Gateway to Mt. St. Helens

CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, November 25, 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
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1. CALL TO ORDER

a. Pledge of Allegiance

b. Roll Call

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

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

    1. Expenditure, Revenue, Cash & Investments Reports (page 3-7)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

a. Purpose: To take testimony on the proposed budget 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. First Public Hearing was held on November 12, 2024 during the Regular Council Meeting. (page 8-17)

7. CONSENT AGENDA

a. Approve the minutes of the November 12, 2024 Regular Council Meeting. (page 18-21)

8. OLD BUSINESS

a. 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, on second reading. (page 22-24)

b. 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 second reading. (page 25-26)

c. Ordinance No. 2024-11, an ordinance amending, City of Castle Rock, Municipal Code Chapter 13.16 Retail Water Sales, on second reading. (page 27)

d. 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 second reading. (page 28-30)

e. 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 second reading. (page 31-32)

9. NEW BUSINESS

a. Special Event Permit #2024-0011; Castle Rock Community Development Alliance (CRCDA) - Festival of Lights; December 14, 2024 between 2:00 PM and 7:00 PM; insurance has been received. Request for street closures include: (page 33-43)

- Cowlitz St E and W from the railroad tracks to 3rd Ave SW
- Front Ave NW and SW from A St SW to the Jackson St SW (Jackson remains open)
- 100 Block of 1st Ave SW

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.

2024 Expenditures

Fund	Sub	#	January	February	March	April	May	June	July	August	September	October	Total	Budget	Remaining	% Expended
General	Legislative	010 0 010	5,991.75	5,158.65	5,391.70	4,782.35	6,278.34	5,181.17	5,466.63	8,788.08	6,296.41	7,883.30	61,218.38	92,712.00	31,493.62	66.03%
	Municipal	010 0 020	5,520.83	9,027.25	8,829.07	8,866.92	5,456.76	3,067.27	8,545.17	3,845.79	10,061.29	8,403.11	71,623.46	95,510.00	23,886.54	74.99%
	Financial	010 0 030	11,604.51	27,524.85	13,141.29	16,400.49	11,479.63	11,455.32	13,396.72	11,020.45	11,366.27	10,920.55	138,310.08	173,011.00	34,700.92	79.94%
	Law Enforcement	010 0 040	95,225.09	174,084.55	83,229.77	81,073.18	79,727.35	103,596.45	103,362.63	88,722.12	127,350.97	71,894.34	1,008,266.45	1,331,730.00	323,463.55	75.71%
	Parks	010 0 060	172.36	1,257.74	1,758.94	95.25	69.82	797.22	592.94	276.34	177.22	10.78	5,208.61	16,765.00	11,556.39	31.07%
	Building/Planning	010 0 070	4,563.59	12,576.21	11,086.56	8,306.74	8,254.79	8,547.56	8,729.64	10,731.20	12,809.40	22,556.80	108,162.49	145,220.00	37,057.51	74.48%
	Non-Departmental	010 0 099	261,822.47	31,116.43	4,208.39	8,341.81	4,110.19	6,258.37	19,572.87	7,505.87	12,642.30	6,368.37	361,947.07	846,459.00	484,511.93	42.76%
General Total		010	384,900.60	260,745.68	127,645.72	127,866.74	115,376.88	138,903.36	159,666.60	130,889.85	180,703.86	128,037.25	1,754,736.54	2,701,407.00	946,670.46	64.96%
Streets		100	17,062.25	27,946.93	24,571.04	14,182.60	9,709.70	19,358.65	15,580.73	13,314.92	24,037.83	25,670.31	191,434.96	239,603.00	48,168.04	79.90%
Building Code		115	1,078.88	4,505.01	3,526.28	2,611.57	2,184.15	3,195.28	1,370.75	2,617.71	3,259.60	9,057.25	33,406.48	47,485.00	14,078.52	70.35%
Visitor Center		120	888.57	1,510.34	460.20	542.40	949.58	578.38	5,422.45	2,065.66	1,656.04	31,341.33	45,414.95	19,629.00	(25,785.95)	231.37%
Library		130	726.83	8,304.54	12,552.16	826.30	14,630.05	1,382.53	1,181.37	441.12	388.94	3,694.96	44,128.80	42,291.00	(1,837.80)	104.35%
Criminal Justice		140	142.50	-	-	114.43	-	-	142.50	-	-	142.50	541.93	1,667.00	1,125.07	32.51%
Local Criminal Justice		145	6,155.63	211.93	198.47	6,344.96	204.12	548.50	215.20	259.89	222.91	231.45	14,593.06	30,300.00	15,706.94	48.16%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	13,693.67	5,098.90	1,852.83	6,114.42	3,050.78	5,811.81	18,975.31	5,841.23	3,323.05	11,851.49	75,613.49	51,590.00	(24,023.49)	146.57%
Public Works Vehicle Replacement		180	30,000.00	-	-	-	-	-	3,804.43	-	10,485.70	-	44,290.13	30,000.00	(14,290.13)	147.63%
REET Construction		310	-	-	-	-	31,213.85	15,786.25	-	-	-	-	47,000.10	138,800.00	91,799.90	33.86%
Street Construction		320	-	-	-	3,790.42	948.76	4,858.11	12,926.28	1,020.67	63,583.21	52,940.61	140,068.06	847,000.00	706,931.94	16.54%
Water/Sewer Operating		400	259,654.60	227,044.63	229,728.99	173,599.18	170,000.40	87,724.58	148,473.26	122,418.63	225,928.10	128,008.93	1,772,581.30	2,198,808.00	426,226.70	80.62%
Regional Water System		410	66,295.91	72,663.98	53,232.61	59,039.30	26,050.85	26,371.68	30,962.18	129,944.73	47,530.32	51,853.92	563,945.48	668,814.00	104,868.52	84.32%
Stormwater Management		420	17,699.78	13,505.74	9,768.20	8,821.12	9,431.06	9,709.25	11,633.80	10,669.05	10,487.00	11,367.89	113,092.89	188,682.00	75,589.11	59.94%
Stormwater Capital		425	-	-	-	-	-	-	-	12,862.50	-	-	12,862.50	155,000.00	142,137.50	8.30%
Regional Water Capital		430	18.38	18.38	87.50	26.25	18.38	-	-	517.50	-	8.75	695.14	72,225.00	71,529.86	0.96%
Muni Water Capital Improvement		435	117,906.70	78,279.08	149,431.90	45,427.63	107,727.68	11,141.95	22,586.19	39,286.32	31,104.13	22,687.03	625,578.61	1,838,700.00	1,213,121.39	34.02%
Muni Sewer Cap Impr Reserve		470	39,838.87	(4,532.31)	444,415.40	39,038.69	546.14	23,271.17	123,885.65	227,399.46	18,261.19	6,121.16	918,245.42	644,100.00	(274,145.42)	142.56%
Boat Launch Facility		475	1,981.49	4,400.57	863.51	999.42	1,227.16	1,214.42	1,934.28	2,824.36	3,018.10	1,865.17	20,328.48	1,030,079.00	1,009,750.52	1.97%
Utility Deposit		631	540.00	-	324.31	740.00	573.58	320.00	600.00	400.00	320.00	662.49	4,480.38	12,000.00	7,519.62	37.34%
Transportation Benefit District		632	4,580.00	-	-	220.00	-	-	30,000.00	16,509.00	-	64,610.70	115,919.70	242,095.00	126,175.30	47.88%
State Custodial Pass-Thru Fund		634	817.51	1,141.47	1,126.97	1,445.09	1,665.68	1,162.11	471.60	690.13	735.26	892.24	10,148.06	24,980.00	14,831.94	40.62%
		Totals	963,982.17	700,844.87	1,059,786.09	491,750.52	495,508.80	351,338.03	589,832.58	719,972.73	625,045.24	551,045.43	6,549,106.46	11,226,255.00	4,677,148.54	58.34%
Balance Check			963,982.17	700,844.87	1,059,786.09	491,750.52	495,508.80	351,338.03	589,832.58	719,972.73	625,045.24	551,045.43	6,549,106.46	11,226,255.00	4,677,148.54	
s/b -0-			-	-	-	-	-	-	-	-	-	-	-	-	-	

2024 Revenue

Fund	#	January	February	March	April	May	June	July	August	September	October	Total	Budget	Remaining	% Received
General	010	147,009.37	111,526.16	169,694.26	168,778.15	338,309.33	163,919.69	126,940.87	119,303.71	162,210.97	119,911.34	1,627,603.85	2,081,843.00	454,239.15	78.18%
Streets	100	127,488.57	3,303.79	5,594.63	3,238.64	3,551.15	5,069.59	4,953.37	3,982.65	28,429.85	3,761.30	189,373.54	246,200.00	56,826.46	76.92%
Building Code	115	2,405.46	3,237.69	6,397.45	3,177.73	732.91	849.88	7,768.41	4,316.72	5,994.68	2,926.30	37,807.23	55,000.00	17,192.77	68.74%
Visitor Center	120	1,108.76	1,181.60	1,019.87	1,123.31	852.42	1,285.17	31,713.91	2,504.42	3,553.37	2,667.57	47,010.40	16,075.00	(30,935.40)	292.44%
Library	130	5,924.57	489.56	416.28	392.85	13,006.73	12,580.27	259.79	186.91	254.90	4,056.78	37,568.64	27,450.00	(10,118.64)	136.86%
Criminal Justice	140	1,186.54	122.53	122.96	1,158.77	104.44	108.13	1,218.70	124.83	122.15	1,222.66	5,491.71	4,000.00	(1,491.71)	137.29%
Local Criminal Justice	145	5,432.96	6,276.34	4,829.29	5,050.78	5,709.27	5,558.61	5,910.97	6,237.77	5,782.04	6,778.64	57,566.67	58,000.00	433.33	99.25%
Accumulative Reserve	150	73.91	62.76	62.98	56.00	52.22	54.07	58.26	60.97	59.65	57.33	598.15	-	(598.15)	0.00%
CDBG Grant/Home Rehab Proj	160	742.63	630.59	638.76	568.00	532.17	551.00	596.52	624.18	610.75	592.50	6,087.10	-	(6,087.10)	0.00%
DOT Spoils Site	170	10,000.00	-	124,167.36	17,798.80	69.62	27,965.96	3,116.13	14,911.59	14,660.83	914.78	213,605.07	45,000.00	(168,605.07)	474.68%
Public Works Vehicle Replacement	180	30,003.52	2.99	3.00	2.67	13,582.49	2.58	41.62	31.94	31.25	-	43,702.06	30,000.00	(13,702.06)	145.67%
Police Vehicle Replacement	185	21,035.19	29.89	92.96	82.67	77.09	79.81	86.01	90.00	88.06	87.37	21,749.05	21,000.00	(749.05)	103.57%
Drug Enforcement	190	10.56	8.97	9.00	8.00	7.46	7.72	8.32	8.71	8.52	8.19	85.45	200.00	114.55	42.73%
Low Income Housing	195	225.25	3,191.27	194.93	181.33	169.10	175.09	191.44	200.31	196.01	188.40	4,913.13	3,000.00	(1,913.13)	163.77%
Swimming Pool Construction	300	475.13	30,403.46	497.82	442.66	412.80	427.41	463.34	4,292.16	477.24	472.36	38,364.38	-	(38,364.38)	0.00%
REET Capital Fund	310	2,187.67	1,983.31	1,883.32	3,805.71	5,759.11	2,614.60	3,068.66	5,357.44	2,787.56	1,903.40	31,350.78	45,000.00	13,649.22	69.67%
Street Construction	320	-	-	-	10,456.70	14.92	15.45	30,000.00	46.45	8,644.07	34,040.88	83,218.47	847,000.00	763,781.53	9.83%
Water/Sewer Operating	400	157,830.56	179,014.95	191,236.14	166,526.20	166,770.27	173,012.22	183,430.42	213,226.75	190,046.53	201,136.23	1,822,230.27	2,043,778.00	221,547.73	89.16%
Regional Water System	410	31,826.15	84,595.90	57,468.86	59,421.49	57,323.75	57,338.57	55,882.08	59,345.21	84,623.55	30,481.59	578,307.15	668,814.00	90,506.85	86.47%
Stormwater Management	420	13,778.37	14,117.97	13,212.82	13,262.29	12,295.50	13,366.48	13,501.09	13,916.80	13,099.31	15,970.82	136,521.45	193,014.00	56,492.55	70.73%
Stormwater Capital	425	126.70	107.59	110.96	98.66	92.02	95.27	102.66	107.42	105.11	65.53	1,011.92	135,000.00	133,988.08	0.75%
Regional Water Capital	430	28,602.32	5,280.93	1,880.86	1,391.33	323.28	334.72	1,360.69	383.22	874.97	363.15	40,795.47	32,225.00	(8,570.47)	126.60%
Muni Water Capital Improvement	435	96,316.58	1,001,927.64	10,746.26	4,801.97	3,396.91	3,517.10	8,019.25	3,599.91	10,662.47	3,230.09	1,146,218.18	1,113,000.00	(33,218.18)	102.98%
Water Bond Reserve	440	753.19	639.56	647.76	576.00	539.62	558.72	604.85	632.89	619.27	600.69	6,172.55	-	(6,172.55)	0.00%
Sewer Bond Reserve	450	1,168.49	992.21	1,001.63	893.32	835.55	865.12	935.01	981.26	960.16	928.34	9,561.09	-	(9,561.09)	0.00%
Sewer Loan Reserve Fund	460	70.39	59.77	59.98	56.00	52.22	54.07	58.26	60.97	59.65	57.33	588.64	-	(588.64)	0.00%
Short Lived Asset Reserve Fund	463	172.46	146.45	146.94	130.67	121.85	126.16	135.96	145.16	142.03	136.52	1,404.20	-	(1,404.20)	0.00%
Muni Sewer Cap Impr Reserve	470	100,285.08	242.07	9,887.83	-	-	-	381,100.72	-	458,200.00	322.19	950,037.89	646,500.00	(303,537.89)	146.95%
Boat Launch Facility	475	454.47	948.72	1,211.99	950.67	1,022.24	803.92	846.72	1,357.26	3,137.13	2,384.14	13,117.26	1,033,800.00	1,020,682.74	1.27%
Utility Deposit	631	761.56	479.08	742.91	1,416.00	763.91	771.13	1,190.28	720.96	555.78	869.36	8,270.97	12,000.00	3,729.03	68.92%
Transportation Benefit District	632	11,672.21	13,920.53	10,966.09	11,570.27	13,320.15	13,915.30	13,184.82	15,090.84	14,929.71	13,698.82	132,268.74	150,285.00	18,016.26	88.01%
State Custodial Pass-Through Fund	634	347.76	1,066.22	1,175.97	1,466.09	1,733.68	1,086.36	551.60	735.63	806.51	879.99	9,849.81	24,980.00	15,130.19	39.43%
Totals		799,476.38	1,465,990.50	616,121.87	478,883.73	641,534.18	487,110.17	877,300.73	472,585.04	1,012,734.08	450,714.59	7,302,451.27	9,533,164.00	2,230,712.73	76.60%
Balance Check		799,476.38	1,465,990.50	616,121.87	478,883.73	641,534.18	487,110.17	877,300.73	472,585.04	1,012,734.08	450,714.59	7,302,451.27	9,533,164.00	2,230,712.73	
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2024 Expense/Revenue Comparison

		Expenses			Revenue						
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less Actual Expenses	% of Budget Expended	Actual Revenue Less Actual Expenses	% of Actual Revenue Expended
General Total	010	1,754,736.54	2,701,407.00	64.96%	1,627,603.85	2,081,843.00	78.18%	327,106.46	84.29%	(127,132.69)	107.81%
Streets	100	191,434.96	239,603.00	79.90%	189,373.54	246,200.00	76.92%	54,765.04	77.76%	(2,061.42)	101.09%
Building Code	115	33,406.48	47,485.00	70.35%	37,807.23	55,000.00	68.74%	21,593.52	60.74%	4,400.75	88.36%
Visitor Center	120	45,414.95	19,629.00	231.37%	47,010.40	16,075.00	292.44%	(29,339.95)	282.52%	1,595.45	96.61%
Library	130	44,128.80	42,291.00	104.35%	37,568.64	27,450.00	136.86%	(16,678.80)	160.76%	(6,560.16)	117.46%
Criminal Justice	140	541.93	1,667.00	32.51%	5,491.71	4,000.00	137.29%	3,458.07	13.55%	4,949.78	9.87%
Local Criminal Justice	145	14,593.06	30,300.00	48.16%	57,566.67	58,000.00	99.25%	43,406.94	25.16%	42,973.61	25.35%
Accumulative Reserve	150	-	-		598.15	-		-		598.15	0.00%
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	6,087.10	-		-		6,087.10	0.00%
DOT Spoils Site	170	75,613.49	51,590.00	146.57%	213,605.07	45,000.00	474.68%	(30,613.49)	168.03%	137,991.58	35.40%
Public Works Vehicle Replacement	180	44,290.13	30,000.00	147.63%	43,702.06	30,000.00	145.67%	(14,290.13)	147.63%	(588.07)	101.35%
Police Vehicle Replacement	185	-	-		21,749.05	21,000.00	103.57%	21,000.00	0.00%	21,749.05	0.00%
Drug Enforcement	190	-	-		85.45	200.00	42.73%	200.00	0.00%	85.45	0.00%
Low Income Housing	195	-	-		4,913.13	3,000.00	163.77%	3,000.00	0.00%	4,913.13	0.00%
Swimming Pool Construction	300	-	-		38,364.38	-		-		38,364.38	0.00%
REET Construction	310	47,000.10	138,800.00	33.86%	31,350.78	45,000.00	69.67%	(2,000.10)	104.44%	(15,649.32)	149.92%
Street Construction	320	140,068.06	847,000.00	16.54%	83,218.47	847,000.00	9.83%	706,931.94	16.54%	(56,849.59)	168.31%
Water/Sewer Operating	400	1,772,581.30	2,198,808.00	80.62%	1,822,230.27	2,043,778.00	89.16%	271,196.70	86.73%	49,648.97	97.28%
Regional Water System	410	563,945.48	668,814.00	84.32%	578,307.15	668,814.00	86.47%	104,868.52	84.32%	14,361.67	97.52%
Stormwater Management	420	113,092.89	188,682.00	59.94%	136,521.45	193,014.00	70.73%	79,921.11	58.59%	23,428.56	82.84%
Stormwater Capital	425	12,862.50	155,000.00	8.30%	1,011.92	135,000.00	0.75%	122,137.50	9.53%	(11,850.58)	1271.10%
Regional Water Capital	430	695.14	72,225.00	0.96%	40,795.47	32,225.00	126.60%	31,529.86	2.16%	40,100.33	1.70%
Muni Water Capital Improvement	435	625,578.61	1,838,700.00	34.02%	1,146,218.18	1,113,000.00	102.98%	487,421.39	56.21%	520,639.57	54.58%
Water Bond Reserve	440	-	-		6,172.55	-		-		6,172.55	0.00%
Sewer Bond Reserve	450	-	-		9,561.09	-		-		9,561.09	0.00%
Sewer Loan Reserve Fund	460	-	-		588.64	-		-		588.64	0.00%
Short Lived Asset Reserve Fund	463	-	-		1,404.20	-		-		1,404.20	0.00%
Muni Sewer Cap Impr Reserve	470	918,245.42	644,100.00	142.56%	950,037.89	646,500.00	146.95%	(271,745.42)	142.03%	31,792.47	96.65%
Boat Launch Facility	475	20,328.48	1,030,079.00	1.97%	13,117.26	1,033,800.00	1.27%	1,013,471.52	1.97%	(7,211.22)	154.98%
Utility Deposit	631	4,480.38	12,000.00	37.34%	8,270.97	12,000.00	68.92%	7,519.62	37.34%	3,790.59	54.17%
Transportation Benefit District	632	115,919.70	242,095.00	47.88%	132,268.74	150,285.00	88.01%	34,365.30	77.13%	16,349.04	87.64%
State Custodial Pass-Thru Fund	634	10,148.06	24,980.00	40.62%	9,849.81	24,980.00	39.43%	14,831.94	40.62%	(298.25)	103.03%
		6,549,106.46	11,226,255.00	58.34%	7,302,451.27	9,533,164.00	76.60%	2,984,057.54	68.70%	753,344.81	89.68%
Balance Check		6,549,106.46	11,226,255.00		7,302,451.27	9,533,164.00		2,984,057.54		753,344.81	
s/b -0-		-	-		-	-		-		-	

Cash and Investment Activity

Period: 2024 - Oct
Period Totals

Fund		Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010	General Fund	$404,745.36	$877,094.63	$139,278.76	$132,494.61	$415,111.87	$858,523.79	$1,273,635.66
011	Petty Cash/Change Fund	$760.00	$0.00	$0.00	$0.00	$760.00	$0.00	$760.00
100	Street Fund	$3,924.77	$13,278.87	$7,878.94	$25,708.54	($13,866.60)	$9,161.23	($4,705.37)
115	Building Code Account Fund	$31,481.44	$59,093.20	$2,675.10	$10,165.25	$24,242.49	$60,201.20	$84,443.69
120	Visitor Center Fund	$16,756.94	$27,886.24	$19,429.39	$31,510.98	$4,721.77	$11,124.42	$15,846.19
130	Library Fund	$6,108.39	$11,287.66	$3,999.45	$5,273.63	$4,891.54	$13,741.33	$18,632.87
140	Criminal Justice Fund	$15,317.34	$28,549.98	$1,102.52	$384.66	$16,155.34	$28,792.14	$44,947.48
145	Local Criminal Justice Fund	$58,455.43	$90,962.91	$6,355.42	$10,694.76	$54,539.31	$101,426.22	$155,965.53
150	Accumulative Reserve Fund	$7,832.39	$13,943.62	$259.62	$57.33	$8,092.01	$13,741.33	$21,833.34
160	CDBG Grant/Home Rehab Project	$74,423.13	$142,751.93	$1,347.93	$592.50	$75,771.06	$141,996.50	$217,767.56
170	DOT Spoil Site Fund	$23,129.51	$29,878.48	$772.80	$15,999.99	$8,044.30	$34,026.98	$42,071.28
180	Public Works Vehicle Replacement	($6,456.66)	$7,303.19	$7,303.19	$0.00	$846.53	$0.00	$846.53
185	Police Vehicle Replacement Fund	$11,558.66	$20,583.06	$0.00	$356.31	$11,289.72	$20,939.37	$32,229.09
190	Drug Enforcement Fund	$1,392.18	$1,992.23	$37.23	$8.19	$1,429.41	$1,963.19	$3,392.60
195	Low Income Housing Fund	$23,885.23	$45,813.32	$850.32	$188.40	$24,735.55	$45,151.40	$69,886.95
300	Swimming Pool Const Fund, 1987	$61,488.40	$111,545.97	$0.00	$1,658.39	$60,302.37	$113,204.36	$173,506.73
310	REET Capital Fund	$27,911.09	$48,469.30	$1,690.42	$2,570.68	$27,243.81	$51,039.98	$78,283.79
320	Street Construction Capital Fund	($48,573.76)	$10,623.90	$44,664.78	$52,940.61	($56,849.59)	$0.00	($56,849.59)
400	Water/Sewer Operating Fund	$305,668.96	$631,429.41	$198,247.44	$189,299.26	$317,505.93	$692,315.79	$1,009,821.72
410	Regional Water System Fund	$189,860.59	$434,232.49	$57,700.76	$53,686.94	$195,572.73	$407,013.32	$602,586.05
420	Stormwater Management Fund	$6,376.82	$9,295.42	$15,913.49	$15,948.50	$6,399.14	$13,741.33	$20,140.47
425	Stormwater Capital Reserve Fund	$378.01	$24,566.53	$8,927.53	$65.53	$9,305.54	$15,704.53	$25,010.07
430	Regional Water Capital Improvement	$45,371.44	$87,643.19	$976.19	$371.90	$46,338.88	$87,030.15	$133,369.03
435	Muni Water Capital Improvement	$360,825.91	$823,314.38	$52,433.38	$25,917.12	$390,572.26	$774,111.09	$1,164,683.35
440	Water Bond Reserve Fund	$75,443.81	$144,744.16	$1,385.16	$600.69	$76,828.97	$143,959.69	$220,788.66
450	Sewer Bond Reserve Fund	$116,287.80	$224,419.42	$2,864.42	$928.34	$119,152.22	$222,483.34	$341,635.56
460	Sewer Loan Reserve Fund	$7,408.44	$13,943.62	$259.62	$57.33	$7,668.06	$13,741.33	$21,409.39
463	Short Lived Asset Reserve Fund	$17,211.58	$33,198.19	$616.19	$136.52	$17,827.77	$32,718.52	$50,546.29
470	Muni Sewer Capital Imprv Reserve	$118,882.90	$0.00	$0.00	$83,336.35	$35,868.74	$77,215.19	$113,083.93
475	Boat Launch Facility Fund	$4,621.45	$11,951.39	$2,557.39	$1,914.31	$5,313.67	$11,778.14	$17,091.81
631	Utility Deposit Fund	$29,080.64	$55,108.74	$371.74	$251.85	$29,429.89	$54,966.36	$84,396.25
632	Transportation Benefit District Fund	$238,295.19	$0.00	$13,698.82	$64,610.70	$187,383.31	$0.00	$187,383.31
633	TBD Capital Project Fund	$3,456.17	$0.00	$0.00	$0.00	$3,456.17	$0.00	$3,456.17
634	State Custodial Pass-Thru Fund	$1,755.32	$0.00	$879.99	$892.24	$1,743.07	$0.00	$1,743.07
		$2,235,064.87	**$4,034,905.43**	**$594,477.99**	**$728,622.41**	**$2,117,827.24**	**$4,051,812.22**	**$6,169,639.46**

Investments Activity

Period: 2024 - Oct
Period Totals: Fiscal

Fund	Description	Beginning Balance	Investments Acquired	Investments Liquidated	Reinvested Interest	Ending Balance
010	General Fund	$1,089,340.12	$261,618.15	$528,952.91	$36,518.43	$858,523.79
011	Petty Cash/Change Fund	$0.00	$0.00	$0.00	$0.00	$0.00
100	Street Fund	$0.00	$54,735.00	$46,496.16	$922.39	$9,161.23
115	Building Code Account Fund	$59,538.28	$13,752.33	$15,481.54	$2,392.13	$60,201.20
120	Visitor Center Fund	$9,555.86	$21,639.89	$20,735.95	$664.62	$11,124.42
130	Library Fund	$17,640.97	$11,499.41	$15,910.64	$511.59	$13,741.33
140	Criminal Justice Fund	$28,666.58	$6,194.00	$7,256.75	$1,188.31	$28,792.14
145	Local Criminal Justice Fund	$88,940.23	$30,672.09	$21,800.94	$3,614.84	$101,426.22
150	Accumulative Reserve Fund	$15,435.85	$2,470.60	$4,763.27	$598.15	$13,741.33
160	CDBG Grant/Home Rehab Project	$154,359.51	$27,034.80	$45,484.91	$6,087.10	$141,996.50
170	DOT Spoil Site Fund	$0.00	$33,476.81	$189.18	$739.35	$34,026.98
180	Public Works Vehicle Replacement	$735.38	$8,735.88	$9,593.32	$122.06	$0.00
185	Police Vehicle Replacement Fund	$7,350.74	$16,782.73	$3,943.15	$749.05	$20,939.37
190	Drug Enforcement Fund	$2,205.12	$353.38	$680.76	$85.45	$1,963.19
195	Low Income Housing Fund	$47,042.93	$8,536.11	$12,340.77	$1,913.13	$45,151.40
300	Swimming Pool Const Fund, 1987	$123,487.81	$32,673.36	$47,516.76	$4,559.95	$113,204.36
310	REET Capital Fund	$88,205.87	$23,114.50	$63,009.06	$2,728.67	$51,039.98
320	Street Construction Capital Fund	$0.00	$13,995.00	$14,117.27	$122.27	$0.00
400	Water/Sewer Operating Fund	$695,353.70	$261,550.14	$290,919.39	$26,331.34	$692,315.79
410	Regional Water System Fund	$419,711.49	$119,752.58	$149,944.51	$17,493.76	$407,013.32
420	Stormwater Management Fund	$0.00	$14,913.51	$1,391.97	$219.79	$13,741.33
425	Stormwater Capital Reserve Fund	$4,410.24	$26,373.15	$16,090.78	$1,011.92	$15,704.53
430	Regional Water Capital Improvement	$66,889.02	$36,441.03	$19,770.37	$3,470.47	$87,030.15
435	Muni Water Capital Improvement	$562,310.02	$607,985.11	$429,512.22	$33,328.18	$774,111.09
440	Water Bond Reserve Fund	$156,564.63	$27,388.18	$46,165.67	$6,172.55	$143,959.69
450	Sewer Bond Reserve Fund	$242,565.38	$42,747.62	$72,390.75	$9,561.09	$222,483.34
460	Sewer Loan Reserve Fund	$14,700.48	$2,441.97	$3,989.76	$588.64	$13,741.33
463	Short Lived Asset Reserve Fund	$35,281.95	$7,156.41	$11,124.04	$1,404.20	$32,718.52
470	Muni Sewer Capital Imprv Reserve	$65,419.28	$132,868.93	$122,432.33	$1,359.31	$77,215.19
475	Boat Launch Facility Fund	$18,376.35	$1,020.45	$8,183.92	$565.26	$11,778.14
631	Utility Deposit Fund	$58,803.91	$10,802.77	$16,971.29	$2,330.97	$54,966.36
632	Transportation Benefit District Fund	$0.00	$0.00	$0.00	$0.00	$0.00
633	TBD Capital Project Fund	$0.00	$0.00	$0.00	$0.00	$0.00
634	State Custodial Pass-Thru Fund	$0.00	$0.00	$0.00	$0.00	$0.00
		$4,072,891.70	**$1,858,725.89**	**$2,047,160.34**	**$167,354.97**	**$4,051,812.22**

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

CASTLE ROCK City Council **Regular Council Meeting**

November 12, 2024

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:37 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.

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

c. Changes to Agenda

There was a correction to New Business Item C's title.
Original - "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."
Correction - "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, on first reading."

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.

Mayor Helenberg provided an update regarding the Solid Waste Advisory Committee specifically regarding the Solid Waste rates.
TBD Meeting scheduled for 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.

Mayor Helenberg closed the regular meeting at 7:46 PM and opened the public hearing at 7:46 PM.
There was no public comment.
Mayor Helenberg closed the public hearing at 7:46 PM and reopened the regular meeting at 7:47 PM.

7. CONSENT AGENDA

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

a. Approve the minutes of the September 23, 2024 Regular Council Meeting.

b. Approve the minutes of the October 14, 2024 Regular Council Meeting.

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

d. Approve the minutes of the October 28, 2024 Regular Council Meeting.

e. Approve the October 2024 invoices as described in the Fund Transaction Summary Report in the amount of $558,857.33.

8. OLD BUSINESS

a. Final ARPA (American Rescue Plan Act) Obligations

Clerk-Treasurer Carie Cuttonaro presented. Public Works Director Dave Vorse added comment.
Councilmember Lee made a motion, seconded by Rose, to approve the Final ARPA Obligations. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Bid Tab Results and Award - Pole Building

Public Works Senior Operator Tyler Stone presented.
Councilmember Lee made a motion, seconded by Whalen, to award the Pole Building bid to Parker

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

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

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Rose made a motion, seconded by Whalen, to approve Resolution No. 2024-10. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

c. Original - 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.
Correction - 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, on first reading.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2024-09 on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

d. Review and approval of the 2025 - 2030 Capital Facility Plan.

Councilmember Kessler made a motion, seconded by Lee, to approve the 2025 - 2030 Capital Facility Plan. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

e. Review and approval of the 2025 Salary Schedule.

Councilmember Kessler made a motion, seconded by Whalen, to approve the 2025 Salary Schedule. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

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.

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

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.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Lee made a motion, seconded by Rose, to approve Resolution No. 2024-09. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

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.

Councilmember Rose made a motion, seconded by Whalen, to approve Ordinance No. 2024-10, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

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

Councilmember Kessler made a motion, seconded by Lee, to approve Ordinance No. 2024-11, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

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.

Councilmember Kessler made a motion, seconded by Whalen, to approve Ordinance No. 2024-12, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

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.

Councilmember Rose made a motion, seconded by Lee, to approve Ordinance No. TBD-2024-01, on first reading. 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 8:08 PM.

Mayor Paul Helenberg	Clerk-Treasurer Carie Cuttonaro

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

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:

____
Clerk-Treasurer

Approved as to form:

____
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

Review / Authorization

Primary Responsible Department: Finance **Permit No. 2024-0011**

Festival of Lights (CRCDA)

Dawn Smith, 360.749.6799, smithdm317@yahoo.com

Reviewed by: (mark "X" & date upon review)	**Comments and Conditions**
[X] Finance Carie Cuttonaro, Clerk-Treasurer Date: 11/12/2024	No issues - per Celina
[X] Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 11/13/2024	No issues per email
[x] Police Charlie Worley, Chief Date: 11/13/2024	No issues
[X] Public Works / Engineering Dave Vorse, Public Works Director Date: 11/21/2024	
[ ] Parks	
[X] Streets	Require street closures
[X] Traffic	Require traffic control during Parade and possible crossing to Fibre Credit Union
[X] Other	Garbage cans and warming barrels
[ ] Building/Planning, if needed	n/a

Additional Comments:
Certificate of Liability Rec'd - 11/13/2024

[ ] Approved [ ] Denied	Primary responsible department signature Date

Special Event Permit

Permit No. 2024-0011

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

Contact Information

Organization/Sponsor	Address/City/State/Zip	
CR Community Development Alliance	PO Box 931 Castle Rock WA 98611	
Contact Person: Dawn Smith	Phone: 360. 749 6799	Email: Smithdm317@yahoo
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☑ YES ☐ NO	Address/City/State/Zip (if different from above)	
	Phone	Email

Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☑ YES ☐ NO If yes, please provide their name and contact information:
Susan Peters
Ben Tingstad Mike Dorse

Event Information

Event Name	Date(s) of event	Estimated # of participants for event
CR Festival of Lights	12, 14, 2024	2000

Start Time	End Time	Setup Time	Takedown Time	Estimated # of volunteers for event
2 AM/PM (PM)	7 AM/PM (PM)	10 AM/PM (AM)	8 AM/PM (PM)	50

Is this an annual event? ☑ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.

Have you previously requested a permit for such activity? yes — If yes, approximate date?

Are participants required to pay a fee? free event — Are participants to make a donation? no

Will this event impede traffic? ☑ YES ☐ NO — Follow traffic, pedestrian and bike laws? ☑ YES ☐ NO — Utilize sidewalks only? ☐ YES ☐ NO

Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.

Type of Use

Type of use requested
- ☑ Parade
- ☑ Street Closure
- ☐ Street Sale
- ☐ Athletic Run/Walk
- ☐ Block Party
- ☐ Other________

Where is use requested?
- ☐ Park area*/where?________
- ☐ Private property/where?________
- ☐ Park building*/which one?________
- ☐ Other________

*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.

Please check all that apply to this event:
- ☑ Requesting closure/impediment of a street or public right-of-way. **(Please attach a map and mark location.)**
- ☐ Requesting to erect structure(s)/tent(s). Number and location________
- ☑ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☑ NO
- ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas.
- ☐ Participants will be required to pay a fee.
- ☐ Participants will be asked to make a donation.

Permit holders are responsible for cleanup of debris in connection with their activities.

Received
NOV 07 2024
Castle Rock Finance

SCANNED
NOV 11 2024
Initial: CH

emailed out 11/12

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain	Police Department (example: traffic, patrol, security) - Explain
street closures see attached document	Other - Explain Public Works

Insurance Information

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

Agreement

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

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

Applicant Name (please print)	Applicant Signature
Dawn Smith	Dawn M Smith
Organization/Title: CRCDA Secretary / Event Coordinator	Date: 10/26/24

Add additional information on separate sheets as needed.

City Use Only

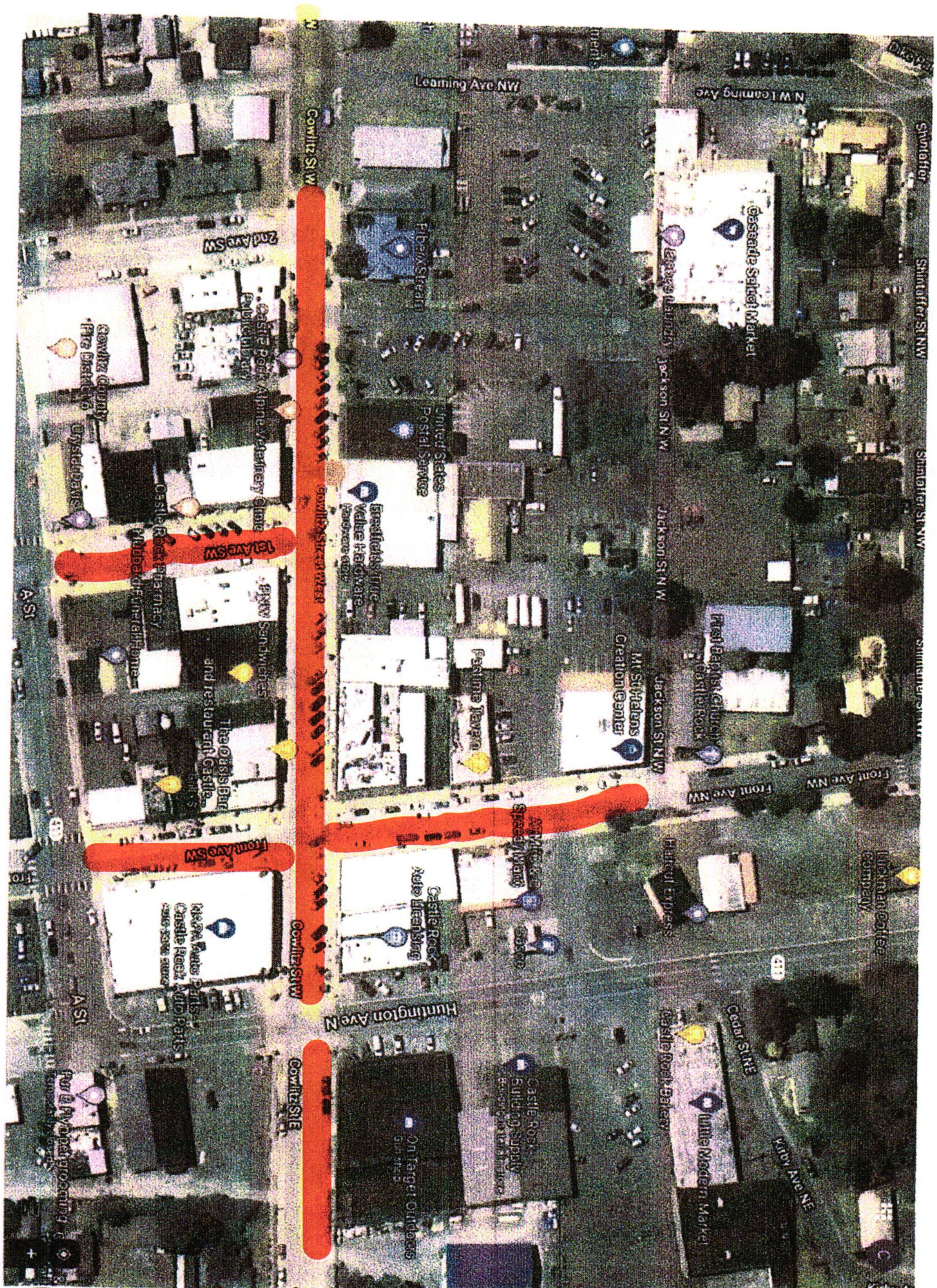
Other permits required in conjunction with this permit:
☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other:____________

Fees/Payments/Refunds

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

Proof of insurance required? ☐ Yes ☐ No

Bond Required? ☐ Yes ☐ No



Parade Starts on Cowlitz East. before Railroad Tracks.
Down Cowlitz to past post office. Disbands turning left
after stop sign, turn onto 3rd

Street Closures for Map Supplied

Vendor Locations
Craft vendors on Front Ave SW – from the Vault to Jackson street
Food vendors on Front Ave NW - from old pollen to Brake alignment shop
Popcorn/Caramel Corn on First Avenue SW

Stage Location: In Front of Bredfields

Street Closures
Front Ave SW & NW to Jackson Street only
Cowlitz Street from the corner of Chinese Food/Napa to past the post office.
First Avenue SW block of Knotty Stitches to Family Health Center

Parade Route:
Close Cowlitz Street E from On Target Outdoors to before Railroad Tracks
4:00 pm line up starts until parade starts at 5:30.

Street Closure for Set up 10:00 AM

Special Event Signature Collection Sheet

Event: CR Festival of Lights **Date:** Dec. 14 2024 **Time:** 2 to 7 pm

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

Name	Signature	Business	Address	In Favor	Not in Favor
Bill Huesch	William A. Huesch	Mt. St. Helens Creation Center	147 Front Ave. NW	✓	
Judy Meads	Judy Meads	Pastime Tavern	127 Front Ave NW	X	
Wayne McPherson	[illegible]	Blue Flamingo Boutique	109 Front Ave SW	✓	
Robin Frazier	[illegible]	The Oasis Bar	123 Front St. SW	X	
Kim Lake	Kim Lake	Kims Unique Boutique	23 Cowlitz St.	X	
HONG	[illegible]	SHAYLA nails	41 B COWLITZ S	✓	
Michele Barnes	[illegible]	The New You Salon	109 W Cowlitz St	✓	

Initial:

SCANNED NOV 11 2024

Street Closure for Set up 10 AM

Special Event Signature Collection Sheet

Event: CR Festival of Lights **Date:** Dec. 14 2024 **Time:** 2 to 7

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

Name	Signature	Business	Address	In Favor	Not in Favor
Estephanie Sanchez	Estephanie Sanch	Bradfields Hardware	102 Cowlitz St. W.	✓	
Aimee Tapper	[illegible]	Post office	126 Cowlitz St.W	✓	
Knotty Stitches	Jana Gunn	Knotty Stitches	105 Cowlitz St.W	✓	
C.R. Pharmacy	Joe Rockbar	CR Pharmacy	117 1st Ave SW	✓	
Emily Wilbur	Emily Wilbur	Stylash	127 1st Ave SW	✓	
Jordan Boon	[illegible]	CR Family Health Center	139 1st Ave SW	✓	
Jakki	per phone ok	Fire Mt. Travel	113 First Ave SW	✓	

Street Closure for Setup 10 AM

Special Event Signature Collection Sheet

Event: CR Festival of Lights Date: Dec. 14 2024 Time: 2 to 7

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

Name	Signature	Business	Address	In Favor	Not in Favor
[illegible]	[illegible]	Bing Hua Chinese Food	103 Huntington	X	
Tammy Brossard	[illegible]	Castle Rock Auto Licensing	2 W Cowlitz St.	X	
Kari Murfitt	K Murfitt	Greener Futures	6 Cowlitz St W	X	
Jennifer Engkraf	[illegible]	Vault Books and Brew	20 Cowlitz St W	X	
Linda Moody	Linda Moody	Gift & Beauty Nook	28 Cowlitz St W	X	
Jarrett Skreen	J Skreen	Ashtown [illegible]	21 Cowlitz St W	✓	
Stina Hatch	per phone	Purcell Farms	32 Cowlitz St W	✓	

SCANNED NOV 11 2024 Initial:

Street Closure for Setup 10 am

Special Event Signature Collection Sheet

Event: CR Festival of Lights Date: Dec. 14 2024 Time: 2 to 7

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

Name	Signature	Business	Address	In Favor	Not in Favor
Amy Thompson	Amy Thompson	Hubbard Funeral Home	46 A Street	X	

Gateway to Mt. St. Helens

WAIVER of LIABILITY

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

Organization: Castle Rock Community Developement Alliance

Title of Event: CR Festival of Lights

Date of Event: Dec. 14, 2024

Phone Number: 360.749.6799

Name of Applicant (please print): Dawn Smith

Signature of Applicant: Dawn M Smith

Date Signed: 10/26/24

CASTROC-14 SUHASNARAYAN

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP Property & Casualty Services, Inc. PO Box 936 Chehalis, WA 98532-0936	CONTACT NAME: Christina White PHONE (A/C, No, Ext): (520) 467-6055 FAX (A/C, No): (520) 571-9724 E-MAIL ADDRESS: christina.white@nfp.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Hartford Underwriters Insurance Company — 30104
INSURED Castle Rock Community Development Alliance PO Box 931 Castle Rock, WA 98611-0931	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR			59SBAAU4BF2	10/25/2024	10/25/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO			59SBAAU4BF2	10/25/2024	10/25/2025	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Castle Rock Festival of Lights, Castle Rock Community Development Alliance, PO Box 931, Castle Rock WA | Date of Event: December 14th 2024

CERTIFICATE HOLDER	CANCELLATION
The City of Castle Rock 141 A Street PO Box 370 Castle Rock, WA 98611	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
SCANNED NOV 13 2024	AUTHORIZED REPRESENTATIVE Received NOV 13 2024

ACORD 25 (2016/03)

Initial: CA

Castle Rock Finance