



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, November 28, 2022
7:30 PM

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

AGENDA

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

4. DEPARTMENT REPORTS

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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

- a. Purpose: To take testimony on the proposed budget for fiscal year ending December 31, 2023, including a proposed 5% increase in all water rates, 3% increase in all sewer rates, and 3% increase in all stormwater rates. First Public Hearing was held on November 14, 2022 during the Regular Council Meeting. (page 4)

7. CONSENT AGENDA

- a. Approve the minutes of the October 19, 2022 Special Council Meeting - Budget Workshop. (page 5)
- b. Approve the minutes of the October 24, 2022 Regular Council Meeting. (page 6-9)
- c. Approve the minutes of the November 14, 2022 Regular Council Meeting. (page 10-14)

8. OLD BUSINESS

- a. Ordinance No. 2022-12, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2022 for the City of Castle Rock, Washington to include the following funds: General (Police, Planning), Streets, Visitor Center, Local Criminal Justice, Regional Sewer, Stormwater, Stormwater Capital, Transportation Benefit District, on second reading. (page 15-16)
- b. Ordinance No. 2022-13, an ordinance amending, City of Castle Rock, Municipal Code Chapter 13.16 Retail Water Sales, on second reading. (page 17)
- c. Resolution No. 2022-09, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2021-09, on second reading. (page 18-20)
- d. Ordinance No. 2022-14, an ordinance amending, in part, City of Castle Rock, Washington, Municipal Ordinance No. 2021-14, Stormwater Management Services by amending charges for all classifications, on second reading. (page 21-22)
- e. Ordinance No. TBD-2022-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2023, on second reading. (page 23-24)
- f. Ordinance No. 2022-15, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2023, on second reading. (page 25-27)

9. NEW BUSINESS

- a. Review and approval of the 2023 - 2028 Capital Facility Plan. (page 28-44)
- b. Castle Rock Public Library Board of Trustees recommends an increase in fees for Non-Resident Library Members. Recommendation includes an increase in the amount of \$10.00 from \$25.00 to \$35.00 for a one-year membership and an increase in the amount of \$5.00 from \$15.00 to \$20.00 for a six-month membership. (page 45)
- c. Confirm appointment of District Court Judge Kevin G. Blondin in addition to current appointments of Judges M. Jamie Imboden, John A. Hays as part-time judges of the Castle Rock Municipal Court. (page 46-47)
- d. Special Event Permit #2022-0030; Castle Rock Community Development Alliance (CRCDA) - Festival of Lights; December 10, 2022 between 10:00 AM and 10:00 PM; insurance not yet received. Request for street closures include:

- Cowlitz St E and W from the railroad tracks to 3rd Ave SW
- Front Ave NW and SW from A St SW to the Pastime
- 100 Block of: 1st Ave SW, 2nd Ave SW, and 3rd Ave SW

(page 48-55)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q22</u>	<u>1Q23</u>	<u>2Q23</u>	<u>3Q23</u>
October 10	January 09	April 10	July 10
October 24	January 23	April 24	July 24
November 14	February 13	May 08	August 14
November 28	February 27	May 22	August 28
December 12	March 13	June 12	September 11
Tuesday, December 27	March 27	June 26	September 25

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.

CITY OF CASTLE ROCK
NOTICE OF BUDGET FILING AND PUBLIC HEARINGS FOR
2023 Fiscal Budget and 2023-2028 Capital Facilities Plan
Public Hearing Dates: November 14, 2022 and November 28, 2022

Notice is hereby given that the City of Castle Rock preliminary budget for fiscal year ending December 31, 2023 and the 2023-2028 Capital Facilities Plan have been filed with the City Clerk and will be available to the public on November 7, 2022.

The Castle Rock City Council will hold the first public hearing on the 2023 Budget and Capital Facilities Plan on November 14, 2022, and the second on November 28, 2022 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 on November 14, 2022 and November 28, 2022 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 November 4, 2022

1. CALL TO ORDER

Mayor Paul Helenberg called the special meeting of the Castle Rock City Council to order at 6:12 PM. Due to technical difficulties, use of online meeting was unavailable until 6:29 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, and Ellen Rose. Lee Kessler joined at 6:30 PM and left at 7:43 PM. Paul Simonsen was excused.

Staff present: Police Chief Charlie Worley, Public Works Director Dave Vorse, Public Works Senior Operator Tyler Stone, and Clerk-Treasurer Carie Cuttonaro.

2. WORKSHOP

a. Proposed Budget for Fiscal Year Ending December 31, 2023 including:

1. Revenue Projections
2. Expenditures
3. Capital Projects
4. Utility Rates
5. Wages

Public Works Director Dave Vorse, Clerk-Treasurer Carie Cuttonaro, and Mayor Paul Helenberg presented.

Councilmember Lee requested a cost analysis for cameras at North Trail Head, a water tank and plow for possible inclusion in the budget.

Councilmember Rose requested funds for the Library for possible inclusion in the budget.

Councilmember Kessler requested to start looking into adding an additional officer to the Police Department.

3. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:57 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, Paul Simonsen, and Ellen Rose. Lee Kessler joined at 7:36 PM.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley gave verbal report.

- Public Works Director Dave Vorse

Public Works Director Dave Vorse gave verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

- Revenue, Expenditure, Cash & Investments Reports (page 4-8)

Clerk-Treasurer Carie Cuttonaro gave verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

- CRCDA Representative

6. PUBLIC HEARINGS

a. Purpose: To review estimated revenue sources for the 2023 current expense budget (General Fund) and include consideration of possible increases in property tax revenues (Ad Valorem taxes) to be assessed for the fiscal year ending December 31, 2023. The public is invited to present testimony on this issue. (page 9-10)

Mayor Paul Helenberg closed the regular council meeting and opened the public hearing at 7:36 PM.

Lindy Campbell provided public comment.

There being no further public comment, Mayor Paul Helenberg closed the public hearing and reopened the regular council meeting at 7:38 PM.

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Rose to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

a. Approve the minutes of the September 26, 2022 Regular Council Meeting. (page 11-13)

b. Approve the minutes of the October 10, 2022 Regular Council Meeting. (page 14-16)

8. OLD BUSINESS

a. Bid Tab Results and Award - Chemical Procurement. This item was tabled 10/10/2022. (page 17)

Public Works Director Dave Vorse presented.

Councilmember Rose made a motion, seconded by Queen to approve Bid Tab Results and Award - Chemical Procurement. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b. Updated 2022 Salary Comparison for Elected Officials. This item was tabled 10/10/2022. (page 18-21)

b.1 - Councilmember Kessler made a motion, seconded by Lee to increase the Mayor's compensation \$800.00 per month from \$400.00 to \$1,200.00, effective January 2023. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b.2 - Councilmember Queen made a motion, seconded by Kessler to increase the Councilmembers' compensation \$100.00 per month from \$200.00 to \$300.00, effective the next term per position. Motion carried by roll call vote. Councilmembers Kessler, Queen, Simonsen, and Rose voted 'Aye'. Councilmember Lee voted 'Nay'.

An ordinance including both motions will be brought to the next regular council meeting.

c. Ordinance No. 2022-08, an ordinance amending a section of Castle Rock Municipal Code Chapter 6.04 Animals Running at Large, increasing impoundment fees. This item was tabled 10/10/2022. (page 22-23)

Councilmember Kessler made a motion, seconded by Rose to approve Ordinance No. 2022-08.

Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Ordinance No. 2022-09, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2023 budget. (page 24)

Councilmember Queen made a motion, seconded by Kessler to approve Ordinance No. 2022-09. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b. Ordinance No. 2022-10, amending City of Castle Rock, Washington Municipal Code, Section 13.06.100 Utility Collection Procedures. (page 25-26)

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Rose to approve Ordinance No. 2022-10. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

c. Vendor Agreement with Lower Columbia Community Action Council, dba Lower Columbia CAP, to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high portion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged to such households for such services. (page 27-28)

Councilmember Kessler made a motion, seconded by Queen to approve Vendor Agreement with Lower Columbia Community Action Council to carry out grants to assist low-income households. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

d. Request for committee members to review consulting engineer statements of qualifications.

The following members formed the committee: Mayor Paul Helenberg, Public Works Director Dave Vorse, Clerk-Treasurer Carie Cuttonaro, Councilmembers Paul Simonsen and Ellen Rose.

e. Resolution No. 2022-08, a resolution of the City Council of the City of Castle Rock expressing support for a Criminal Justice Training Commission ("CJTC") regional police training campus in the Southwest Washington region. (page 29-30)

Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2022-08. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

f. Agreement with Humane Society of Cowlitz County for Animal Control Services. Cost for services in 2022 is \$15,602.37 plus additional fees for court-ordered impoundments. (page 31-38)

Clarification: Cost for services in 2023 is \$15,602.37.

Item tabled until further research can be completed.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:21 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, Earl Queen, and Paul Simonsen. Councilmember Ellen Rose arrived at 7:33 PM.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

New Business item added -

j. Approve the Whitney Equipment Co. (WECI) invoice in the amount of \$18,058.49 to be paid off-cycle. Invoice had not been received in time due to incorrect mailing address.

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

There was no public comment.

4. DEPARTMENT REPORTS

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

1. General Election - Library Excess Levy - Cumulative Unofficial Results Update

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

1. Request to hold TBD Meeting on November 28, 2022 at 7:00 PM.

Mayor Helenberg requested a TBD meeting to be held November 28, 2022 at 7:00 PM.

- CRCDA Representative

6. PUBLIC HEARINGS

a. Purpose: To take testimony on the proposed budget for fiscal year ending December 31, 2023, including a proposed 5% increase in all water rates, 3% increase in all sewer rates, and 3% increase in all stormwater rates. Second Public Hearing will be held on November 28, 2022 during the Regular Council Meeting. (page 4-13)

Mayor Helenberg closed the regular council meeting at 7:34 PM and opened the public hearing.

There was no public comment provided.

Public Works Director Dave Vorse provided additional budget information on several items. Vorse stated there is \$15,000 for root removal from the Riverfront Trail (RFT) system currently in the budget. As a follow-up to City Council request, Vorse stated he received an estimate to seal coat the RFT from the south end by Lion's Pride Park to the Skate Park in the amount of \$13,000, and seal coat the Skate Park surface for an additional \$7,500. Council consensus is to add an additional \$10,000, combined with the current budget of \$15,000 and see if both root removal and seal coating up to the Skate Park, including the Skate Park could be possible. This would be funded by DOT Spoils Site if revenues are sufficient, or funded by General Fund if revenues in DOT Spoils Site are insufficient. \$1,000 would be needed to purchase a water tank for use on the side by side to clean the trail; funded by DOT Spoils Site if revenues are sufficient, or funded by General Fund if revenues in DOT Spoils Site are insufficient. \$4,000 would be needed to purchase additional trees for downtown and \$5,000 for sidewalk improvements; funded by Streets.

Councilmember Rose added that the Library needs \$15,000 funding from General Fund.

Councilmember Kessler added that if revenues during 1st quarter 2023 meet or exceed expectations, that he would like to see an additional Police Officer be hired in July of 2023. Mayor Helenberg stated a committee of 2-3 individuals should be formed at the next meeting and that an amendment could be done in 2023 if a position is added.

There being no further comments, Mayor Helenberg closed the public hearing at 7:51 PM and reopened the regular meeting.

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Rose to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- Approve the October 2022 invoices as described in the Fund Transaction Summary Report in the amount of \$526,685.91. (page 14-15)

8. OLD BUSINESS

- Ordinance No. 2022-11, an ordinance amending Ordinance No. 2017-06 to change the

compensation for City Councilmembers and Mayor. (page 16)

Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2022-11. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Jessica Hennessy, 401 Clearwood Ct SE, requests a utility adjustment for the August/September and September/October billings in the amount of \$1,425.72. Request meets ordinance provisions; staff recommends approval. (page 17-18)

Councilmember Lee made a motion, seconded by Queen to approve the utility adjustment request for 401 Clearwood Ct SE. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b. Review and approval of the 2023 - 2026 Clerical Collective Bargaining Agreement. (page 19-35)

Councilmember Rose made a motion, seconded by Queen to approve the 2023 - 2026 Clerical Collective Bargaining Agreement. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

c. Review and approval of the 2023 Salary Schedule.

Councilmember Kessler made a motion, seconded by Rose to approve the 2023 Salary Schedule. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

d. Ordinance No. 2022-12, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2022 for the City of Castle Rock, Washington to include the following funds: General (Police, Planning), Streets, Visitor Center, Local Criminal Justice, Regional Sewer, Stormwater, Stormwater Capital, Transportation Benefit District, on first reading. (page 36-37)

Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2022-12, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

e. Ordinance No. 2022-13, an ordinance amending, City of Castle Rock, Municipal Code Chapter 13.16 Retail Water Sales, on first reading. (page 38)

Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2022-13, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

f. Resolution No. 2022-09, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2021-09, on first reading. (page 39-41)

Councilmember Lee made a motion, seconded by Rose to approve Resolution No. 2022-09, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

g. Ordinance No. 2022-14, an ordinance amending, in part, City of Castle Rock, Washington,

Municipal Ordinance No. 2021-14, Stormwater Management Services by amending charges for all classifications, on first reading. (page 42-43)

Councilmember Kessler made a motion, seconded by Lee to approve Ordinance No. 2022-14, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

h. Ordinance No. TBD-2022-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2023, on first reading. (page 44-45)

Councilmember Queen made a motion, seconded by Rose to approve Ordinance No. TBD-2022-01, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

i. Ordinance No. 2022-15, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2023, on first reading. (page 46-48)

Councilmember Kessler made a motion, seconded by Rose to approve Ordinance No. 2022-15, on first reading, with the following amendments:

- Add an additional \$10,000 for root/tree removal, seal coating, and repair on the walking trail near the Skate Park; funded by DOT Spoils Site if revenues are sufficient, or funded by General Fund if revenues in DOT Spoils Site are insufficient.
- \$1,000 would be needed to purchase a water tank for use on the side by side to clean the trail; funded by DOT Spoils Site if revenues are sufficient, or funded by General Fund if revenues in DOT Spoils Site are insufficient.
- \$4,000 would be needed to purchase additional trees for downtown and \$5,000 for sidewalk improvements; funded by Streets.
- Add \$15,000 funding transfer from General Fund to Library Fund.
- 6 months New Police Officer position - to be added as a budgetary amendment in 2023 - if committee formed recommends addition of position and revenues in 1st quarter 2023 are supportive of additional position.

Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

j. *Added Item*

Approve the Whitney Equipment Co. (WECI) invoice in the amount of \$18,058.49 to be paid off-cycle. Invoice had not been received in time due to incorrect mailing address.

Councilmember Kessler made a motion, seconded by Rose to approve the Whitney Equipment Co. (WECI) invoice in the amount of \$18,058.49 to be paid off-cycle. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:08 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

ORDINANCE NO. 2022-12

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS FOR FISCAL YEAR ENDING DECEMBER 31, 2022 FOR THE CITY OF CASTLE ROCK, WASHINGTON TO INCLUDE THE FOLLOWING FUNDS: GENERAL (POLICE, PLANNING), STREETS, VISITOR CENTER, LOCAL CRIMINAL JUSTICE, REGIONAL SEWER, STORMWATER, STORMWATER CAPITAL, TRANSPORTATION BENEFIT DISTRICT

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

WHEREAS, an excess in general engineering, planning and attorney expenses specific to the Castle Rock Landing on the Cowlitz and Riverfront Towers developments are offset by 100% reimbursement; and

WHEREAS, the City Council approved the purchase up to four drones for the Police Department drone program; and

WHEREAS, the City Council approved the expenditure of \$40,000 from lodging tax dollars to assist the YAF (Youth Athletic Facility) grant for improvements at North County Recreation Association to promote tourism; and

WHEREAS, the City Council approved Ordinance No. 2022-06 to close the Regional Sewer Fund and the balance transfer to the Sewer Operating Fund exceeded the anticipated ending fund balance; and

WHEREAS, contracted costs for catch basin cleaning exceeded anticipated budget; 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 2022 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:

BAR #	Description	Original Appropriation	Change	Amended Appropriation
010 000 000 313 11 00 00	Local Retail Sales & Use Tax	525,000	150,000	675,000
010 000 000 508 91 00 00	Ending Cash - Unassigned	627,946	67,100	695,046
010 000 040 521 20 32 00	Gas and Oil	20,000	10,000	30,000
010 000 040 594 21 64 02	Machinery & Equipment - Police Vehicle	-	12,900	12,900
010 000 070 558 60 41 02	City Planner Services	30,000	40,000	70,000
010 000 070 558 60 41 03	City Engineer Services	30,000	20,000	50,000
100 000 000 336 00 87 00	MV Fuel Tax - Streets/Unrestricted	42,000	3,900	45,900
100 000 000 395 10 00 00	Proceeds/Sale of Fixed Assets	-	3,900	3,900
100 000 000 395 20 00 00	Comp/Loss/Fixed Assets	-	4,400	4,400
100 000 100 543 30 37 00	Equip Repair & Maintenance	5,500	5,000	10,500
100 000 100 543 30 41 00	Professional Service	1,500	2,700	4,200
100 000 100 543 50 49 00	Vehicle Repair & Maintenance	2,000	4,500	6,500
120 000 000 308 51 00 00	Beginning Cash - Assigned	44,504	1,700	46,204
120 000 000 313 31 00 00	Hotel/Motel Transient Tax	6,000	2,000	8,000
120 000 000 508 51 00 00	Ending Cash - Assigned	27,980	(25,000)	2,980

BAR #	Description	Original Appropriation	Change	Amended Appropriation
120 000 000 557 30 24 01	L&I WA DOC Workers	200	(100)	100
120 000 000 557 30 35 00	Small Tools & Minor Equipment	200	(100)	100
120 000 000 575 30 42 00	Communication	3,300	(600)	2,700
120 000 000 575 30 43 00	Travel	100	(100)	-
120 000 000 575 30 43 01	Travel WA DOC Mileage	200	(100)	100
120 000 000 575 30 47 00	Public Utility Service - Electric	1,500	(200)	1,300
120 000 000 575 30 47 01	Public Utility Service - Water/Sewer	3,300	(200)	3,100
120 000 000 575 30 48 00	Repairs & Maintenance	200	(200)	-
120 000 000 575 30 49 00	Miscellaneous	606	(500)	106
120 000 000 586 00 00 01	External Taxes - WA Dept of Revenue	100	(100)	-
120 000 000 594 75 62 01	Building & Structures - Visitor Center	6,500	(6,000)	500
120 000 000 594 79 63 00	Improvements Other than Buildings	1,000	(1,000)	-
120 000 000 597 79 64 00	Machinery & Equipment	1,000	(1,000)	-
120 000 000 597 01 00 00	Transfer Out to General Fund	3,418	(1,100)	2,318
120 000 000 597 17 00 00	Transfer Out to DOT Spoil Site Fund	-	40,000	40,000
145 000 000 313 71 00 00	Local Criminal Justice Tax	36,000	20,000	56,000
145 000 000 508 31 00 00	Ending Cash - Restricted	128,504	(50,000)	78,504
145 000 000 594 21 64 01	Machinery & Equipment	2,000	70,000	72,000
415 000 000 308 51 00 00	Beginning Cash - Assigned	519,185	47,100	566,285
415 000 000 597 40 00 20	Transfer Out to Sewer Fund 400-020	519,185	47,100	566,285
420 000 000 397 00 42 50	Transfer In from Stormwater Cap Fund	-	8,000	8,000
420 000 000 531 30 47 00	Contracted Repairs/Maintenance	-	8,000	8,000
425 000 000 508 51 00 00	Ending Cash - Assigned	10,195	(8,000)	2,195
425 000 000 597 42 00 00	Transfer Out to Stormwater Fund 420	-	8,000	8,000
632 000 000 313 21 00 00	TBD Sales and Use Tax	120,000	35,000	155,000
632 000 000 543 30 42 00	Transportation Projects – Street Const	90,000	35,000	125,000

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 2022 fund budgets.

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on November 14, 2022 and November 28, 2022, shall be effective immediately upon adoption.

ADOPTED by the City Council and signed by the Mayor on this 28th day of November, 2022.

Mayor

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

ORDINANCE NO. 2022-13

AN ORDINANCE AMENDING, CITY OF CASTLE ROCK, MUNICIPAL CODE CHAPTER 13.16 RETAIL WATER SALES

WHEREAS, the Castle Rock Public Works Director recommends that sections of this code be amended to reflect water production costs for retail water sales; and

NOW, THEREFORE, be it hereby ordained by the City Council of the City of Castle Rock as follows:

Section 1. Section 13.16.020 is amended as follows:

Section 13.16.020 Retail water sales/fees. There shall be imposed a fee of \$0.05 per gallon of water, in addition to a meter charge of \$41.12 per customer for each calendar month or partial month of meter use. A retail water sales application must be completed by the customer and hydrant arrangements made with the public works director, prior to any sales becoming final.

Section 2. The effective date of this ordinance shall be January 1, 2023.

ADOPTED by the City Council and signed by the Mayor on this 28th day of November, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

RESOLUTION NO. 2022-09

A RESOLUTION RELATING TO SETTING RATES AND MINIMUM CHARGE FOR WATER AND SEWER SERVICES TO CITY OF CASTLE ROCK CUSTOMERS, AND AMENDING RESOLUTION NO. 2021-09

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 \$0.0547 per cubic foot of metered use;

MONTHLY WATER BASE METER CHARGE

Less than 1" meter	\$41.79
1" meter	\$41.79
1 ½" meter	\$41.79
2" meter	\$41.79
4" meter	\$41.79

Non-metered water customers shall pay a flat rate of \$70.26, 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 \$5.37 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 \$1.39 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 \$2.34 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 \$0.0946 per cubic foot of metered water use;

MONTHLY SEWER BASE METER CHARGE

Less than 1" meter	\$36.06
1" meter	\$36.06
1 ½" meter	\$36.06
2" meter	\$36.06
4" meter	\$36.06

Non-metered customers shall pay a flat rate of \$84.00, 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 \$5.55 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 \$1.20 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 \$2.80 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. 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.
2. Water and sewer services will be billed on a pro-rated basis.
3. 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 2023 utility billing cycle.

PASSED by the City Council and signed by the Mayor on this 28th day of November, 2022.

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

ORDINANCE NO. 2022-14

AN ORDINANCE AMENDING, IN PART, CITY OF CASTLE ROCK, WASHINGTON, MUNICIPAL ORDINANCE NO. 2021-14, STORMWATER MANAGEMENT SERVICES BY AMENDING CHARGES FOR ALL CLASSIFICATIONS

WHEREAS, the Castle Rock City Council recognizes the need to increase rates to meet financial obligations for protection of the City's stormwater facilities and to create a revenue source for the capital reserve fund for this utility.

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

Section 13.18.020 System of Charges. 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.

- A. Undeveloped Parcels. Undeveloped parcels shall not be charged.
- B. Single-Family Parcels. The monthly service charge for each single-family parcel shall be \$7.99, which shall hereafter be referred to as the 'base rate'.
- C. Duplex Parcels. The monthly service charge for each duplex parcel shall be the amount of the specified 'base rate'.
- D. Multi-Family Parcels. Multi-family parcels with multiple dwelling units (3 or more) shall be charged the base rate times the number of dwelling units within a structure. Multiple dwelling units shall also include mobile home parks. The base rate shall be charged for each mobile home on the developed parcel.
- E. Other Developed Parcels, Including Commercial-Designated Parcels. The monthly service charge for all other developed parcels (including commercial) shall be determined by taking the total measured square footage of impervious surface area, multiplied by the following rate schedule to determine what category any particular parcel falls into:

Category	Description	Square Footage of Impervious Surface	Monthly Service Charge per IA*
1	Very Light	0 - 4,000	7.37
2	Moderately Light	4,001 - 11,000	19.57
3	Light	11,001 - 17,000	34.28
4	Moderate	17,001 - 24,000	49.03
5	Moderately Heavy	24,001 - 30,000	63.72
6	Heavy	30,001 - 37,000	80.97
7	Very Heavy	37,001 - 43,560	102.99
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$102.99 (i.e. 1.3 acres x \$102.99 = \$133.89 monthly charge)		

*IA means "Impervious Surface"

- F. Minimum Charge & Partial Month. 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.

EFFECTIVE DATE: this ordinance shall be effective for the January, 2023 billing cycle.

ADOPTED by the City Council and signed by the Mayor on this 28th day of November, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

ORDINANCE NO. TBD-2022-01

AN ORDINANCE ADOPTING THE BUDGET OF THE CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT,
CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023

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, 2023, and a notice was published that the City Council of the City of Castle Rock would meet on the 14th day of November, and on the 28th day of November, 2022, 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 2023 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 2023 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the Castle Rock City Transportation Benefit District Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General/TBD	338,006	207,700	130,306	338,006
TBD Capital Project	3,456	-	3,456	3,456
TOTAL ALL FUNDS	341,462			341,462

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 28th day of November, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

City Clerk

City Attorney

ORDINANCE NO. 2022-15

AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR
ENDING DECEMBER 31, 2023

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, 2023, and a notice was published that the City Council of the City of Castle Rock would meet on the 14th day of November, and on the 28th day of November, 2022 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 2023 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 2023 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the City of Castle Rock Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General	3,438,155.00			
Executive		87,946.00		
Municipal Court		84,242.00		
Finance		218,538.00		
Police		1,264,942.00		
Park		13,860.00		
Planning		128,848.00		
Non-Departmental		523,108.00	1,116,671.00	3,438,155.00
Petty Cash/Change	760.00	-	760.00	760.00
Street	205,358.00	199,629.00	5,729.00	205,358.00

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
Building Code Account	107,155.00	51,129.00	56,026.00	107,155.00
Visitor Center	19,793.00	19,529.00	264.00	19,793.00
Library	37,099.00	35,566.00	1,533.00	37,099.00
Criminal Justice	34,507.00	1,667.00	32,840.00	34,507.00
Local Criminal Justice	185,408.00	39,728.00	145,680.00	185,408.00
Accumulative Reserve	20,325.00	-	20,325.00	20,325.00
CDBG Home Rehab	202,387.00	1,000.00	201,387.00	202,387.00
DOT Spoil Site	386,064.00	374,215.00	11,849.00	386,064.00
Public Works Vehicle Replacement	89,734.00	89,000.00	734.00	89,734.00
Police Vehicle Replacement	70,045.00	70,000.00	45.00	70,045.00
Drug Enforcement	3,376.00	-	3,376.00	3,376.00
Low Income Housing	62,173.00	-	62,173.00	62,173.00
Swimming Pool Construction	161,494.00	-	161,494.00	161,494.00
REET Capital	173,110.00	144,800.00	28,310.00	173,110.00
Street Construction Capital	412,922.00	407,000.00	5,922.00	412,922.00
Water/Sewer Operating	2,799,799.00			
Water		1,005,908.00	396,348.00	
Sewer		1,001,195.00	396,348.00	2,799,799.00
Regional Water System	1,157,863.00	611,066.00	546,797.00	1,157,863.00
Stormwater Management	144,243.00	144,066.00	177.00	144,243.00
Stormwater Capital Reserve	26,105.00	25,000.00	1,105.00	26,105.00
Regional Water Capital	60,755.00	16,225.00	44,530.00	60,755.00
Municipal Water Capital	4,430,651.00	4,422,700.00	7,951.00	4,430,651.00
Water Bond Reserve	205,272.00	-	205,272.00	205,272.00
Sewer Bond Reserve	317,658.00	-	317,658.00	317,658.00
Sewer Loan Reserve	19,938.00	-	19,938.00	19,938.00
Short Lived Asset Reserve	47,036.00	-	47,036.00	47,036.00
Municipal Sewer Capital	252,694.00	201,100.00	51,594.00	252,694.00
Boat Launch Facility	1,059,448.00	1,030,479.00	28,969.00	1,059,448.00
Utility Deposit	84,247.00	10,000.00	74,247.00	84,247.00
State Custodial Pass-Thru	26,828.00	24,510.00	2,318.00	26,828.00
TOTAL ALL FUNDS	16,242,402			16,242,402

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 28th day of November, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

City Clerk

City Attorney

**CITY OF CASTLE ROCK
CAPITAL FACILITY PLAN UPDATE
November 2022**

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 \$342,400. Funding sources are City's General Fund, Library Operating fund, Water Operating Fund, 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 \$5,264,500. 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 \$19,908,000. Potential funding sources include the City Arterial Street Fund and Transportation Improvement Board, 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 \$498,600. 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 \$1,020,000. Potential funding sources include the City Stormwater Management Fund, 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 \$6,973,300. The total estimated cost for improvements in the 20 year planning period is \$12,987,600, of which \$2,315,000 are Regional System Improvements. Potential funding sources include the City Water Fund, Public Works Trust Fund, ARPA, 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 \$666,800. The total estimated cost for improvements during the 20-year planning period is \$2,596,500. Potential funding sources include the City Sewer Fund, Public Works Trust Fund, ARPA, 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 \$622,500. 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 (in order of priority)	2023	2024	2025	2026	2027	2028	2028-2038	Funding Source
1. City Hall Rehabilitation or Relocate to a facility that meets federal, state and local standards							3,000,000	GF, REET, bonds, various loans
Install security system around perimeter	5,000							GF, REET
Police department egress						10,000		GF, REET
Server replacement	11,400					23,000		GF, REET, WO, SO
Re-roof City Hall and senior center				35,000				GF, REET
Rehabilitate the garage to usable space			10,000					GF, REET
Paint Exterior	26,000							GF, REET
Additional Clerk's office space addition	70,000							GF, REET
Cashier camera	2,500							GF, REET
2. Library replace roof		20,000						LO, GF, REET
3. Public Works Complex							2,500,000	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
4. Visitor Center landscape & cameras	4,500							CC-RD, H/M, BI
Total	\$134,400	\$20,000	\$20,000	\$35,000	\$100,000	\$33,000	\$5,500,000	

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
LO Library Operating Fund
WO Water Operating Fund
BI Big Idea
H/M Hotel/Motel Tax
CC-RD Cowlitz County Rural Development
REET Real Estate Excise Tax

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

Project	Facility Type	2023	2024	2025	2026	2027	2028-2038	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 & traffic garden	SU	20,000	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. Construct a North trailhead on the east side trail with restrooms	T	200,000						ALEA, LWC, CY, CV, P, CC, RCO
5. Incorporate entrance features welcoming residents and visitors at all the entrances into the city	N/A				25,000 Four corners on Westside Hwy			CY, CV, P, CC, H/M, WF
6. 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			15,000				CY, CV, P, RCO, WF
7. Create a recreational pamphlet for the public	N/A		4,000					CY, CC, H/M, P
8. 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	2023	2024	2025	2026	2027	2028-2038	Possible Funding Sources
9. 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
10. Complete Safety Improvements at the Regional, Al Helenberg Boat Launch	BL, SU, SC	1,300,000						RCO, CY, CV, P, C, POL, WF
11. Add additional features to the Sports Complex including an 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	500,000 lighting fields, improve irrigation, ADA access to soccer fields 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
12. Improve “High Banks” site for RV Resort and cameras	N/A	2,500 Cameras		250,000	250,000			DNR, P, CY, CC, H/M
13. Rebuild scenic lookouts and trails alongside “The Rock”	CP		45,000					CY, CV, P, RCO, ALEA, LWC, WF
14. Collaborate with the Castle Rock School District and other interested groups on bicycle routes and safety information	T			10,000				CY, WSDOT
15. Replaced park signage with new logo	CP	5,000						REET
16. Coldwater Park Improvements including bench shelter & camera	CP	2,000						CY, CV, P, REET
17. Huntington Monument Sign	CP	1,000						REET, CY

Project	Facility Type	2023	2024	2025	2026	2027	2028-2038	Possible Funding Sources
18. Cameras on the Riverfront Trail	T	2,500						REET, CY
Total		\$2,093,000	\$379,000	\$310,000	\$450,000	\$50,000	\$2,005,000	

Notes:

Facility Type

- a. CP Community Park
- b. T Trail
- c. NP Neighborhood Park
- d. MP Mini-Park
- e. SU Special Use
- f. SC Sports Complex

Funding Source

- a. CY City
- b. CV Civic Organization
- c. P Private Individual/Organization
- d. CC Cowlitz County
- e. RCO Recreation Conservation Office
- f. CDBG Community Development Block Grant
- g. ALEA Aquatic Land Enhancement Account Grant
- h. WDFW State Fish and Wildlife
- i. WSDOT Federal Transportation Funding
- j. H/M Hotel & Motel Tax
- k. LWC Land and Water Conservation Fund
- l. POL Port of Longview
- m. SD School District
- n. SR Salmon Recovery
- o. WF Weyerhaeuser Foundation
- p. GF Gates Foundation
- q. REET Real Estate Excise Tax

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

Project	2023	2024	2025	2026	2027	2028	Funding Source
1. Six Rivers Regional Trail System – phase 2 pedestrian/bike improvements	310,000 (6 Rivers)						WSDOT, TAP, RCO, TIB, City, TBD
2. Pleasant Hill Rd reconstruction			900,000				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. SR 411 Cowlitz River Bridge Deck Replacement		10,000,000					WSDOT
7. Safe Routes To School Improvements			375,000				
8. Exit 49 WI-FI system	3,000						Street fund, REET
9. Front Ave NW chip seal						20,000	TIB, 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
Total	\$313,000	\$10,000,000	\$1,275,000	\$6,900,000	\$500,000	\$920,000	

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

Project	Location	Facility Type	2023	2024	2025	2026	2027	2028	Possible Funding Sources
Overlay	Alley between 100 Block of Huntington Ave S and Kirby Ave SE	Residential /commercial alley		15,000					TBD, TIB
	1 st Ave SW – 900 Block	Residential Street	10,000						TBD, TIB
Chip Seal	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					13,000		TBD, TIB
	B St SW (entire length)	Residential Street					12,000		TBD, TIB
	Dike Dr SW (entire length)	Residential Street					16,000		TBD, TIB
	Allen Ave SE (entire length)	Residential Street			15,000				TBD, TIB
	C St SE (entire length)	Residential Street			10,000				TBD, TIB
	4 th Ave SW (A St - Shear St)	Residential Street		20,000		11,000			TBD, TIB
	5 th Ave SW (B St – Aden)	Residential Street		12,000		7,000			TBD, TIB
	6 th Ave SW (Warren – Diane)	Residential Street		7,000		4,000			TBD, TIB
	Michner St SW (3 rd – west end)	Residential Street				4,500			TBD, TIB
	4 th Ave SW 1000 block	Residential Street				1,100			TBD, TIB
	Cummings St SW (entire length)	Residential Street				2,000			TBD, TIB
	Lakewood Ct SE (entire length)	Residential Street		10,000		4,000			TBD, TIB
	Clearwood Ct SE (entire length)	Residential Street		9,000		4,000			TBD, TIB
	Edgewood Ct SE (entire length)	Residential Street		8,000		3,500			TBD, TIB
	B St SE (both sections)	Residential Street		4,000					TBD, TIB
	Warren St SW (entire length)	Residential Street				9,000			TBD, TIB
	D St SW (3 rd – west end by levee)	Residential Street					8,000		TBD, TIB
	Hibbard St SW (5 th – 6 th)	Residential Street				4,000			TBD, TIB

Project	Location	Facility Type	2023	2024	2025	2026	2027	2028	Possible Funding Sources
Chip Seal	Diane St SW (entire length)	Residential Street				7,000			TBD, TIB
	Kirby Ave NE (entire length)	Residential Street			8,000		5,000		TBD, TIB
	Roake Ave NE (entire length)	Residential Street			8,000		4,000		TBD, TIB
	Front Ave NW (Cowlitz – Huntington Ave N)	Arterial Street			20,000				TBD, TIB
	Jackson St NW (entire length)	Residential Street	3,500						TBD, TIB
	Leaming Ave NW (entire length)	Residential Street	5,000						TBD, TIB
	Shintaffer St NW (entire length)	Residential Street	7,000						TBD, TIB
	Cherry St NW (entire length)	Residential Street	3,000						TBD, TIB
	Barr St NW (entire length)	Residential Street	3,000						TBD, TIB
	Cowlitz View Ct NW (entire length)	Residential Street	7,000						TBD, TIB
	Alley between Cowlitz – A St; Front – 1 st	Commercial Alley	4,000						TBD, TIB
	Alley between Cowlitz – A St; 1 st – 2 nd	Commercial Alley	4,000						TBD, TIB
	Alley between Cowlitz – A St; 2 nd – 3 rd (2X coats)	Commercial Alley						8,000	TBD, TIB
	Alley between A St – B St; Front – 1 st (2X coats)	Commercial Alley						8,000	TBD, TIB
	Alley between A St – B St; 1 st – 2 nd	Commercial Alley		3,500					TBD, TIB
	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
	Northwood Ct NE (entire length)	Residential Street					5,000		TBD, TIB
	Balcer St NE (entire length)	Residential Street						6,500	TBD, TIB
	Woodard Ave NE (entire length)	Residential Street						6,500	TBD, TIB
	Pioneer Ave NE (entire length)	Residential Street						18,000	TBD, TIB

Project	Location	Facility Type	2023	2024	2025	2026	2027	2028	Possible Funding Sources
Chip Seal	LaRue St NE (entire length)	Residential Street						6,500	TBD, TIB
	Helton St NE (entire length)	Residential Street						4,000	TBD, TIB
	Green St NE (entire length)	Residential Street						4,000	TBD, TIB
	Old Pacific Highway N (SR 504 – city limits)	Residential Street						2,000	TBD, TIB
	McBride Ct NE (entire length)	Residential Street						2,000	TBD, TIB
	Westside Highway (Green Acres – city limits)	Collector						15,000	TBD, TIB
	Little Ave NE (entire length)	Residential Street	3,500						TBD, TIB
	Ramsey St NE (entire length)	Residential Street	2,500						TBD, TIB
	Walsh Ave NE (entire length)	Residential Street	6,500						TBD, TIB
	McCoy St (entire length)	Residential Street	2,500						TBD, TIB
	Eaton Ct NE (entire length)	Residential Street	6,000						TBD, TIB
	Searls Ct NE (entire length)	Residential Street	1,500						TBD, TIB
	Alder St NE (entire length)	Residential Street				4,000		3,000	TBD, TIB
	May Ave NE (entire length)	Residential Street				2,500		1,500	TBD, TIB
	Mallory St NE (entire length)	Residential Street			10,000			5,000	TBD, TIB
	Maple St NE (entire length)	Residential Street				5,000		4,000	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, GF
Total			\$75,000	\$88,500	\$74,000	\$80,600	\$86,500	\$94,000	

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)	2023	2024	2025	2026	2027	2028	Funding Source
Levee Certification and Upgrades					50,000	75,000	Stormwater Fund
Comprehensive Storm Drainage Plan		40,000	250,000				Stormwater Fund PWTF
Install Green Acres pump station vault improvements	5,000						Stormwater Fund
North Street Stormwater Improvements				125,000			Stormwater Fund, ARPA
Purchase portable pumps for in-flooding					35,000		Stormwater Fund
Purchase portable generators					65,000		
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	50,000	Stormwater Fund, ARPA, PWTF
Total	\$55,000	\$90,000	\$300,000	\$175,000	\$200,000	\$200,000	

Notes:

1. North Street Stormwater Improvements – Continue stormwater improvements on Northwood Ct NE to eliminate storm flows onto private properties
 2. Comprehensive plan including cleaning, videoing and locating
- ARPA American Rescue Plan Act

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

No.	Project Title	Type	2023	2024	2025	2026	2027	2028-2038	Financing Source
D-03	Carpenter Road Boosted Pressure Zone	Distribution		1,177,500					DWSRF Loan, ARPA
S-01	Raw Water Intake Screen Cleaning System	Source			120,000				Regional System
D-13	Water main improvements on B St 2 nd to 3 rd	Distribution	143,900						PWTF Loan
D-02	Water main improvements on Buland Dr S, east of Huntington	Distribution				439,000			PWTF Loan
D-05	Water main Crossing Cowlitz River at A Street Bridge	Distribution	1,200,000						PWTF Loan, ARPA
D-01 & 04	Water main improvements on South Bond Road	Distribution		2,500,000					CERB, ARPA
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, ARPA
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						100,000	Regional System
S-03	Rehabilitation of Pizza Well (No. 144)	Source	50,000						Regional System
ST-03	Recoat inside of Bond Rd Reservoir	Storage						250,000	PWTF, DWSRF loans and city water fund
D-12	Water main improvements on 2 nd Ave. SW from B St. to Warren St	Distribution		302,100					Rates and fees

No.	Project Title	Type	2023	2024	2025	2026	2027	2028-2038	Financing Source
D-14	Water main improvement alley bet. Cowlitz – A; 2 nd – 3 rd	Distribution	76,800						Rates and fees
D-15	Water main Imp. Alley between A St – B St; 2 nd – 3 rd	Distribution	73,500						Rates and fees
	Water main Imp. Hibbard SW; Front – 3 rd	Distribution			130,000				Rates and fees
D-20	Water main Imp 2 nd : Hibbard – Aden	Distribution			86,800				Rates and fees
D-17	Water main Imp C St SW; 5 th – alley; down alley to D St	Distribution				112,000			Rates and fees
	Water main Imp D St SW; 5 th – levee	Distribution				80,000			Rates and fees
	Water main Imp Warren St; 2 nd – apartments	Distribution		25,000					Rates and fees
D-16	Water main Imp Alley; Cowlitz to Jackson	Distribution			84,100				Rates and fees
D-19	Water main Imp Aden St SW; Front – 2 nd	Distribution			162,600				Rates and fees
	Water main Imp Green St	Distribution	20,000						Rates and fees
	Purchase 2- 30 KW portable generators for potable wells	Source				60,000			Regional system
Totals			\$1,564,200	\$4,004,600	\$583,500	\$691,000	\$130,000	\$6,014,300	

Notes:

DWSRF Drinking Water State Revolving Fund
PWTF Public Works Trust Fund
CERB Community Economic Revitalization Board
ARPA American Rescue Plan Act

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

No.	Project Title	Type	2023	2024	2025	2026	2027	2028-2038	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

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

No.	Project Title	Type	2023	2024	2025	2026	2027	2028-2038	Funding Source
C-9	Replace 8' of 6" pipe on Alder St	Collection					6,400		SO,PWTF, RD
D-2	Replace 16' of 10" pipe on West Side Hwy	Collection						7,200	SO,PWTF, RD, ARPA
D-3	Replace 4' of 6" pipe on B St	Collection						3,200	SO,PWTF, RD
E-2	Replace 362' of 8" pipe on Pioneer Ave	Collection						92,600	SO,PWTF, RD, ARPA
E-3	Replace 5' of 6" pipe on Merrill Ave	Collection						3,200	SO,PWTF, RD
F-1	Replace 4' of 10" pipe on Cowlitz St	Collection						3,600	SO,PWTF, RD
F-2	Replace 4' of 6" pipe on Cedar St	Collection						3,200	SO,PWTF, RD
F-3	Replace 4' of 12" pipe on Hibbard St	Collection						3,800	SO,PWTF, RD
F-4	Replace 4' of 8" pipe on Aden St	Collection						3,400	SO,PWTF, RD
F-5	Replace 40' of 8" pipe on Merrill Ave	Collection						10,700	SO,PWTF, RD
F-6	Replace 17' of 8" pipe on Front Ave	Collection						5,600	SO,PWTF, RD
F-7	Replace 13' of 6" pipe on Shear St	Collection						5,200	SO,PWTF, RD

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

No.	Project Title	Type	2021	2022	2023	2024	2025	2026-2036	Funding Source
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, ARPA
9	Replace 7000' of 8" & 12" deteriorating pipe in system	Collection						1,062,000	SO,PWTF, RD, ARPA
	Purchase 3 portable generators for lift stations	collection				100,000			SO
	Clean and inspect 1/5 th of the system	collection	65,000	65,000	65,000	65,000	65,000	65,000	
		Total	\$153,000	\$129,000	\$97,900	\$202,300	\$84,600	\$1,429,700	

Notes:

TBD To Be Determined
SO Sewer Operating
PWTF Public Works Trust Fund
RD Rural Development
ARPA American Rescue Plan Act

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

Capital Needs	2023	2024	2025	2026	2027	2028	Funding Source
1. Vehicle Replacement (2019 Veh.)	15,000						GF
2. Vehicle Replacement (2020 Veh.)	15,000	15,000					1/10 1% LCJT
3. Vehicle Replacement (2021 Veh.)	8,000	8,000	8,000	8,000			GF
4. Vehicle Replacement (2023 Veh.)	70,000						GF, PVRF
5. Vehicle Replacement (2024 Veh.)			17,000	17,000	17,000	17,000	1/10 1% LCJT
6. Vehicle Replacement (2025 Veh.)			18,000	18,000	18,000	18,000	GF
7. Vehicle Replacement (2026 Veh.)				18,000	18,000	18,000	1.10 1% LCJT
8. Rifle & handgun Replacement	8,800	8,800	8,800	8,800	8,800	8,800	GF, REET
9. Officer Computer Replacement	4,500	4,500	4,500	4,500	4,500	4,500	GF, REET
10. MDT Replacement (each unit \$2,000)	2,000	2,000	2,000	2,000	2,000	2,000	GF, REET
11. Uninterrupted Power Supply - Computers		600				600	GF, REET
12. Portable Radio Replacement	2,000	2,000	2,000	2,000	2,000	2,000	GF, REET
13. Taser Replacement & Body Cam Pkg	11,000	11,000	11,000	11,000	11,000	11,000	GF, REET
15. Remodel Storage area		25,000					1/10 1% LCJT
16. Office remodel			30,000				GF, REET
17. Less-Lethal Launcher	3,500						GR, REET
18. Radio antenna	3,000						GF, REET
TOTAL	\$142,800	\$76,900	\$137,300	\$101,300	\$81,300	\$81,900	

Notes:

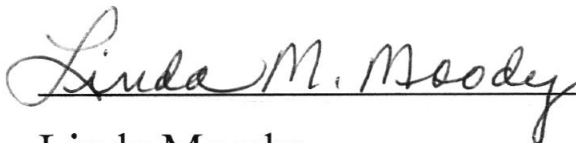
GF	General Fund	REET	Real Estate Excise Tax
LCJT	Local Criminal Justice Tax	PVRF	Police Vehicle Replacement Fund

Castle Rock Public Library

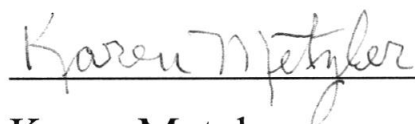
Board of Trustees

November 14, 2022

Linda Moody moved and Karen Metzler seconded a motion to recommend to the City of Castle Rock that the fee for out-of-service-area memberships to the library be raised to \$35.00 for one year and \$20.00 for six months beginning January 1, 2023 or as soon as possible. The motion passed.


Linda Moody


Anita Gallow


Karen Metzler



DISTRICT COURT

312 SW First Avenue
Kelso, WA 98626
TEL (360) 577-3073
TTY/VCO 1-800-833-6384
FAX (360) 577-3132
dctcourt@co.cowlitz.wa.us

District Court Judges

Hon. Debra L. Burchett	Position 1
Hon. M. Jamie Imboden	Position 2
Hon. John A. Hays	Position 3

Molly Martin, Court Administrator

November 17, 2022

Mayor Helenberg
City of Castle Rock
P.O. Box 370
Castle Rock, WA 98611

Re: Appointment of Municipal Court Judges

Dear Mayor Helenberg:

As you know, District Court Judges Debra L. Burchett, M. Jamie Imboden, and John A. Hays currently serve as the judges for your Municipal Court. Judge Burchett is retiring at the end of her term, and Kevin G. Blondin has been elected to that position.

We would therefore like to ask that at your earliest convenience you appoint Kevin G. Blondin as your Municipal Court Judge. Judge Imboden and Judge Hays were both appointed as your Municipal Court Judges in 2022 and are not due to be reappointed until 2026 under RCW 3.50.

Even though one judge might be regularly assigned to your cases, having all judges appointed will help us when the regular judge is absent. In addition, some of our dockets have cases from more than one jurisdiction, such as traffic infraction cases and probation cases. All judges need to be able to preside over your cases.

The term for Judge Blondin begins on January 9th, 2023.

If you agree, please complete and return the enclosed appointment form with original signatures. It's our understanding that the mayor makes the appointment, and the city council confirms it. We hope this can be completed at your next city council meeting.

Thank you very much for your assistance. If you have any questions, please feel free to call me.

Sincerely,

Molly Martin
Court Administrator

Enc

APPOINTMENT OF JUDGES TO CASTLE ROCK MUNICIPAL COURT

I hereby appoint District Court Judge Kevin G. Blondin, as a part-time judge of the Castle Rock Municipal Court. His term of office shall be effective January 9, 2023 and continue as provided in RCW 3.50.

Dated: _____, 20__.

Mayor
City of Castle Rock

I hereby certify that on _____, 20__ the Castle Rock City Council confirmed the appointment of District Court Judge Kevin G. Blondin, as part-time judges of the Castle Rock Municipal Court.

Dated: _____, 20__.

Title: _____



Special Event Permit

Permit No. _____

City of Castle Rock | Phone: 360.274.8181 | Fax: 360.274.4876 | www.ci.castle-rock.wa.us
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor Castle Rock Community Development Alliance	Address/City/State/Zip PO Box 931 Castle Rock, WA 98611	
Contact Person Dawn Smith	Phone 360.749.6799	Email Smithdm317@yahoo.com
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Address/City/State/Zip (if different from above) Phone Email 	
Are there other individuals authorized to act on behalf of the Organization/Sponsor? Mike Dorse ☒ YES ☐ NO If yes, please provide their name and contact information:		

Event Information

Event Name Castle Rock Festival of Lights		Date(s) of event Dec 10 2022	Estimated # of participants for event 2500
Start Time 2 AM/PM ☒	End Time 10 AM/PM ☒	Setup Time 10 AM/PM ☒	Takedown Time 10 AM/PM ☒
Is this an annual event? ☒ YES ☐ NO*		Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.	
Have you previously requested a permit for such activity? Yes		If yes, approximate date? Dec. 2021	
Are participants required to pay a fee? no - free Event		Are participants to make a donation? no	
Will this event impede traffic? ☒ YES ☐ NO		Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO	
		Utilize sidewalks only? ☐ YES ☐ NO	
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.)			

Type of Use

Type of use requested ☒ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party	
Where is use requested? ☐ Park area*/where? _____ ☐ Private property/where? _____ ☐ Park building*/which one? _____ ☐ Other _____	
*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.	
Please check all that apply to this event: ☒ Requesting closure/impediment of a street or public right-of-way. (Please attach a map and mark location.) ☐ Requesting to erect structure(s)/tent(s). Number and location _____ ☒ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☒ NO ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas. ☐ Participants will be required to pay a fee. ☐ Participants will be asked to make a donation.	
Permit holders are responsible for cleanup of debris in connection with their activities.	

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain <i>Street Closures</i>	Police Department (example: traffic, patrol, security) - Explain
Building/Planning Division (example: electrical, temporary structures) - Explain	Other - Explain

Insurance Information

The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant Name (please print) <i>Dawn Smith</i>	Applicant Signature <i>Dawn M Smith</i>
Organization/Title <i>CRCDA Secretary / Event Coordinator</i>	Date <i>9/29/2022</i>

Add additional information on separate sheets as needed.

City Use Only

Other permits required in conjunction with this permit:

☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other: _____

Fees/Payments/Refunds

	Fee(s)	Initial(s)	Date(s)
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			

Proof of insurance required? ☐ Yes ☐ No	Bond Required? ☐ Yes ☐ No
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WAIVER of LIABILITY

HOLD HARMLESS - Applicant shall defend, indemnify and hold harmless the City of Castle Rock, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by applicant, participant, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Castle Rock.

Organization: Castle Rock Community Development Alliance

Title of Event: Castle Rock Festival of Lights

Date of Event: December 10

Phone Number: 360.749.6799

Name of Applicant (please print): Dawn Smith

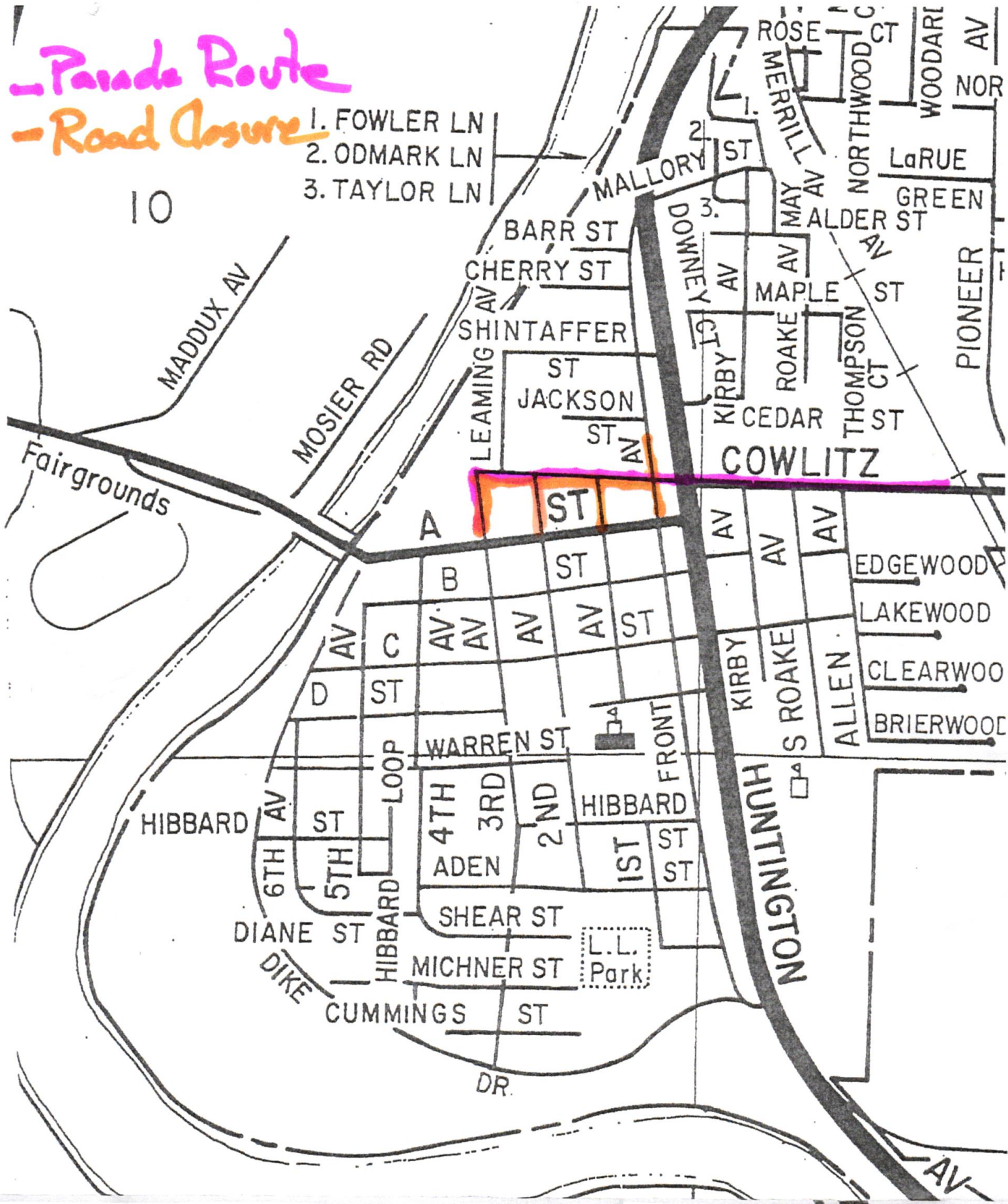
Signature of Applicant: Dawn M Smith

Date Signed: Sept. 29, 2022

Parade Route
Road Closure 1. F
2. O

1. FOWLER LN
2. ODMARK LN
3. TAYLOR LN

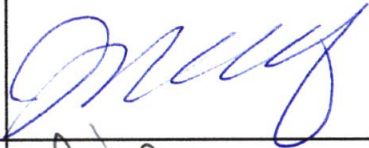
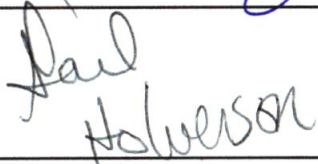
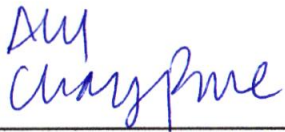
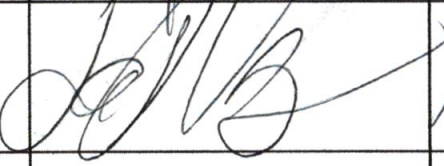
10



Special Event Signature Collection Sheet

Event: CRFOL Date: 12/10/2022 Time: 2 to 10

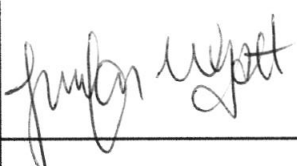
By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Jennifer Engkraft		Vault Books + Brew	20 Cowlitz	X	
Brener Futures		—	6 Cowlitz	X	
		Amy Craypool	2 Cowlitz St. W.	X	
Stephanie Moore		Napa		X	
Jason Vogt		Plentz	101 Front Ave. SW		
Maddi Klingberg (Ashlee Easterton)		Crosscut	21 W.	X	
Jana Gann		Knotty Stitches	105 Cowlitz St W	✓	

Special Event Signature Collection Sheet

Event: Festival of Lights Date: Dec 10 Time: 2 to 10

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Pharmacy			117 1st Ave	✓	
PT Northwest			51 cowlitz st	✓	
Business + Tax Services Mike Hickman			47 cowlitz st W	✓	
Parwell Farms			32 cowlitz st	X	
Farmers insurance			31 cowlitz st	✓	
Pestime				✓	
Mount St. Helens Creation Center			147 S. Front Ave.	✓	

Special Event Signature Collection Sheet

Event: FOL Date: 12-10-22 Time: 2 to 10

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Jack Vennart		Oasis per Robin		X	

Special Event Signature Collection Sheet

Event: CRFOL Date: 2/10/2022 Time: 2 to 10 pm

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Ben Trigsted	<i>Ben Trigsted</i>	First Baptist Castle Rock	211 Front Ave NW Castle Rock, WA	X	
Lesa Klein	<i>Lesa Klein</i>	Cascade Select	204 W. Cowlitz	X	
VICKI SELANDER	<i>Vicki Selander</i>	Lebrary	137 Cowlitz	X	
Wm. Dean Pollock Jr	<i>Wm. Dean Pollock Jr</i>	BLUEBERRY HILL	123 COWITZ	X	
Muhale Barnes	<i>Muhale Baus</i>	New York	109 Cowlitz St	X	
Rusty Eiche	<i>Rusty Eiche</i>	Bred Fields	102 Cowlitz	X	
Calle Auman	<i>Calle Auman</i>	CMAWA	113 1st Ave SW	X	