



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, September 9, 2024
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

- a. Constitution Week Proclamation (page 3)

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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the August 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$726,878.43. (page 4-5)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Request to approve out-of-state travel for Public Works Director Dave Vorse, Senior Operator Tyler Stone, and Public Works Maintenance Paul McCarty to attend America in Bloom Symposium in Columbus, Ohio, September 25 - September 29, 2024. Travel is included in the 2024 budget.
- b. Request to provide funding assistance in the amount of \$30,000 from the Transportation Benefit District to be paid to Washington State Department of Transportation for installation of electrical conduits and junction boxes for lighting on the SR 411 Bridge. (page 6)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>3Q24</u>	<u>4Q24</u>	<u>1Q25</u>	<u>2Q25</u>
July 08	October 14	January 13	April 14
July 22	October 28	January 27	April 28
August 12	Tuesday, November 12	February 10	May 12
August 26	November 25	February 24	Tuesday, May 27
September 09	December 09	March 10	June 09
September 23	December 23	March 24	June 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.

Proclamation

FOR
CONSTITUTION WEEK
September 17 – 23, 2024

WHEREAS, it is the privilege and duty of the American people to commemorate the two hundred and thirty-seventh (237th) anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

THEREFORE, I, Paul Helenberg, as Mayor of the City of Castle Rock, hereby proclaim the week of September 17 – 23, 2024 as Constitution Week and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

Signed on this 9th day of September, 2024,

Paul Helenberg, Mayor, City of Castle Rock

As of this date, 9/9/2024, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1094-8/2024	8,235.74	8/23/2024
Adjustment/EFT	EFT#1095-8/2024	197.74	8/2/2024
Claims	Check 55530 - 55531	1,785.55	8/14/2024
Claims	Check 55532	1,150.59	8/26/2024
Claims	Check 55533 - 55540	4,175.13	8/29/2024
Claims	Check 55541 - 55610	494,443.48	8/29/2024
		<u>509,988.23</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1406521	24,150.00	8/15/2024
Mid-Month Draw	Taxes	5,250.00	8/15/2024
Mid-Month Draw	Check		
EOM Payroll	Nacha # 1420727	71,906.59	8/30/2024
EOM Payroll	Check 26711 - 26722	59,274.55	8/30/2024
EOM Payroll	Taxes	31,711.50	8/30/2024
Uniform Allowance	Check		
Uniform Allowance	Taxes		
Voided Payroll Check # 26699		(218.36)	
Accrued - Quarterly Payroll Tax - L&I		6,853.44	
Accrued - Quarterly Payroll Tax - ESD		277.72	
Accrued - Quarterly Payroll Tax - PFML		747.46	
Accrued - Quarterly Payroll Tax - WA CARES		428.30	
		<u>200,381.20</u>	

TBD Expenditures

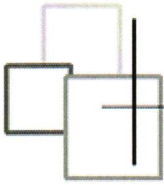
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#		
Adjustment/EFT	EFT#		
Claims	Check 2076	16,509.00	8/29/2024
Claims	Check	-	
		<u>16,509.00</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	726,878.43	8/1/2024 - 8/29/2024
Fund Transaction Summary Report	726,878.43	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2024 - Aug - Sep - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$135,521.32
100	Street Fund	\$13,747.51
115	Building Code Account Fund	\$2,633.80
120	Visitor Center Fund	\$1,910.76
130	Library Fund	\$441.12
145	Local Criminal Justice Fund	\$259.89
170	DOT Spoil Site Fund	\$5,841.23
320	Street Construction Capital Fund	\$1,020.67
400	Water/Sewer Operating Fund	\$126,092.15
410	Regional Water System Fund	\$128,500.25
420	Stormwater Management Fund	\$10,820.46
425	Stormwater Capital Reserve Fund	\$12,862.50
430	Regional Water Capital Improvement	\$517.50
435	Muni Water Capital Improvement	\$39,286.32
470	Muni Sewer Capital Imprv Reserve	\$227,399.46
475	Boat Launch Facility Fund	\$2,824.36
632	Transportation Benefit District Fund	\$16,509.00
634	State Custodial Pass-Thru Fund	\$690.13
	Count: 18	\$726,878.43

City of Castle Rock

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



September 3, 2024

To: City Council

RE: Budgetary adjustment requiring City Council action to allocate funding for the SR 411 Bridge over the Cowlitz River lighting conduit and junction boxes

Council Members,

During the reconstruction of the SR 411 Bridge Deck Replacement Project it was discovered that there were no provisions made within the barrier adjacent to the new sidewalk for pedestrian lighting. After consulting with Mayor Helenberg on this issue, I made a desperate plead to WSDOT personnel and Senator Wilson to have at least the electrical conduits and junction boxes installed so that lighting could be installed in the future.

As it turned out, through a change order, WSDOT did manage to have these conduits and junction boxes installed. The change order cost was \$55,000. Since then, WSDOT has asked if the City could help pay for any portion of this change order as they were already over budgeted on this project. After reviewing the 2024 budget I realize that we would not be expending the \$40,000 that was allocated for the Pedestrian Improvement Crossing at the intersection of Huntington Ave. South and A Street SW because we had secured another grant that would cover this cost. This was projected to be paid out of the Transportation Benefit District funds.

Staff would like to propose making a budgetary adjustment in the amount of \$30,000 payable to WSDOT to help offset their overages due to this change order. We have secured a grant to pay for the actual light fixtures, additional conduits and wiring for the lighting across the bridge as part of the City Wide Pedestrian Improvement Grant.

Sincerely,

David Vorse
Public Works Director
City of Castle Rock