Bs	Bonds
Ls	Loans
WO	Water Operating
BI	Big Idea
H/M	Hotel/Motel Tax
CCRD	Cowlitz County Rural Development
REET	Real Estate Excise Tax
DOC	Department of Commerce
SO	Sewer Operating Fund

TABLE 2
Parks and Recreation Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Project	Facility Type	2026	2027	2028	2029	2030	2031	2032-2041	Possible Funding Sources
1. Riverfront Trail Extensions on the east and west sides of the Cowlitz River and link to the Castle Rock – Lexington Trail Loop and Sequest State Park on SR 504	T							1,000,000	RCO, ALEA, CY, CV, P, CC, WSDOT, TIB, WDFW
2. Make improvements to the Skate Park by adding more equipment	SU		10,000	10,000					RCO, CY, CV, P
3. Make improvements to Bike Park such as restrooms, parking, lighting & skills structures	SU			250,000					CY, CV, P, RCO, LWC
4. Incorporate entrance features welcoming residents and visitors at all the entrances into the city	N/A				25,000 Four corners				CY, CV, P, CC, H/M, WF
5. Provide outdoor kitchen areas at Lions Pride and/or “The Rock” community park or at a large community park that is yet to be built	CP			25,000					CY, CV, P, RCO, WF
6. Create a recreational pamphlet for the public	N/A		4,000						CY, CC, H/M, P
7. Planning and design work for a community center (including a swimming pool) and/or a large community park	CP						50,000	1,000,000	CDBG, CV, P, CY, WF

Project	Facility Type	2026	2027	2028	2029	2030	2031	2032-2041	Possible Funding Sources
8. Continue habitat enhancement opportunities on the Whittle, Arkansas, and other nearby creeks by partnering with the schools and other organizations	SU			50,000 Whittle Creek			100,000 Arkansas Creek		RCO, ALEA, WDFW, SR, CC, WF, CY, CV, P
9. Complete Safety Improvements at the Regional, Al Helenberg Boat Launch	BL, SU, SC							2,000,000	RCO, CY, CV, P, C, POL, WF
10. Add additional features to the Sports Complex including a Babe Ruth field, lighting one baseball and one softball field, batting cages, additional minor and softball fields, improve irrigation to existing fields, basketball and sandlot volleyball courts, gardens/orchards, restrooms, trail improvements, playground equipment, ADA access to soccer fields, pave parking lot, outdoor classroom, etc.	SC, CP		50,000 Babe Ruth 10,000 garden/orchard imp.	20,000 basketball courts	35,000 play equip		75,000 minor & softball fields	5,000 sand lot volleyball	RCO, CY, CV, P, CC, WF
11. Improve “High Banks” site for RV Resort and cameras	N/A			250,000	250,000	2,600 Camera			DNR, P, CY, CC, H/M
12. Rebuild scenic lookouts and trails alongside “The Rock”	CP			45,000					CY, CV, P, RCO, ALEA, LWC, WF
13. Collaborate with the Castle Rock School District and other interested groups on bicycle routes and safety information	T				10,000				CY, WSDOT

Project	Facility Type	2026	2027	2028	2029	2030	2031	2032-2041	Possible Funding Sources
14. Replace Park signage with new logo	CP	5,000							REET
15. Coldwater Park Improvements including bench shelter & camera	CP	2,000							CY, CV, P, REET
16. Huntington Monument Sign	CP		1,000						REET, CY
17. Cameras on the Riverfront Trail	T					2,400			REET, CY
18. Camera at Old Jail Park	C	2,600							REET, CY
19. Lion's Pride Park Curbing	A	10,000							REET, CY
20. Trail light timer	A	1,000							REET, CY
21. Bridge deck replacement Whittle creek	T	15,000							REET, CY
22. Drinking fountain near Dog park	A	7,000							CY
23. Seal coat trail section	T	10,000							CY
Total		\$52,600	\$75,000	\$650,000	\$320,000	\$5,000	\$225,000	\$4,005,000	

Notes:

Facility Type

CP Community Park
T Trail
NP Neighborhood Park
MP Mini-Park
SU Special Use
SC Sports Complex

Funding Source

CY City
CV Civic Organization
P Private Individual/Organization
CC Cowlitz County
RCO Recreation Conservation Office
CDBG Community Development Block Grant
ALEA Aquatic Land Enhancement Account Grant
WDFW State Fish and Wildlife
WSDOT Federal Transportation Funding
H/M Hotel & Motel Tax
LWC Land and Water Conservation Fund
POL Port of Longview
SD School District
SR Salmon Recovery
WF Weyerhaeuser Foundation
GF Gates Foundation
REET Real Estate Excise Tax
AWC AWC Loss Prevention Grant

TABLE 3
Street Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Project	2026	2027	2028	2029	2030	2031	Funding Source
1. Six Rivers Regional Trail System – phase 2 pedestrian/bike improvements	432,000 (6 Rivers)						WSDOT, TAP, RCO, TIB, City, TBD
2. Pleasant Hill Rd reconstruction		1,385,000					TIB, TBD
3. Raise PH-10 (SR 411) and provide bicycle and pedestrian improvements			6,900,000				WSDOT, TIB, TBD
4. Bond Road overlay north to south city limits				450,000			TIB, TBD
5. 3 rd Ave Overlay – entire length					850,000		TIB, TBD
6. City wide pedestrian improvement	1,004,800						WSDOT, REET, Street Fund
7. Safe Routes to School Improvements		375,000					WSDOT
8. Exit 49 WI-FI system				3,000			Street fund, REET
9. Radar signs on westside Hwy near high school	10,000						Street fund, TBD
10. Huntington Ave. South (Castle Rock – Exit 48) chip seal					50,000		TIB, TBD
11. Dougherty Dr NE (SR 504 – city limits) chip seal					50,000		TIB, TBD
12. City wide guard rail imp.	10,000	20,000					TIB, WSDOT, TBD, REET
13. Cowlitz View Ct. Enhancement		25,000					REET, City
14. Downtown refuse containment	10,000						REET, City
15. Replace cherry trees, Front Ave.		13,000	13,000				Street fund, REET, TBD
16. Downtown sidewalk sealer & sign replacement	10,000	10,000					Street fund, REET,

Project	2026	2027	2028	2029	2030	2031	Funding Source
17. Huntington Ave. South traffic modifications and pedestrian Imp. Design, Eng, & ROW	1,300,000						CCRD, REET, WSDOT, TIB, TBD
18. Huntington Ave. South traffic modifications and pedestrian Imp. Construction		7,000,000					CCRD, REET, WSDOT, TIB, TBD
19. Small city preservation project overlays. Lions loop, Jackson St	199,750						TBD, TIB
Total	\$2,976,550	\$8,828,000	\$6,913,000	\$453,000	\$950,000	\$0	

Notes:

WSDOT	Federal Transportation Funding	TAP	Transportation Alternative
TIB	Transportation Improvement Board	RCO	Recreation & Conservation Office
TBD	Transportation Benefit District	REET	Real Estate Excise Tax
CCRD	Cowlitz County Rural Development		

TABLE 4
Resident Street and Sidewalk Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Project	Location	Facility Type	2026	2027	2028	2029	2030	2031-36	Possible Funding Sources
Sidewalk	Jackson St. new sidewalk const.	Sidewalk	391,490						TIB, TBD
Sidewalk	City wide ADA improvements	Sidewalk			564,390				TIB, TBD
Crack seal	City wide crack seal project	Residential				50,000			TIB, TBD, REET
Chip Seal	Old Jail Park alley & parking	Residential /commercial alley		10,000					TBD, TIB
	Shear St SW (Front – 1 st)	Residential Street			3,000				TBD, TIB
	1 st Ave SW (Hibbard – south end)	Residential Street			6,000				TBD, TIB
	C St SW (entire length)	Residential Street						16,788	TBD, TIB
	B St SW (entire length)	Residential Street						18,142	TBD, TIB
	Dike Dr SW (entire length)	Residential Street			16,000				TBD, TIB
	Allen Ave SE (entire length)	Residential Street						18,000	TBD, TIB
	C St SE (entire length)	Residential Street						4,457	TBD, TIB
	4 th Ave SW (A St - Shear St)	Residential Street					17,000		TBD, TIB
	5 th Ave SW (B St – Aden)	Residential Street					11,000		TBD, TIB
	6 th Ave SW (Warren – Diane)	Residential Street					7,000		TBD, TIB
	Michner St SW (3 rd – west end)	Residential Street					6,500		TBD, TIB
	4 th Ave SW 1000 block	Residential Street		1,300					TBD, TIB
	Cummings St SW (entire length)	Residential Street		2,500					TBD, TIB
	Lakewood Ct SE (entire length)	Residential Street					4,200		TBD, TIB
	Clearwood Ct SE (entire length)	Residential Street					4,200		TBD, TIB
	Edgewood Ct SE (entire length)	Residential Street					4,200		TBD, TIB
	B St SE (both sections)	Residential Street					4,600		TBD, TIB

Project	Location	Facility Type	2026	2027	2028	2029	2030	2031-36	Possible Funding Sources
Chip Seal	Warren St SW (entire length)	Residential Street		10,000					TBD, TIB
	D St SW (3 rd – west end by levee)	Residential Street						18,100	TBD, TIB
	Hibbard St SW (5 th – 6 th)	Residential Street		4,000					TBD, TIB
	Diane St SW (entire length)	Residential Street		7,000					TBD, TIB
	Kirby Ave NE (entire length)	Residential Street	8,000						TBD, TIB
	Roake Ave NE (entire length)	Residential Street	8,000						TBD, TIB
	Front Ave NW (Cowlitz – Huntington Ave N)	Arterial Street						17,250	TBD, TIB
	Jackson St NW (entire length)	Residential Street						5,750	TBD, TIB
	Leaming Ave NW (entire length)	Residential Street						6,900	TBD, TIB
	Shintaffer St NW (entire length)	Residential Street						9,200	TBD, TIB
	Cherry St NW (entire length)	Residential Street						4,600	TBD, TIB
	Barr St NW (entire length)	Residential Street						4,600	TBD, TIB
	Cowlitz View Ct NW (entire length)	Residential Street						10,500	TBD, TIB
	Alley between Cowlitz – A St; Front – 1 st	Commercial Alley						5,000	TBD, TIB
	Alley between Cowlitz – A St; 1 st – 2 nd	Commercial Alley						5,000	TBD, TIB
	Alley between Cowlitz – A St; 2 nd – 3 rd (2X coats)	Commercial Alley	7,000						TBD, TIB
	Alley between A St – B St; Front – 1 st (2X coats)	Commercial Alley	7,500						TBD, TIB
	Alley between A St – B St; 1 st – 2 nd	Commercial Alley		3,500					TBD, TIB
	Alley between A St – B St; 2 nd – 3 rd	Residential Alley	2,400						TBD
	Boyd Ave NE	Residential Street		3,000					TBD, TIB
	North St NE (entire length)	Residential Street			7,500				TBD, TIB
	Merrill Ave NE (entire length)	Residential Street			7,000				TBD, TIB

Project	Location	Facility Type	2026	2027	2028	2029	2030	2031-36	Possible Funding Sources
Chip Seal	Northwood Ct NE (entire length)	Residential Street			5,000				TBD, TIB
	Balcer St NE (entire length)	Residential Street						7,500	TBD, TIB
	Woodard Ave NE (entire length)	Residential Street						7,500	TBD, TIB
	Pioneer Ave NE (entire length)	Residential Street						21,000	TBD, TIB
	LaRue St NE (entire length)	Residential Street						7,500	TBD, TIB
	Helton St NE (entire length)	Residential Street						4,000	TBD, TIB
	Green St NE (entire length)	Residential Street						4,500	TBD, TIB
	Old Pacific Highway N (SR 504 – city limits)	Residential Street						2,200	TBD, TIB
	McBride Ct NE (entire length)	Residential Street						2,200	TBD, TIB
	Westside Highway (Green Acres – city limits)	Collector					24,000		TBD, TIB
	Little Ave NE (entire length)	Residential Street						5,000	TBD, TIB
	Ramsey St NE (entire length)	Residential Street						9,500	TBD, TIB
	Walsh Ave NE (entire length)	Residential Street						7,700	TBD, TIB
	McCoy St (entire length)	Residential Street						3,700	TBD, TIB
	Eaton Ct NE (entire length)	Residential Street						7,500	TBD, TIB
	Searls Ct NE (entire length)	Residential Street						900	TBD, TIB
	Alder St NE (entire length)	Residential Street						3,500	TBD, TIB
	May Ave NE (entire length)	Residential Street	1,500						TBD, TIB
	Mallory St NE (entire length)	Residential Street						5,000	TBD, TIB
	Maple St NE (entire length)	Residential Street						5,532	TBD, TIB
	Cedar St NE (entire length)	Residential Street	3,000						TBD, TIB
	Senior Center Parking lot	Parking Lot		5,000					REET, GF
	City Hall Parking Lot	Parking Lot		6,000					REET, TBD, GF
	Aden between front-4 th	Residential Street						7,300	TBD

Project	Location	Facility Type	2026	2027	2028	2029	2030	2031-36	Possible Funding Sources
Chip Seal	Hibbard between front-3 rd	Residential Street						2,300	TBD
	Mosier Rd (entire length)	Residential Street						19,000	TIB, TBD
	Bond Rd (entire length city limits)	Collector						36,500	TIB, TBD
	Kalmbach Rd	Residential Street						7,100	TIB, TBD
Total			\$428,890	\$52,300	\$608,890	\$50,000	\$82,700	\$321,219	

Notes:

TBD	Transportation Benefit District	ST	Surface Transportation
TIB	Transportation Improvement Board	SRTS	Safe Routes to School
SA	State Appropriation	REET	Real Estate Excise Tax
TAP	Transportation Alternative Program	GF	General Fund

TABLE 5
Stormwater Management Facility Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Capital Needs (in order of priority)	2026	2027	2028	2029	2030	2031	Funding Source
Levee Certification and Upgrades			50,000	75,000			Stormwater Fund
Comprehensive Storm Drainage Plan		40,000					Stormwater Fund PWTF
Install Green Acres pump station vault improvements	5,000						Stormwater Fund
North Street Stormwater Improvements		125,000					Stormwater Fund
Purchase portable pumps for in-flooding			35,000				Stormwater Fund
Purchase portable generators			65,000				Stormwater Fund
Raise Riverfront Trail, West, flood prevention - planning				75,000			Stormwater Fund, PWTF, FEMA
Replacing various failing mains		50,000	50,000	50,000	50,000	50,000	Stormwater Fund, PWTF
A St. & 4 th main liners		100,000					Stormwater Fund
Clean, inspect, prioritize entire system	260,000						DOE, stormwater fund
Total	\$265,000	\$315,000	\$200,000	\$200,000	\$50,000	\$50,000	

Notes:

1. North Street Stormwater Improvements – Continue stormwater improvements on Northwood Ct NE to eliminate storm flows onto private property
 2. Comprehensive plan including cleaning, videoing and locating
- DOE Department of Ecology

TABLE 6
Water System Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Ref No.	Project Title	Type	2026	2027	2028	2029	2030	2031-2041	Financing Source
D-03	Carpenter/ Road Boosted Pressure Zone	Distribution	1,340,000						DWSRF Loan, CCRD
S-01	Raw Water Intake Screen Cleaning System	Source		120,000					Regional System
D-02	Water main improvements on Buland Dr S, east of Huntington	Distribution			439,000				PWTF Loan
S-02	Raw Water Variable Speed Pumps	Source						85,000	Regional System
ST-01	Construct New Reservoir on West Side of Cowlitz River	Storage						3,759,300	PWTF, DWSRF loans
T-01	Replace Filter Tank	Treatment						1,820,000	Regional System
ST-02	Recoat inside of SR 504 Reservoir	Storage				130,000			PWTF, DWSRF loans, regional fund
S-02	Purchase of easement for raw water line	Source	20,000	20,000	25,000	25,000	25,000	25,000	Regional System
S-03	Rehabilitation of Pizza Well (No. 144)	Source	25,000						Regional System
ST-03	Recoat inside of Bond Rd Reservoir	Storage						250,000	PWTF, DWSRF loans and city water fund
D-17	Water main Imp C St SW; 5 th – alley; down alley to D St	Distribution			112,000				Rates and fees
N/A	Water main Imp D St SW; 5 th – levee	Distribution			80,000				Rates and fees
N/A	Water main Imp Warren St; 2nd – apartments	Distribution		25,000					Rates and fees

Ref No.	Project Title	Type	2026	2027	2028	2029	2030	2031-2041	Financing Source
D-16	Water main Imp Alley; Cowlitz to Jackson	Distribution		84,100					Rates and fees
N/A	Water main Imp Green St	Distribution		20,000					Rates and fees
N/A	Purchase 2- 30 KW portable generators for potable wells	Source		60,000					Regional system
N/A	Fixed meter reading system	Distribution						140,000	Rates and fees
N/A	Powell Rd. water main extension	Distribution	880,000						CCRD
N/A	Powell Rd. reservoirs	Storage		1,200,000					CCRD
N/A	Storage yard	Distribution	25,000						rates & fees
N/A	Water main improvement 5 th ; Hibbard to Aden	Distribution		25,000					Rates and Fees
N/A	Install cathodic protection to SR 504 Reservoir	Storage	47,000						Regional fund
N/A	Water main imp SR 411 South of PH 10 to "High banks Site"	Distribution	1,000,000			1,000,000			DWSRF, PWTF, CERB, Rates and fees, CCRD
N/A	Replace WTP Turbidimeters	Treatment	50,000	20,000					Regional fund
		Totals	\$3,387,000	\$1,574,100	\$656,000	\$1,155,000	\$25,000	\$6,079,300	

Notes:

DWSRF Drinking Water State Revolving Fund
PWTF Public Works Trust Fund
CERB Community Economic Revitalization Board
CCRD Cowlitz County Rural Development

TABLE 7
Sewer System Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

Ref No.	Project Title	Type	2026	2027	2028	2029	2030	2031-2041	Funding Source
A-1	Replace 324' of 8" Clearwood - Lakewood	Collection	83,000						SO, PWTF, RD
A-2	Replace 6' of 8" Brierwood - Clearwood.	Collection	5,000						SO, PWTF, RD
A-3	Replace 5' of 8" Allen – Roake SE	Collection	3,400						SO, PWTF, RD
A-4	Replace 5' of 8" Lakewood - Edgewood	Collection		3,400					SO ,PWTF, RD
B-2	Replace 58' of 8" pipe on Brierwood Ct.	Collection		26,800					SO, PWTF, RD
B-3	Replace 150' of 8" pipe on Huntington Ave	Collection	30,400						SO, PWTF, RD
C-1	Replace 73' of 10" pipe on West Side Hwy	Collection			21,500				SO, PWTF, RD
C-2	Replace 15' of 12" pipe on PH10	Collection			11,400				SO, PWTF, RD
C-3	Replace 4' of 8" pipe on Salmon Creek Ln	Collection				3,400			SO, PWTF, RD
C-4	Replace 8' of 6" pipe on Balcer St	Collection				6,400			SO, PWTF, RD
C-5	Replace 94' of 8" pipe on Brierwood Ct	Collection				27,500			SO, PWTF, RD
C-6	Replace 8' of 6" pipe on Front Ave	Collection					6,400		SO, PWTF, RD
C-7	Replace 11' of 8" pipe on Cowlitz St	Collection					6,800		SO, PWTF, RD
N/A	Replace 100 blk 3 rd from Cowlitz -A St.	Major collector		75,000					SO, PWTF, RD
C-9	Replace 8' of 6" pipe on Alder St	Collection					6,400		SO, PWTF, RD
N/A	Alder St. – Hunt. liner	Collection		75,000					SO, PWTF

Ref No.	Project Title	Type	2026	2027	2028	2029	2030	2031-2041	Funding Source
D-2	Replace 16' of 10" pipe on West Side Hwy	Collection							SO, PWTF, RD
D-3	Replace 4' of 6" pipe on B St	Collection							SO, PWTF, RD
E-2	Replace 362' of 8" pipe on Pioneer Ave	Collection							SO, PWTF, RD
E-3	Replace 5' of 6" pipe on Merrill Ave	Collection							SO, PWTF, RD
F-1	Replace 4' of 10" pipe on Cowlitz St	Collection							SO, PWTF, RD
F-2	Replace 4' of 6" pipe on Cedar St	Collection	3,200						SO, PWTF, RD
N/A	Repair alley 5 th -6 th /C St.-D St.	Collection	15,000						SO
F-3	Replace 4' of 12" pipe on Hibbard St	Collection							SO, PWTF, RD
N/A	Repair 5 th Hib to east CO	Collection	3,500						SO
F-4	Replace 4' of 8" pipe on Aden St	Collection							SO, PWTF, RD
F-5	Replace 40' of 8" pipe on Merrill Ave	Collection							SO, PWTF, RD
F-6	Replace 17' of 8" pipe on Front Ave	Collection							SO, PWTF, RD
F-7	Replace 13' of 6" pipe on Shear St	Collection							SO, PWTF, RD
N/A	Replace 340' of 6" pipe from Larue to North	Collection	25,000						SO
N/A	Dougherty force-main bypass main, Balcer to Huntington	Collection	400,000						SO, RD, PWTF, DOE
N/A	SR 411 Sewer force-main lining	Collection	396,600						SO, PWTF, RD
G	Various lateral trench repairs	Collection						76,000	SO, PWTF, RD
10B	Replace 285' of 12" pipe on Third Ave SW to allow for 20 years of buildup	Major Collector						85,000	SO, PWTF, RD
9	Replace 7000' of 8" & 12" deteriorating pipe in system	Collection						1,062,000	SO, PWTF, RD
N/A	Purchase 3 portable generators for lift stations	collection			100,000				SO

Ref No.	Project Title	Type	2026	2027	2028	2029	2030	2031-2041	Funding Source
N/A	Clean and inspect	collection			150,000	200,000			SO, PWTF
N/A	Storage yard	collection	25,000						SO, REET
N/A	comprehensive sewer system plan	Planning	150,000						
Total			\$1,140,100	\$180,200	\$282,900	\$237,300	\$19,600	\$1,223,000	

Notes:

TBD To Be Determined
SO Sewer Operating
PWTF Public Works Trust Fund
RD Rural Development
REET Real Estate Excise Tax
DOE Department of Ecology

TABLE 8
Police Department Capital
6-Year Capital Needs, Priorities and Estimated Project Costs

Capital Needs	2026	2027	2028	2029	2030	2031	Funding Source
1. Vehicle Replacement 19-1 (Durango)		80,000					GF, PVRF, 1/10
2. Vehicle Replacement 20-1 (Ford)	80,000						GF, PVRF, 1/10
3. Vehicle Replacement 21-1 (Ford)	8,000			80,000			GF, PVRF, 1/10
4. Vehicle Replacement 22-1 (Durango)					80,000		GF, PVRF, 1/10
5. Vehicle Replacement 23-1 (Tahoe)						80,000	1/10, GF, PVRF
6. Rifle & handgun Replacement	8,800			8,800			GF
7. Officer Computer Replacement	9,000		9,000		9,000		GF
8. Uninterrupted power supply office computer	600			600			GF
9. MDT Replacement (each unit \$2,000)	2,000	2,000	2,000	2,000	2,000	2,000	GF
10. Uninterrupted Power Supply - Computers	600			600			GF
11. Portable Radio Replacement	2,000	2,000	2,000	2,000	2,000	2,000	GF
12. Taser Replacement & Body Cam Pkg	11,000	11,000	11,000	11,000	11,000	11,000	GF
13. Side by Side & Trailer	60,000						1/10
14. Office remodel		50,000					GF, REET, 1/10
15. Impound garage	25,000						GF
16. Ballistic Shields	2,000		2,000				GF
17. Moving radars	3,000		3,000	3,000			GF
18. Night Vision	4,800	4,800		4,800			GF
19. Drone replacement		15,000	15,000				1/10
TOTAL	\$216,800	\$164,800	\$44,000	\$112,800	\$104,000	\$95,000	

Notes:

GF General Fund REET Real Estate Excise Tax
1/10 Local Criminal Justice Tax PVRF Police Vehicle Replacement Fund

Position	2025		2026				2026		Notes
	12/31 Actual Base Pay	12 /31 Actual Annual Base	Adj Increase %	COLA Increase %	Estimated New Base	Estimated Annual Base	Estimated Total Monthly / Hourly Pay	Estimated Total Annual Pay	
							(Includes Longevity/Education/Phone; Excludes OT & Uniform)		

Executive

Mayor	1,200.00	14,400.00			1,200.00	14,400.00	1,200.00	14,400.00	100% Exec (term 2020 - 2023)
Council #1	200.00	2,400.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2022 - 2025) (increase to \$300.00 eff 1/1/26)
Council #2	200.00	2,400.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2022 - 2025) (increase to \$300.00 eff 1/1/26)
Council #3	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)
Council #4	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)
Council #5	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)

Police

Chief of Police	9,596.16	115,153.92		3.00%	9,884.04	118,608.48	10,872.44	130,469.28	
Police Officer	6,146.21	73,754.52		2.56%	6,303.55	75,642.60	6,695.25	80,343.00	Next Longevity 02/2027; 5%
Corporal	6,607.18	79,286.16		2.56%	6,776.32	81,315.84	7,848.89	94,186.68	Next Longevity 10/2030; 10%
Police Officer	6,146.21	73,754.52		2.56%	6,303.55	75,642.60	7,154.53 7,217.56	85,917.39	Next Longevity 12/2033; 10%
Police Officer	5,531.59	66,379.08		2.56%	5,673.20	68,078.40	5,928.50	74,705.07	Step 3; 6/1/2026 Next Longevity 06/2029; 5%
	5,838.90	70,066.80		2.56%	5,988.38	71,860.56	6,437.51		
Police Clerk II	5,344.86	64,138.32		3.00%	5,505.21	66,062.52	6,275.83	75,309.96	
PT Police Officer	28.93			2.56%	29.67		29.67		
PT Police Officer	28.93			2.56%	29.67		29.67		
PT Police Officer	28.93			2.56%	29.67		29.67		

Public Works

Public Works Director - Incoming	7,003.25	84,039.00	36.92%	3.00%	9,876.55	118,518.60	10,666.67	128,000.04	Promotion; Next Longevity 01/2027; 9%
Public Works Director - Outgoing	9,754.28	117,051.36		3.00%	10,046.91	120,562.92	11,051.60	55,258.00	Last Day = 2/26/2026
Treatment Plant Operator II	5,642.29	67,707.48	2.56%	5,786.73	69,440.76	6,487.80 6,545.67	78,027.21	77,761.02	Next Longevity 10/2033; 10%
Treatment Plant Operator	5,486.07	65,832.84	2.56%	5,626.51	67,518.12	6,386.31 6,498.84	77,761.02	77,761.02	Longevity Increase 3% > 5% Next Longevity 03/2029; 7%
PW Maintenance	4,782.16	57,385.92		2.56%	4,904.58	58,854.96	6,159.90	73,918.80	Next Longevity 02/2027; 8%
PW Maintenance	4,782.16	57,385.92		2.56%	4,904.58	58,854.96	5,635.81	67,629.72	Next Longevity 04/2027; 7%
PW Maintenance	4,782.16	57,385.92		2.56%	4,904.58	58,854.96	5,624.72	67,496.64	Next Longevity 06/2027; 5%
PW Maintenance	4,782.16	57,385.92		2.56%	4,904.58	58,854.96	5,844.81	70,137.72	Next Longevity 09/2028; 7%
PW Secretary	4,285.48	51,425.76		3.00%	4,414.04	52,968.48	4,414.04	52,968.48	New Position
Equip Operator (PT)	50.00			10.00%	55.00		55.00		
Summer Help	18.50			2.70%	19.00		19.00		
Summer Help	18.50			2.70%	19.00		19.00		
Summer Help	18.50			2.70%	19.00		19.00		
Summer Help	18.50			2.70%	19.00		19.00		

Finance

Clerk-Treasurer	8,224.44	98,693.28	16.59%	3.00%	9,876.55	118,518.60	10,567.91	126,814.92	Next Longevity 09/2029; 8%
Lead Deputy Clerk	5,879.34	70,552.08		3.00%	6,055.72	72,668.64	6,384.51	77,184.78	Longevity Increase 5% > 7%; Next Longevity 07/2030; 8%
							6,479.62		
Deputy Clerk II	5,344.86	64,138.32		3.00%	5,505.21	66,062.52	5,890.57	70,686.84	Next Longevity 12/2028; 8%
Deputy Clerk I	4,732.08	56,784.96		3.00%	4,874.04	58,488.48	4,900.04	59,677.80	Longevity Increase; 0 > 3% Next Longevity 7/2029
							5,046.26		

COLA/CBA (Budgeted) Increases (Chart)

Standby Pay	15.74	CBA - in effect through 2026							
PW Director	36.92%	EA - in negotiations (includes promotion)							
PW CBA	2.56%	CBA - in effect through 2027 (2.0 - 3.0% COLA)							
Clerk-Treasurer	16.59%	EA - in negotiations							
Clerical CBA	3.00%	CBA - in effect through 2026 (3.0 - 3.5% COLA)							
Chief of Police	3.00%	EA - in negotiations							
Police CBA	2.56%	CBA - in effect through 2026 (2.0 - 4.0% COLA)							
Police On-Call	2.56%	Non-Bargaining							
Other Non-Bargaining	2.56%	Non-Bargaining							
Summer Help	2.70%	Non-Bargaining (2024 = 17.50; 2025 = 18.50; 2026 = \$19.00)							
Minimum Wage	17.13								
COLA	2.56%								

RESOLUTION NO. 2025-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK,
WASHINGTON, AMENDING SCHEDULES 6 AND 7 OF THE CITY'S MASTER FEE
SCHEDULE.**

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Castle Rock do hereby resolve as follows:

Section 1. Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A (Master Fee Schedule) and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety, Exhibit A as set forth in Resolution No. 2025-03.

Section 2. This resolution shall be effective immediately upon its adoption.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

City of Castle Rock

Master Fee Schedule

Approved by Resolution No. 2025-09

<u>Schedules</u>	<u>Effective Date</u>
1, 2, 3, 4, 5, 8, 9, 10	No Change
6	January 1, 2026
7	January 2026 Utility Billing Cycle

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Schedule 1 – Administrative

Effective Date: February 24, 2025

Reproduction of Public Records	
The City Council hereby finds that it would be an undue burden as provided for in RCW 42.56.120(2)(b) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:	
Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment	
Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Effective Date: February 24, 2025

Business Licenses* (Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses (Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Effective Date: February 24, 2025

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Effective Date: March 24, 2025

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Code Enforcement

The State Building Code Act requires that each local jurisdiction enforce the State Building Code within its jurisdiction.

This includes all fees as directed in this document and work for which a required permit was not obtained.

Refer to all tables for applicable fees.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table P-1 – Plumbing Permit Fees
- Table O-1 – Other Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The administrative and plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

- Washington State Building Code Council surcharge for projects permitted under the IRC. Each fee shall be collected for each Building Permit issued for the first unit and a reduced fee shall be collected for each additional unit.
- Washington State Building Code Council surcharge for projects permitted under the IBC or IEBC shall be charged.

Refer to Table B-1 for fees.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

One- and Two-Family Dwelling – "Same As" –

A building plan may be used repetitively upon request of the applicant and approval of the building official. When approved, the plan shall be retained on file as a master plan. A building master plan may be used repetitively provided:

- All "Same As" development shall occur within the code cycle under which the master plan is approved.
- The initial application submittal shall include a complete set of plans, including all supporting documentation. The originally-produced PDF documentation shall be submitted electronically. Any replications of the originals, including scanned copies or size-adjusted versions, shall not be accepted unless pre-approved.
- Documentation prepared by a registered design professional shall include written permission to use the work repetitively.
- All subsequent "Same As" applications shall not deviate from the approved master plan.
- Payment of appropriate fees.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Occupancy Permits

Change of occupancy classification and verification of occupancy classifications as defined pursuant to International Building Code Chapter 3.

Refer to Table B-1 for fees.

Refer to Table O-1 for other applicable fees.

Demolition Permits

Refer to Table O-1 for applicable fees.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Applied to each permit application.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on the greater of Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Deck	\$20.00 per square foot
Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

- Permit Renewal Fee at interval not to exceed one (1) year from date of issuance.
- Plan Review Fee to verify conditions of issuance. This fee is assessed at permit first issuance and is non-recurring unless the conditions of permit are changed.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00 (excluding the Administration Fee)		
Description		Fee
Permit Administration Fee	Applied to each permit application.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	> 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Building Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Permit Renewal Fee (1 Year Interval)	\$50.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$50.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Grading and Excavation – Castle Rock Municipal Code 15.02.050

When a plan or other data are required to be submitted, a plan review fee shall be paid at time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Refer to Table G-1 for Grading and Excavation fees.

Refer to Table O-1 for other applicable fees.

Table G-1 Excavation and Grading Fees

Cubic Yards	Plan Review Fee
0 – 50	\$37.70
51 – 1,000	\$60.48
1,001 – 10,000	\$88.84
10,001 – 20,000	\$129.25
20,001 – 30,000	\$169.65
30,001 – 40,000	\$210.06
40,001 – 50,000	\$250.46
50,001 – 60,000	\$290.87
60,001 – 70,000	\$331.27
70,001 – 80,000	\$371.68
80,001 – 90,000	\$407.20
90,001 – 100,000	\$452.49
100,001 – 200,000	\$447.12 for first 100,000 cubic yards, plus \$22.21 for each additional 10,000 cubic yards or fraction thereof
200,001 and more	\$669.23 for the first 200,000 cubic yards, plus \$12.11 for each additional 10,000 cubic yards or fraction thereof

Inspection Fee - Applied to every permit fee in addition to the fees listed below.				\$100.00
Cubic Yards	Permit Fee	Cubic Yards	Permit Fee	
0 – 50	\$37.70	5,001 – 6,000	\$449.58	
51 – 100	\$60.48	6,001 – 7,000	\$473.49	
101 – 200	\$90.43	7,001 – 8,000	\$497.40	
201 – 300	\$120.39	8,001 – 9,000	\$521.31	
301 – 400	\$150.34	9,001 – 10,000	\$545.23	
401 – 500	\$180.28	10,001 – 20,000	\$657.63	
501 – 600	\$210.23	20,001 – 30,000	\$770.04	
601 – 700	\$240.17	30,001 – 40,000	\$882.45	
701 – 800	\$270.12	40,001 – 50,000	\$994.86	
801 – 900	\$300.07	50,001 – 60,000	\$1,107.26	
901 – 1,000	\$330.02	60,001 – 70,000	\$1,219.67	
1,001 – 2,000	\$353.62	70,001 – 80,000	\$1,332.08	
2,001 – 3,000	\$377.85	80,001 – 90,000	\$1,443.05	
3,001 – 4,000	\$401.75	90,001 – 100,000	\$1,556.89	
4,001 – 5,000	\$425.66	100,001 and more	\$1,538.44 for the first 100,001 cubic yards, plus \$59.48 for each additional 10,000 cubic yards or fraction thereof	

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
	Medical Gas Piping: (each gas piping system up to six (6) outlets	\$20.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Minimum Fee*
For use of outside consultants for plan checking and inspections, or both		No Minimum Fee*
City Staff Consultation Fee (minimum charge – one hour)		\$25.00 each 15 minutes or fraction thereof
City Contracted Staff Consultation Fee		No Minimum Fee*
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement – Double Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00
Manufactured Home Placement – Multi-Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00 + \$75.00/attachment over two
Title Elimination	Administration Fee	\$45.00
	Title Elimination Fee	\$50.00
Utility Building Accessory to a Dwelling - Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double
Records Research & Photocopies		Refer to Schedule 1 – Administrative

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 5 – Planning

Effective Date: March 24, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Minimum Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00/lot*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences, Preapplication & Site Plan Reviews						
Description		Fee				
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended				
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended				
Preapplication Conferences	Binding Site Plans	\$300.00 minimum fee for first hour, plus additional costs* for all time exceeding one hour.				
	Commercial Uses					
	Duplexes					
	General Land Use Conference					
	Industrial Uses					
	Mobile Home Parks					
	Multi-Family Structures					
	Recreational Vehicle Parks					
	Short Plats					
	Single Family Dwellings					
	Subdivisions					
	All Others Not Listed					
Preapplication or Site Plan Reviews (A fully complete application packet is required for this option. Applicant waives non-required in-person conference. Code may require a Preapplication Conference.)	Binding Site Plans	For an example regarding engineering, planning, and building official fees, see table below:				
	Commercial Uses					
	Duplexes					
	General Land Use Conference					
	Industrial Uses					
	Mobile Home Parks					
	Multi-Family Structures					
	Recreational Vehicle Parks					
	Short Plats					
	Single Family Dwellings					
	Subdivisions					
	All Others Not Listed					

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 6 – Water and Sewer

Effective Date: January 1, 2026

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 =	\$2,770 +	\$500	\$2,100	\$3,900
1"	\$1,885 +	\$2,492 =	\$4,377 +			
1 ½"	\$2,450 +	\$5,600 =	\$8,050 +			
2"	\$3,465 +	\$9,968 =	\$13,433 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,050 x LU	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,050 x LU	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
8"	\$12,350 +				
10"	\$18,750 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
12"	\$24,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$2,500 =	\$4,100 +	\$800	\$2,900	\$6,100
6"	\$1,600 +		\$4,100 +			

Sewer – Residential – Multi-Family Dwellings (MFD)						
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.044 for applicability)			
			Main Side	Push/Open Cut	Across State Highway or Arterial Street	
4"	\$1,600 +	\$1,875 x LU	\$800	\$2,900	\$6,100	
6"	\$1,600 +					
8"	\$2,675 +	\$1,875 x LU	\$800	\$2,900	\$6,100	
10"	\$2,675 +					
12"	\$4,350 +					

*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).

Sewer – Commercial and Industrial						
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)			
			Main Side	Push/Open Cut	Across State Highway or Arterial Street	
4"	\$1,600 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100	
6"	\$1,600 +					
8"	\$2,675 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100	
10"	\$2,675 +					
12"	\$4,350 +					

*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.

Retail Water Sales	
Description	Fee
Per Gallon	\$0.05
Meter Charge per month, or fraction thereof	\$ 46.26

Miscellaneous Fees		
Description		Fee
Rebiling Fee		\$10.00
Delinquent Administration Fee		\$10.00
Delinquent Disconnect/Reconnect Fee		\$40.00
Overtime Reconnection Fee on Delinquent Accounts		\$120.00
Lock Replacement Fee (Damaged Lock during Unauthorized Connection)		\$50.00
Unauthorized Connection Fee	1st Offense	\$50.00
	2nd Offense	\$100.00
	3rd and each subsequent offense	\$250.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

Effective Date: January 2026 Utility Billing Cycle

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30th per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$9.51
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 – 4,000	\$8.77
2	Moderately Light	4,001 – 11,000	\$23.29
3	Light	11,001 – 17,000	\$40.79
4	Moderate	17,001 – 24,000	\$58.33
5	Moderately Heavy	24,001 – 30,000	\$75.81
6	Heavy	30,001 – 37,000	\$96.34
7	Very Heavy	37,001 – 43,560	\$122.53
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$122.53 (i.e. 1.3 acres x \$122.53 = \$159.29 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Effective Date: February 24, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$1.00/each
Material Printed	\$0.15/page
1. Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. 2. Use of software other than provided by the library is prohibited. 3. The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. 4. The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Effective Date: February 24, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: a. United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. b. United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: • Disabled Veteran’s Lifetime Pass; or • Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Effective Date: February 24, 2025

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: • Registration of cats is optional for the cat owner. • No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

RESOLUTION NO. 2025-10

A RESOLUTION RELATING TO SETTING RATES AND MINIMUM CHARGE FOR WATER AND SEWER SERVICES TO CITY OF CASTLE ROCK CUSTOMERS, AND AMENDING RESOLUTION NO. 2024-08

WHEREAS, pursuant to Chapter 13.08, of the Castle Rock Municipal Code, the City Council of the City of Castle Rock hereby enacts this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Castle Rock, Washington as follows:

Section 1. *Water for all uses within the corporate limits.* The rates for metered water supplied in any one month shall be in accordance with the following schedule but not less than a pro-rated monthly base meter charge:

MONTHLY WATER RATES

In addition to the below monthly base meter charge, water use shall be charged at the rate of \$0.0615 per cubic foot of metered use;

MONTHLY WATER BASE METER CHARGE

Less than 1" meter	\$47.01
1" meter	\$47.01
1 ½" meter	\$47.01
2" meter	\$47.01
4" meter	\$47.01

Non-metered water customers shall pay a flat rate of \$79.02, per month for water service.

Section 2. *Water for all uses outside the corporate city limits.* The rates for metered water supplied in any one month, or fractional part thereof, shall be the applicable rate to inside city customers, plus one-half thereof or a sum equal to one and one-half times the applicable rate within the corporate limits.

Section 3. *Water minimums for multiple living and commercial units.* The following customers shall be charged an additional monthly charge per unit or space available for occupancy:

- a. Mobile home parks, apartments, duplexes and other multiple-family dwellings which have more than one living unit or mobile home space on one meter shall be charged \$6.04 per unit or space available for occupancy. Does not include hotel/motel or units that are not considered residential by building code standards.

Section 4. *Partial-month water service.* Monthly base rates shall be pro-rated to a daily rate. Daily rate will be charged for every day service is received.

- a. New and vacating customers, occupying premises for a partial month's billing cycle and receives metered services, will be billed \$1.57 per day during the partial month of service plus any metered water usage.

- b. New and vacating customers occupying services for only a partial month's billing cycle and receives non-metered services, will be billed on a pro-rated basis. Pro-rated rate will be \$2.63 per day for each day of a partial month's service for water service received.

Section 5. Unoccupied premises. Unless occupant or landlord has applied to the city for disconnection of services, there shall be monthly minimum service charges as set forth in this resolution.

Section 6. Exemption. The city water treatment plant shall be exempt from water service charges.

Section 7. Sewer service charges within the corporate city limits. The rates for sewer service in any one month shall be in accordance with the following schedule, but not less than a pro-rated monthly base meter charge:

MONTHLY SEWER RATES

In addition to the below monthly base meter charge, sewer service use shall be charged at the rate of \$0.1064 per cubic foot of metered water use;

MONTHLY SEWER BASE METER CHARGE

Less than 1" meter	\$40.56
1" meter	\$40.56
1 ½" meter	\$40.56
2" meter	\$40.56
4" meter	\$40.56

Non-metered customers shall pay a flat rate of \$94.48, per month for sewer service.

Section 8. Sewer minimums for multiple living and commercial units. The following customers shall be charged an additional monthly charge per unit or space available for occupancy as follows:

- a. Mobile home parks, apartments, duplexes and other multiple-family dwellings which have more than one living unit or mobile home space on one meter shall be charged \$6.24 per unit or space available for occupancy. Does not include hotel/motel or units that are not considered residential by building code standards.

Section 9. Partial-month sewer service. Monthly base rates shall be pro-rated to a daily rate. Daily rate will be charged for every day service is received.

- a. New and vacating customers, occupying premises for a partial month's billing cycle and receives metered services, will be billed \$1.35 per day during the partial month of service plus any recorded metered water use in accordance with regular sewer billing rates.
- b. New and vacating customers occupying services for only a partial month's billing cycle and receives non-metered services, will be billed on a pro-rated basis. Pro-rated rate will be \$3.15 per day for each day of a partial month's service for sewer service.

Section 10. Unoccupied premises. Unless occupant or landlord has applied to the city for disconnection of services, there shall be monthly minimum service charges as set forth in this resolution.

Section 11. Exemption. The city wastewater treatment plant shall be exempt from sewer service charges.

Section 12. Services outside the corporate city limits. The rates for sewer service supplied in any one month, or fractional part thereof, shall be the applicable rate to inside city customers, plus one-half thereof or a sum equal to one and one-half times the applicable rate within the corporate limits.

Section 13. Customer Extended Leave Billing Adjustment. Utility customers who still retain their active service, but plan to be gone for an extended period of time may qualify for Extended Leave billing under the following conditions:

1. Length of extended leave must be thirty (30) or more consecutive days.
2. Customer must provide written notification of their leave to the utility department prior to departure. Written request will include utility address, customer name, emergency contact information, departure and estimated return date. Upon return, customers must promptly notify the utility billing office of their actual return date.
3. Water and sewer services will be billed on a pro-rated basis.
4. Stormwater rates do not qualify for Extended Leave adjustments and will be billed monthly.

BE IT FURTHER RESOLVED that the rates and policies set forth shall be in effect as of the January 2026 utility billing cycle.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

RESOLUTION NO. 2025-11

A RESOLUTION PROVIDING FOR REDUCED BASE RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS FOR WATER AND SANITARY SEWER SERVICES AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY \$10,000 PER CALENDAR YEAR, AND AMENDING RESOLUTION NO. 2024-09

WHEREAS, RCW 74.38.070 provides that cities may provide utility services at reduced rates for low-income senior citizens; and

WHEREAS, the City Council of the City of Castle Rock recognizes the financial hardships placed upon low-income senior citizens as a result of the increasing costs of necessary utility services provided by the City to all of its citizens; and

WHEREAS, it is the desire of the City Council to provide for reduced rates to such low-income citizens for water and sewer utility services.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Castle Rock as follows:

1. Definitions:

- a. The term “low-income senior citizen” means a person who is sixty-two (62) years of age or older and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table as Exhibit A. [The very low (50%) income limits for Cowlitz County established under the latest and applicable Housing and Urban Development Income Limits Documentation System <https://www.huduser.gov/portal/datasets/il.html>.]
- b. The term “income”, or “total income”, means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who resides in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant’s living costs.

2. Reduced Rates for Low-Income Senior Citizens:

Any low-income senior citizen who receives water and/or sanitary sewer utility service from the City of Castle Rock shall be entitled to receive such water and/or sanitary sewer service at the following reduced rates as approved by the City Council:

- a. Water Service:
A reduction, not to exceed thirty percent (30%) of the base residential rate, may be allowed.
- b. Sanitary Sewer Service:

A reduction, not to exceed thirty percent (30%) of the base residential rate, may be allowed.

3. Annual Applications for Reduced Rates:

Annual applications for reduced utility rates hereunder shall be made upon forms to be provided by the Finance Department of the City, and shall disclose all sources of income as required by such forms. Any person who believes that they are aggrieved by the denial of reduced utility rates as herein provided may appeal such denial to the Mayor, whose decision with respect thereto shall be final.

4. Reduced Rate Effective Dates:

Approved applications will receive reduced rates effective the first billing cycle following approval and expires at the end of the following June billing cycle.

5. Disqualification for Reductions:

An applicant who ceases to meet the qualifications of the Utility Rate Relief Program as provided in this Resolution shall advise the City of Castle Rock Finance Department within thirty (30) days after having become so disqualified.

6. Annual Maximum Amount of Reductions:

No reduction in rates shall be permitted or granted if the effect thereof will be to reduce the aggregate gross income from water and sanitary sewer service during any calendar year by more than approximately \$10,000.

7. Effective Date:

This Resolution shall be in full force and effect from and after January 1, 2025 until terminated or modified by the City Council.

PASSED by the City Council and signed by the Mayor on this _____ day of _____, 2024.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Exhibit A

FY 2024 & 2025 Income Limits

Persons in Household	2024 Income Limit	2025 Income Limit
1	\$31,500	\$33,200
2	\$36,000	\$37,950
3	\$40,500	\$42,700
4	\$45,000	\$47,400
5+	\$48,600	\$51,200

ORDINANCE NO. 2025-16

AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, the mayor of the City of Castle Rock, Washington completed and placed on file with the city clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the City of Castle Rock for the fiscal year ending December 31, 2026, and a notice was published that the City Council of the City of Castle Rock would meet on the 10th and 24th day of November, 2025, at the hour of 7:30 PM in the council chambers in the Senior Center portion of Castle Rock City Hall and virtually for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city, an opportunity to be heard upon said budget; and

WHEREAS, the said council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Castle Rock for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said city during said period.

NOW, THEREFORE, the City Council of the City of Castle Rock do ordain as follows:

Section 1. The budget of the City of Castle Rock, Washington for the year 2026 is hereby adopted in its final form and content as set forth in the document entitled City of Castle Rock Budget, copies of which are on file in the office of the city clerk.

Section 2. Estimated resources, for each separate fund of the City of Castle Rock, and aggregate expenditures for all such funds for the year 2026 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the City of Castle Rock Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General	3,199,182			
Executive		108,597		
Municipal Court		112,928		
Finance		172,071		
Police		1,358,402		
Park		20,893		

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
Planning		295,571		
Non-Departmental		474,318	656,402	3,199,182
Petty Cash/Change	760	-	760	760
Street	296,628	276,481	20,147	296,628
Building Code Account	130,369	44,133	86,236	130,369
Visitor Center	61,374	33,322	28,052	61,374
Library	21,823	16,345	5,478	21,823
Criminal Justice	54,923	1,667	53,256	54,923
Local Criminal Justice	254,573	119,300	135,273	254,573
Accumulative Reserve	22,406	-	22,406	22,406
CDBG Home Rehab	223,590	1,000	222,590	223,590
DOT Spoil Site	107,267	104,408	2,859	107,267
Public Works Vehicle Replacement	88,192	88,000	192	88,192
Police Vehicle Replacement	53,248	25,000	28,248	53,248
Drug Enforcement	3,472	-	3,472	3,472
Low Income Housing	77,914	-	77,914	77,914
Swimming Pool Construction	150,257	-	150,257	150,257
REET Capital	133,303	104,600	28,703	133,303
Street Construction Capital	4,648,228	4,564,810	83,418	4,648,228
Water/Sewer Operating	3,198,942			
Water		1,140,706	380,753	
Sewer		1,296,731	380,752	3,198,942
Regional Water System	1,528,620	780,514	748,106	1,528,620
Stormwater Management	209,654	202,321	7,333	209,654
Stormwater Capital Reserve	28,769	5,000	23,769	28,769
Regional Water Capital	259,737	102,225	157,512	259,737
Municipal Water Capital	1,144,161	1,141,200	2,961	1,144,161
Water Bond Reserve	226,691	-	226,691	226,691
Sewer Bond Reserve	350,781	-	350,781	350,781
Sewer Loan Reserve	21,966	-	21,966	21,966
Short Lived Asset Reserve	51,888	-	51,888	51,888
Municipal Sewer Capital	387,170	313,100	74,070	387,170
Boat Launch Facility	26,552	23,556	2,996	26,552
Utility Deposit	99,361	12,000	87,361	99,361
State Custodial Pass-Thru	25,971	24,980	991	25,971
TOTAL ALL FUNDS	17,087,772			17,087,772

Section 3. The city clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect in five (5) days after its publication according to law.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

ORDINANCE NO. TBD-2025-01

**AN ORDINANCE ADOPTING THE BUDGET OF THE CASTLE ROCK CITY TRANSPORTATION
BENEFIT DISTRICT, CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING
DECEMBER 31, 2026**

WHEREAS, the Interlocal Agreement between the Castle Rock City Transportation Benefit District and the City of Castle Rock dated November 26, 2012 authorizes city staff to serve as fiscal agents for the district and Castle Rock City Council Members serve as board officers in an ex officio capacity. On behalf of the Castle Rock City Transportation Benefit District, the mayor of the City of Castle Rock, Washington completed and placed on file with the city clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the Castle Rock City Transportation Benefit District for the fiscal year ending December 31, 2026, and a notice was published that the City Council of the City of Castle Rock would meet on the 10th and 24th day of November, 2025, at the hour of 7:30 PM in the council chambers in the Senior Center portion of Castle Rock City Hall and virtually for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city, an opportunity to be heard upon said budget; and

WHEREAS, the said council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Castle Rock City Transportation Benefit District for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said district during said period.

NOW, THEREFORE, the Castle Rock City Transportation Benefit District Board do ordain as follows:

Section 1. The budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington, for the year 2026 is hereby adopted in its final form and content as set forth in the document entitled Castle Rock City Transportation Benefit District Budget, copies of which are on file in the office of the city clerk.

Section 2. Estimated resources, for each separate fund of the Castle Rock City Transportation Benefit District, and aggregate expenditures for all such funds for the year 2026 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the Castle Rock City Transportation Benefit District Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General/TBD	424,829	235,926	188,903	424,829
TBD Capital Project	3,456	-	3,456	3,456
TOTAL ALL FUNDS	428,285			428,285

Section 3. The city clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect in five (5) days after its publication according to law.

Adopted by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Title 12. Streets, Sidewalks and Public Property

Chapter 12.04. SIDEWALK MAINTENANCE, REPAIR AND CONSTRUCTION

§ 12.04.010. Definitions.

Unless the context clearly indicates otherwise, the words used in this chapter shall have the meaning given in this section.

A. **"Abutting property"**

includes all property having a frontage upon the margin of any street or other public place.

B. **"Sidewalk"**

includes any structure or form of street improvement in the space between the street margin and the roadway known as the sidewalk area.

(Ord. 2005-05 § 2, 2005)

§ 12.04.020. Property owner's responsibility.

It shall be the responsibility of the owner of property abutting upon a public sidewalk to maintain said sidewalk at all times in a safe condition free of any and all obstructions or defects including, but not limited to, ice and snow.

(Ord. 2005-05 § 2, 2005)

§ 12.04.030. Liability and expense.

The burden and expense of constructing, maintaining, and repairing sidewalks along the side of any street or other public place shall devolve upon and be borne by the property directly abutting thereon. In case any injury or damage to any person shall be caused by the defective condition of any sidewalk or by ice or snow thereon or by the lack of proper guards or railings on or along the property abutting on any public way, the abutting property where the injury or damage occurs, and the owner or owners thereof, shall be liable to the city for all damages, injuries, costs and disbursements which it may be required to pay to the person injured or damaged.

(Ord. 2005-05 § 2, 2005)

§ 12.04.035. Inspection and review.

The city of Castle Rock requires that there be an inspection and review of the condition of sidewalks within the city of Castle Rock on a regular basis. The public works director shall determine the frequency of such inspection and review of the sidewalks. The policy regarding the inspection and the frequency of said inspection shall be in writing, available to the public and subject to amendment and review by the public works director. Further, the public works director will develop policies regarding the manner of correcting, repairing, and/or installing sidewalks in addition to the procedures detailed in CRMC § 12.04.040 and 12.04.100.

(Ord. 2005-05 § 2, 2005)

§ 12.04.040. Notice by public works director.

Should the public works director determine that public convenience or safety requires that an existing sidewalk be repaired or replaced on any street, he shall provide written notice to the landowner or abutting landowner which shall:

- A. Describe each parcel of land abutting upon that portion and side of the street where the sidewalk is in need of repair or replacement;
- B. Indicate the type of sidewalk repair or replacement that is required, including its size and dimension and the methods and materials to be used in the construction or repair;
- C. State that unless the sidewalk is constructed or repaired in compliance with the notice and within a reasonable time therein specified, the city will construct or repair the sidewalk and assess the costs and expenses thereof against the abutting property described in said notice.

(Ord. 2005-05 § 2, 2005)

§ 12.04.100. Assessment deemed lien.

Upon completion of the construction or repair by the city of Castle Rock, the actual costs of said construction or repair shall be reduced to writing and served upon the owner or reputed owner of each parcel of land affected, or to the authorized agent of the owners, as provided in CRMC § 12.04.040. Costs of said construction or repair shall be proportionately assessed against each parcel of such land that is affected on a square footage basis. Said notice shall provide that the owner of each parcel of land affected may request a hearing before the city of Castle Rock's hearing officer to contest the costs included in said assessment. Said request for a hearing must be made in writing within two weeks of the date of said notice. The assessments shall become a lien upon the respective parcels of land and shall be collected in the manner provided by law for the collection of local improvement assessments and shall bear interest at the rate of six percent per annum from the date of the approval of the assessment thereon.

(Ord. 2005-05 § 2, 2005)

§ 12.04.110. Effect of chapter.

This chapter shall not be construed as repealing or amending any provision relating to the improvements of streets or public ways by special assessments commonly known as local improvement laws, but shall be considered as additional legislation and ancillary thereto.

(Ord. 2005-05 § 2, 2005)

City of Castle Rock

PUBLIC WORKS DEPARTMENT
P.O. BOX 370
CASTLE ROCK, WA 98611
(360) 274-7478



October 6th, 2025

Bryan Cory
440 4th Ave SW.
Castle Rock, WA. 98611

RE: OVERDUE SIDEWALK REPAIR

Dear Property Owner:

A letter had been sent to you concerning abutting sidewalk repair on April 28th 2025. These repairs have not been completed at this time. Section 12.04.020 of the Castle Rock Municipal Code states; it is the property owner's responsibility to maintain the abutting sidewalks, keeping them free of all obstructions or defects that may cause a liability.

By November 10th, 2025 if the appropriate repairs have not been completed, the Castle Rock's Public Works Department will be forced to bring this issue in front of the City Council for action of correction. Once this has happened, only replacement of the defected area will be acceptable. (No repairs such as grinding, grouting or small patches would then be sufficient.)

In order to discuss the current defect and the available options for correcting this situation, you should contact the Public Works Department at (360)274-7478.

Please note that the City will contract the work that needs to be done, and a lien will be placed on the property listed above to cover the cost of the repair. Additionally, the city will only do replacement of whole sections and not minor repairs. The cost could be considerably higher if this process is activated.

Remember that it is your responsibility, as a property owner, to make any repairs that are necessary as soon as possible.

Sincerely,

David Vorse
Public Works Director

440 Fourth Ave SW

City of Castle Rock

PUBLIC WORKS DEPARTMENT

P.O. BOX 370

CASTLE ROCK, WA 98611

(360) 274-7478

October 6th, 2025



Thomas Conley
401 Clearwood Ct.
Castle Rock, WA 98611

RE: OVERDUE SIDEWALK REPAIR

Dear Property Owner:

A letter had been sent to you concerning abutting sidewalk repair on April 28th 2025. These repairs have not been completed at this time. Section 12.04.020 of the Castle Rock Municipal Code states; it is the property owner's responsibility to maintain the abutting sidewalks, keeping them free of all obstructions or defects that may cause a liability.

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Remember that it is your responsibility, as a property owner, to make any repairs that are necessary as soon as possible.

Sincerely,

David Vorse
Public Works Director

A photograph of a gravel driveway. A red chalk line is drawn vertically across the gravel. In the upper left, a blue pipe runs horizontally, with a white cable tied to it. The background shows some green grass and a wooden fence. The text "401 Clearwood CT SE" is overlaid in red at the bottom.

401 Clearwood CT SE