



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, September 25, 2023
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 - maximum 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

1. Financial Reports (page 3-7)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

9. NEW BUSINESS

- a. Interlocal Agreement with Cowlitz County for Participation in the Spillman Records Management System. Costs will be \$7,094 in 2024 and \$7,277 in 2025. Additional costs for After-Hours is approximately \$6,979 in 2024 and \$7,113 in 2025. (page 8-20)
- b. Ordinance No. 2023-09, an ordinance of the City of Castle Rock, Washington amending, in part, Chapter 13.06 Water and Sewer Regulations of the Castle Rock Municipal Code. (page 21-22)

c. Ordinance No. 2023-10, an ordinance of the City of Castle Rock, Washington amending CRMC 2.40 regarding Office Hours. (page 23)

d. Special Event Permit #2023-0017; St Paul Lutheran Church - Oktoberfest; October 14, 2023 between 5:30 PM and 9:00 PM. Includes street closure of 1st Ave SW between B St SW and C St SW. Insurance has been received. (page 24-30)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q23</u>	<u>1Q24</u>	<u>2Q24</u>	<u>3Q24</u>
October 09	January 08	April 08	July 08
October 23	January 22	April 22	July 22
November 13	February 12	May 13	August 12
November 27	February 26	Tuesday, May 28	August 26
December 11	March 11	June 10	September 09
Wednesday, December 27	March 25	June 24	September 23

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.

2023 Expenditures

Fund	Sub	#	January	February	March	April	May	June	July	August	Total	Budget	Remaining	% Expended
General	Legislative	010 0 010	6,802.29	10,316.35	5,518.52	5,135.43	5,034.19	5,998.59	4,987.19	7,432.56	51,225.12	87,946.00	36,720.88	58.25%
	Municipal	010 0 020	4,538.88	7,923.80	7,085.79	5,471.47	7,660.40	5,185.53	8,611.41	4,155.50	50,632.78	84,242.00	33,609.22	60.10%
	Financial	010 0 030	12,794.54	17,278.52	29,320.23	15,194.29	11,113.09	10,890.12	10,992.67	11,250.80	118,834.26	218,426.00	99,591.74	54.40%
	Law Enforcement	010 0 040	103,335.70	162,071.49	109,110.52	78,649.31	78,847.74	85,472.32	114,139.24	79,935.27	811,561.59	1,255,909.00	444,347.41	64.62%
	Parks	010 0 060	185.35	3,627.65	335.40	30,704.09	1,472.60	604.22	2,726.76	1,552.95	41,209.02	13,860.00	(27,349.02)	297.32%
	Building/Planning	010 0 070	7,692.82	6,478.28	7,913.88	11,834.71	6,477.43	8,409.18	7,601.87	11,105.17	67,513.34	128,848.00	61,334.66	52.40%
	Non-Departmental	010 0 099	161,092.96	21,511.16	10,590.75	4,306.66	36,716.27	11,584.74	9,226.80	33,402.32	288,431.66	523,108.00	234,676.34	55.14%
General Total		010	296,442.54	229,207.25	169,875.09	151,295.96	147,321.72	128,144.70	158,285.94	148,834.57	1,429,407.77	2,312,339.00	882,931.23	61.82%
Streets		100	14,868.92	14,356.79	26,153.28	29,160.71	7,256.79	9,132.57	11,678.92	13,318.05	125,926.03	199,629.00	73,702.97	63.08%
Building Code		115	3,257.22	5,123.58	4,061.07	4,380.53	2,408.69	1,168.18	3,566.85	2,119.23	26,085.35	51,129.00	25,043.65	51.02%
Visitor Center		120	1,654.71	1,374.30	555.84	446.94	1,729.42	925.53	3,871.87	1,818.29	12,376.90	19,529.00	7,152.10	63.38%
Library		130	716.84	5,481.93	1,213.92	459.75	538.77	360.53	446.21	386.61	9,604.56	35,566.00	25,961.44	27.00%
Criminal Justice		140	142.50	-	-	142.50	-	-	460.30	67.08	812.38	1,667.00	854.62	48.73%
Local Criminal Justice		145	505.43	10,639.42	1,073.52	7,949.06	6,594.68	7,221.01	1,209.75	-	35,192.87	39,728.00	4,535.13	88.58%
Accumulative Reserve		150	-	-	-	-	-	-	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	8,493.24	14,291.25	9,547.83	4,493.82	17,010.82	14,475.54	4,824.90	7,860.44	80,997.84	374,215.00	293,217.16	21.64%
Public Works Vehicle Replacement		180	88,885.52	-	-	-	-	-	-	-	88,885.52	89,000.00	114.48	99.87%
Police Vehicle Replacement		185	50,487.65	4,543.01	139.31	4,916.27	-	-	-	-	60,086.24	70,000.00	9,913.76	85.84%
Drug Enforcement		190	-	-	-	-	-	-	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	-	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	-	-	-	-	-	-	0.00%
REET Construction		310	-	-	-	21,967.95	-	4,779.46	6,272.59	-	33,020.00	144,800.00	111,780.00	22.80%
Street Construction		320	36.30	-	1,019.13	-	5,480.22	1,156.87	32,877.81	3,237.50	43,807.83	407,000.00	363,192.17	10.76%
Water/Sewer Operating		400	173,951.20	190,300.09	219,181.14	172,790.39	215,144.65	120,242.02	123,952.83	130,273.94	1,345,836.26	2,006,873.00	661,036.74	67.06%
Regional Water System		410	59,580.23	62,951.32	47,457.67	43,366.69	32,274.07	32,194.21	41,598.38	139,037.59	458,460.16	611,066.00	152,605.84	75.03%
Stormwater Management		420	15,631.82	17,556.15	9,444.36	13,644.55	10,152.56	10,029.65	14,048.37	9,291.30	99,798.76	144,057.00	44,258.24	69.28%
Stormwater Capital		425	-	-	-	-	6,323.89	-	-	-	6,323.89	25,000.00	18,676.11	25.30%
Regional Water Capital		430	18.38	9,418.69	83.83	(57.80)	73.50	-	-	-	9,536.60	16,225.00	6,688.40	58.78%
Muni Water Capital Improvement		435	201,937.99	18,852.22	55,040.53	470,235.92	909,430.66	817,319.05	136,021.47	119,655.28	2,728,493.12	4,422,700.00	1,694,206.88	61.69%
Water Bond Reserve		440	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	-	-	-	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	-	-	-	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	149.68	513.66	38,358.99	18,519.39	4,886.29	32,048.77	4,825.63	28,376.12	127,678.53	201,100.00	73,421.47	63.49%
Boat Launch Facility		475	1,570.04	5,371.40	1,076.60	18,524.61	1,157.87	696.61	550.32	2,229.88	31,177.33	1,030,479.00	999,301.67	3.03%
Utility Deposit		631	488.61	80.00	570.95	272.36	640.00	760.00	808.59	625.88	4,246.39	10,000.00	5,753.61	42.46%
Transportation Benefit District		632	-	4,121.00	-	-	-	-	22,860.44	-	26,981.44	207,700.00	180,718.56	12.99%
TBD Capital Project		633	-	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	802.70	403.43	1,217.81	296.22	391.63	1,057.80	456.23	1,340.45	5,966.27	24,510.00	18,543.73	24.34%
Totals			919,621.52	594,585.49	586,070.87	962,805.82	1,368,816.23	1,181,712.50	568,617.40	608,472.21	6,790,702.04	12,445,312.00	5,654,609.96	54.56%
Balance Check			919,621.52	594,585.49	586,070.87	962,805.82	1,368,816.23	1,181,712.50	568,617.40	608,472.21	6,790,702.04	12,445,312.00	5,654,609.96	
s/b -0-			-	-	-	-	-	-	-	-	-	-	-	

2023 Revenue

Fund	#	January	February	March	April	May	June	July	August	Total	Budget	Remaining	% Received
General	010	152,036.78	110,779.02	140,237.95	161,661.38	297,154.07	172,860.83	140,784.41	167,752.33	1,343,266.77	2,043,364.00	700,097.23	65.74%
Streets	100	77,403.14	3,374.12	7,132.08	3,238.83	3,913.97	5,051.20	4,065.10	20,679.04	124,857.48	175,950.00	51,092.52	70.96%
Building Code	115	6,923.98	5,243.18	18,263.49	1,391.99	3,694.05	4,880.07	7,782.67	2,764.88	50,944.31	50,000.00	(944.31)	101.89%
Visitor Center	120	504.30	1,889.90	669.83	784.28	960.35	1,037.01	1,437.27	2,038.01	9,320.95	16,075.00	6,754.05	57.98%
Library	130	1,598.47	880.89	1,149.86	527.95	16,293.07	195.54	270.92	233.95	21,150.65	16,200.00	(4,950.65)	130.56%
Criminal Justice	140	4,592.35	89.07	117.49	1,125.45	134.23	132.30	1,166.41	121.25	7,478.55	3,200.00	(4,278.55)	233.70%
Local Criminal Justice	145	4,938.71	5,927.83	4,988.66	5,140.69	5,707.36	5,539.33	5,711.01	12,534.42	50,488.01	45,000.00	(5,488.01)	112.20%
Accumulative Reserve	150	56.13	49.48	64.83	66.00	72.56	71.51	60.98	63.81	505.30	-	(505.30)	0.00%
CDBG Grant/Home Rehab Proj	160	561.33	504.74	668.50	673.21	747.31	736.58	631.10	663.68	5,186.45	-	(5,186.45)	0.00%
DOT Spoils Site	170	33,563.59	10,688.75	43,334.90	9,166.18	16,090.70	4,241.93	2,507.19	58.28	119,651.52	346,500.00	226,848.48	34.53%
Public Works Vehicle Replacement	180	30,157.17	2.48	-	3.29	3.63	3.58	3.05	3.19	30,176.39	30,000.00	(176.39)	100.59%
Police Vehicle Replacement	185	60,022.45	47.01	60.77	62.69	36.28	35.76	30.48	31.91	60,327.35	60,000.00	(327.35)	100.55%
Drug Enforcement	190	7.49	7.42	8.10	9.89	10.88	10.72	9.15	9.57	73.22	200.00	126.78	36.61%
Low Income Housing	195	160.91	3,153.40	202.58	204.60	228.54	225.26	192.08	201.02	4,568.39	3,000.00	(1,568.39)	152.28%
Swimming Pool Construction	300	411.64	376.08	498.33	501.60	558.67	10,706.79	503.06	526.48	14,082.65	10,160.00	(3,922.65)	138.61%
REET Capital Fund	310	4,705.75	1,531.90	469.97	3,942.42	2,086.79	10,081.57	8,299.74	3,805.78	34,923.92	45,000.00	10,076.08	77.61%
Street Construction	320	2,989.24	-	-	-	-	-	-	12,181.44	15,170.68	407,000.00	391,829.32	3.73%
Water/Sewer Operating	400	140,025.74	157,404.97	176,291.30	157,093.30	157,846.26	181,717.67	177,312.08	184,111.76	1,331,803.08	1,948,949.00	617,145.92	68.33%
Regional Water System	410	49,863.26	75,921.22	56,965.58	58,892.52	57,801.04	53,005.30	52,765.37	52,888.55	458,102.84	611,066.00	152,963.16	74.97%
Stormwater Management	420	11,430.26	12,162.98	15,929.08	11,681.01	12,009.82	14,333.98	10,139.23	11,738.69	99,425.05	141,831.00	42,405.95	70.10%
Stormwater Capital	425	41.16	49.48	64.83	66.00	72.56	46.48	42.68	44.68	427.87	-	(427.87)	0.00%
Regional Water Capital	430	10,190.86	212.78	6,879.56	4,483.80	322.86	321.80	274.40	287.17	22,973.23	15,000.00	(7,973.23)	153.15%
Muni Water Capital Improvement	435	1,161,013.18	5,522.43	11,707.26	9,465.81	383,325.89	690,820.46	3,277.48	410,009.61	2,675,142.12	3,175,000.00	499,857.88	84.26%
Water Bond Reserve	440	6,907.39	512.16	676.60	683.10	758.19	747.30	640.25	673.25	11,598.24	6,376.00	(5,222.24)	181.90%
Sewer Bond Reserve	450	18,671.77	791.75	1,049.33	1,056.02	1,171.75	1,158.50	990.87	1,040.20	25,930.19	17,841.00	(8,089.19)	145.34%
Sewer Loan Reserve Fund	460	1,697.65	49.48	64.83	66.00	72.56	71.51	60.98	63.81	2,146.82	1,649.00	(497.82)	130.19%
Short Lived Asset Reserve Fund	463	3,452.75	116.29	153.95	155.10	170.50	171.64	146.34	153.16	4,519.73	3,333.00	(1,186.73)	135.61%
Emerg Repair/Replace Res Fund	465	-	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve	470	684.82	633.40	4,938.66	844.81	747.31	718.70	518.30	529.67	9,615.67	2,500.00	(7,115.67)	384.63%
Boat Launch Facility	475	878.53	751.39	3,163.10	761.89	1,473.64	845.82	1,850.91	1,181.77	10,907.05	1,033,800.00	1,022,892.95	1.06%
Utility Deposit	631	682.08	345.57	1,363.09	807.50	1,235.71	1,475.32	1,117.81	808.88	7,835.96	10,000.00	2,164.04	78.36%
Transportation Benefit District	632	10,923.87	13,769.89	11,743.90	10,930.79	14,288.60	13,558.78	13,857.78	16,120.87	105,194.48	150,095.00	44,900.52	70.09%
TBD Capital Project	633	-	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Through Fund	634	778.20	406.68	535.56	353.47	423.13	1,206.80	590.73	1,128.45	5,423.02	24,510.00	19,086.98	22.13%
Totals		1,797,874.95	413,195.74	509,393.97	445,841.57	979,412.28	1,176,010.04	437,039.83	904,449.56	6,663,217.94	10,393,599.00	3,730,381.06	64.11%
Balance Check		1,797,874.95	413,195.74	509,393.97	445,841.57	979,412.28	1,176,010.04	437,039.83	904,449.56	6,663,217.94	10,393,599.00	3,730,381.06	
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2023 Expense/Revenue Comparison

Expenses					Revenue							% of Actual
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less Actual Expenses	% of Budget Expended	Actual Revenue Less Actual Expenses	Revenue Expended	
General Total	010	1,429,407.77	2,312,339.00	61.82%	1,343,266.77	2,043,364.00	65.74%	613,956.23	69.95%	(86,141.00)	106.41%	
Streets	100	125,926.03	199,629.00	63.08%	124,857.48	175,950.00	70.96%	50,023.97	71.57%	(1,068.55)	100.86%	
Building Code	115	26,085.35	51,129.00	51.02%	50,944.31	50,000.00	101.89%	23,914.65	52.17%	24,858.96	51.20%	
Visitor Center	120	12,376.90	19,529.00	63.38%	9,320.95	16,075.00	57.98%	3,698.10	76.99%	(3,055.95)	132.79%	
Library	130	9,604.56	35,566.00	27.00%	21,150.65	16,200.00	130.56%	6,595.44	59.29%	11,546.09	45.41%	
Criminal Justice	140	812.38	1,667.00	48.73%	7,478.55	3,200.00	233.70%	2,387.62	25.39%	6,666.17	10.86%	
Local Criminal Justice	145	35,192.87	39,728.00	88.58%	50,488.01	45,000.00	112.20%	9,807.13	78.21%	15,295.14	69.71%	
Accumulative Reserve	150	-	-		505.30	-		-		505.30	0.00%	
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	5,186.45	-		-		5,186.45	0.00%	
DOT Spoils Site	170	80,997.84	374,215.00	21.64%	119,651.52	346,500.00	34.53%	265,502.16	23.38%	38,653.68	67.69%	
Public Works Vehicle Replacement	180	88,885.52	89,000.00	99.87%	30,176.39	30,000.00	100.59%	(58,885.52)	296.29%	(58,709.13)	294.55%	
Police Vehicle Replacement	185	60,086.24	70,000.00	85.84%	60,327.35	60,000.00	100.55%	(86.24)	100.14%	241.11	99.60%	
Drug Enforcement	190	-	-		73.22	200.00	36.61%	200.00	0.00%	73.22	0.00%	
Low Income Housing	195	-	-		4,568.39	3,000.00	152.28%	3,000.00	0.00%	4,568.39	0.00%	
Swimming Pool Construction	300	-	-		14,082.65	10,160.00	138.61%	10,160.00	0.00%	14,082.65	0.00%	
REET Construction	310	33,020.00	144,800.00	22.80%	34,923.92	45,000.00	77.61%	11,980.00	73.38%	1,903.92	94.55%	
Street Construction	320	43,807.83	407,000.00	10.76%	15,170.68	407,000.00	3.73%	363,192.17	10.76%	(28,637.15)	288.77%	
Water/Sewer Operating	400	1,345,836.26	2,006,873.00	67.06%	1,331,803.08	1,948,949.00	68.33%	603,112.74	69.05%	(14,033.18)	101.05%	
Regional Water System	410	458,460.16	611,066.00	75.03%	458,102.84	611,066.00	74.97%	152,605.84	75.03%	(357.32)	100.08%	
Stormwater Management	420	99,798.76	144,057.00	69.28%	99,425.05	141,831.00	70.10%	42,032.24	70.36%	(373.71)	100.38%	
Stormwater Capital	425	6,323.89	25,000.00	25.30%	427.87	-		(6,323.89)		(5,896.02)	1477.99%	
Regional Water Capital	430	9,536.60	16,225.00	58.78%	22,973.23	15,000.00	153.15%	5,463.40	63.58%	13,436.63	41.51%	
Muni Water Capital Improvement	435	2,728,493.12	4,422,700.00	61.69%	2,675,142.12	3,175,000.00	84.26%	446,506.88	85.94%	(53,351.00)	101.99%	
Water Bond Reserve	440	-	-		11,598.24	6,376.00	181.90%	6,376.00	0.00%	11,598.24	0.00%	
Sewer Bond Reserve	450	-	-		25,930.19	17,841.00	145.34%	17,841.00	0.00%	25,930.19	0.00%	
Sewer Loan Reserve Fund	460	-	-		2,146.82	1,649.00	130.19%	1,649.00	0.00%	2,146.82	0.00%	
Short Lived Asset Reserve Fund	463	-	-		4,519.73	3,333.00	135.61%	3,333.00	0.00%	4,519.73	0.00%	
Emerg Repair/Replace Res Fund	465	-	-		-	-		-		-		
Muni Sewer Cap Impr Reserve	470	127,678.53	201,100.00	63.49%	9,615.67	2,500.00	384.63%	(125,178.53)	5107.14%	(118,062.86)	1327.82%	
Boat Launch Facility	475	31,177.33	1,030,479.00	3.03%	10,907.05	1,033,800.00	1.06%	1,002,622.67	3.02%	(20,270.28)	285.85%	
Utility Deposit	631	4,246.39	10,000.00	42.46%	7,835.96	10,000.00	78.36%	5,753.61	42.46%	3,589.57	54.19%	
Transportation Benefit District	632	26,981.44	207,700.00	12.99%	105,194.48	150,095.00	70.09%	123,113.56	17.98%	78,213.04	25.65%	
TBD Capital Project	633	-	-		-	-		-		-		
State Custodial Pass-Thru Fund	634	5,966.27	24,510.00	24.34%	5,423.02	24,510.00	22.13%	18,543.73	24.34%	(543.25)	110.02%	
		6,790,702.04	12,445,312.00	54.56%	6,663,217.94	10,393,599.00	64.11%	3,602,896.96	65.34%	(127,484.10)	101.91%	
Balance Check		6,790,702.04	12,445,312.00		6,663,217.94	10,393,599.00		3,602,896.96		(127,484.10)		
s/b -0-		-	-		-	-		-		(0.00)		



Cash and Investment Activity

Period: 2023 - Aug
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$422,125.96	\$907,584.67	\$163,546.88	\$192,124.35	\$397,753.94	\$950,874.45	\$1,348,628.39
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	(\$2,699.92)	\$9,446.68	\$25,796.57	\$13,337.20	\$9,778.60	\$4,329.15	\$14,107.75
115 Building Code Account Fund	\$32,522.29	\$57,356.15	\$2,480.90	\$8,972.06	\$26,315.11	\$64,208.98	\$90,524.09
120 Visitor Center Fund	\$609.94	\$6,073.44	\$3,782.30	\$1,837.44	\$2,573.95	\$4,329.15	\$6,903.10
130 Library Fund	\$8,936.81	\$18,219.32	\$147.80	\$1,646.44	\$7,524.32	\$19,479.15	\$27,003.47
140 Criminal Justice Fund	\$13,562.90	\$24,966.80	\$0.00	\$2,515.53	\$11,168.62	\$27,415.25	\$38,583.87
145 Local Criminal Justice Fund	\$35,475.04	\$62,754.54	\$12,221.73	\$7,948.15	\$40,061.31	\$70,702.69	\$110,764.00
150 Accumulative Reserve Fund	\$7,404.84	\$13,495.98	\$0.00	\$932.83	\$6,535.82	\$14,428.81	\$20,964.63
160 CDBG Grant/Home Rehab Project	\$68,609.88	\$139,680.10	\$0.00	\$10,381.58	\$58,891.98	\$150,061.68	\$208,953.66
170 DOT Spoil Site Fund	\$2,735.92	\$9,446.68	\$847.68	\$7,898.72	(\$4,276.84)	\$8,657.28	\$4,380.44
180 Public Works Vehicle Replacement	\$743.31	\$675.05	\$0.00	\$46.14	\$700.36	\$721.19	\$1,421.55
185 Police Vehicle Replacement Fund	\$3,570.35	\$6,747.48	\$0.00	\$467.43	\$3,134.83	\$7,214.91	\$10,349.74
190 Drug Enforcement Fund	\$1,234.34	\$2,024.15	\$0.00	\$140.42	\$1,103.49	\$2,164.57	\$3,268.06
195 Low Income Housing Fund	\$21,427.84	\$42,511.08	\$0.00	\$2,939.94	\$18,688.92	\$45,451.02	\$64,139.94
300 Swimming Pool Const Fund, 1987	\$54,583.83	\$111,339.06	\$0.00	\$7,700.42	\$47,409.89	\$119,039.48	\$166,449.37
310 REET Capital Fund	\$45,950.12	\$91,095.59	\$3,349.50	\$12,071.69	\$37,684.21	\$103,167.28	\$140,851.49
320 Street Construction Capital Fund	(\$46,891.92)	\$0.00	\$12,181.44	\$3,237.50	(\$37,947.98)	\$0.00	(\$37,947.98)
400 Water/Sewer Operating Fund	\$306,122.59	\$524,305.94	\$181,457.03	\$206,216.73	\$284,017.62	\$600,248.73	\$884,266.35
410 Regional Water System Fund	\$205,710.46	\$403,520.20	\$50,942.17	\$175,603.77	\$82,995.24	\$440,086.38	\$523,081.62
420 Stormwater Management Fund	(\$9,486.85)	\$0.00	\$11,738.69	\$9,291.30	(\$7,039.46)	\$0.00	(\$7,039.46)
425 Stormwater Capital Reserve Fund	\$4,597.04	\$9,446.68	\$0.00	\$654.00	\$3,987.72	\$10,100.68	\$14,088.40
430 Regional Water Capital Improvement	\$30,015.46	\$60,730.40	\$0.00	\$4,200.77	\$26,101.86	\$64,931.17	\$91,033.03
435 Muni Water Capital Improvement	\$216,872.88	\$725,391.48	\$455,792.37	\$122,661.00	\$553,009.97	\$679,608.72	\$1,232,618.69
440 Water Bond Reserve Fund	\$69,472.71	\$141,704.25	\$0.00	\$10,522.00	\$59,623.96	\$152,226.25	\$211,850.21
450 Sewer Bond Reserve Fund	\$107,448.69	\$219,304.87	\$0.00	\$15,888.33	\$92,600.56	\$235,193.20	\$327,793.76
460 Sewer Loan Reserve Fund	\$7,000.37	\$13,495.98	\$0.00	\$932.83	\$6,131.35	\$14,428.81	\$20,560.16
463 Short Lived Asset Reserve Fund	\$15,974.17	\$32,389.34	\$0.00	\$2,240.82	\$13,886.51	\$34,630.16	\$48,516.67
470 Muni Sewer Capital Imprv Reserve	\$51,511.31	\$114,713.30	\$0.00	\$33,423.49	\$18,617.49	\$119,760.67	\$138,378.16
475 Boat Launch Facility Fund	\$9,349.15	\$16,195.17	\$1,102.00	\$4,071.48	\$6,459.44	\$18,036.77	\$24,496.21
631 Utility Deposit Fund	\$25,870.11	\$52,632.81	\$14.12	\$3,720.07	\$22,413.04	\$56,272.88	\$78,685.92
632 Transportation Benefit District Fund	\$216,591.89	\$0.00	\$16,120.87	\$0.00	\$232,712.76	\$0.00	\$232,712.76
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$0.00	\$3,456.17	\$0.00	\$3,456.17
634 State Custodial Pass-Thru Fund	\$2,028.32	\$0.00	\$1,128.45	\$1,340.45	\$1,816.32	\$0.00	\$1,816.32
	\$1,933,196.00	\$3,817,247.19	\$942,650.50	\$864,964.88	\$2,028,651.08	\$4,017,769.46	\$6,046,420.54



Investments Activity

Period: 2023 - Aug
Period Totals: Period

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$907,584.67	\$39,084.33	\$0.00	\$4,205.45	\$950,874.45
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$9,446.68	\$0.00	\$5,136.68	\$19.15	\$4,329.15
115	Building Code Account Fund	\$57,356.15	\$6,568.85	\$0.00	\$283.98	\$64,208.98
120	Visitor Center Fund	\$6,073.44	\$0.00	\$1,763.44	\$19.15	\$4,329.15
130	Library Fund	\$18,219.32	\$1,173.68	\$0.00	\$86.15	\$19,479.15
140	Criminal Justice Fund	\$24,966.80	\$2,327.20	\$0.00	\$121.25	\$27,415.25
145	Local Criminal Justice Fund	\$62,754.54	\$7,635.46	\$0.00	\$312.69	\$70,702.69
150	Accumulative Reserve Fund	\$13,495.98	\$869.02	\$0.00	\$63.81	\$14,428.81
160	CDBG Grant/Home Rehab Project	\$139,680.10	\$9,717.90	\$0.00	\$663.68	\$150,061.68
170	DOT Spoil Site Fund	\$9,446.68	\$0.00	\$827.68	\$38.28	\$8,657.28
180	Public Works Vehicle Replacement	\$675.05	\$42.95	\$0.00	\$3.19	\$721.19
185	Police Vehicle Replacement Fund	\$6,747.48	\$435.52	\$0.00	\$31.91	\$7,214.91
190	Drug Enforcement Fund	\$2,024.15	\$130.85	\$0.00	\$9.57	\$2,164.57
195	Low Income Housing Fund	\$42,511.08	\$2,738.92	\$0.00	\$201.02	\$45,451.02
300	Swimming Pool Const Fund, 1987	\$111,339.06	\$7,173.94	\$0.00	\$526.48	\$119,039.48
310	REET Capital Fund	\$91,095.59	\$11,615.41	\$0.00	\$456.28	\$103,167.28
320	Street Construction Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Water/Sewer Operating Fund	\$524,305.94	\$73,288.06	\$0.00	\$2,654.73	\$600,248.73
410	Regional Water System Fund	\$403,520.20	\$34,619.80	\$0.00	\$1,946.38	\$440,086.38
420	Stormwater Management Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
425	Stormwater Capital Reserve Fund	\$9,446.68	\$609.32	\$0.00	\$44.68	\$10,100.68
430	Regional Water Capital Improvement	\$60,730.40	\$3,913.60	\$0.00	\$287.17	\$64,931.17
435	Muni Water Capital Improvement	\$725,391.48	\$0.00	\$48,788.48	\$3,005.72	\$679,608.72
440	Water Bond Reserve Fund	\$141,704.25	\$9,848.75	\$0.00	\$673.25	\$152,226.25
450	Sewer Bond Reserve Fund	\$219,304.87	\$14,848.13	\$0.00	\$1,040.20	\$235,193.20
460	Sewer Loan Reserve Fund	\$13,495.98	\$869.02	\$0.00	\$63.81	\$14,428.81
463	Short Lived Asset Reserve Fund	\$32,389.34	\$2,087.66	\$0.00	\$153.16	\$34,630.16
470	Muni Sewer Capital Imprv Reserve	\$114,713.30	\$4,517.70	\$0.00	\$529.67	\$119,760.67
475	Boat Launch Facility Fund	\$16,195.17	\$1,761.83	\$0.00	\$79.77	\$18,036.77
631	Utility Deposit Fund	\$52,632.81	\$3,391.19	\$0.00	\$248.88	\$56,272.88
632	Transportation Benefit District Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	TBD Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	State Custodial Pass-Thru Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$3,817,247.19	\$239,269.09	\$56,516.28	\$17,769.46	\$4,017,769.46

**INTERLOCAL AGREEMENT
FOR
PARTICIPATION IN THE SPILLMAN
RECORDS MANAGEMENT SYSTEM
COST SHARE AGREEMENT**

THIS AGREEMENT made and entered into this _____ day of _____, 20____, between **COWLITZ COUNTY**, a political subdivision of the State of Washington, acting by and through the Board of Commissioners, hereinafter referred to as "County", and the **CITY OF CASTLE ROCK**, a political subdivision of the State of Washington, acting by and through its Mayor hereinafter referred to as "City".

WHEREAS, the City of Castle Rock wishes to participate in the use of the Spillman Records Management System hosted by the Cowlitz County Sheriff's Office, which is used for, among other things electronic document imaging, records storage, law enforcement officer field reporting and crime analysis/mapping; and

WHEREAS, Cowlitz County has agreed to act as the "host agency" and the City of Castle Rock will participate as a "shared agency"; and

WHEREAS, the parties hereto have the authority to enter into inter-local agreements under Chapter 39.34 Revised Code of Washington for joint and cooperative actions, including provisions to finance joint or cooperative undertakings, and to pay for services to be provided by one government to another.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement, the parties agree to as follows:

1. Use of and access to Spillman RMS shall be under the following conditions:

- a. **Use of Software.** The use of the Spillman RMS software shall be in accordance with the licensing policies of Spillman, Inc. and subject to current and subsequent policies set forth in each User Agency's Software Use Policy. No software may be loaded into this system without the written permission of the System Administrator and the Spillman Oversight Board.
- b. **Proprietary Information.** Proprietary information disclosed by any party to the other for the purposes of this Agreement, which is clearly so identified in writing as proprietary, shall be protected by the recipient in the same manner and to the same degree that the recipient protects its own proprietary information. Such information will be disclosed only to those employees of the recipient requiring access thereto in order to perform this agreement. All information or data on the Spillman RMS shall be treated as proprietary regardless of ownership. All data shall be treated as confidential information in accordance with each agency's policies and Washington State Law.
- c. **System Availability.** The objective of the availability of network connectivity is 100% seven days a week, 24 hours a day. The system will be available except for scheduled maintenance, during periods of software and hardware upgrades or modifications or for unanticipated emergency maintenance. Whenever possible, the System Administrator

will notify the user agencies in advance of any expected disruption of connectivity. In the event of unexpected disruption of connectivity, the System Administrator will notify the user agencies at its earliest convenience.

- d. **Scheduled Maintenance.** The System Administrator reserves the right to schedule preventative maintenance on all systems. Preventative maintenance will be scheduled a minimum of two weeks in advance in an attempt to minimize impacts to user agencies. The System Administrator will provide written notice to user agencies of its intent to perform scheduled maintenance and the duration of time the system may be unavailable. If the user agency requires availability of the system during the scheduled maintenance period, user agency must notify the County in writing at least ten (10) days prior to the scheduled maintenance period. The System Administrator will use its best efforts to minimize disruption of connectivity.
- e. **Emergency Maintenance.** Emergency maintenance will be coordinated with user agencies whenever possible.
- f. **Software and Hardware Upgrades and Modifications.** The System Administrator may schedule upgrades and modifications to the software and hardware systems in order to improve or enhance the performance of the Spillman RMS. The System Administrator will make every reasonable effort to schedule the upgrade or modification to minimize impacts to the user agencies. Upgrades must be pre-approved by the Oversight Board (see paragraph M). The System Administrator, in coordination with the user agencies, will make all configuration changes to the system. The user agencies will provide the System Administrator with a primary and an alternate contact name of authorized personnel who can coordinate and/or request changes to the system.
- g. **Disaster Recovery.** The System Administrator will back up data on the Spillman RMS on a daily basis. The backup will be saved for a period of three weeks and then rotated.
- h. **Prohibited Access.** Information in the Spillman RMS must be used exclusively for official criminal justice business. Each party to this agreement warrants and promises that it shall not use or allow others to use directly or indirectly the data, screens, or access thereto as a list or lists of individuals for private business, personal reasons or commercial purposes.
- i. **Data "As Is".** The data to be supplied under the terms of this agreement is provided on an "as is" basis "with all faults". Nothing contained herein shall be construed to require the County to maintain the information or data in a more current form than the County shall from time-to-time determine. The obligations of the County and the rights and remedies of the agencies set forth in the clause are exclusive and in substitution for all the warranties, obligations and liabilities of the County and the rights, claims and remedies of the user agencies against the County express or implied, arising by law or otherwise, with respect to any data provided hereunder, including but not limited to any implied warranty arising from course of performance, courses of dealing or uses of trade,

and any obligation, liability, right, claim or remedy for tort, or for any actual or alleged infringement of patents, copyrights or similar rights of third parties, or for any other direct, incidental or consequential damages.

- j. **Loss or Damage to Agency Supplied Data.** For any loss or damage to agency supplied data or programs, due to the negligence of the County, the County's liability shall be limited to the replacement or regeneration of lost or damaged data from the agency's supporting material. User agency must retain sufficient supporting material, to enable the County to regenerate card, tape, or disc files, printer output, or any other data furnished to the County by the user agency.
- k. **Equipment Damage.** For any equipment damaged as the result of negligence by the parties hereto, the responsible party will be obligated to pay for repair or replacement of that equipment. If multiple parties are negligent, the parties agree to apportion between or among them attributable to the actions of each.
- l. **Software.** Computer applications programs and other software systems furnished to user agencies at no charge to the agencies are furnished on an "as is" basis with no representations or warranties regarding use or results.
- m. **Oversight Board.** To oversee operation of this system, the parties agree that an Oversight Board, consisting of the Cowlitz County Sheriff, Castle Rock Police Chief, Kelso Police Chief, and a combined representative from the Longview Police Department, Kalama Police Department, and Woodland Police Department, shall constitute the oversight authority regarding participation and operational issues. They will work in conjunction with the Cowlitz County Sheriff's Office Records Manager, System Administrator, Cowlitz County Jail representative, and a representative of the Cowlitz County 911 Center who will act as advisors to ensure compliance by all user agencies.
- n. **Contract Administrator.** The Cowlitz County Sheriff's Office Financial Manager shall be the administrator of this agreement.

2. Responsibilities of the County:

- a. **Host Agency.** The County shall act as host agency between the parties to this agreement and Spillman Technologies, Inc. for all contractual and operational matters necessary to implement, operate and maintain the Spillman RMS.
- b. **System Administrator.** With the approval of the Oversight Board, the County shall designate, train and maintain a System Administrator who shall be the point of contact between the County and all user agencies to Spillman. The Oversight Board shall also approve the salary and contract for the System Administrator.

- c. **Data Available.** The County shall allow the Castle Rock Police Department access to computer programs and stored data for which Spillman, Inc. licensing has been purchased. Access between and among the parties to this agreement, to the System's data will be established by the System Administrator and in cooperation with each participating agency. Data entered into the system by an agency becomes a part of the Spillman RMS database and will be subject to maintenance or archival procedures as determined by the System Administrator.
- d. **Access.** Extent of access shall conform to the regulations set forth in the Revised Code of Washington, Chapters 10.97, 13.50, and 42.17A and all other applicable federal, state, and local laws.
- e. **Access to Software and Data.** The County shall not sell, give, loan, lease, or otherwise transfer title, possession, or all allow access or use of any of the software or data by any person, firm, corporation or association not a party to this agreement without prior written approval of the Oversight Board. Such Approval shall not unreasonably be withheld.
- f. **County Operations.** The County may limit, control, or prioritize the access described herein to an extent necessary to prevent such from unreasonably disrupting the County's operations and to prevent excessive interference with other essential functions of the County and to the extent necessary to provide access to its public records by other members of the public.

3. Responsibilities of the User Agencies:

- a. **Agency System Manager.** Each user agency, including the Cowlitz County Sheriff's Office, shall designate a system coordinator and alternate for that agency who shall act as the primary contact with the System Administrator for his/her agency.
- b. **End-user Support.** Each user agency, including the Cowlitz County Sheriff's Office, shall be responsible to equip and train its own users on the use of the Spillman RMS. PROVIDED that the System Administrator may assist with trainings, upon request and expense of a user agency.
- c. **Access to Software and Data.** Users shall not sell, give, loan, lease, or otherwise transfer title, possession, or allow access or use of any of the software or data by any person, firm, corporation or association who is not a party to this agreement without prior written approval of the System Administrator or Oversight Board. Such approval shall not unreasonably be withheld.
- d. **Dissemination of Data.** Dissemination of data or information is the responsibility of the agency recording the data or information in accordance with this Agreement and Public

Records Act, Chapter 10.97. The parties to this agreement will not disclose data except through specific contracts and agreements with application and data owners.

- e. **Indirect Access.** The County's network is protected from the Internet with Firewall security to prevent unauthorized access from the Internet. All user agencies are responsible for securing their organization's computer resources against unauthorized access. Should unauthorized use of the County's access occur, any damages or costs of litigation, including attorney's fees incurred by the County, shall become the financial responsibility of the user agency.
- f. **User Account Access.** Each user of the Spillman RMS will have a unique user account with a unique password. This account will be used within the Spillman RMS to determine system rights of the user and to provide a method of accounting for access to information. If an agency suspects or discovers misuse of any account or data, the agency must investigate and report its findings to the System Administrator. Sanctions for misuse can range from re-training to revoking user's access. The Oversight Board is hereby authorized to mandate sanctions up to and including termination from the Spillman RMS.
- g. **Equipment; Office and Field Environment.** User agencies are responsible for providing its own equipment meeting at least the minimum system requirements and an acceptable environment for all equipment to be used to access the Spillman RMS. Each user agency is responsible for the security, power quality, and cleanliness of the equipment, and environment of its own equipment. Equipment replacement, for whatever reason, is the responsibility of the user agency.
- h. **Connectivity to the Hall of Justice.** User agencies are responsible for providing connectivity to the Hall of Justice as shall be reasonably acceptable to the System Administrator.

4. Additions to the Spillman RMS/Ownership of Assets.

The Spillman RMS described in Exhibit A, is comprised of host agency components and shared agency components. All assets comprising the host agency shall be the property of the County. All assets comprising the shared agency system shall be the property of the agency acquiring the system components. Any agency wishing to add components to the Spillman RMS must notify the System Administrator, in writing, and coordinate installation and operation with the System Administrator. The cost of shared agency components shall be borne by the acquiring agency and the added components shall remain assets of the shared agency and shall not become part of the host agency system. (Example: Agency "A" decides to purchase a scanner for their use and pay for it in full. That scanner remains the property of Agency "A" in total. No other agency nor the Oversight Board may direct its use or disposition.)

The user agencies shall be responsible for any loss or damage to property of the System which results from the negligence of the user agency or which results from the failure on the part of the

user agency to maintain or administer the property in accordance with sound management practices.

If any Spillman RMS property is lost, destroyed, or damaged, the user agency shall immediately notify the System Administrator and shall take all reasonable steps to protect the property from further damage.

The parties to this agreement shall surrender to each other all property in their possession owned by another user or agency prior to settlement or upon completion, termination, or cancellation of this agreement.

5. Termination of Service and Access to Host Agency System.

Upon the effective date of withdrawal from participation in this agreement by any shared agency, the System Administrator shall immediately terminate service to the withdrawing agency.

Use of the Spillman RMS by an agency may also be immediately terminated upon an event default. Events of default include, but are not limited to the following:

- a) Intentional unlawful use of data;
- b) A party to this agreement, or any of its officers, agents, or employees, intentionally uses or attempts to use system information in such a manner as to violate citizen's right to privacy;
- c) A party to this agreement, or any of its officers, agents, or employees, sells, gives, leases, or loans access to the screens of the data contained therein to any person or in any way, directly or indirectly;
- d) A party to this agreement, or any of its officers, agents, or employees, intentionally allows access to the screens of the data contained therein, or any part thereof, to be used as a list of individuals for commercial purposes;
- e) A party to this agreement, or any of its officers, agents, or employees, allows the connection of a computer network operated by an entity that is not a party to this agreement (no third party networks); or
- f) Failure to conform to the security requirements described in 3(e) Indirect Access.

6. Fees for Services / Payments.

Fee calculations shall be the percentage of Spillman RMS user per agency divided by total number of system users. The fees shall include Spillman RMS, System Administrator Costs (salary and training), and Software and Server Maintenance. Spillman Forms, Spillman Evidence Barcodes, and Cop Logic XML Law Interface will be billed based on the calculated percentage of total system users utilizing the individual modules.

Based on these calculations, the City of Castle Rock shall pay 4.6% of the total Spillman RMS cost.

The City of Castle Rock agrees to pay the following fees for Spillman Records Management System as follows:

- January 1 – December 31, 2024: \$7,094
- January 1 – December 31, 2025: \$7,277

The City shall pay such fees directly to the Cowlitz County Sheriff's Office in advance or in quarterly installments at the beginning of each quarter, on or about January 2, April 1, July 1, and October 1, or at such other times as the parties may agree in writing.

7. **Renewal of Agreement.** This agreement may be renewed on the same terms and conditions as provided herein, EXCEPT that fees for the new term shall be mutually agreed upon by the parties prior to expiration of the initial term of this Agreement.
8. **Effective Date/Termination.** The initial term of this Agreement shall be January 1, 2024 until December 31, 2025. Either party may terminate this agreement by giving the other party sixty (60) days written notice thereof.
9. **Monetary Default.** Failure of a party to make payments, as specified, herein, shall constitute a default under the terms of this Agreement. If the default is not cured within forty-five (45) days after the County notifies the City in writing of such default, the System Administrator shall terminate service to the City. All notifications under this section shall be furnished to the Chief of Police of the City in addition to other notices herein required.
10. **Additions to Spillman RMS System.** In the event the parties wish to expand, develop, alter, improve, upgrade or replace the Spillman RMS system, or in the event of a catastrophic failure of the system, the parties agree to cooperate to develop specifications for the expansion, development, alteration, improvement, upgrade or replacement and to negotiate each agencies share of the cost of such expansion, development, alteration, improvement, upgrade or replacement. Nothing herein shall require the City to participate in the expansion, development, alteration, improvement, upgrade or replacement of the Spillman RMS system. However, lack of participation may limit the City's access to the Spillman RMS.
11. **Agreements Affecting Other Governmental Units.** It is acknowledged and understood by the parties that other law enforcement agencies have entered into Agreements containing the same or similar terms as in this Agreement. There shall be no reduction of service to any parties to this Agreement as a result of such similar agreements without the written consent of the parties.
12. **Penalty of Early Termination.** In the event that the City withdraws from this agreement, the annual amounts due from the City for the remainder of the calendar year shall become immediately due and payable; No refunds shall occur nor will any hardware be separated from the System. PROVIDED FURTHER, should the City withdraw voluntarily or involuntarily from this agreement, it may be entitled to a copy of pertinent data within the system at the time of withdrawal.
13. **Indemnification and Hold Harmless Agreement.** The City agrees to indemnify and hold the County and its elective and appointed officers and employees, and all other user agencies, elective and appointed officers and employees, free and harmless from and against all claims, demands

and causes of action and any kind and character, including the cost of defense thereof, arising as the result of the sole negligence of the City or its elective or appointed officers, agents and employees. The City further agrees to indemnify and hold the County and its elective and appointive officers and employees, and all other user agencies, their elected or appointed officers and employees, free and harmless from and against any costs, damages, penalties or attorney's fees suffered or incurred as a consequence of the acts of the County with respect to disclosure or withholding of records in accordance with the policies and directives of the City. The County agrees to indemnify and hold the City and its elective and appointive officers, agents and employees free and harmless from and against all claims, demands and causes of action of any kind or character, including the cost of dense thereof, arising as the result of the sole negligence of the County or its elective or appointed officers and employees.

For the purposes of this section, (a) "claim" means all claims, lawsuits, causes of action, administrative actions, liabilities, settlements, damages, costs, and attorney's fees, and (b) "County" means Cowlitz County, its boards and commissions, and all past, present, and future officials, employees, agents or volunteers. This paragraph shall survive the completion, expiration, and/or termination of this agreement.

14. **Entire Agreement/Amendment.** This Agreement is the entire agreement between the parties and shall not be modified or amended in any manner except by an instrument in writing executed by the parties. No prior agreement, correspondence, or portions thereof shall be used to interpret, modify, or explain the terms of the Agreement in the event that a dispute arises with respect to the Agreement.
15. **Supplemental Agreement.** The parties agree to complete and execute all supplemental documents necessary or appropriate to fully implement the terms of this agreement.
16. **Waiver.** No waiver of any breach of any covenant or agreement contained herein shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of a breach by either party of any covenant, agreement or undertaking, the non-defaulting party may nevertheless accept from the other any payment or payments of performance hereunder without in any way waiving its right to exercise any of its rights and remedies provided for herein or otherwise with respect to any such default or defaults that were in existence at the time such payment or payments or performance were accepted by it. The exercise of any remedy provided by law or the provisions of this Agreement shall not exclude other consistent remedies.
17. **Assignment.** No party shall assign this Agreement, or any part hereof, without the written consent of the other parties. The Agreement shall inure to the benefit of and be binding upon the parties and their successors and permitted assigns.
18. **Applicable Law and Venue.** This Agreement shall be construed in accordance with the laws of the State of Washington. Venue for any dispute related to the Agreement shall be Cowlitz County, Washington.

19. **Severability.** If a court of law determines any provision of the Agreement to be unenforceable or invalid, the parties hereto agree that all other portions of this Agreement shall remain valid and enforceable.
20. **No Third Party Beneficiaries.** This Agreement is made and entered into for the sole protection and benefit of the parties and their successors and permitted assigns. No other person or entity shall have any right of action or interest in this Agreement based upon any provision of the Agreement.
21. **Notices.** All communications, notices and demands of any kind which any party requires or desires to give to any of the other parties shall be in writing and either served on the following individual(s) or deposited in the U.S. Mail, certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to the City of Castle Rock:

Mayor (or successor)
City of Castle Rock
P.O. Box _____
Castle Rock, WA 98611

Copy to:
City Attorney (or successor)
City of Castle Rock
P.O. Box _____
Castle Rock, WA 98611

Copy to:
Chief of Police
City of Castle Rock
P.O. Box _____
Castle Rock, WA 98611

If to Cowlitz County:

Board of County Commissioners
County Administrative Building, Room 300
207 North 4th Ave.
Kelso, WA 98626

Copy to:
Cowlitz County Sheriff's Office
312 SW 1st Ave
Kelso, WA 98626

Copy To:

Cowlitz County Prosecuting Attorney
312 SW 1st Ave
Kelso, WA 98626

22. **Compliance with Laws.** All parties shall comply with all applicable federal, state, and local laws, regulations and rules in performing this agreement.
23. **Interlocal Cooperation Act.** The performance of the obligations of this agreement shall be in compliance with the provisions of RCW 39.34, the Interlocal Cooperation Act. The parties agree that no separate legal administrative entities are necessary in order to carry out this agreement. For purposes of RCW 39.34.030(4)(a), the Budget/Finance Manager of the Cowlitz County Sheriff's Office shall serve as the administrator responsible for administering the joint and cooperative undertaking among the parties to this agreement. There shall be no "joint board" as that term is used in RCW 39.34.030(4)(a), except as noted in 1(M) of this agreement.

BOARD OF COUNTY COMMISSIONERS,
COWLITZ COUNTY, WASHINGTON

Rick Dahl, Chairman

Arne Mortensen, Commissioner

Dennis Weber, Commissioner

Attest:

Kelly Dombrowsky, Clerk of the Board

Approved as to form:

David Berger, Deputy Prosecuting Attorney

CITY OF CASTLE ROCK

Paul Helenberg, Mayor

Attest:

_____, City Attorney

Spillman Cost Allocation 2024											
Spillman #		Spillman Evidence		Cop Logic XML		Software Maint		Equipment		Grand total	
Agency	Users	Spillman %	Tom Stoddard	Spillman	Barcodes	Law Interface	Spillman Forms	Tom Training	Software Maint Costs	Equipment Replacement	
LVPD	75	34.2%	\$ 49,500	\$ 90,655.00	\$ 6,460.00	\$ 3,632.00	\$ 13,825	\$ 3,000.00	\$ 2,600.00	\$ -	\$ 169,671.71
			\$ 16,952.05	\$ 31,046.23	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 60,944
CCSO	75	34.2%	\$ 16,952.05	\$ 31,046.23	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 55,602
KEPD	33	15.1%	\$ 7,458.90	\$ 13,660.34	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 27,261
WDPD	19	8.7%	\$ 4,294.52	\$ 7,865.05	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 13,589
CRPD	10	4.6%	\$ 2,260.27	\$ 4,139.50	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 7,094
KAPD	7	3.2%	\$ 1,582.19	\$ 2,897.65	\$ 2,153.33	\$ 3,632.00	\$ 5,243	\$ 1,027.40	\$ 890.41	\$ -	\$ 5,181
	219	100.0%	\$ 49,500.00	\$ 90,655.00	\$ 6,460.00	\$ 3,632.00	\$ 13,825	\$ 3,000.00	\$ 2,600.00	\$ -	\$ 169,672

*5.77% Cola Tom Stoddard contract/Assume 4% increase all Spillman/Cop Logic Increase
Updated 8-14-2023 kch

*\$90,655 + \$6,460 + \$3,632 = \$100,747

Spillman Cost Allocation 2025											
Spillman #		Spillman Evidence		Cop Logic XML		Software Maint		Equipment		Grand total	
Agency	Users	Spillman %	Tom Stoddard	Spillman	Barcodes	Law Interface	Spillman Forms	Tom Training	Software Maint Costs	Equipment Replacement	
LVPD	75	34.2%	\$ 49,500	\$ 94,281.20	\$ 6,718.40	\$ 3,777.28	\$ 14,377.70	\$ 3,000.00	\$ 2,600.00	\$ -	\$ 174,254.58
			\$ 16,952.05	\$ 32,288.08	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 62,627
CCSO	75	34.2%	\$ 16,952.05	\$ 32,288.08	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 57,072
KEPD	33	15.1%	\$ 7,458.90	\$ 14,206.76	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 28,020
WDPD	19	8.7%	\$ 4,294.52	\$ 8,179.65	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 13,941
CRPD	10	4.6%	\$ 2,260.27	\$ 4,305.08	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 7,277
KAPD	7	3.2%	\$ 1,582.19	\$ 3,013.55	\$ 2,239.47	\$ 3,777.28	\$ 5,452.35	\$ 1,027.40	\$ 890.41	\$ -	\$ 5,318
	219	100.0%	\$ 49,500.00	\$ 94,281.20	\$ 6,718.40	\$ 3,777.28	\$ 14,377.70	\$ 3,000.00	\$ 2,600.00	\$ -	\$ 174,255

*5.77% Cola Tom Stoddard contract (2024-2025 stay the same)/Assume 4% increase all Spillman/Cop Logic Increase
Updated 8-14-2023 kch

2024 After Hours				
City	Population by Jurisdiction	Percentage by Population		Totals
Castle Rock	2,250	2.01%	=	\$6,979
Kalama	3,065	2.74%	=	\$9,507
Kelso	12,410	11.10%	=	\$38,493
Longview	38,530	34.46%	=	\$119,510
Woodland	6,440	5.76%	=	\$19,975
Cowlitz County	49,105	43.92%		\$152,311
	111,800.00	100.0%		\$346,775
2024 Average hourly rate	Hrs in a Year	1 FTE	#FTE's	Total
\$52.07	2148.39	\$111,863	3.1	\$346,775
Updated 8-10-23 kch				
2025 After Hours				
City	Population by Jurisdiction	Percentage by Population		Totals
Castle Rock	2,250	2.01%	=	\$7,113
Kalama	3,065	2.74%	=	\$9,689
Kelso	12,410	11.10%	=	\$39,231
Longview	38,530	34.46%	=	\$121,801
Woodland	6,440	5.76%	=	\$20,358
Cowlitz County	49,105	43.92%		\$155,231
	111,800.00	100.0%		\$353,423
2025 Average hourly rate	Hrs in a Year	1 FTE	#FTE's	Total
\$53.07	2148.39	\$ 114,007	3.1	\$353,423
Updated 8-10-2023 kch				

Draft - Clerk Contract not settled
9/11/23
Kathrina

ORDINANCE NO. 2023-09

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON AMENDING, IN PART, CHAPTER 13.06
WATER AND SEWER REGULATIONS OF THE CASTLE ROCK MUNICIPAL CODE

WHEREAS, the City Council has determined it in the best interest of the City to amend the administrative authority threshold relating to adjustment of utility bills.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Castle Rock, Washington that Castle Rock Municipal Code Chapter 13.06 Water and Sewer Regulations is amended, in part, as follows:

Section 1. 13.06.120 Administrative authority. ~~The city clerk-treasurer is authorized to administratively adjust utility bills (water, sewer and stormwater services) by not more than three-hundred dollars (\$300) per adjustment. Any amount exceeding this threshold must be presented to the city council for their authorization of the adjustment.~~ The Public Works Director is authorized to approve or deny utility leak adjustment requests applicable to CRMC 13.06.130 Basis for adjustment. The Clerk-Treasurer is authorized to administratively adjust approved leak adjustments up to one thousand dollars (\$1,000). Any approved leak adjustment request exceeding this threshold must be presented to the Mayor for their authorization of the adjustment.

Section 2. 13.06.130 Basis for adjustment.

A. The ~~city clerk-treasurer~~ may adjust water bills in the event of any sudden confirmed leak or break. Customer must make a written request to the ~~city clerk-treasurer's office~~ and provide proof of the leak, such proof to include receipts for repair costs, pictures or certification by ~~public works~~ personnel.

B. No adjustments are allowed for the following: leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglect or failure to repair broken pipes, or leaks not repaired within 30 days of notification.

C. It shall be the burden of the customer to prove that the excessive use was the product of a malfunction and that the customer notified the city of the malfunction as soon as practical.

D. No adjustments shall be made until the public works department verifies that a leak no longer exists. All repairs must be made within 30 days of notification that a leak is present.

E. The ~~city clerk-treasurer's office~~ bases the amount of an adjustment on the customer's average for 12 months' consumption, if available. If the customer has not established a history of this length, the average will be determined by using the available consumption history. Only the sewer billing amount will be adjusted for qualified leaks; and the customer will be credited for any amount billed over the customer's average sewer use, for the applicable billing period.

F. If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the ~~public works director~~. The maximum multi-month period will be limited to two consecutive billing cycles.

G. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. The third adjustment request for the same address will not be granted until the customer replaces the plumbing and proof of the repair is provided to the city and verified by the ~~public works department~~ that a leak no longer exists.

H. Adjustments for “special circumstances” may be approved by eCity eCouncil under the following conditions:

1. Nonprofit organizations qualifying for a leak adjustment must submit a written request to the eCity eCouncil requesting special circumstances. Nonprofit organizations must still meet all customer responsibilities outlined in above sections to qualify for a leak adjustment.

2. Usage Associated with Suspected Theft of Services. Utility customer must have filed a police report with the Castle Rock pPolice dDepartment and also must describe actions taken to prevent future accessibility to their service. Adjustments will not be approved until the pPolice dDepartment completes their investigation and provides a recommendation to the eCity eCouncil.

3. Malfunction of City-Owned Equipment. No adjustments shall be approved for this reason without validation by the pPublic wWorks dDirector.

All requests for adjustments due to special circumstances must clearly state the special circumstance, resolution of the problem and any hardships created by the leak. A representative of the organization or service customer will be required to attend the council meeting to provide information to the city council. Based on the information, eCity eCouncil may consider additional adjustment options and must include specific reasons for such action in their motion.

Section 3. Effective Date. The effective date of this ordinance will be five days from publication.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Publication Date:

ORDINANCE NO. 2023-10

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON AMENDING
CRMC 2.40 REGARDING OFFICE HOURS

WHEREAS, the City Council has determined it in the best interest of the citizens and the City of Castle Rock (the "City") organization to adopt a 4 day, 10 hours a day, week of operation for the offices located in City Hall (the "4/10 schedule"); and

WHEREAS, the 4/10 schedule will provide better access for citizens to conduct business with the City earlier and later in the day; and

WHEREAS, the 4/10 schedule will help reduce the costs of operation of some of the City facilities by being open for one less day each week.

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

Section 1. That Chapter 2.40 of the Castle Rock Municipal Code shall be, and is hereby, amended to read as follows:

Chapter 2.40
OFFICE HOURS

Sections:

2.40.010 Designated – Exception.

All offices and departments of the city shall be kept open for the transaction of business with the public from the hours of ~~8:30 a.m. to 4:30 p.m.~~ 7:30 AM to 5:00 PM (standard time or daylight savings time, whichever is the official time for the state on any particular date), ~~five~~ four days per week, Monday through ~~Friday~~ Thursday, excepting legal holidays, provided that the Mayor may authorize any office or department to vary from these hours where it will promote the efficiency of the office or department and provide adequate service to the public. The Mayor may also authorize temporary changes to these days and hours, including closure of offices and departments of the city, from time to time, for purposes of employee safety and/or training.

Section 2. This Ordinance shall be in full force commencing January 1, 2023, being more than thirty (30) days from the date of its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Publication Date: _____

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2023-0017

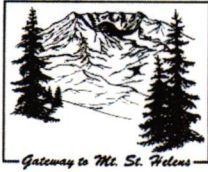
Oktoberfest (St Paul Lutheran Church)

Pastor Norm Arnold 253.740.9007 pastornormarnold@comcast.net

Reviewed by: (mark "X" & date upon review)

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 7/28/2023	No issues.
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 7/28/2023	No issues. 9/18/2023 - No issues with the change (via email response)
☒ Police Charlie Worley, Chief Date: 7/31/2023	No issues. 9/13/2023 - No issues with the change (via email response)
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 9/12/2023	9/12/2023 - via email response
☐ Parks	
☒ Streets	Traffic control devices will be placed at intersections. Applicant will need to move out onto the street when event starts and remove when finished.
☐ Traffic	
☐ Other	
☐ Building/Planning, if needed	
Additional Comments:	
☐ Approved ☐ Denied	Primary responsible department signature Date



Special Event Permit

Permit No. **2023-0017**

City of Castle Rock | Phone: 360.274.8181 | 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 ST PAUL LUTHERAN CHURCH	Address/City/State/Zip 312 FIRST AVE SW		
Contact Person PASTOR NORM ARNOLD	Phone 360-274-6604 253-740-9007	Email PASTORNORMARNOLD@COMCAST.NET	
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? ☒ YES ☐ NO If yes, please provide their name and contact information: RICHARD SKREEN 360-274-8848			

Event Information 10/14/2023

Event Name OKTOBERFEST		Date(s) of event 09/10/2023	Estimated # of participants for event 100-150	
Start Time 5:30 AM - PM	End Time 9:00 AM - PM	Setup Time 2:00 AM - PM	Takedown Time 9:30 AM - PM	Estimated # of volunteers for event 20
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? OCT 2022	
Are participants required to pay a fee? NO			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. WINE / BEER / BRATS / MUSIC REQUEST STREET CLOSURE: FIRST AVE BETWEEN "B" AND "C" ST				

Type of Use

Type of use requested ☐ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☐ Other	Where is use requested? ☐ Park area*/where? ☒ Private property/where? ST PAUL LUTHERAN CHURCH / STREET / PARKING LOT ☐ 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 BEER / FOOD STATION CANOPIES ☒ 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.	

Received
KA

-1-

JUL 27 2023
2023-0017-SEP
Castle Rock
Finance

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain STREET CLOSURE BARRIERS / SIGNAGE	Police Department (example: traffic, patrol, security) - Explain
	Other - Explain

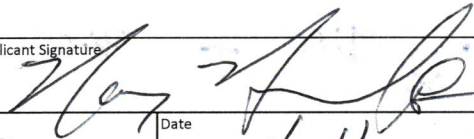
Insurance Information

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) NORM ARNOLD III	Applicant Signature 
Organization/Title Pastor St Paul Lutheran CR	Date 7/24/23

Add additional information on separate sheets as needed.

City Use Only

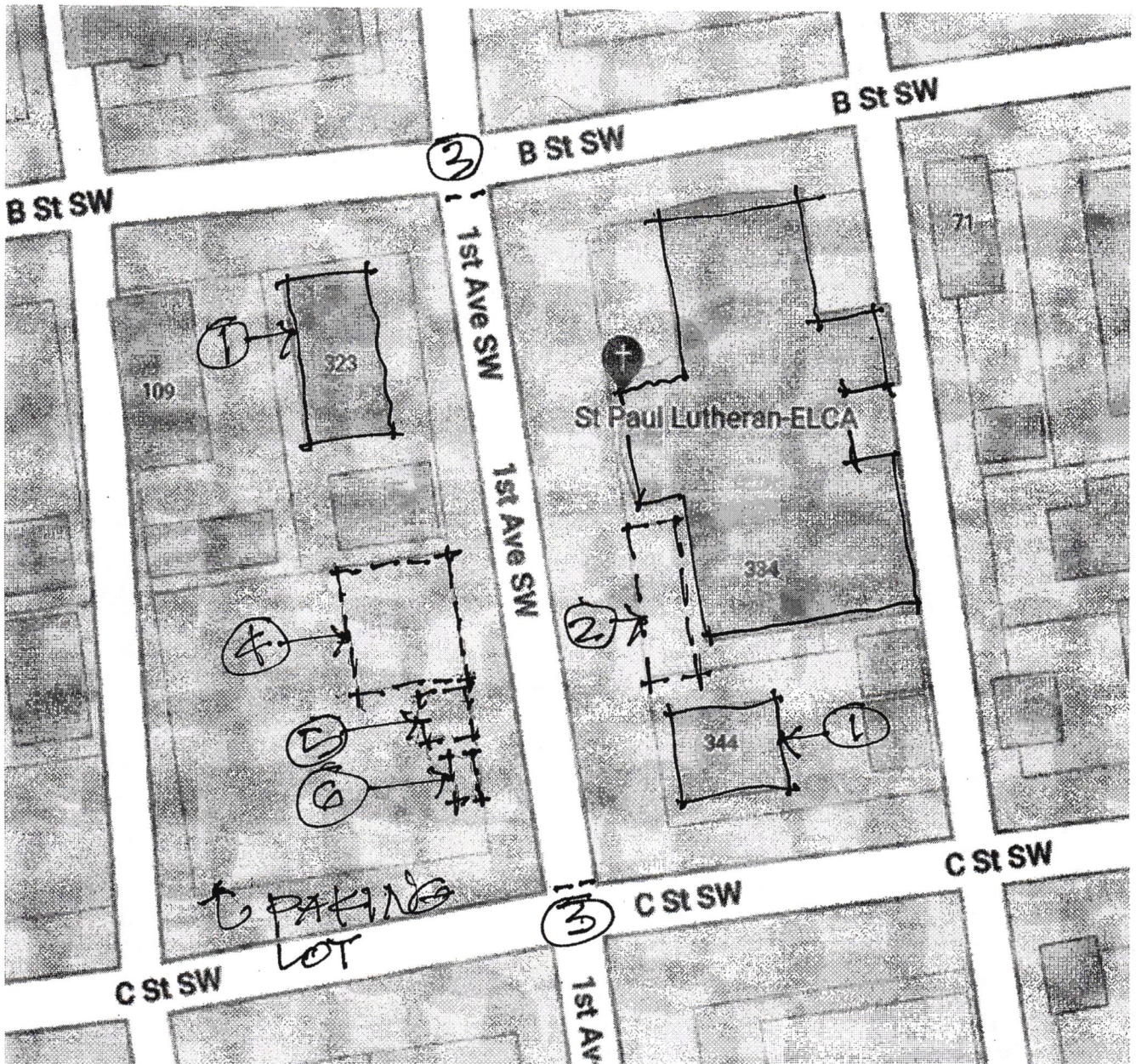
Other permits required in conjunction with this permit:

☐ 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
---	---



ST PAUL LUTHERAN CHURCH - CASTLE ROCK WA
OK TO BE PERFEST SITE PLAN

1. RESIDENCE IN FAVOR
2. LIVE MUSIC STAGE
3. STREET CLOSURE: CITY OF CASTLE ROCK
4. BEER GARDEN: 40' x 32'
5. FOOD SERVICE: BRATS
6. TICKET SALES

Received

KA

JUL 27 2023

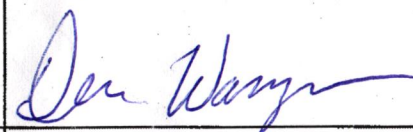
2023-0017-SEP

Castle Rock
Finance

ST PAUL CHURCH Special Event Signature Collection Sheet

Event: OKTOBERFEST Date: SATURDAY 14 OCT 2023 Time: 1:00 PM to 9:00 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
BILL ZIMMERMAN		HOME RESIDENCE	344 FIRST AVE SW OR	☒	☐
DAVE WANZER		HOME RESIDENCE	323 FIRST AVE SW CR	☒	☐
Received  SEP 07 2023 2023-0017-SEP Castle Rock Finance					



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: ST PAUL LUTHERAN CHURCH

Title of Event: OKTOBERFEST
October 14, 2023

Date of Event: ~~16 SEPTEMBER 2023~~

Phone Number: 360 274-6604

Name of Applicant (please print): NORM ARNOLD III

Signature of Applicant: [Handwritten Signature]

Date Signed: 7/24/23

Received
KA
JUL 27 2023
2023-0017-SEP
Castle Rock
Finance

**Washington State Liquor and Cannabis Board
Olympia, Washington**

SPECIAL OCCASION LICENSE

License Number: 092358

In accordance with and subject to the provisions of the Washington State Liquor Control Act and the rules and regulations of the Washington State Liquor and Cannabis Board:

**ST. PAUL LUTHERAN CHURCH
C/O: REV. NORM ARNOLD
312 FIRST AVE SW
CASTLE ROCK, WA 98611**

is hereby licensed to sell, beer, wine, and spirituous liquor to be consumed on site only at the location, date(s), and time(s) listed below:

ST. PAUL LUTHERAN CHURCH - 312 FIRST AVE SW, CASTLE ROCK

OCTOBER 14, 2023

4PM TO 9PM

No one under the age of 21 may buy, consume, or possess alcohol at any time.

You must ask for approved identification from all people who order alcohol at the point of sale.

The operation of the beer garden must be in compliance with the local authority rules and regulations.

No one under the age of 21 may enter the enclosed area where alcohol is being served.

Per RCW 66.28.090, the licensed premises shall, at all times, be open to any enforcement officer, inspector, or peace officer.

If you have any questions, please contact Customer Service at (360) 664-1600, email: specialoccasions@lcb.wa.gov, or your Enforcement Officer at (253) 471-5200.

Dated in Olympia, Washington on Friday, September 08, 2023.

Received

SEP 11 2023

2023-0017-SEP

Castle Rock
Finance

David Postman

Board Chair