CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Tuesday, November 12, 2024
7:30 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: https://global.gotomeeting.com/join/201632365
To join this meeting using your phone: +1 (646) 749-3112 **Access Code:** 201-632-365 (*Press *6 to speak)*
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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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
  1. Request to hold TBD Meeting on November 25, 2024 at 7:00 PM.
- CRCDA Representative

6. PUBLIC HEARINGS

a. Purpose: To take testimony on the proposed budget and capital facilities plan for fiscal year ending December 31, 2025, including a proposed 3% increase in all water rates, 3% increase in all sewer rates, and 4% increase in all stormwater rates. Second Public Hearing will be held on November 25, 2024 during the Regular Council Meeting. (page 4-13)

7. CONSENT AGENDA

a. Approve the minutes of the September 23, 2024 Regular Council Meeting. (page 14-16)

b. Approve the minutes of the October 14, 2024 Regular Council Meeting. (page 17-19)

c. Approve the minutes of the October 28, 2024 Special Council Meeting - Budget Workshop. (page 20)

d. Approve the minutes of the October 28, 2024 Regular Council Meeting. (page 21-23)

e. Approve the October 2024 invoices as described in the Fund Transaction Summary Report in the amount of $558,857.33. (page 24-25)

8. OLD BUSINESS

a. Final ARPA (American Rescue Plan Act) Obligations (page 26)

9. NEW BUSINESS

a. Bid Tab Results and Award - Pole Building (page 27)

b. Resolution No. 2024-10, a resolution of the City of Castle Rock, Washington, adopting an Electronic Funds Transfer (EFT) Policy and Procedures. (page 28-34)

c. Ordinance No. 2024-09, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2024 for the City of Castle Rock, Washington to include the following funds: General (Non-Department), Visitor Center, Library, Dredge Spoils Site, PW Vehicle Replacement, Swimming Pool Construction, Municipal Water Capital Improvements, Municipal Sewer Capital Improvements, on first reading. (page 35-37)

d. Review and approval of the 2025 - 2030 Capital Facility Plan. (page 38-56)

e. Review and approval of the 2025 Salary Schedule. (page 57)

f. Resolution No. 2024-08, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2023-06. (page 58-60)

g. Resolution No. 2024-09, a resolution providing for reduced base rates to be charged to low-income senior citizens for water and sanitary sewer services and limiting the annual aggregate of such reductions to approximately $10,000 per calendar year, and amending Resolution No. 2023-07. (page 61-63)

h. Ordinance No. 2024-10, an ordinance amending, in part, City of Castle Rock, Washington, Municipal Ordinance 2023-14, stormwater management services by amending charges for all classifications, on first reading. (page 64-65)

i. Ordinance No. 2024-11, an ordinance amending, City of Castle Rock, Municipal Code Chapter 13.16 Retail Water Sales, on first reading. (page 66)

j. Ordinance No. 2024-12, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2025, on first reading. (page 67-69)

k. Ordinance No. TBD-2024-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2025, on first reading. (page 70-71)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

4Q24	1Q25	2Q25	3Q25
~~October 14~~	January 13	April 14	July 14
~~October 28~~	January 27	April 28	July 28
~~Tuesday, November 12~~	February 10	May 12	August 11
November 25	February 24	Tuesday, May 27	August 25

December 09	March 10	June 09	September 08
December 23	March 24	June 23	September 22

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
2025 Fiscal Budget and 2025-2030 Capital Facilities Plan
Public Hearing Dates: November 12, 2024 and November 25, 2024

Notice is hereby given that the City of Castle Rock preliminary budget for fiscal year ending December 31, 2025 and the 2025-2030 Capital Facilities Plan have been filed with the City Clerk and will be available to the public on November 5, 2024.

The Castle Rock City Council will hold the first public hearing on the 2025 Budget and Capital Facilities Plan on November 12, 2024, and the second on November 25, 2024 during the regular meeting of the Castle Rock City Council starting at 7:30 PM. The City Council meetings are conducted at the Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, Washington. Details for joining the meeting virtually are below and will be published with an online agenda by November 8, 2024 and December 22, 2024 at ci.castle-rock.wa.us under 'Government', 'Council Agendas & Minutes'. Public comment can be submitted in advance to ccuttonaro@ci.castle-rock.wa.us.

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

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

Published: The Daily News October 29, 2024

Budget Message; November 7, 2024

To: Legislative Body
From: Mayor Paul Helenberg
Subject: Budget Request; Fiscal Year Ending December 31, 2025

I am pleased to submit for your consideration the 2024 proposed Annual Budget for the City of Castle Rock.

Copies of the proposed expenditure and revenue reports for 2025 have been distributed and are available to the public. A comparison outlining expenditure appropriations (including allocation for ending fund balance) is provided below for each fund:

Description of Fund	Budget 2023	Actual 2023	Budget 2024	Jan - Sep Actual 2024	Budget 2025
General Fund					
Ending Fund Balance	1,125,816	1,400,847	786,143	-	700,895
Executive	87,946	81,730	92,712	53,335	87,158
Court	84,242	78,203	95,510	63,220	95,510
Finance	218,426	187,819	173,011	127,390	165,355
Police	1,255,909	1,205,031	1,331,730	936,372	1,335,759
Parks	43,830	45,565	16,765	5,198	23,863
Planning	160,098	163,633	145,220	85,606	150,030
Non-Departmental	563,108	372,963	846,459	355,579	653,423
Fund Total	**3,539,375**	**3,535,791**	**3,487,550**	**1,626,699**	**3,038,993**
Petty Cash/Change Fund					
Ending Fund Balance	760	760	760	-	760
Fund Total	**760**	**760**	**760**	**-**	**760**
Street Fund					
Ending Fund Balance	5,729	(2,644)	9,813	-	7,721
Fund Total	**210,358**	**200,591**	**249,416**	**165,765**	**333,774**
Building Code Fund					
Ending Fund Balance	56,026	80,043	82,398	-	81,190
Fund Total	**107,155**	**124,961**	**129,883**	**24,349**	**129,780**
Visitor Center Fund					
Ending Fund Balance	264	14,374	12,065	-	16,148
Fund Total	**19,793**	**30,108**	**31,694**	**14,074**	**36,837**
Library Fund					
Ending Fund Balance	1,533	24,318	7,624	-	1,015
Fund Total	**37,099**	**37,677**	**49,915**	**40,434**	**18,105**
Criminal Justice Fund					
Ending Fund Balance	32,840	39,998	42,068	-	47,873
Fund Total	**34,507**	**40,953**	**43,735**	**399**	**49,540**

Description of Fund	Budget 2023	Actual 2023	Budget 2024	Jan - Sep Actual 2024	Budget 2025
Local Criminal Justice Fund					
Ending Fund Balance	145,680	112,992	140,024	-	134,919
Fund Total	**204,108**	**170,569**	**170,324**	**14,362**	**211,219**
Accumulative Reserve					
Ending Fund Balance	20,325	21,235	21,094	-	21,917
Fund Total	**20,325**	**21,235**	**21,094**	**-**	**21,917**
CDBG Grant Home Rehab Fund					
Ending Fund Balance	201,387	211,680	209,269	-	217,586
Fund Total	**202,387**	**211,680**	**210,269**	**-**	**218,586**
DOT Spoil Site Fund					
Ending Fund Balance	11,849	(95,920)	6,516	-	8,371
Fund Total	**386,064**	**108,106**	**58,106**	**62,315**	**135,016**
Public Works Vehicle Replacement Fund					
Ending Fund Balance	734	1,435	1,427	-	853
Fund Total	**123,214**	**123,800**	**31,427**	**44,290**	**45,853**
Police Vehicle Replacement Fund					
Ending Fund Balance	45	10,480	31,412	-	42,208
Fund Total	**70,045**	**70,566**	**31,412**	**-**	**42,208**
Drug Enforcement Fund					
Ending Fund Balance	3,376	3,307	3,486	-	3,604
Fund Total	**3,376**	**3,307**	**3,486**	**-**	**3,604**
Low Income Housing Fund					
Ending Fund Balance	62,173	64,974	67,543	-	73,128
Fund Total	**62,173**	**64,974**	**67,543**	**-**	**73,128**
Swimming Pool Construction Fund					
Ending Fund Balance	128,014	135,142	167,496	-	174,160
Fund Total	**161,494**	**168,622**	**167,496**	**-**	**174,160**
REET Capital Fund					
Ending Fund Balance	28,310	93,933	2,737	-	17,887
Fund Total	**173,110**	**191,614**	**141,537**	**47,000**	**111,487**
Street Construction Capital Fund					
Ending Fund Balance	5,922	-	-	-	7,256
Fund Total	**412,922**	**85,557**	**847,000**	**510,051**	**3,797,720**
Water/Sewer Operating					
Water - Ending Fund Balance	396,463	480,288	410,336	-	461,980
Water Total	**1,407,248**	**1,479,275**	**1,515,136**	**819,267**	**1,133,157**

Description of Fund	Budget 2023	Actual 2023	Budget 2024	Jan - Sep Actual 2024	Budget 2025
Sewer - Ending Fund Balance	396,463	480,288	410,336	-	461,981
Sewer Total	**1,397,551**	**1,471,998**	**1,504,344**	**827,350**	**1,102,315**
Fund Total	**2,804,799**	**2,951,272**	**3,019,480**	**1,646,617**	**3,159,433**
Regional Water Fund					
Ending Fund Balance	546,797	588,359	556,071	-	658,070
Fund Total	**1,157,863**	**1,194,438**	**1,224,885**	**510,051**	**1,368,256**
Stormwater Management Fund					
Ending Fund Balance	186	(3,153)	8,901	-	12,616
Fund Total	**149,243**	**146,793**	**197,583**	**101,721**	**209,755**
Stormwater Capital Reserve Fund					
Ending Fund Balance	1,105	36,861	474	-	16,984
Fund Total	**56,105**	**50,515**	**155,474**	**12,863**	**273,484**
Regional Water Capital Fund					
Ending Fund Balance	44,530	93,269	51,607	-	42,676
Fund Total	**60,755**	**102,805**	**123,832**	**686**	**177,901**
Municipal Water Capital Fund					
Ending Fund Balance	7,951	676,988	43,438	-	59,718
Fund Total	**4,430,651**	**3,974,747**	**1,882,138**	**602,892**	**1,677,918**
Water Reserve Fund					
Ending Fund Balance	205,272	214,616	213,184	-	222,619
Fund Total	**205,272**	**214,616**	**213,184**	**-**	**222,619**
Sewer Reserve Fund					
Ending Fund Balance	317,658	332,074	329,860	-	342,921
Fund Total	**317,658**	**332,074**	**329,860**	**-**	**343,921**
Sewer Loan Reserve Fund					
Ending Fund Balance	19,938	20,821	20,686	-	21,486
Fund Total	**19,938**	**20,821**	**20,686**	**-**	**21,486**
Short Lived Asset Reserve Fund					
Ending Fund Balance	47,036	49,142	48,819	-	50,732
Fund Total	**47,036**	**49,142**	**48,819**	**-**	**50,732**
Municipal Sewer Capital					
Ending Fund Balance	51,594	81,291	75,143	-	18,282
Fund Total	**252,694**	**267,471**	**719,243**	**912,124**	**136,382**
Boat Launch Facility Fund					
Ending Fund Balance	28,969	24,303	28,836	-	5,145
Fund Total	**1,059,448**	**60,238**	**1,058,915**	**18,463**	**51,534**

Description of Fund	Budget 2023	Actual 2023	Budget 2024	Jan - Sep Actual 2024	Budget 2025
Utility Deposit Fund					
Ending Fund Balance	74,247	80,606	80,986	-	85,077
Fund Total	**84,247**	**86,622**	**92,986**	**3,818**	**97,077**
State Custodial Pass-Thru Fund					
Ending Fund Balance	2,318	2,041	1,841	-	1,600
Fund Total	**26,828**	**11,972**	**26,821**	**9,256**	**26,580**
Grand Total - All Funds	**16,440,802**	**14,654,400**	**14,856,553**	**5,946,752**	**16,257,765**

The 2025 budget as proposed is approximately 9.4% more than in 2024 primarily due to an increase in capital projects in Street Construction during 2025. These projects are offset by grants as listed below.

The budget is balanced by a levy of $430,000 for general fund purposes. Examples of general fund purposes include administrative, court, clerical, police, parks, planning, economic development, and interagency debt/contracts.

The estimated yield from retail sales and use taxes is $670,000. This estimate is $30,000 more than what was budgeted in 2024. This estimate is based on the historical collection activity. It should be noted that it is difficult to predict sales tax revenue due to economic fluctuations and construction projects in process in the City.

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

Comparison of all revenue sources available is as follows:

	Actual 2023	Estimated 2024	Estimated 2025
Beginning Fund Balance	6,022,278	5,471,833	6,187,582
Taxes	1,788,948	1,775,200	1,823,664
Licenses/Permits	160,574	222,010	226,650
Intergovernmental Revenues	302,984	373,680	397,027
Grants/Loans	2,790,088	3,024,500	3,908,114
Charges for Goods/Services	2,846,401	2,911,467	3,068,916
Fines/Forfeits	9,244	12,200	12,700
Miscellaneous Revenue	315,833	72,000	36,140
Non-Revenues* (Pass-Through to Other Sources)	9,558	12,000	38,580
Loss/Sale of Fixed Assets	71,658	25,000	50,000
Total Interfund Transfers	324,863	929,842	508,392
Total All Estimated Revenue Sources	**14,642,428**	**14,829,732**	**16,257,765**

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

PERSONNEL:

The Public Works Department maintains four seasonal part-time positions, and one part-time Heavy Equipment Operator position.

Employee Medical Coverage:
There is a budgeted increase of 8% for medical, dental and vision premiums in 2024, however the actual premium rate information has not been released.

Budgeted Cost of Living & Adjustment Increases:

Group	Percentage / Rate per Hour
Collective Bargaining Contract	
Clerical	2.89% COLA
Public Works	4.00% Adj to PW Maintenance & Treatment Plant Operator Positions + 3.00% COLA
Police	2.89% COLA
Non-Bargaining	
Police On-Call	0.00%
All Others	0.00%
Employment Agreement	
Chief of Police	3.00% COLA
Clerk-Treasurer	5.00% Adj + 3.00% COLA
Public Works Director	3.00% COLA
Minimum Wage	
2024 (3.40% Increase)	$16.28
2025 (2.30% Increase)	$16.66

2025 Percentage Cost Allocation

Position	EE	Regional Water	Water	Sewer	Street	Storm water	Parks	DOT Spoils	Exec	Boat Launch	Finance	Building	Planning	Total
Public Works Director	DV	20	15	25	10	20			10					100
Senior Plant Operator	TS	40	35	20	5									100
Treatment Plant Operator II	MS	40	15	35		10								100
Treatment Plant Operator	LR	20	10	70										100
PW Maintenance	PM	20	25	30	15	10								100
PW Maintenance	AK	15	30	25	20	10								100
PW Maintenance	BA	15	30	25	10	20								100
PW Maintenance	NE	25	30	25	10	10								100
PT Heavy Equipment Operator	WK		50	40		10								100
PT Summer Help					80		20							100
PT Summer Help					80		20							100
PT Summer Help			50	50										100
PT Summer Help			50	50										100
Clerk-Treasurer	CC	4	16	16		2					60	1	1	100
Lead Deputy Clerk	CH	8	29	29		3					31			100
Deputy Clerk II	KA		25	25		4					20	12	14	100
Deputy Clerk I	MS	35	20	40		5								100

Annual assessment of worker hours between funds was completed earlier in the year with minimal changes. Budget reflects changes in percentage allocation of salary/benefits to reflect personnel service time between funds. This table reflects the assessment results, effective 2025 fiscal year budget. (Note: Police personnel are allocated in their own funds and are not included in the above table.)

The following grant funded projects are included in the 2025 budget:

Grant Source	Grant/Project	Budget
Department of Justice	Bureau of Justice Vest Program	1,830
WA Association of Sheriffs and Police Chiefs	Sex Offender Grant	1,800
AWC RMSA (Liability Insurance Provider)	Loss Control Grant	10,000
FHWA (Federal Highway Administration)	6 Rivers Construction/Design	387,000
	Citywide Pedestrian Improvement	1,004,800
	Huntington Ave S Roundabout Pedestrian Improvement	1,258,600
TIB (Transportation Improvement Board)	Complete Streets	536,170
	Jackson St Sidewalk	327,455
	Chip Seal	133,459
Department of Ecology	Stormwater Cleaning / Inspection	247,000
ARPA (American Rescue Plan Act)	2nd Ave/Hibbard/Aden Water Main Project	89,000
	Powell Rd/Carpenter Rd Pump Station	95,000
	Block Wall on Cedar St	7,109
	Total Grant Funding	**4,099,223**

Capital Projects (Reimbursed by REET Funds):

Fund	Department	Project	Budget
General Fund			
	Police Department	Impound Garage	25,000
	Non-Department	City Hall Exterior Paint	5,000
		City Hall Sign	5,000
		City Hall Foyer/B&P Room Renovations	10,000
		Senior Center Siding	6,000
	Parks	Gateway & Old Jail Park Signs	2,000
		Cameras at Old Jail Park	2,600
		Coldwater Park Improvement (Add shelter over park bench)	2,000
DOT Spoil Site Fund		Park Signs	3,000
		Trail Light Timer	1,000
		RV Paystation Construction	4,000
		High Banks Cameras	2,600
		Curbing at LPP	10,000
		LPP Cameras	2,400
Street Construction		Exit 49 Wifi System	3,000
		Refuse Containment	10,000
		Total Funds reimbursed by REET	**93,600**

Capital Projects (Not including REET):

General – Parks	Rock Vegetation Management	3,000
	Replace Swing Mats at Lois Dye Park	1,250
	Dog Waste Station	1,000

DOT Spoils Site	Bridge Deck Repair over Whittle Creek	15,000
	Dog Park Drinking Fountain (for humans and dogs)	7,000
	Skate Park Repairs	8,000
	Bike Park Repairs	6,000
DOT Spoils Site (Continued)	Seal Coat Trail Section	10,000
	Repair Bollards on Riverfront Trail	6,000
	Repair North Trail Section Root Damage	2,000
	Dog Waste Station	1,000
Public Works Vehicle Replacement	Dump Truck	30,000
	Forklift	15,000
Street Construction	Street Maintenance Plan – Chip Seal	172,984
	Jackson St NW Sidewalk Project	344,690
	Citywide ADA Improvements (Complete Streets)	564,390
	Citywide PED Improvements	1,004,800
	Six River Trail System Phase 2	432,000
	Guardrail Repairs	50,000
	Replace Red Rock Bark/Replace Trees on Huntington Ave S	11,500
	Striping	14,000
	Curbs along Lions Loop	10,000
	Speed Radar Sign on Westside Hwy	10,000
	Huntington Ave S Roundabout Pedestrian Improvement	1,258,600
Water/Sewer Operating	Repair/Replace Hydrants	6,000
	Replace 50 Meters/Meter Registers	50,000
	Conex Box for Water Parts	2,500
	Pallet Shelving for Water Parts	7,500
	Cathodic Protection Inspection Carpenter Reservoir	2,200
	Various Main Repairs	15,000
	Sewer Main Root Treatment	5,000
	Sewer Solvent/Degreaser	13,000
	Service Truck Crane Replacement	4,000
	UV Bulb Replacement	5,000
	RAS/WAS Pump Guides	3,500
	Oxidation Ditch Screen	2,000
Regional Water Capital	Water Treatment Plant Clearwell Alarm	10,000
	Pressure Transducer / Ultrasonic at Intake	6,000
	Flow Meter at Intake	10,000
	Intake Siding	4,000
	Pizza Well Rebuild	18,000
	Raw Waterline Easement (Collected 60,000)	20,000
	Add Cathodic Protection to 504 Reservoir	47,000
	GPS Intake Property Line and Creek	5,000
Stormwater Capital	Stormwater Cleaning / Inspection	260,000
	Green Acres P.S. Valve	5,000
	Levee Maintenance	8,000
	Block Wall on Cedar	9,000
Municipal Water Capital	2nd Ave SW Water Main	40,000

	Hibbard Water Main	120,000
	Carpenter Rd Booster Pump Station / Powell Rd Water Main	1,340,000
Municipal Sewer Capital Improvements	Green Pump Station	20,000
Municipal Sewer Capital Improvements (Continued)	WWTP Blower Replacement (½ cost 30k in 2025 and ½ cost 30k in 2026)	30,000
	Total Capital Projects (Not Including REET)	**6,045,914**

Proposed utility rate increases:

Proposed increases of 3% for all water and sewer rates, and 4% for all stormwater rates.

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

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

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

Utility increases include the following:
Water Base Charge: $1.32/month
Sewer Base Charge: $1.14/month
Stormwater Base Charge: $0.35/month

Increase of rate per 100 cubic feet of usage:
Water: $0.17/100 cubic feet
Sewer: $0.30/100 cubic feet

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

Current	**100 cf usage**	**500 cf usage**	**1,000 cf usage**	**1,500 cf usage**
Water Base Rate	43.88	43.88	43.88	43.88
Sewer Base Rate	37.86	37.86	37.86	37.86
Water Unit Rate	5.74	28.70	57.40	86.10
Sewer Unit Rate	9.93	49.65	99.30	148.95
Stormwater	8.79	8.79	8.79	8.79
Utility Tax (15%)	15.93	25.33	37.08	48.84
Total	**122.13**	**194.21**	**284.31**	**374.42**

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

Effect on customer monthly charges by usage:

Current (CF)	Total	Water	Sewer	Storm Water	Tax (15%)
0	**104.11**	43.88	37.86	8.79	13.58
100	**122.13**	49.62	47.79	8.79	15.93
200	**140.15**	55.38	57.72	8.79	18.28
300	**158.17**	61.10	67.65	8.79	20.63
400	**176.19**	66.84	77.58	8.79	22.98
500	**194.21**	72.58	87.51	8.79	25.33
600	**212.23**	78.32	97.44	8.79	27.68
700	**230.25**	84.06	107.37	8.79	30.03
800	**248.27**	89.80	117.30	8.79	32.38
900	**266.29**	95.54	127.23	8.79	34.73
1000	**284.31**	101.28	137.16	8.79	37.08
1100	**302.34**	107.02	147.09	8.79	39.44
1200	**320.36**	112.76	157.02	8.79	41.79
1300	**338.38**	118.50	166.95	8.79	44.14
1400	**356.40**	124.24	176.88	8.79	46.49
1500	**374.42**	126.98	186.81	8.79	48.84

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

Proposed Increase (CF)	*Total*	*Water*	*Sewer*	*Storm Water*	*Tax (15%)*
0	***3.23***	*1.32*	*1.14*	*0.35*	*0.42*
100	***3.77***	*1.49*	*1.44*	*0.35*	*0.49*
200	***4.31***	*1.66*	*1.74*	*0.35*	*0.56*
300	***4.85***	*1.83*	*2.04*	*0.35*	*0.63*
400	***5.40***	*2.00*	*2.34*	*0.35*	*0.71*
500	***5.94***	*2.17*	*2.64*	*0.35*	*0.78*
600	***6.48***	*2.34*	*2.94*	*0.35*	*0.85*
700	***7.02***	*2.51*	*3.24*	*0.35*	*0.92*
800	***7.56***	*2.68*	*3.54*	*0.35*	*0.99*
900	***8.10***	*2.85*	*3.84*	*0.35*	*1.06*
1000	***8.64***	*3.02*	*4.14*	*0.35*	*1.13*
1100	***9.17***	*3.19*	*4.44*	*0.35*	*1.19*
1200	***9.71***	*3.36*	*4.74*	*0.35*	*1.26*
1300	***10.25***	*3.53*	*5.04*	*0.35*	*1.33*
1400	***10.80***	*3.70*	*5.34*	*0.35*	*1.41*
1500	***11.34***	*3.87*	*5.64*	*0.35*	*1.48*

Sincerely,

Paul Helenberg

Mayor Paul Helenberg

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, John Whalen, Paul Simonsen, and Ellen Rose.

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

a. Domestic Violence Awareness Month - October 2024

The proclamation was read by Clerk-Treasurer Carie Cuttonaro and presented by Mayor Paul Helenberg.

3. CITIZEN COMMENTS - maximum 3 minutes

Lindy Campbell, Cowlitz County resident, provided comment.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report.

- Public Works Director Dave Vorse

    - Coliform Monitoring Plan Update

Public Works Director Dave Vorse gave a verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

    - Expenditure, Revenue, Cash & Investments Reports

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

• Mayor / Mayor Pro-Tempore / Councilmembers

• CRCDA Representative

6. PUBLIC HEARINGS

a. To receive testimony on the proposed vacation of an Unnamed Right-of-Way located across Cowlitz Street East from Allen Avenue Southeast. The right-of-way is developed as a driveway to the existing Stash-It Self Storage development.

Mayor Helenberg closed the regular meeting at 7:40 PM and opened the Public Hearing at 7:40 PM.
Kirsten Peterson, City Planner, presented.
There was no public comment.
Mayor Helenberg closed the Public Hearing at 7:45 PM and reopened the regular meeting at 7:45 PM.

7. CONSENT AGENDA

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

a. Approve the minutes of the August 26, 2024 Regular Council Meeting.

b. Approve the minutes of the September 9, 2024 Regular Council Meeting.

8. OLD BUSINESS

9. NEW BUSINESS

a. Ordinance No. 2024-07, an ordinance of the Castle Rock, Washington City Council vacating an Unnamed Right-of-Way located across Cowlitz Street East from Allen Avenue Southeast. Includes Access Easement.

Councilmember Kessler made a motion, seconded by Rose, to approve Ordinance No. 2024-07. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

b. Val Tinney, representing North County Recreation Association (NCRA), is requesting $15,000 from the $30,000 lodging tax dollars to be used for paving improvements. NCRA brings in tourism through the sports complex.

Val Tinney presented.
Councilmember Whalen made a motion, seconded by Rose, to approve NCRA's request for $15,000 of the lodging tax dollars to be used for paving improvements in order to promote tourism. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'. Councilmember Simonsen was muted and unable to unmute.

c. Water Use Efficiency Goals 2024-2030

Public Works Director Dave Vorse presented.
Councilmember Whalen made a motion, seconded by Rose, to approve the Water Use Effeciency Goals 2024-2030. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'. Councilmember Simonsen was muted and unable to unmute.

d. Bid Tab Results and Award - Chemical Procurement

Public Works Director Dave Vorse presented.
Councilmember Kessler made a motion, seconded by Lee, to award the Chemical Procurement bid as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:03 PM.

Mayor Paul Helenberg	Clerk-Treasurer Carie Cuttonaro

CASTLE ROCK City Council **Regular Council Meeting**

October 14, 2024

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, John Whalen, and Ellen Rose. Councilmember Paul Simonsen was excused.

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

Added items:

1. CRCDA (Castle Rock Community Development Alliance) request for $15,000 of the lodging tax dollars.
2. Request to payoff RCAC (Rural Community Assistance Corp.) loan early.
3. Request to support CWCOG (Cowlitz-Wahkiakum Council of Governments) for a grant application.

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
Public Works Director Dave Vorse gave a verbal report.

• City Engineer Tom Gower

• Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

• Mayor / Mayor Pro-Tempore / Councilmembers
1. Request to schedule Pre-Budget Workshop.
Mayor Helenberg gave a verbal report.

Request to schedule a Budget Workshop on October 28th at 6:00 PM.

• CRCDA Representative

Nancy Chennault presented a summary of awards the City received from America in Bloom. Public Works Director Dave Vorse added comments. Mayor Helenberg added comments.

6. PUBLIC HEARINGS

a. Purpose: To review estimated revenue sources for the 2025 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, 2025. The public is invited to present testimony on this issue.

Mayor Helenberg closed the regular meeting at 7:52 PM and opened the Public Hearing at 7:52 PM. There was no public comment.
Mayor Helenber closed the Public Hearing at 7:54 PM and reopened the regular meeting at 7:54 PM.

7. CONSENT AGENDA

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

a. Approve the September 2024 invoices as described in the Fund Transaction Summary Report in the amount of $623,928.66.

8. OLD BUSINESS

a. Public Agency Participating Agreement with Washington State Department of Transportation for installation of conduits and j-boxes within the northern pedestrian barrier on SR411 Bridge. Cost to City is $30,000. Funding by Transportation Benefit District was previously approved by Council on September 9, 2024.

Public Works Director Dave Vorse presented.
Councilmember Kessler made a motion, seconded by Rose, to approve the Public Agency Participating Agreement with Washington State Department of Transportation. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Grant Agreement with Washington State Department of Ecology ("DOE") for the Enhanced Maintenance Plan and Stormwater Mapping/Pipe Inspection Project. Grant in the amount of $247,000 with City match in the amount of $13,000 for a total project cost of $260,000. Request includes to authorize the Public Works Director to sign the agreement with DOE.

Public Works Director Dave Vorse presented.
Councilmember Rose made a motion, seconded by Lee, to approve the Grant Agreement with Washington State Department of Ecology. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

b. Special Event Permit #2024-0010; Castle Rock Community Development Alliance (CRCDA) - Halloween Jamboree; October 27, 2024 between 1:00 PM and 6:00 PM; Street closures include Cowlitz St W from Huntington Ave to stop sign located near Castle Rock Library, Front Ave from A Street SW to Jackson St NW, and 1st Ave SW; Insurance has been received.

Councilmember Kessler made a motion, seconded by Rose, to approve SEP#2024-0010, contingent on receiving corrected insurance. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

c. Ordinance No. 2024-08, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2025 budget, on first reading.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2024-08 on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

d. **Added Item** CRCDA requesting $15,000 of the lodging tax dollars for promoting tourism.

Mayor Helenberg presented.
Councilmember Rose made a motion, seconded by Kessler, to approve CRCDA's request for $15,000 of the lodging tax dollars to be used for Visitor Center Operations. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

e. **Added Item** Request to payoff RCAC loan early.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Rose made a motion, seconded by Lee, to approve early payoff of RCAC loan of $4,000. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

f. **Added Item** Request to support CWCOG for a grant application.

Public Works Director Dave Vorse presented.
Councilmember Rose made a motion, seconded by Lee, to issue a letter of support for CWCOG grant application for the Mt St Helens Collaborative. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:07 PM.

Mayor Paul Helenberg	Clerk-Treasurer Carie Cuttonaro

CASTLE ROCK City Council | **Budget Workshop**
October 28, 2024

1. CALL TO ORDER

Mayor Paul Helenberg called the special meeting of the Castle Rock City Council to order at 6:02 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, and Ellen Rose. Councilmember Paul Simonsen was excused.

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

2. WORKSHOP

a. Proposed Budget for Fiscal Year Ending December 31, 2025 including:

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

Clerk-Treasurer Carie Cuttonaro, Public Works Senior Operator Tyler Stone, Public Works Director Dave Vorse, Police Chief Charlie Worley and Mayor Helenberg presented.

3. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:20 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

CASTLE ROCK City Council | **Regular Council Meeting**
October 28, 2024

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, John Whalen, and Ellen Rose. Councilmember Paul Simonsen was excused.

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

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

Public Works Director Dave Vorse gave a verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.
Mayor Helneberg requested a review committee be formed to review engineering Statements of Qualifications received for the Six Rivers Regional Trail System Phase 2 - Citywide Pedestrian Improvement Project. Committee members are Mayor Helenberg, Councilmember Whalen, Public Works Director Dave Vorse, Public Works Senior Operator Tyler Stone, and Clerk-Treasurer Carie Cuttonaro.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

a. Ordinance No. 2024-08, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2025 budget, on second reading.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2024-08. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

b. Request to repeal Recreation and Conservation Office grant in the amount of $708,000, for the Al Helenberg Boat Launch Safety Improvements Construction Grant #18-2479D due to fish related issues as determined by National Oceanic and Atmospheric Administration.

Public Works Director Dave Vorse presented. City Engineer Tom Gower provided comments. Councilmember Rose made a motion, seconded by Lee, to repeal Recreation and Conservation Grant #18-2479D. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

c. Project Completion - Exit 48 Waterline Extension (Schedules A and B) and Exit 48 Sewer Force Main Extension (Schedules C and D) Projects. Gibbs & Olson, Inc. recommends the City accept the project as complete.

City Engineer Tom Gower presented. Public Works Director Dave Vorse thanked the Cowlitz County Commissioners for their contribution to this project.
Councilmember Rose made a motion, seconded by Lee, to accept the Exit 48 Waterline Extension (Schedules A and B) and Exit 48 Sewer Force Main Extension (Schedules C and D) projects as complete. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Request from Glenn Pingree to approve a location for the installation of a bell.

Glenn Pingree presented. Public Works Director provided comment.
Councilmember Kessler requested an ad-hoc committee to discuss options and review possible locations.

b. Request from property owner of 133 Buland Dr to remove a tree limb that is hanging over their property.

Public Works Director Dave Vorse presented.
Councilmember Kessler made a motion, seconded by Rose, to approve Public Works to remove the tree limb. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

c. Interlocal Agreement with Cowlitz County to provide Building Code Administration, Plans Examination, Building Inspections Services and Fire code, on a reimbursable basis per hour worked for building and fire code inspections, 50% of fees collected for residential plan and fire plan reviews and 65% of fees collected for commercial plan and fire plan reviews.

Mayor Helenber presented. Councilmembers Lee and Kessler raised concerns. Traci Jackson, Director of Cowlitz County Building & Planning provided comments.

Councilmember Rose made a motion, seconded by Lee, to approve the Interlocal Agreement with Cowlitz County to provide Building Code Administration. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:04 PM.

Mayor Paul Helenberg	Clerk-Treasurer Carie Cuttonaro

As of this date, 11/12/2024, 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

Transaction Type	Description		Amount	Payment Date
Adjustment/EFT	EFT#1105-10/2024		409.02	10/2/2024
Adjustment/EFT	EFT#1106-10/2024		179.00	10/15/2024
Adjustment/EFT	EFT#1107-10/2024		9,553.50	10/24/2024
Claims	Check	55688 - 55694	24,664.63	10/15/2024
Claims	Check	55695	1,218.48	10/21/2024
Claims	Check	55696	404.53	10/22/2024
Claims	Check	55697 - 55702	17,010.67	10/31/2024
Claims	Check	55703 - 55773	240,768.80	10/31/2024
			294,208.63	

Payroll Expenditures

Transaction Type	Description		Amount	Payment Date
Mid-Month Draw	Nacha #	1463848	24,150.00	10/15/2024
Mid-Month Draw	Taxes		5,250.00	10/15/2024
Mid-Month Draw	Check			
EOM Payroll	Nacha #	1481984	68,071.00	10/31/2024
EOM Payroll	Check	26738	393.96	10/31/2024
EOM Payroll	Check	26739 - 26750	62,228.92	10/31/2024
EOM Payroll	Taxes		31,162.24	10/31/2024
Uniform Allowance	Check			
Uniform Allowance	Taxes			
Accrued - Quarterly Payroll Tax - L&I			7,322.81	
Accrued - Quarterly Payroll Tax - ESD			275.40	
Accrued - Quarterly Payroll Tax - PFML			741.36	
Accrued - Quarterly Payroll Tax - WA CARES			442.31	
			200,038.00	

TBD Expenditures

Transaction Type	Description		Amount	Payment Date
Adjustment/EFT	EFT#			
Adjustment/EFT	EFT#			
Claims	Check	2077	34,040.88	10/21/2024
Claims	Check	2078	30,569.82	10/31/2024
			64,610.70	

	Amount	Payment Date
Grand Total Expenditures	**558,857.33**	**10/1/2024 - 10/31/2024**
Fund Transaction Summary Report	**558,857.33**	
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 - Oct - Nov - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	$132,614.16
100	Street Fund	$25,975.21
115	Building Code Account Fund	$9,073.31
120	Visitor Center Fund	$31,290.28
130	Library Fund	$3,694.96
140	Criminal Justice Fund	$142.50
145	Local Criminal Justice Fund	$231.45
170	DOT Spoil Site Fund	$11,851.49
320	Street Construction Capital Fund	$52,940.61
400	Water/Sewer Operating Fund	$130,468.27
410	Regional Water System Fund	$52,665.32
420	Stormwater Management Fund	$11,702.23
430	Regional Water Capital Improvement	$8.75
435	Muni Water Capital Improvement	$22,687.03
470	Muni Sewer Capital Imprv Reserve	$6,121.16
475	Boat Launch Facility Fund	$1,865.17
631	Utility Deposit Fund	$22.49
632	Transportation Benefit District Fund	$64,610.70
634	State Custodial Pass-Thru Fund	$892.24
	Count: 19	**$558,857.33**

ARPA Obligations

(American Reinvestment Plan Act)

Revenue

2021 ARPA Funding Received	$321,054
2022 ARPA Funding Received	$321,055
Total Funding Received	**$642,109**

Expenditures

Fund	Project Description	Appropriated		Spent by 12/31/2024		Obligated by 12/31/2024	
		Year	Amount	Year	Amount	Year to Spend	Amount
420	B St SW	2021	30,000	2021	30,000		
435	SR 504 Water Main	2021	125,000	2021	125,000		
425	4th Ave Storm	2023	30,000	2023	30,000		
425	S Storm PS Controls	2024	30,000	2024	30,000		
435	2nd Ave/Hibbard/Aden WMP	2024	187,000	2024	98,000	2025-2026	89,000
435	Powell Rd/Carpenter Rd Pump Station	2024	233,000	2024	138,000	2025-2026	95,000
420	Block Wall on Cedar St NE	2024	7,109			2025-2026	7,109
			642,109		**451,000**		**191,109**

City of Castle Rock

Bid Opening

Pole Building

November 05, 2024

11:00 AM

	Bidder Name	Location (City, State)	Bid Amount	Tax Included?	Signed?	Responsive Bidder
1	Lewis River Doors, Inc. (bid is for doors only, no building)	Woodland, WA	35,802.30	✔	✔	no
2	Northwest Pole Buildings, Inc	Ridgefield, WA	~~151,523.13~~ 151,804.51	✔	no	no
3	Parker Buildings Inc.	Hubbard, OR	71,073.73	✔	✔	Yes
4						
5						
6						
7						
8						
9						
10						

Responsive bid amounts include freight and 7.9% sales tax.

RESOLUTION NO. 2024-10

A RESOLUTION OF THE CITY OF CASTLE ROCK, WASHINGTON, ADOPTING AN ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND PROCEDURES

WHEREAS, the City recognized the use of various electronic payment methods as a safe and efficient method to process certain disbursements; and

WHEREAS, the City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs); and

WHEREAS, the City now desires to adopt an electronic funds transfer policy and procedures.

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

Section 1. The "Electronic Funds Transfer (EFT) Policy and Procedures" attached hereto as Exhibit A and incorporated by reference, is hereby adopted for the City of Castle Rock. The City Council delegates to the Clerk-Treasurer the authority to make minor administrative changes to such policy, provided such changes are consistent with state and federal requirements.

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

____
Mayor

Attest:

____
City Clerk

Approved as to form:

____
City Attorney

City of Castle Rock

Electronic Funds Transfer (EFT) Policy and Procedures

Table of Contents

Electronic Funds Transfer (EFT) Policy and Procedures

Policy Statement:

The City of Castle Rock ("City") recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

Purpose:

The primary goal of this policy is to ensure EFTs are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic fund transactions the City may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

Definitions:

<u>Electronic Funds Transfer (EFT):</u> The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire Transfers and ACH Payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

<u>Automated Clearing House (ACH):</u> This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.

<u>Banking Information:</u> Information from the payee of their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

<u>Wire Transfer:</u> This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank.

General Guidelines:

The City utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The Clerk-Treasurer or their designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the City on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to pay the obligation (i.e., EFT or paper check), the Finance Department shall reserve the right to utilize the more inexpensive mechanism. Exceptions to this must be pre-approved by the Clerk-Treasurer.

This policy will be reviewed on an annual basis for accuracy and process verification. The Clerk-Treasurer is authorized to make minor administrative changes to this policy, provided such changes are consistent with state and federal requirements.

Procedures:

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Clerk-Treasurer or their designee.

To promote the safety of City funds in the EFT environment, the following procedures will be used by all City employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statute and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps:
    - Validate: All new electronic payment instruction requests received, even if the request is internal.
    - Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected form the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, account number, and routing information).
    - Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, account number, and routing information).
    - Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.

- All invoices will be approved by the responsible department and entered into the financial accounting software by Accounts Payable.
- Transmission of the ACH file from financial system to bank will occur through secure single user account login by authorized Finance staff, verifying the number of EFTs submitted to the bank and that the total matches the report in the financial accounting system.
- Bank balances will be monitored daily for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The City will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the City when required for the conduct of the statutory audit. Such information will also be supplied if the City changes banks.

Wire Transfers:

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or their designee.

The City will utilize security measures offered by Heritage Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. On-line banking systems should only be used by employees with proper system credentials and separate banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exist in accordance with internal control standards and that the integrity of system user profiles is protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts. In addition, Heritage Bank controls require two separate users to complete a wire. One authorized Finance employee will initiate the wire transfer process and another authorized Finance employee must separately approve the wire transfer.

All wire transfer requests, including back-up wire information, invoice or other supporting documents will be forwarded to those authorized in the Finance Department to initiate wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the initiating department or proper party to obtain additional information or corrected information. If all information agrees with the documentation, the wire will be requested with the City's financial institution by the authorized Finance employee.

The wire transfer request and all documentation will be forwarded to the Clerk-Treasurer or their designee for payment approval. The pending wire information is reviewed online against the back-up documentation. If there is an error, the wire will be rejected online, and the wire initiator will make any necessary corrections to the data. If all information is correct, the wire will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.

The City may establish a wire template for wires that will be completed on a regular basis for items such as investments or regularly scheduled payments.

ACH Payments to Vendors:

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should Castle Rock pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

Prior to a vendor receiving ACH payments for submitted invoices, a completed Direct Deposit Authorization Form must be submitted to Accounts Payable and will be approved by the Finance Department. The Finance Department will review the ABA number, bank account number, and name as shown on the supporting documentation. If all information on the form and the supporting documentation is correct the data is then recorded in the Vendor Record in the financial accounting system. The supporting documentation is then filed and stored in a secured office location. Any subsequent requests to change vendor banking information require a new Vendor ACH/Direct Deposit Authorization Form and will be confirmed directly via phone with the vendor by Accounts Payable.

The financial accounting system will generate an electronic file and an EFT check register report that will be used to complete the ACH transmission form. The ACH transmission form will be completed by the Finance Department and will be used to generate a standard ACH transmission file. The electronic generated banking file from the financial accounting system is electronically transmitted to the City's banking institution, authorizing the debit and credit of funds between banks.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posed timely, and operational procedures are in place to reduce the risk of loss of City funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by City employees. The Finance Department will monitor bank balances daily for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

Payroll Direct Deposit:

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to Human Resources. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a void check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the Clerk-Treasurer. After the form has been reviewed for accuracy, the form will be given to Payroll. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to Finance Department staff responsible for processing and/or auditing payroll.

Payroll Withholding:

Castle Rock currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.

Internal Controls:

The following internal controls have been adopted to validate all available safety precautions are utilized:

- Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have a separate banking user ID.
- Only setting up wire transfers for debt service payments, transfers between City bank accounts, real property acquisitions, and other transactions as required, only with approval of the Clerk-Treasurer.
- Utilization of computer standards, policies and procedures to protect the computers and computing processes used for EFTs from computer malware.
- Ensuring a secure process for creating, securing, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.
- If banking fraud is discovered in the EFT process, the fraud must be reported to the Clerk-Treasurer and Mayor immediately. The steps will be taken with Heritage Bank to mitigate the fraud and the appropriate entities will be notified as necessary.

ORDINANCE NO. 2024-09

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS FOR FISCAL YEAR ENDING DECEMBER 31, 2024 FOR THE CITY OF CASTLE ROCK, WASHINGTON TO INCLUDE THE FOLLOWING FUNDS: GENERAL (NON-DEPARTMENT), VISITOR CENTER, LIBRARY, DREDGE SPOILS SITE, PW VEHICLE REPLACEMENT, SWIMMING POOL CONSTRUCTION, WATER/SEWER OPERATING, STORMWATER, STORMWATER CAPITAL, MUNICIPAL WATER CAPITAL IMPROVEMENTS, MUNICIPAL SEWER CAPITAL IMPROVEMENTS

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

WHEREAS, the City Council previously approved ARPA funding in the amount of $397,000 for the Pressure Sewer Main, A Street Stormwater, 4th Ave Main Liner, Levee Maintenance and Catch Basin Cleaning projects and is rescinding the remaining funding of $367,000 for these projects; and

WHEREAS, the City Council approved additional ARPA funding in the amount of $427,109 for the 2nd Ave/Hibbard/Aden Water Main, Powell Rd/Carpenter Rd Pump Station, and Block Wall on Cedar St projects; and

WHEREAS, lodging tax dollars were received from Cowlitz County in the amount of $30,000 and $15,000 was awarded to North County Recreation Association and $15,000 was awarded to Castle Rock Community Development Alliance for improvements directly related to promoting tourism; and

WHEREAS, the Castle Rock Library received a grant in the amount of $5,000 from John Henry Elred, Jr. Foundation for the purchase of books; and

WHEREAS, an interfund loan was approved in December 2023 from the Swimming Pool Construction Fund for the purchase of an excavator with an expected payoff within one year; and

WHEREAS, the City received a grant from Cowlitz County in the amount of $450,000 for the Exit 48 Sewer Force Main Extension Project; 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 2024 year in excess of appropriated amounts; and

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

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

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

BARS #	Description	Original Appropriation	Change	Amended Appropriation
010 000 000 508 31 00 00	Ending Cash - Restricted	60,109	(60,109)	-
010 000 099 597 42 00 00	Transfer Out to Stormwater Fund	37,000	(29,891)	7,109
010 000 099 597 43 00 50	Transfer Out to Stormwater Capital	135,000	(105,000)	30,000
010 000 099 597 43 00 50	Transfer Out to Municipal Water Capital Improvements Fund 435	88,000	420,000	508,000
010 000 099 597 47 00 00	Transfer Out to Municipal Sewer Capital Improvements Fund 470	225,000	(225,000)	-

BARS #	Description	Original Appropriation	Change	Amended Appropriation
120 000 000 337 00 00 07	Cowlitz County Lodging Tax	-	30,000	30,000
120 000 000 557 30 49 09	CR Chamber/CRCDA/NCRA - Tourism	-	30,000	30,000
130 000 000 367 00 00 00	Donations from Private Sources	-	5,000	5,000
130 000 000 594 72 64 00	Library Books and Materials	-	5,000	5,000
170 000 000 395 10 00 00	Proceeds/Sale of Fixed Assets	25,000	30,000	55,000
170 000 000 594 76 61 06	NCRA Ballfield Project/RCO YAF	-	15,000	15,000
170 000 000 594 76 61 07	N Trailhead Restroom Construction	-	15,000	15,000
180 000 000 369 10 00 00	Sale of Surplus Property	-	13,580	13,580
180 000 000 508 51 00 00	Ending Cash - Assigned	1,427	(725)	702
180 000 000 581 20 00 00	Interfund Loan Principal - to Swimming Pool Construction Fund 300	-	33,480	33,480
180 000 000 581 20 00 01	Interfund Loan Interest - to Swimming Pool Construction Fund 300	-	325	325
180 000 000 594 34 64 01	Vehicle Purchase - Water	30,000	(30,000)	-
180 000 000 594 47 64 10	Vehicle Purchase - Street	1,500	10,500	12,000
300 000 000 381 20 18 00	Principal from PW Vehicle	-	33,480	33,480
300 000 000 381 20 18 01	Interest from PW Vehicle	-	325	325
300 000 000 508 31 00 00	Ending Cash - Restricted	167,496	33,805	201,301
400 000 010 534 80 35 00	Small Tools & Minor Equipment	81,500	13,000	94,500
400 000 020 535 80 33 00	Equipment Repair/Maintenance	24,000	(13,000)	11,000
420 000 000 397 00 01 00	Transfer In from General Fund 010	37,000	(29,891)	7,109
420 000 000 508 31 00 00	Ending Cash - Restricted	-	7,109	7,109
420 000 000 531 30 47 00	Contracted Repairs/Maintenance	40,000	(37,000)	3,000
425 000 000 397 00 01 00	Transfer In from General Fund 010	135,000	(105,000)	30,000
425 000 000 594 31 63 00	Improvements Other than Buildings	105,000	(105,000)	-
435 000 000 397 00 01 00	Transfer In from General Fund 010	88,000	420,000	508,000
435 000 000 508 31 00 00	Ending Cash - Restricted	43,438	184,000	227,438
435 000 000 594 34 63 00	Improvements Other than Buildings	85,000	98,000	183,000
435 000 000 594 34 63 05	Carpenter Rd Utilities Project	1,580,000	138,000	1,718,000
470 000 000 308 51 00 00	Beginning Cash - Assigned	72,743	8,548	81,291
470 000 000 334 04 20 00	2022 CERB Grant - Exit 48	319,000	58,000	377,000
470 000 000 337 00 00 01	Exit 48 Sewer Project - Cowlitz	-	450,000	450,000
470 000 000 367 12 00 00	System Development Charges	2,500	20,000	22,500
470 000 000 397 00 01 00	Exit 48 Sewer Project - Cowlitz	225,000	(225,000)	-
470 000 000 508 51 00 00	Ending Cash - Assigned	75,143	(18,552)	56,591
470 000 000 594 34 63 00	Improvements Other than Buildings	10,000	(9,900)	100
470 000 000 594 35 62 00	Buildings & Structures	35,000	(35,000)	-
470 000 000 594 35 63 02	Cowlitz County RD Funds Huntington Ave S Sewer/Gas Main Extension	33,000	(33,000)	-
470 000 000 594 35 63 03	SR411 Sewer Repair	62,000	(42,000)	20,000
470 000 000 594 35 63 04	Exit 48 Sewer Force Main Extension - CCRD 2MM - Phase 1	419,000	450,000	869,000

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 12, 2024 and November 25, 2024, shall be effective immediately upon adoption.

ADOPTED by the City Council and signed by the Mayor on this ___ day of _____________, 2024.

____
Mayor

Attest:

Approved as to form:

____
Clerk-Treasurer

____
City Attorney

CITY OF CASTLE ROCK
CAPITAL FACILITY PLAN UPDATE
November 2024

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 $622,400. Funding sources are City's General Fund, Library Operating fund, Water Operating Fund, Sewer Operating Fund, Department of Commerce, Hotel / Motel Fund, Cowlitz County Rural Development Fund and the Real-Estate Excise Tax.

III. PARKS AND RECREATION

The projected needs for Parks and Recreation improvements over the next six years are identified in Table 2. The projects listed in Table 2 were identified in the City's Parks and Recreation Plan. The total estimated cost for improvements is $1,341,600. Potential funding sources are listed in the table.

IV. STREETS & SIDEWALKS

The projected needs for Arterial Street improvements over the next six years are identified in Table 3. The projects listed in Table 3 were identified in the City's Six-Year Arterial Street Plan. The total estimated cost for improvements is $19,777,300. Potential funding sources include the City Street Fund and Transportation Improvement Board, (TIB) WSDOT and various Federal programs including the Transportation Alternative Program (TAP), Transportation Benefit District (TBD), and the Surface Transportation Program (STP). The projected needs for residential street and sidewalk improvements over the next six years are identified in Table 4. The total estimated cost for improvements is $1,285,399. 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 $1,089,000. Potential funding sources include the City Stormwater Management Fund, Department of Ecology,American Rescue Plan Act and Public Works Trust Fund.

VI. WATER

The projected needs for Water System improvements over the next six years are identified in Table 6. The projects listed in Table 6 were identified in the City's Water System Comprehensive Plan. The total estimated cost for improvements over the next six years is $4,865,100. The total estimated cost for improvements in the 20-year planning period is $10,944,400, of which $2,285,000 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 $838,000. The total estimated cost for improvements during the 20-year planning period is $2,061,000. 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 $704,200. 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	2025	2026	2027	2028	2029	2030	2031-2040	Funding Source
1. City Hall Rehabilitation or Relocate to a facility that meets federal, state and local standards							4,000,000	GF, REET, bonds, various loans
Install security system around perimeter		5000						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
Replace siding on senior center	6,000							GF,REET
Rehabilitate the garage to usable space			10,000					GF, REET
Paint Exterior	5,000							GF, REET
Additional Clerk's office space addition		20,000						GF, REET
Cashier camera	2,500							GF, REET
Replace city hall sign	5,000							GF,REET
City hall foyer update	10,000							GF, REET
2. Public Works Complex							3,500,000	WO, SO,GF
Replace Roof on Outbuildings	10,000		10,000					WO
Install permanent emergency generator				100,000				WO, REET
Paint Exterior		5000						WO
3. Visitor Center landscape & cameras	4,500							CC-RD, H/M, BI
4. Construct Impound/ storage facility	250,000							REET, GF, WO, SO, DOC
Total	**$293,000**	**$41,400**	**$20,000**	**$135,000**	**$100,000**	**$33,000**	**$7,500,000**	

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

GF	General Fund	H/M	Hotel/Motel Tax	SO	Sewer Operating
LO	Library Operating Fund	CC-RD	Cowlitz County Rural Development		
WO	Water Operating Fund	REET	Real Estate Excise Tax		
BI	Big Idea	DOC	Department of Commerce		

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

Project	Facility Type	2025	2026	2027	2028	2029	2030-2040	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 Seaquest State Park on SR 504	T						1,000,000	RCO, ALEA, CY, CV, P, CC, WSDOT, TIB, WDFW
2. Make improvements to the Skate Park by adding more equipment	SU		10,000	10,000				RCO, CY, CV, P
3. Make improvements to Bike Park such as restrooms, parking, lighting & skills structures	SU			250,000				CY, CV, P, RCO, LWC
4. Construct a North trailhead on the east side trail with restrooms	T	10,000						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			25,000				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
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

Project	Facility Type	2025	2026	2027	2028	2029	2030-2040	Possible Funding Sources
10. Complete Safety Improvements at the Regional, Al Helenberg Boat Launch	BL, SU, SC						2,000,000	RCO, CY, CV, P, C, POL, WF
11. Add additional features to the Sports Complex including a Babe Ruth field, lighting one baseball and one softball field, batting cages, additional minor and softball fields, improve irrigation to existing fields, basketball and sandlot volleyball courts, gardens/orchards, restrooms, trail improvements, playground equipment, ADA access to soccer fields, pave parking lot, outdoor classroom, etc.	SC, CP		50,000 Babe Ruth, 10,000 garden/ orchard imp.	20,000 basketball courts	35,000 play equip	75,000 minor & softball fields	5,000 sand lot volleyball	RCO, CY, CV, P, CC, WF
12. Improve "High Banks" site for RV Resort and cameras	N/A	2,600 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. Replace 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
18. Cameras on the Riverfront Trail	T	2,400						REET, CY
19. Camera at Old Jail Park	C	2,600						REET, CY
20. RV Pay station construction	A	4,000						REET, CY
21. Lion's Pride Park Curbing	A	10,000						REET, CY
22. Trail light timer	A	1,000						REET,CY
23. Bridge deck replacement Whittle creek	T	15,000						CY
24. Drinking fountain near Dog park	A	7,000						CY

Project	Facility Type	2025	2026	2027	2028	2029	2030-2040	Possible Funding Sources
25.Seal coat trail section	T	10,000						CY
Total		**$71,600**	**$75,000**	**$650,000**	**$320,000**	**$225,000**	**$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
r. AWC AWC loss control grant

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

Project	2025	2026	2027	2028	2029	2030	Funding Source
1. Six Rivers Regional Trail System – phase 2 pedestrian/bike improvements	432,000 (6 Rivers)						WSDOT, TAP, RCO, TIB, City, TBD
2. Pleasant Hill Rd reconstruction			1,190,000				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. 3rd Ave Overlay – entire length						850,000	TIB, TBD
6. City wide pedestrian improvement	1,004,800						WSDOT, REET, Street Fund
7. Safe Routes to School Improvements			375,000				WSDOT
8. Exit 49 WI-FI system	3,000						Street fund, REET
9. Radar signs on westside Hwy near high school	10,000						Street fund, TBD
10. Huntington Ave. South (Castle Rock – Exit 48) chip seal						50,000	TIB, TBD
11. Dougherty Dr NE (SR 504 – city limits) chip seal						50,000	TIB, TBD
13. City wide guard rail imp.	50,000	20,000					TIB, WSDOT, TBD, REET
14. Cowlitz View Ct. Enhancement		25,000					REET, CY
15. Downtown refuse containment	10,000						REET, CY
16. Replace cherry trees, Front Ave.		13,000	13,000				Street fund, REET, TBD
17. Downtown sidewalk sealer & sign replacement	10,000	10,000					Street fund, REET,

Project	2025	2026	2027	2028	2029	2030	Funding Source
18. Huntington Ave. South traffic modifications and pedestrian Imp. Design, Eng, & ROW		1,300,000					CCRD, REET, ARPA, WSDOT, TIB TBD
19. Huntington Ave. South traffic modifications and pedestrian Imp. Construction			7,000,000				CCRD, REET, ARPA, WSDOT, TIB TBD
20. Huntington Ave S sidewalk and tree replacement	11,500						AWC, TBD
Total	**$1,531,300**	**$1,368,000**	**$8,578,000**	**$6,900,000**	**$450,000**	**$950,000**	

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

Project	Location	Facility Type	2025	2026	2027	2028	2029	2030-35	Possible Funding Sources
sidewalk	Jackson St. new sidewalk const.	sidewalk	344,690						TIB, TBD
Sidewalk	City wide ADA improvements	Sidewalk	564,390						TIB, TBD
Crack seal	City wide crack seal project	Residential					50,000		TIB, TBD, REET
Chip Seal	Old Jail Park alley & parking	Residential /commercial alley		10,000					TBD, TIB
Chip Seal	Shear St SW (Front – 1st)	Residential Street				3,000			TBD, TIB
	1st Ave SW (Hibbard – south end)	Residential Street				6,000			TBD, TIB
	C St SW (entire length)	Residential Street	16,788						TBD, TIB
	B St SW (entire length)	Residential Street	1,8142						TBD, TIB
	Dike Dr SW (entire length)	Residential Street				16,000			TBD, TIB
	Allen Ave SE (entire length)	Residential Street	18,000						TBD, TIB
	C St SE (entire length)	Residential Street	4,457						TBD, TIB
	4th Ave SW (A St - Shear St)	Residential Street						17000	TBD, TIB
	5th Ave SW (B St – Aden)	Residential Street						11,000	TBD, TIB
	6th Ave SW (Warren – Diane)	Residential Street						7,000	TBD, TIB
	Michner St SW (3rd – west end)	Residential Street						6500	TBD, TIB
	4th Ave SW 1000 block	Residential Street			1,300				TBD, TIB
	Cummings St SW (entire length)	Residential Street			2,500				TBD, TIB
	Lakewood Ct SE (entire length)	Residential Street						4,200	TBD, TIB

Project	Location	Facility Type	2025	2026	2027	2028	2029	2030-35	Possible Funding Sources
Chip Seal	Clearwood Ct SE (entire length)	Residential Street						4,200	TBD, TIB
	Edgewood Ct SE (entire length)	Residential Street						4,200	TBD, TIB
	B St SE (both sections)	Residential Street						4,600	TBD, TIB
	Warren St SW (entire length)	Residential Street			10,000				TBD, TIB
	D St SW (3rd – west end by levee)	Residential Street	18,100						TBD, TIB
	Hibbard St SW (5th – 6th)	Residential Street			4,000				TBD, TIB
	Diane St SW (entire length)	Residential Street			7,000				TBD, TIB
	Kirby Ave NE (entire length)	Residential Street		8,000					TBD, TIB
	Roake Ave NE (entire length)	Residential Street		8,000					TBD, TIB
	Front Ave NW (Cowlitz – Huntington Ave N)	Arterial Street						17,250	TBD, TIB
	Jackson St NW (entire length)	Residential Street						5,750	TBD, TIB
	Leaming Ave NW (entire length)	Residential Street						6,900	TBD, TIB
	Shintaffer St NW (entire length)	Residential Street						9,200	TBD, TIB
	Cherry St NW (entire length)	Residential Street						4,600	TBD, TIB
	Barr St NW (entire length)	Residential Street						4,600	TBD, TIB
	Cowlitz View Ct NW (entire length)	Residential Street						10,500	TBD, TIB
	Alley between Cowlitz – A St; Front – 1st	Commercial Alley						5,000	TBD, TIB
	Alley between Cowlitz – A St; 1st – 2nd	Commercial Alley						5,000	TBD, TIB

Project	Location	Facility Type	2025	2026	2027	2028	2029	2030-35	Possible Funding Sources
Chip Seal	Alley between Cowlitz – A St; 2nd – 3rd (2X coats)	Commercial Alley	7,000						TBD, TIB
	Alley between A St – B St; Front – 1st (2X coats)	Commercial Alley	7,500						TBD, TIB
	Alley between A St – B St; 1st – 2nd	Commercial Alley		3,500					TBD, TIB
	Alley between A St – B St;2nd – 3rd	Residential Alley	2,400						TBD
	Boyd Ave NE	Residential Street			3,000				TBD, TIB
	North St NE (entire length)	Residential Street				7,500			TBD, TIB
	Merrill Ave NE (entire length)	Residential Street				7,000			TBD, TIB
	Northwood Ct NE (entire length)	Residential Street				5,000			TBD, TIB
	Balcer St NE (entire length)	Residential Street						7,500	TBD, TIB
	Woodard Ave NE (entire length)	Residential Street						7,500	TBD, TIB
	Pioneer Ave NE (entire length)	Residential Street						21,000	TBD, TIB
	LaRue St NE (entire length)	Residential Street						7,500	TBD, TIB
	Helton St NE (entire length)	Residential Street						4,000	TBD, TIB
	Green St NE (entire length)	Residential Street						4,500	TBD, TIB
	Old Pacific Highway N (SR 504 – city limits)	Residential Street						2,200	TBD, TIB
	McBride Ct NE (entire length)	Residential Street						2,200	TBD, TIB
	Westside Highway (Green Acres – city limits)	Collector					24,000		TBD, TIB
	Little Ave NE (entire length)	Residential Street	1,500					4,500	TBD, TIB
	Ramsey St NE (entire length)	Residential Street	6,000					3,500	TBD, TIB

Walsh Ave NE (entire length)	Residential Street						7,700	TBD, TIB
McCoy St (entire length)	Residential Street						3,700	TBD, TIB
Eaton Ct NE (entire length)	Residential Street						7,500	TBD, TIB
Searls Ct NE (entire length)	Residential Street	900						TBD, TIB
Alder St NE (entire length)	Residential Street	3,000						TBD, TIB
May Ave NE (entire length)	Residential Street						1,500	TBD, TIB
Mallory St NE (entire length)	Residential Street	5,000						TBD, TIB
Maple St NE (entire length)	Residential Street	5,532						TBD, TIB
Cedar St NE (entire length)	Residential Street		3,000					TBD, TIB
Senior Center Parking lot	Parking Lot		5,000					REET, GF
City Hall Parking Lot	Parking Lot		6,000					REET,TBD, GF
Aden between front-4th	Residential Street	7,300						TBD
Hibbard between front-3rd	Residential Street	2,300						TBD
Mosier Rd (entire length)	Residential Street	19,000						TIB, TBD
Bond Rd (entire length city limits)	Collector	36,500						TIB, TBD
Kalmbach Rd	Residential Street	7,100						TIB, TBD
	Total	**$1,095,599**	**$43,500**	**$27,800**	**$44,500**	**$74,000**	**$212,300**	

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)	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**Funding Source**
Levee Certification and Upgrades				50,000	75,000		Stormwater Fund
Comprehensive Storm Drainage Plan		40,000					Stormwater Fund PWTF
Install Green Acres pump station vault improvements	5,000						Stormwater Fund
North Street Stormwater Improvements			125,000				Stormwater Fund, 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	Stormwater Fund, ARPA, PWTF
A St. & 4th main liners		100,000					ARPA
Clean, inspect, prioritize entire system	260,000						DOE, stormwater fund
Cedar St NE stormwater improvements, block wall	9,000						Stormwater fund
Total	**$274,000**	**$190,000**	**$175,000**	**$200,000**	**$200,000**	**$50,000**	

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	2025	2026	2027	2028	2029	2030-2040	Financing Source
D-03	Carpenter/ Road Boosted Pressure Zone	Distribution	1,340,000						DWSRF Loan, ARPA, CCRD
S-01	Raw Water Intake Screen Cleaning System	Source		120,000					Regional System
D-02	Water main improvements on Buland Dr S, east of Huntington	Distribution			439,000				PWTF Loan
S-02	Raw Water Variable Speed Pumps	Source						85,000	Regional System
ST-01	Construct New Reservoir on West Side of Cowlitz River	Storage						3,759,300	PWTF, DWSRF loans, 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	20,000	20,000	20,000	25,000	25,000	25,000	Regional System
S-03	Rehabilitation of Pizza Well (No. 144)	Source	18,000						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 2nd Ave. SW from B St. to Warren St	Distribution	40,000						ARPA
	Water main Imp. Hibbard SW; Front – 3rd	Distribution	120,000						ARPA
D-17	Water main Imp C St SW; 5th – alley; down alley to D St	Distribution			112,000				Rates and fees
	Water main Imp D St SW; 5th – levee	Distribution			80,000				Rates and fees
	Water main Imp Warren St; 2nd – apartments	Distribution		25,000					Rates and fees
D-16	Water main Imp Alley; Cowlitz to Jackson	Distribution		84,100					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
	Fixed meter reading system	Distribution						140,000	Rates and fees
	Powell Rd. water main extension	Distribution	880,000						ARPA, CCRD
	Powell Rd. reservoirs	Storage			1,200,000				ARPA, CCRD

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	Financing Source
	Storage yard	Distribution	25,000						ARPA, rates & fees
	Water main improvement 5th; Hibbard to Aden	Distribution		25,000					Rates and Fees
	Install cathodic protection to SR 504 Reservoir	Storage	47,000						Regional fund
		Totals	**$2,480,000**	**$294,100**	**$1,911,000**	**$155,000**	**$25,000**	**$6,079,300**	

Notes:

DWSRF Drinking Water State Revolving Fund
PWTF Public Works Trust Fund
CERB Community Economic Revitalization Board
ARPA American Rescue Plan Act
CCRD Cowlitz County Rural Development grant

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

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	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
	Replace 100 blk 3rd from Cowlitz -A St.	Major collector		75,000					

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

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	Funding Source
C-9	Replace 8' of 6" pipe on Alder St	Collection					6,400		SO,PWTF, RD
	Alder St. – Hunt. liner	Collection		75,000					SO, PWTF, ARPA
D-2	Replace 16' of 10" pipe on West Side Hwy	Collection							SO,PWTF, RD, ARPA
D-3	Replace 4' of 6" pipe on B St	Collection							SO,PWTF, RD
E-2	Replace 362' of 8" pipe on Pioneer Ave	Collection							SO,PWTF, RD, ARPA
E-3	Replace 5' of 6" pipe on Merrill Ave	Collection							SO,PWTF, RD
F-1	Replace 4' of 10" pipe on Cowlitz St	Collection							SO,PWTF, RD
F-2	Replace 4' of 6" pipe on Cedar St	Collection	3,200						SO,PWTF, RD
	Repair alley 5th-6th/C St.-D St.	Collection	15,000						SO,
F-3	Replace 4' of 12" pipe on Hibbard St	Collection							SO,PWTF, RD
	Repair 5th Hib to east CO	Collection	3,500						SO
F-4	Replace 4' of 8" pipe on Aden St	Collection							SO,PWTF, RD
F-5	Replace 40' of 8" pipe on Merrill Ave	Collection							SO,PWTF, RD
F-6	Replace 17' of 8" pipe on Front Ave	Collection							SO,PWTF, RD
F-7	Replace 13' of 6" pipe on Shear St	Collection							SO,PWTF, RD

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

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	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	collection				150,000	200,000		SO,PWTF
	Storage yard	collection	25,000						SO, ARPA, REET
		Total	**$168,500**	**$180,200**	**$32,900**	**$250,000**	**$206,400**	**$1,223,000**	

Notes:

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

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

Capital Needs	2025	2026	2027	2028	2029	2030	Funding Source
1. Vehicle Replacement (2019 Veh.)						80,000	GF
2. Vehicle Replacement (2020 Veh.)							1/10 1% LCJT
3. Vehicle Replacement (2021 Veh.)	8,000	8,000					GF
4. Vehicle Replacement (2023 Veh.)							GF, PVRF
5. Vehicle Replacement (2025 Veh.)			80,000				GF
6. Vehicle Replacement (2026 Veh.) 20-1		80,000					1.10 1% LCJT
7. Vehicle Replacement (2027 Veh.) 19-1			80,000				GF,PVRF
8. Rifle & handgun Replacement		8,800			8,800		GF
9. Officer Computer Replacement	9,000	9,000		9,000			GF
10. Uninterrupted power supply computer	600				600		GF
11. MDT Replacement (each unit $2,000)	2,000	2,000	2,000	2,000	2,000	2,000	GF
12. Uninterrupted Power Supply - Computers	600				600		GF
13. Portable Radio Replacement	2,000	2,000	2,000	2,000	2,000	2,000	GF
14. Taser Replacement & Body Cam Pkg	11,000	11,000	11,000	11,000	11,000	11,000	GF
16. Remodel Storage area		25,000					1/10 1% LCJT
17. Office remodel		30,000					GF
18. Impound garage	25,000						GF
19. Ballistic Shields		2,000		2,000			GF
20. Moving radars	3,000		3,000	3,000	3,000		GF
21. Night Vision		4,800	4,800		4,800		GF
TOTAL	**$61,200**	**$182,600**	**$182,800**	**$29,00**	**$32,800**	**$95,000**	

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

Position	2024		2025				2025		Notes
	12/31 Actual Base Pay	12 /31 Actual Annual Base	Adj Increase %	COLA Increase %	Estimated New Base	Estimated Annual Base	Estimated Total Monthly / Hourly Pay	Estimated Total Annual Pay	
							(Includes Longevity/Education/Phone; Excludes OT & Uniform)		
Executive									
Mayor	1,200.00	14,400.00			1,200.00	14,400.00	1,200.00	14,400.00	100% Exec (term 2020 - 2023)
Council #1	200.00	2,400.00			200.00	2,400.00	200.00	2,400.00	100% Exec (term 2022 - 2025) (increaset to $300.00 eff 1/1/26)
Council #2	200.00	2,400.00			200.00	2,400.00	200.00	2,400.00	100% Exec (term 2022 - 2025) (increaset to $300.00 eff 1/1/26)
Council #3	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)
Council #4	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)
Council #5	300.00	3,600.00			300.00	3,600.00	300.00	3,600.00	100% Exec (term 2020 - 2023)
Police									
Chief of Police	9,316.66	111,799.92		3.00%	9,596.16	115,153.92	10,555.78	126,669.36	
Corporal	6,421.59	77,059.08		2.89%	6,607.17	79,286.04	7,742.36	92,908.32	
Corporal	6,421.59	77,059.08		2.89%	6,607.17	79,286.04	7,655.21	91,862.52	Next Longevity 10/2030; 10%
Police Officer	5,973.57	71,682.84		2.89%	6,146.21	73,754.52	6,975.94	83,711.28	Next Longevity 12/2026; 8%
Police Officer	5,077.53	60,930.36		2.89%	5,224.27	62,691.24	5,563.85	68,730.00	Step 2; 6/1/2025 Next Longevity 05/2026; 3%
	5,376.22	64,514.64		2.89%	5,531.59	66,379.08	5,891.15		
Police Clerk II	5,194.73	62,336.76		2.89%	5,344.86	64,138.32	6,096.25	73,155.00	
PT Police Officer	28.93			0.00%	28.93		28.93		
PT Police Officer	28.93			0.00%	28.93		28.93		
PT Police Officer	28.93			0.00%	28.93		28.93		
Public Works									
Public Works Director	9,470.17	113,642.04		3.00%	9,754.28	117,051.36	10,729.71	128,756.52	
Senior Operator	6,181.16	74,173.92		3.00%	6,366.59	76,399.08	7,264.25	87,171.00	Next Longevity 01/2027; 8%
Treatment Plant Operator II	5,477.95	65,735.40		3.00%	5,642.29	67,707.48	6,333.25	75,999.00	Next Longevity 10/2026; 8%
Treatment Plant Operator	5,121.42	61,457.04	4.00%	3.00%	5,486.07	65,832.84	6,006.65	72,079.80	Next Longevity 03/2026; 5%
PW Maintenance	4,464.30	53,571.60	4.00%	3.00%	4,782.16	57,385.92	5,906.91	70,882.92	Next Longevity 02/2027; 8%
PW Maintenance	4,464.30	53,571.60	4.00%	3.00%	4,782.16	57,385.92	5,472.27	65,667.24	Next Longevity 04/2027; 7%
PW Maintenance	4,464.30	53,571.60	4.00%	3.00%	4,782.16	57,385.92	5,429.62	65,155.44	Next Longevity 06/2027; 5%
PW Maintenance	4,464.30	53,571.60	4.00%	3.00%	4,782.16	57,385.92	5,490.62 5,586.27	66,270.04	Longevity Increase 3% > 5% Next Longevity 09/2028; 7%
Equip Operator (PT)	50.00			0.00%	50.00		50.00		
Summer Help	17.50			5.71%	18.50		18.50		
Summer Help	17.50			5.71%	18.50		18.50		
Summer Help	17.50			5.71%	18.50		18.50		
Summer Help	17.50			5.71%	18.50		18.50		
Finance									
Clerk-Treasurer	7,604.66	91,255.92	5.00%	3.00%	8,224.44	98,693.28	8,635.66 8,800.15	104,285.88	Longevity Increase 5% > 7% Next Longevity 09/2029; 8%
Lead Deputy Clerk	5,714.20	68,570.40		2.89%	5,879.34	70,552.08	6,199.31	74,391.72	Next Longevity 07/2026; 7%
Deputy Clerk II	5,194.73	62,336.76		2.89%	5,344.86	64,138.32	5,719.00	68,628.00	Next Longevity 12/2028; 8%
Deputy Clerk I	4,410.41	52,924.92		2.89%	4,537.87	54,454.44	4,563.87	55,931.70	1/1/2025 Step C of D; 7/1/2025 Step D of D; Next Longevity 07/2026; 3%
	4,599.16	55,189.92		2.89%	4,732.08	56,784.96	4,758.08		

COLA/CBA (Budgeted) Increases (Chart)

Standby Pay	15.74	CBA - in effect through 2025
PW Director	3.00%	EA - in effect through 2025
PW CBA	3.00%	CBA - in effect through 2027; 3% COLA + 4% adj to PW Maint & TPO I base salary only
Clerk-Treasurer	3.00%	EA - in effect through 2025; 3% COLA + 5% adj to base salary
Clerical CBA	2.89%	CBA - in effect through 2026 (2.5 - 3.5% COLA)
Chief of Police	3.00%	EA - in effect through 2025
Police CBA	2.89%	CBA - in effect through 2026 (2.5 - 4.0% COLA)
Police On-Call	0.00%	Non-Bargaining
Other Non-Bargaining	0.00%	Non-Bargaining
Summer Help	0.00%	Non-Bargaining (2024 = 17.50; 2025 = 18.50)
Minimum Wage	16.66	
COLA	2.89%	

RESOLUTION NO. 2024-08

A RESOLUTION RELATING TO SETTING RATES AND MINIMUM CHARGE FOR WATER AND SEWER SERVICES TO CITY OF CASTLE ROCK CUSTOMERS, AND AMENDING RESOLUTION NO. 2023-06

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 $0.0591 per cubic foot of metered use;

MONTHLY WATER BASE METER CHARGE

Less than 1” meter	$45.20
1” meter	$45.20
1 ½” meter	$45.20
2” meter	$45.20
4” meter	$45.20

Non-metered water customers shall pay a flat rate of $75.98, 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 $5.81 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 $1.51 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 $2.53 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 $0.1023 per cubic foot of metered water use;

MONTHLY SEWER BASE METER CHARGE

Less than 1" meter	$39.00
1" meter	$39.00
1 ½" meter	$39.00
2" meter	$39.00
4" meter	$39.00

Non-metered customers shall pay a flat rate of $90.85, per month for sewer service.

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

a. Mobile home parks, apartments, duplexes and other multiple-family dwellings which have more than one living unit or mobile home space on one meter shall be charged $6.00 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 $1.30 per day during the partial month of service plus any recorded metered water use in accordance with regular sewer billing rates.

b. New and vacating customers occupying services for only a partial month's billing cycle and receives non-metered services, will be billed on a pro-rated basis. Pro-rated rate will be $3.03 per day for each day of a partial month's service for sewer service.

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

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

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

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

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

BE IT FURTHER RESOLVED that the rates and policies set forth shall be in effect as of the January 2025 utility billing cycle.

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

____
Mayor

Attest:

Approved as to form:

____
City Clerk

____
City Attorney

RESOLUTION NO. 2024-09

A RESOLUTION PROVIDING FOR REDUCED BASE RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS FOR WATER AND SANITARY SEWER SERVICES AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY $10,000 PER CALENDAR YEAR, AND AMENDING RESOLUTION NO. 2023-07

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

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

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

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

1. **Definitions:**

   a. The term “low-income senior citizen” means a person who is sixty-two (62) years of age or older and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table as Exhibit A. [The very low (50%) income limits for Cowlitz County established under the latest and applicable Housing and Urban Development Income Limits Documentation System https://www.huduser.gov/portal/datasets/il.html.]

   b. The term “income”, or “total income”, means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who resides in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant’s living costs.

2. **Reduced Rates for Low-Income Senior Citizens:**

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

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

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

3. **Annual Applications for Reduced Rates:**

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

4. **Reduced Rate Effective Dates:**

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

5. **Disqualification for Reductions:**

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

6. **Annual Maximum Amount of Reductions:**

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

7. **Effective Date:**

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

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

____
Mayor

Attest:

____
City Clerk

Approved as to form:

____
City Attorney

Exhibit A

FY 2023 & 2024 Income Limits

Persons in Household	2023 Income Limit	2024 Income Limit
1	$29,550	$31,500
2	$33,750	$36,000
3	$37,950	$40,500
4	$42,150	$45,000
5+	$45,550	$48,600

ORDINANCE NO. 2024-10

AN ORDINANCE AMENDING, IN PART, CITY OF CASTLE ROCK, WASHINGTON, MUNICIPAL ORDINANCE NO. 2023-14, 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 $9.14, 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	8.43
2	Moderately Light	4,001 - 11,000	22.39
3	Light	11,001 - 17,000	39.22
4	Moderate	17,001 - 24,000	56.09
5	Moderately Heavy	24,001 - 30,000	72.89
6	Heavy	30,001 - 37,000	92.63
7	Very Heavy	37,001 - 43,560	117.82
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by $117.82 (i.e. 1.3 acres x $117.82 = $153.17 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 2025 billing cycle.

ADOPTED by the City Council and signed by the Mayor on this ____ day of ________________, 2024.

____
Mayor Paul Helenberg

Attest: Approved as to form:

____________________________________ ____
Clerk-Treasurer City Attorney

ORDINANCE NO. 2024-11

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 $44.48 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, 2025.

ADOPTED by the City Council and signed by the Mayor on this ______ day of _________________, 2024.

____
Mayor Paul Helenberg

Attest: | Approved as to form:

___________________________________ | ____

Clerk-Treasurer | City Attorney

ORDINANCE NO. 2024-12

AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025

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, 2025, and a notice was published that the City Council of the City of Castle Rock would meet on the 12th and 25th day of November, 2024, 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 2025 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 2025 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the City of Castle Rock Budget.

FUND	**ESTIMATED REVENUES**	**ESTIMATED EXPENDITURES**	**UNALLOCATED ENDING FUND BALANCE**	**TOTAL**
General	3,038,993			
Executive		87,158		
Municipal Court		95,510		
Finance		165,355		
Police		1,335,759		
Park		23,863		
Planning		150,030		
Non-Departmental		480,423	700,895	3,038,993

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
Petty Cash/Change	760.00	-	760.00	760.00
Street	333,774	326,053	7,721	333,774
Building Code Account	129,780	48,590	81,190	129,780
Visitor Center	36,837	20,689	16,148	36,837
Library	18,105	17,090	1,015	18,105
Criminal Justice	49,540	1,667	47,873	49,540
Local Criminal Justice	211,219	76,300	134,919	211,219
Accumulative Reserve	21,917	-	21,917	21,917
CDBG Home Rehab	218,586	1,000	217,586	218,586
DOT Spoil Site	135,016	126,645	8,371	135,016
Public Works Vehicle Replacement	45,853	45,000	853	45,853
Police Vehicle Replacement	42,208	-	42,208	42,208
Drug Enforcement	3,604	-	3,604	3,604
Low Income Housing	73,128	-	73,128	73,128
Swimming Pool Construction	174,160	-	174,160	174,160
REET Capital	111,487	93,600	17,887	111,487
Street Construction Capital	3,797,720	3,790,464	7,256	3,797,720
Water/Sewer Operating	3,159,433			
Water		1,133,157	461,980	
Sewer		1,102,315	461,981	3,159,433
Regional Water System	1,368,256	710,186	658,070	1,368,256
Stormwater Management	209,755	197,139	12,616	209,755
Stormwater Capital Reserve	273,484	256,500	16,984	273,484
Regional Water Capital	177,901	135,225	42,676	177,901
Municipal Water Capital	1,677,918	1,618,200	59,718	1,677,918
Water Bond Reserve	221,619	-	221,619	221,619
Sewer Bond Reserve	342,921	-	342,921	342,921
Sewer Loan Reserve	21,486	-	21,486	21,486
Short Lived Asset Reserve	50,732	-	50,732	50,732
Municipal Sewer Capital	136,382	118,100	18,282	136,382
Boat Launch Facility	51,534	46,389	5,145	51,534
Utility Deposit	97,077	12,000	85,077	97,077
State Custodial Pass-Thru	26,580	24,980	1,600	26,580
TOTAL ALL FUNDS	**16,257,765**			**16,257,765**

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

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

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

____
Mayor Paul Helenberg

Attest:

____
City Clerk

Approved as to form:

____
City Attorney

ORDINANCE NO. TBD-2024-01

AN ORDINANCE ADOPTING THE BUDGET OF THE CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT, CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025

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, 2025, and a notice was published that the City Council of the City of Castle Rock would meet on the 12th and 25th day of November, 2024, 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 2025 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 2025 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the Castle Rock City Transportation Benefit District Budget.

FUND	**ESTIMATED REVENUES**	**ESTIMATED EXPENDITURES**	**UNALLOCATED ENDING FUND BALANCE**	**TOTAL**
General/TBD	315,754	279,147	36,607	315,754
TBD Capital Project	3,456	-	3,456	3,456
TOTAL ALL FUNDS	**319,210**			**319,210**

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

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

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

____
Mayor Paul Helenberg

Attest:

____
City Clerk

Approved as to form:

____
City Attorney