



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, February 24, 2025
7:30 PM

Location

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

AGENDA

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
 - Police Chief Charlie Worley
 - Public Works Director Dave Vorse
 - City Engineer Tom Gower
 - Clerk-Treasurer Carie Cuttonaro
1. 2024 Year End Financials (page 3-7)
 2. January 2025 Financials (page 8-12)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

- a. (page 13-60)
 - Ordinance No. 2025-01, an ordinance of the City of Castle Rock amending, in part, Chapter 13.12 of the Castle Rock Municipal Code.
 - Ordinance No. 2025-02, an ordinance of the City of Castle Rock amending, in part, Chapter 13.16 of the Castle Rock Municipal Code.

- Ordinance No. 2025-03, an ordinance of the City of Castle Rock amending, in part, Chapter 13.18 of the Castle Rock Municipal Code.
- Ordinance No. 2025-04, an ordinance of the City of Castle Rock amending, in part, Chapter 6.06 of the Castle Rock Municipal Code.
- Ordinance No. 2025-05, an ordinance of the City of Castle Rock amending, in part, Chapter 5.16 of the Castle Rock Municipal Code.
- Ordinance No. 2025-06, an ordinance of the City of Castle Rock amending, in part, Chapter 1.30 of the Castle Rock Municipal Code.
- Resolution No. 2025-01, a resolution of the City Council of the City of Castle Rock, Washington, creating a Master Fee Schedule and updating current rates in Schedules 4, 5, and 6.

9. NEW BUSINESS

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>1Q25</u>	<u>2Q25</u>	<u>3Q25</u>	<u>4Q25</u>
January 13	April 14	July 14	October 13
January 27	April 28	July 28	October 27
February 10	May 12	August 11	November 10
February 24	Tuesday, May 27	August 25	November 24
March 10	June 09	September 08	December 08
March 24	June 23	September 22	December 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

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General	Legislative	010 0 010	70,564.86	92,712.00	22,147.14	76.11%
	Municipal	010 0 020	85,810.19	95,510.00	9,699.81	89.84%
	Financial	010 0 030	161,271.97	173,011.00	11,739.03	93.21%
	Law Enforcement	010 0 040	1,210,827.35	1,331,730.00	120,902.65	90.92%
	Parks	010 0 060	5,208.61	16,765.00	11,556.39	31.07%
	Building/Planning	010 0 070	130,694.05	145,220.00	14,525.95	90.00%
	Non-Departmental	010 0 099	831,436.28	906,568.00	75,131.72	91.71%
General Total		010	2,495,813.31	2,761,516.00	265,702.69	90.38%
Streets		100	212,487.26	239,603.00	27,115.74	88.68%
Building Code		115	37,269.89	47,485.00	10,215.11	78.49%
Visitor Center		120	47,317.27	49,629.00	2,311.73	95.34%
Library		130	47,940.26	47,291.00	(649.26)	101.37%
Criminal Justice		140	541.93	1,667.00	1,125.07	32.51%
Local Criminal Justice		145	29,614.79	30,300.00	685.21	97.74%
Accumulative Reserve		150	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	79,679.50	81,590.00	1,910.50	97.66%
Public Works Vehicle Replacement		180	44,290.13	44,305.00	14.87	99.97%
Police Vehicle Replacement		185	-	-	-	0.00%
Drug Enforcement		190	-	-	-	0.00%
Low Income Housing		195	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	0.00%
REET Construction		310	47,000.10	138,800.00	91,799.90	33.86%
Street Construction		320	172,997.31	847,000.00	674,002.69	20.42%
Water/Sewer Operating		400	2,084,710.89	2,198,808.00	114,097.11	94.81%
Regional Water System		410	621,463.02	668,814.00	47,350.98	92.92%
Stormwater Management		420	135,778.62	151,682.00	15,903.38	89.52%
Stormwater Capital		425	26,975.00	50,000.00	23,025.00	53.95%
Regional Water Capital		430	695.14	72,225.00	71,529.86	0.96%
Muni Water Capital Improvement		435	754,586.05	2,074,700.00	1,320,113.95	36.37%
Water Bond Reserve		440	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	940,586.66	974,200.00	33,613.34	96.55%
Boat Launch Facility		475	22,138.98	1,030,079.00	1,007,940.02	2.15%
Utility Deposit		631	5,447.26	12,000.00	6,552.74	45.39%
Transportation Benefit District		632	168,860.31	242,095.00	73,234.69	69.75%
TBD Capital Project		633	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	13,801.47	24,980.00	11,178.53	55.25%
		Totals	7,989,995.15	11,789,769.00	3,799,773.85	67.77%
Balance Check			7,989,995.15	11,789,769.00	3,799,773.85	
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2024 Revenue

<u>Fund</u>	<u>#</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	2,074,092.09	2,081,843.00	7,750.91	99.63%
Streets	100	232,975.77	246,200.00	13,224.23	94.63%
Building Code	115	45,214.83	55,000.00	9,785.17	82.21%
Visitor Center	120	50,965.67	46,075.00	(4,890.67)	110.61%
Library	130	38,619.10	32,450.00	(6,169.10)	119.01%
Criminal Justice	140	5,713.13	4,000.00	(1,713.13)	142.83%
Local Criminal Justice	145	69,789.75	58,000.00	(11,789.75)	120.33%
Accumulative Reserve	150	703.82	-	(703.82)	0.00%
CDBG Grant/Home Rehab Proj	160	7,179.13	-	(7,179.13)	0.00%
DOT Spoils Site	170	213,816.43	75,000.00	(138,816.43)	285.09%
Public Works Vehicle Replacement	180	43,702.06	43,580.00	(122.06)	100.28%
Police Vehicle Replacement	185	21,910.09	21,000.00	(910.09)	104.33%
Drug Enforcement	190	100.55	200.00	99.45	50.28%
Low Income Housing	195	5,260.37	3,000.00	(2,260.37)	175.35%
Swimming Pool Construction	300	39,234.98	33,805.00	(5,429.98)	116.06%
REET Capital Fund	310	47,293.72	45,000.00	(2,293.72)	105.10%
Street Construction	320	175,060.46	847,000.00	671,939.54	20.67%
Water/Sewer Operating	400	2,154,695.75	2,043,778.00	(110,917.75)	105.43%
Regional Water System	410	695,076.79	668,814.00	(26,262.79)	103.93%
Stormwater Management	420	170,371.48	163,123.00	(7,248.48)	104.44%
Stormwater Capital	425	31,137.73	30,000.00	(1,137.73)	103.79%
Regional Water Capital	430	42,514.78	32,225.00	(10,289.78)	131.93%
Muni Water Capital Improvement	435	1,573,065.52	1,533,000.00	(40,065.52)	102.61%
Water Bond Reserve	440	7,279.68	-	(7,279.68)	0.00%
Sewer Bond Reserve	450	11,277.15	-	(11,277.15)	0.00%
Sewer Loan Reserve Fund	460	694.31	-	(694.31)	0.00%
Short Lived Asset Reserve Fund	463	1,655.82	-	(1,655.82)	0.00%
Muni Sewer Cap Impr Reserve	470	950,546.16	949,500.00	(1,046.16)	100.11%
Boat Launch Facility	475	38,343.60	1,033,800.00	995,456.40	3.71%
Utility Deposit	631	9,813.69	12,000.00	2,186.31	81.78%
Transportation Benefit District	632	163,700.68	150,285.00	(13,415.68)	108.93%
State Custodial Pass-Through Fund	634	13,423.22	24,980.00	11,556.78	53.74%
Totals		8,935,228.31	10,233,658.00	1,298,429.69	87.31%
Balance Check		8,935,228.31	10,233,658.00	1,298,429.69	
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2024 Expense/Revenue Comparison

Expenses					Revenue							% of Actual
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less Actual Expenses	% of Budget Expended	Actual Revenue Less Actual Expenses	Revenue Expended	
General Total	010	2,495,813.31	2,761,516.00	90.38%	2,074,092.09	2,081,843.00	99.63%	(413,970.31)	119.88%	(421,721.22)		120.33%
Streets	100	212,487.26	239,603.00	88.68%	232,975.77	246,200.00	94.63%	33,712.74	86.31%	20,488.51		91.21%
Building Code	115	37,269.89	47,485.00	78.49%	45,214.83	55,000.00	82.21%	17,730.11	67.76%	7,944.94		82.43%
Visitor Center	120	47,317.27	49,629.00	95.34%	50,965.67	46,075.00	110.61%	(1,242.27)	102.70%	3,648.40		92.84%
Library	130	47,940.26	47,291.00	101.37%	38,619.10	32,450.00	119.01%	(15,490.26)	147.74%	(9,321.16)		124.14%
Criminal Justice	140	541.93	1,667.00	32.51%	5,713.13	4,000.00	142.83%	3,458.07	13.55%	5,171.20		9.49%
Local Criminal Justice	145	29,614.79	30,300.00	97.74%	69,789.75	58,000.00	120.33%	28,385.21	51.06%	40,174.96		42.43%
Accumulative Reserve	150	-	-		703.82	-		-		703.82		0.00%
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	7,179.13	-		-		7,179.13		0.00%
DOT Spoils Site	170	79,679.50	81,590.00	97.66%	213,816.43	75,000.00	285.09%	(4,679.50)	106.24%	134,136.93		37.27%
Public Works Vehicle Replacement	180	44,290.13	44,305.00	99.97%	43,702.06	43,580.00	100.28%	(710.13)	101.63%	(588.07)		101.35%
Police Vehicle Replacement	185	-	-		21,910.09	21,000.00	104.33%	21,000.00	0.00%	21,910.09		0.00%
Drug Enforcement	190	-	-		100.55	200.00	50.28%	200.00	0.00%	100.55		0.00%
Low Income Housing	195	-	-		5,260.37	3,000.00	175.35%	3,000.00	0.00%	5,260.37		0.00%
Swimming Pool Construction	300	-	-		39,234.98	33,805.00	116.06%	33,805.00	0.00%	39,234.98		0.00%
REET Construction	310	47,000.10	138,800.00	33.86%	47,293.72	45,000.00	105.10%	(2,000.10)	104.44%	293.62		99.38%
Street Construction	320	172,997.31	847,000.00	20.42%	175,060.46	847,000.00	20.67%	674,002.69	20.42%	2,063.15		98.82%
Water/Sewer Operating	400	2,084,710.89	2,198,808.00	94.81%	2,154,695.75	2,043,778.00	105.43%	(40,932.89)	102.00%	69,984.86		96.75%
Regional Water System	410	621,463.02	668,814.00	92.92%	695,076.79	668,814.00	103.93%	47,350.98	92.92%	73,613.77		89.41%
Stormwater Management	420	135,778.62	151,682.00	89.52%	170,371.48	163,123.00	104.44%	27,344.38	83.24%	34,592.86		79.70%
Stormwater Capital	425	26,975.00	50,000.00	53.95%	31,137.73	30,000.00	103.79%	3,025.00	89.92%	4,162.73		86.63%
Regional Water Capital	430	695.14	72,225.00	0.96%	42,514.78	32,225.00	131.93%	31,529.86	2.16%	41,819.64		1.64%
Muni Water Capital Improvement	435	754,586.05	2,074,700.00	36.37%	1,573,065.52	1,533,000.00	102.61%	778,413.95	49.22%	818,479.47		47.97%
Water Bond Reserve	440	-	-		7,279.68	-		-		7,279.68		0.00%
Sewer Bond Reserve	450	-	-		11,277.15	-		-		11,277.15		0.00%
Sewer Loan Reserve Fund	460	-	-		694.31	-		-		694.31		0.00%
Short Lived Asset Reserve Fund	463	-	-		1,655.82	-		-		1,655.82		0.00%
Muni Sewer Cap Impr Reserve	470	940,586.66	974,200.00	96.55%	950,546.16	949,500.00	100.11%	8,913.34	99.06%	9,959.50		98.95%
Boat Launch Facility	475	22,138.98	1,030,079.00	2.15%	38,343.60	1,033,800.00	3.71%	1,011,661.02	2.14%	16,204.62		57.74%
Utility Deposit	631	5,447.26	12,000.00	45.39%	9,813.69	12,000.00	81.78%	6,552.74	45.39%	4,366.43		55.51%
Transportation Benefit District	632	168,860.31	242,095.00	69.75%	163,700.68	150,285.00	108.93%	(18,575.31)	112.36%	(5,159.63)		103.15%
State Custodial Pass-Thru Fund	634	13,801.47	24,980.00	55.25%	13,423.22	24,980.00	53.74%	11,178.53	55.25%	(378.25)		102.82%
		7,989,995.15	11,789,769.00	67.77%	8,935,228.31	10,233,658.00	87.31%	2,243,662.85	78.08%	945,233.16		89.42%
Balance Check		7,989,995.15	11,789,769.00		8,935,228.31	10,233,658.00		2,243,662.85		945,233.16		
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Cash and Investment Activity

Period: 2024 - Dec
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$536,400.41	\$885,206.81	\$155,299.14	\$147,591.33	\$547,567.98	\$888,666.57	\$1,436,234.55
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$8,914.39	\$15,530.08	\$4,791.95	\$11,513.26	\$2,253.78	\$15,590.78	\$17,844.56
115 Building Code Account Fund	\$31,801.05	\$56,943.30	\$1,788.54	\$2,990.13	\$30,822.02	\$57,165.86	\$87,987.88
120 Visitor Center Fund	\$7,183.62	\$9,706.55	\$1,754.40	\$698.08	\$8,277.88	\$9,744.49	\$18,022.37
130 Library Fund	\$3,141.87	\$12,294.56	\$399.80	\$935.46	\$2,654.26	\$12,342.61	\$14,996.87
140 Criminal Justice Fund	\$16,586.48	\$28,471.14	\$0.00	\$111.28	\$16,586.48	\$28,582.42	\$45,168.90
145 Local Criminal Justice Fund	\$60,938.93	\$100,944.52	\$5,640.18	\$15,145.83	\$51,827.82	\$101,339.06	\$153,166.88
150 Accumulative Reserve Fund	\$8,297.34	\$13,588.56	\$0.00	\$53.11	\$8,297.34	\$13,641.67	\$21,939.01
160 CDBG Grant/Home Rehab Project	\$77,894.56	\$140,416.22	\$0.00	\$548.81	\$77,894.56	\$140,965.03	\$218,859.59
170 DOT Spoil Site Fund	\$13,453.10	\$27,177.14	\$0.00	\$2,626.05	\$10,933.27	\$27,283.36	\$38,216.63
180 Public Works Vehicle Replacement	\$846.53	\$0.00	\$0.00	\$0.00	\$846.53	\$0.00	\$846.53
185 Police Vehicle Replacement Fund	\$11,603.09	\$20,706.11	\$0.00	\$80.93	\$11,603.09	\$20,787.04	\$32,390.13
190 Drug Enforcement Fund	\$1,458.60	\$1,941.51	\$0.00	\$7.59	\$1,458.60	\$1,949.10	\$3,407.70
195 Low Income Housing Fund	\$25,410.95	\$44,648.73	\$0.00	\$174.51	\$25,410.95	\$44,823.24	\$70,234.19
300 Swimming Pool Const Fund, 1987	\$61,994.73	\$111,945.07	\$0.00	\$437.53	\$61,994.73	\$112,382.60	\$174,377.33
310 REET Capital Fund	\$30,079.79	\$54,354.28	\$9,580.22	\$212.44	\$39,660.01	\$54,566.72	\$94,226.73
320 Street Construction Capital Fund	(\$17,948.21)	\$0.00	\$52,940.61	\$32,929.25	\$2,063.15	\$0.00	\$2,063.15
400 Water/Sewer Operating Fund	\$297,607.03	\$713,082.68	\$156,922.97	\$142,625.20	\$314,691.84	\$715,869.72	\$1,030,561.56
410 Regional Water System Fund	\$220,899.65	\$412,190.62	\$57,789.50	\$32,128.96	\$248,171.21	\$413,801.64	\$661,972.85
420 Stormwater Management Fund	\$8,506.27	\$15,530.08	\$13,630.77	\$13,458.05	\$8,739.69	\$15,590.78	\$24,330.47
425 Stormwater Capital Reserve Fund	\$1,178.57	\$16,176.58	\$0.00	\$6,458.23	(\$5,216.43)	\$16,239.81	\$11,023.38
430 Regional Water Capital Improvement	\$47,640.03	\$86,061.94	\$1,050.00	\$336.37	\$48,690.03	\$86,398.31	\$135,088.34
435 Muni Water Capital Improvement	\$403,339.01	\$745,436.84	\$1,050.00	\$113,129.60	\$294,172.91	\$748,350.34	\$1,042,523.25
440 Water Bond Reserve Fund	\$78,981.66	\$142,357.73	\$0.00	\$556.40	\$78,981.66	\$142,914.13	\$221,895.79
450 Sewer Bond Reserve Fund	\$121,834.56	\$220,654.64	\$0.00	\$862.42	\$121,834.56	\$221,517.06	\$343,351.62
460 Sewer Loan Reserve Fund	\$7,873.39	\$13,588.56	\$0.00	\$53.11	\$7,873.39	\$13,641.67	\$21,515.06
463 Short Lived Asset Reserve Fund	\$18,317.29	\$32,354.17	\$0.00	\$126.45	\$18,317.29	\$32,480.62	\$50,797.91
470 Muni Sewer Capital Imprv Reserve	\$31,627.41	\$65,354.83	\$0.00	\$6,242.16	\$25,640.69	\$65,610.27	\$91,250.96
475 Boat Launch Facility Fund	\$14,445.88	\$26,530.64	\$145.00	\$821.27	\$13,873.31	\$26,634.34	\$40,507.65
631 Utility Deposit Fund	\$30,725.37	\$54,354.28	(\$320.00)	\$212.44	\$30,405.37	\$54,566.72	\$84,972.09
632 Transportation Benefit District Fund	\$151,348.20	\$0.00	\$14,526.44	\$0.00	\$165,874.64	\$0.00	\$165,874.64
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	\$1,767.57	\$0.00	\$1,651.26	\$1,755.76	\$1,663.07	\$0.00	\$1,663.07
	\$2,318,365.29	\$4,067,548.17	\$478,640.78	\$534,822.01	\$2,278,081.85	\$4,083,445.96	\$6,361,527.81



Investments Activity

Period: 2024 - Dec
Period Totals: Fiscal

Fund	Description	Beginning Balance	Investments		Reinvested Interest	Ending Balance
			Acquired	Liquidated		
010	General Fund	\$1,089,340.12	\$284,876.58	\$528,952.91	\$43,402.78	\$888,666.57
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$0.00	\$61,043.77	\$46,496.16	\$1,043.17	\$15,590.78
115	Building Code Account Fund	\$59,538.28	\$13,752.33	\$18,959.74	\$2,834.99	\$57,165.86
120	Visitor Center Fund	\$9,555.86	\$21,639.89	\$22,191.37	\$740.11	\$9,744.49
130	Library Fund	\$17,640.97	\$11,499.41	\$17,404.97	\$607.20	\$12,342.61
140	Criminal Justice Fund	\$28,666.58	\$6,194.00	\$7,687.89	\$1,409.73	\$28,582.42
145	Local Criminal Justice Fund	\$88,940.23	\$30,672.09	\$22,673.16	\$4,399.90	\$101,339.06
150	Accumulative Reserve Fund	\$15,435.85	\$2,470.60	\$4,968.60	\$703.82	\$13,641.67
160	CDBG Grant/Home Rehab Project	\$154,359.51	\$27,034.80	\$47,608.41	\$7,179.13	\$140,965.03
170	DOT Spoil Site Fund	\$0.00	\$33,476.81	\$7,144.16	\$950.71	\$27,283.36
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	\$4,256.52	\$910.09	\$20,787.04
190	Drug Enforcement Fund	\$2,205.12	\$353.38	\$709.95	\$100.55	\$1,949.10
195	Low Income Housing Fund	\$47,042.93	\$8,536.11	\$13,016.17	\$2,260.37	\$44,823.24
300	Swimming Pool Const Fund, 1987	\$123,487.81	\$32,673.36	\$49,209.12	\$5,430.55	\$112,382.60
310	REET Capital Fund	\$88,205.87	\$26,218.52	\$63,009.06	\$3,151.39	\$54,566.72
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	\$279,558.35	\$290,919.39	\$31,877.06	\$715,869.72
410	Regional Water System Fund	\$419,711.49	\$123,335.26	\$149,944.51	\$20,699.40	\$413,801.64
420	Stormwater Management Fund	\$0.00	\$16,642.18	\$1,391.97	\$340.57	\$15,590.78
425	Stormwater Capital Reserve Fund	\$4,410.24	\$26,782.62	\$16,090.78	\$1,137.73	\$16,239.81
430	Regional Water Capital Improvement	\$66,889.02	\$36,441.03	\$21,071.52	\$4,139.78	\$86,398.31
435	Muni Water Capital Improvement	\$562,310.02	\$607,985.11	\$461,070.31	\$39,125.52	\$748,350.34
440	Water Bond Reserve Fund	\$156,564.63	\$27,388.18	\$48,318.36	\$7,279.68	\$142,914.13
450	Sewer Bond Reserve Fund	\$242,565.38	\$42,747.62	\$75,073.09	\$11,277.15	\$221,517.06
460	Sewer Loan Reserve Fund	\$14,700.48	\$2,441.97	\$4,195.09	\$694.31	\$13,641.67
463	Short Lived Asset Reserve Fund	\$35,281.95	\$7,156.41	\$11,613.56	\$1,655.82	\$32,480.62
470	Muni Sewer Capital Imprv Reserve	\$65,419.28	\$132,868.93	\$134,545.52	\$1,867.58	\$65,610.27
475	Boat Launch Facility Fund	\$18,376.35	\$15,670.31	\$8,183.92	\$771.60	\$26,634.34
631	Utility Deposit Fund	\$58,803.91	\$10,802.77	\$17,793.65	\$2,753.69	\$54,566.72
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	\$1,929,776.00	\$2,118,210.45	\$198,988.71	\$4,083,445.96

2025 Expenditures

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>January</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General	Legislative	010 0 010	7,310.07	7,310.07	87,158.00	79,847.93	8.39%
	Municipal	010 0 020	9,012.76	9,012.76	95,510.00	86,497.24	9.44%
	Financial	010 0 030	20,019.85	20,019.85	165,355.00	145,335.15	12.11%
	Law Enforcement	010 0 040	215,136.22	215,136.22	1,335,759.00	1,120,622.78	16.11%
	Parks	010 0 060	811.68	811.68	23,863.00	23,051.32	3.40%
	Building/Planning	010 0 070	15,841.22	15,841.22	150,030.00	134,188.78	10.56%
	Non-Departmental	010 0 099	35,248.67	35,248.67	480,423.00	445,174.33	7.34%
General Total		010	303,380.47	303,380.47	2,338,098.00	2,034,717.53	12.98%
Streets		100	25,288.20	25,288.20	326,053.00	300,764.80	7.76%
Building Code		115	2,476.76	2,476.76	48,590.00	46,113.24	5.10%
Visitor Center		120	1,887.76	1,887.76	20,689.00	18,801.24	9.12%
Library		130	5,675.04	5,675.04	17,090.00	11,414.96	33.21%
Criminal Justice		140	-	-	1,667.00	1,667.00	0.00%
Local Criminal Justice		145	5,486.00	5,486.00	76,300.00	70,814.00	7.19%
Accumulative Reserve		150	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	3,883.79	3,883.79	126,645.00	122,761.21	3.07%
Public Works Vehicle Replacement		180	-	-	45,000.00	45,000.00	0.00%
Police Vehicle Replacement		185	-	-	-	-	0.00%
Drug Enforcement		190	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	0.00%
REET Construction		310	-	-	93,600.00	93,600.00	0.00%
Street Construction		320	-	-	3,790,464.00	3,790,464.00	0.00%
Water/Sewer Operating		400	210,262.07	210,262.07	2,235,472.00	2,025,209.93	9.41%
Regional Water System		410	68,523.31	68,523.31	710,186.00	641,662.69	9.65%
Stormwater Management		420	16,649.56	16,649.56	197,139.00	180,489.44	8.45%
Stormwater Capital		425	-	-	256,500.00	256,500.00	0.00%
Regional Water Capital		430	18.38	18.38	135,225.00	135,206.62	0.01%
Muni Water Capital Improvement		435	55,802.02	55,802.02	1,618,200.00	1,562,397.98	3.45%
Water Bond Reserve		440	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	-	-	118,100.00	118,100.00	0.00%
Boat Launch Facility		475	3,680.45	3,680.45	46,389.00	42,708.55	7.93%
Utility Deposit		631	320.00	320.00	12,000.00	11,680.00	2.67%
Transportation Benefit District		632	4,837.00	4,837.00	279,147.00	274,310.00	1.73%
TBD Capital Project		633	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	903.07	903.07	24,980.00	24,076.93	3.62%
Totals			709,073.88	709,073.88	12,518,534.00	11,809,460.12	5.66%
Balance Check			709,073.88	709,073.88	12,518,534.00	11,809,460.12	
s/b -0-			-	-	-	-	

2025 Revenue

<u>Fund</u>	<u>#</u>	<u>January</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	146,513.40	146,513.40	2,128,098.00	1,981,584.60	6.88%
Streets	100	3,438.32	3,438.32	314,860.00	311,421.68	1.09%
Building Code	115	4,352.49	4,352.49	55,000.00	50,647.51	7.91%
Visitor Center	120	1,598.87	1,598.87	17,000.00	15,401.13	9.41%
Library	130	693.75	693.75	2,450.00	1,756.25	28.32%
Criminal Justice	140	1,201.30	1,201.30	4,451.00	3,249.70	26.99%
Local Criminal Justice	145	5,307.37	5,307.37	58,000.00	52,692.63	9.15%
Accumulative Reserve	150	51.56	51.56	-	(51.56)	0.00%
CDBG Grant/Home Rehab Proj	160	532.85	532.85	-	(532.85)	0.00%
DOT Spoils Site	170	180.13	180.13	93,000.00	92,819.87	0.19%
Public Works Vehicle Replacement	180	-	-	45,000.00	45,000.00	0.00%
Police Vehicle Replacement	185	78.58	78.58	10,000.00	9,921.42	0.79%
Drug Enforcement	190	7.37	7.37	200.00	192.63	3.69%
Low Income Housing	195	169.43	169.43	3,000.00	2,830.57	5.65%
Swimming Pool Construction	300	424.81	424.81	-	(424.81)	0.00%
REET Capital Fund	310	2,619.38	2,619.38	30,000.00	27,380.62	8.73%
Street Construction	320	-	-	3,790,464.00	3,790,464.00	0.00%
Water/Sewer Operating	400	163,565.54	163,565.54	2,141,669.00	1,978,103.46	7.64%
Regional Water System	410	30,267.45	30,267.45	710,186.00	679,918.55	4.26%
Stormwater Management	420	13,576.23	13,576.23	174,900.00	161,323.77	7.76%
Stormwater Capital	425	61.39	61.39	238,500.00	238,438.61	0.03%
Regional Water Capital	430	3,326.58	3,326.58	43,225.00	39,898.42	7.70%
Muni Water Capital Improvement	435	2,828.78	2,828.78	107,500.00	104,671.22	2.63%
Water Bond Reserve	440	540.22	540.22	-	(540.22)	0.00%
Sewer Bond Reserve	450	837.34	837.34	-	(837.34)	0.00%
Sewer Loan Reserve Fund	460	51.56	51.56	-	(51.56)	0.00%
Short Lived Asset Reserve Fund	463	122.77	122.77	-	(122.77)	0.00%
Muni Sewer Cap Impr Reserve	470	248.00	248.00	52,500.00	52,252.00	0.47%
Boat Launch Facility	475	850.68	850.68	11,600.00	10,749.32	7.33%
Utility Deposit	631	446.27	446.27	12,000.00	11,553.73	3.72%
Transportation Benefit District	632	13,285.63	13,285.63	150,285.00	136,999.37	8.84%
State Custodial Pass-Through Fund	634	606.07	606.07	24,980.00	24,373.93	2.43%
Totals		397,784.12	397,784.12	10,218,868.00	9,821,083.88	3.89%
Balance Check		397,784.12	397,784.12	10,218,868.00	9,821,083.88	
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2025 Expense/Revenue Comparison

Expenses					Revenue								
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less	% of Budget	Actual Revenue Less	% of Actual	Actual Revenue Less	Revenue
								Actual Expenses	Expended	Actual Expenses	Expended		
General Total	010	303,380.47	2,338,098.00	12.98%	146,513.40	2,128,098.00	6.88%	1,824,717.53	14.26%	(156,867.07)	207.07%		
Streets	100	25,288.20	326,053.00	7.76%	3,438.32	314,860.00	1.09%	289,571.80	8.03%	(21,849.88)	735.48%		
Building Code	115	2,476.76	48,590.00	5.10%	4,352.49	55,000.00	7.91%	52,523.24	4.50%	1,875.73	56.90%		
Visitor Center	120	1,887.76	20,689.00	9.12%	1,598.87	17,000.00	9.41%	15,112.24	11.10%	(288.89)	118.07%		
Library	130	5,675.04	17,090.00	33.21%	693.75	2,450.00	28.32%	(3,225.04)	231.63%	(4,981.29)	818.02%		
Criminal Justice	140	-	1,667.00	0.00%	1,201.30	4,451.00	26.99%	4,451.00	0.00%	1,201.30	0.00%		
Local Criminal Justice	145	5,486.00	76,300.00	7.19%	5,307.37	58,000.00	9.15%	52,514.00	9.46%	(178.63)	103.37%		
Accumulative Reserve	150	-	-		51.56	-		-		51.56	0.00%		
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	532.85	-		-		532.85	0.00%		
DOT Spoils Site	170	3,883.79	126,645.00	3.07%	180.13	93,000.00	0.19%	89,116.21	4.18%	(3,703.66)	2156.10%		
Public Works Vehicle Replacement	180	-	45,000.00	0.00%	-	45,000.00	0.00%	45,000.00	0.00%	-			
Police Vehicle Replacement	185	-	-		78.58	10,000.00	0.79%	10,000.00	0.00%	78.58	0.00%		
Drug Enforcement	190	-	-		7.37	200.00	3.69%	200.00	0.00%	7.37	0.00%		
Low Income Housing	195	-	-		169.43	3,000.00	5.65%	3,000.00	0.00%	169.43	0.00%		
Swimming Pool Construction	300	-	-		424.81	-		-		424.81	0.00%		
REET Construction	310	-	93,600.00	0.00%	2,619.38	30,000.00	8.73%	30,000.00	0.00%	2,619.38	0.00%		
Street Construction	320	-	3,790,464.00	0.00%	-	3,790,464.00	0.00%	3,790,464.00	0.00%	-			
Water/Sewer Operating	400	210,262.07	2,235,472.00	9.41%	163,565.54	2,141,669.00	7.64%	1,931,406.93	9.82%	(46,696.53)	128.55%		
Regional Water System	410	68,523.31	710,186.00	9.65%	30,267.45	710,186.00	4.26%	641,662.69	9.65%	(38,255.86)	226.39%		
Stormwater Management	420	16,649.56	197,139.00	8.45%	13,576.23	174,900.00	7.76%	158,250.44	9.52%	(3,073.33)	122.64%		
Stormwater Capital	425	-	256,500.00	0.00%	61.39	238,500.00	0.03%	238,500.00	0.00%	61.39	0.00%		
Regional Water Capital	430	18.38	135,225.00	0.01%	3,326.58	43,225.00	7.70%	43,206.62	0.04%	3,308.20	0.55%		
Muni Water Capital Improvement	435	55,802.02	1,618,200.00	3.45%	2,828.78	107,500.00	2.63%	51,697.98	51.91%	(52,973.24)	1972.65%		
Water Bond Reserve	440	-	-		540.22	-		-		540.22	0.00%		
Sewer Bond Reserve	450	-	-		837.34	-		-		837.34	0.00%		
Sewer Loan Reserve Fund	460	-	-		51.56	-		-		51.56	0.00%		
Short Lived Asset Reserve Fund	463	-	-		122.77	-		-		122.77	0.00%		
Muni Sewer Cap Impr Reserve	470	-	118,100.00	0.00%	248.00	52,500.00	0.47%	52,500.00	0.00%	248.00	0.00%		
Boat Launch Facility	475	3,680.45	46,389.00	7.93%	850.68	11,600.00	7.33%	7,919.55	31.73%	(2,829.77)	432.65%		
Utility Deposit	631	320.00	12,000.00	2.67%	446.27	12,000.00	3.72%	11,680.00	2.67%	126.27	71.71%		
Transportation Benefit District	632	4,837.00	279,147.00	1.73%	13,285.63	150,285.00	8.84%	145,448.00	3.22%	8,448.63	36.41%		
State Custodial Pass-Thru Fund	634	903.07	24,980.00	3.62%	606.07	24,980.00	2.43%	24,076.93	3.62%	(297.00)	149.00%		
		709,073.88	12,518,534.00	5.66%	397,784.12	10,218,868.00	3.89%	9,509,794.12	6.94%	(311,289.76)	178.26%		
Balance Check		709,073.88	12,518,534.00		397,784.12	10,218,868.00		9,509,794.12		(311,289.76)			
s/b -0-		-	-		-	-		-		-			



Cash and Investment Activity

Period: 2025 - Jan
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$547,567.98	\$888,666.57	\$143,154.17	\$309,488.39	\$384,592.99	\$894,774.49	\$1,279,367.48
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$2,253.78	\$15,590.78	\$19,029.10	\$25,347.13	(\$4,005.32)	\$0.00	(\$4,005.32)
115 Building Code Account Fund	\$30,822.02	\$57,165.86	\$4,136.41	\$7,573.90	\$27,600.61	\$62,263.00	\$89,863.61
120 Visitor Center Fund	\$8,277.88	\$9,744.49	\$1,562.04	\$4,036.27	\$5,840.48	\$11,893.00	\$17,733.48
130 Library Fund	\$2,654.26	\$12,342.61	\$6,040.36	\$5,721.69	\$3,019.58	\$6,996.00	\$10,015.58
140 Criminal Justice Fund	\$16,586.48	\$28,582.42	\$1,093.26	\$3,598.58	\$14,189.20	\$32,181.00	\$46,370.20
145 Local Criminal Justice Fund	\$51,827.82	\$101,339.06	\$4,924.31	\$10,483.94	\$46,651.25	\$106,337.00	\$152,988.25
150 Accumulative Reserve Fund	\$8,297.34	\$13,641.67	\$0.00	\$1,049.33	\$7,299.57	\$14,691.00	\$21,990.57
160 CDBG Grant/Home Rehab Project	\$77,894.56	\$140,965.03	\$0.00	\$12,244.97	\$66,182.44	\$153,210.00	\$219,392.44
170 DOT Spoil Site Fund	\$10,933.27	\$27,283.36	\$3,677.49	\$3,986.92	\$10,726.97	\$23,786.00	\$34,512.97
180 Public Works Vehicle Replacement	\$846.53	\$0.00	\$0.00	\$0.00	\$846.53	\$0.00	\$846.53
185 Police Vehicle Replacement Fund	\$11,603.09	\$20,787.04	\$0.00	\$1,599.96	\$10,081.71	\$22,387.00	\$32,468.71
190 Drug Enforcement Fund	\$1,458.60	\$1,949.10	\$0.00	\$149.90	\$1,316.07	\$2,099.00	\$3,415.07
195 Low Income Housing Fund	\$25,410.95	\$44,823.24	\$0.00	\$4,147.76	\$21,432.62	\$48,971.00	\$70,403.62
300 Swimming Pool Const Fund, 1987	\$61,994.73	\$112,382.60	\$0.00	\$9,345.40	\$53,074.14	\$121,728.00	\$174,802.14
310 REET Capital Fund	\$39,660.01	\$54,566.72	\$2,413.11	\$12,593.28	\$29,686.11	\$67,160.00	\$96,846.11
320 Street Construction Capital Fund	\$2,063.15	\$0.00	\$0.00	\$1,399.00	\$664.15	\$1,399.00	\$2,063.15
400 Water/Sewer Operating Fund	\$314,691.84	\$715,869.72	\$191,741.26	\$212,968.08	\$296,171.03	\$687,694.00	\$983,865.03
410 Regional Water System Fund	\$248,171.21	\$413,801.64	\$28,703.27	\$90,564.67	\$187,873.99	\$435,843.00	\$623,716.99
420 Stormwater Management Fund	\$8,739.69	\$15,590.78	\$14,476.01	\$16,708.49	\$6,566.14	\$14,691.00	\$21,257.14
425 Stormwater Capital Reserve Fund	(\$5,216.43)	\$16,239.81	\$8,606.20	\$61.39	\$3,389.77	\$7,695.00	\$11,084.77
430 Regional Water Capital Improvement	\$48,690.03	\$86,398.31	\$3,000.00	\$10,163.07	\$41,853.54	\$96,543.00	\$138,396.54
435 Muni Water Capital Improvement	\$294,172.91	\$748,350.34	\$59,287.12	\$58,630.80	\$297,658.01	\$691,892.00	\$989,550.01
440 Water Bond Reserve Fund	\$78,981.66	\$142,914.13	\$0.00	\$12,393.87	\$67,128.01	\$155,308.00	\$222,436.01
450 Sewer Bond Reserve Fund	\$121,834.56	\$221,517.06	\$0.00	\$19,140.94	\$103,530.96	\$240,658.00	\$344,188.96
460 Sewer Loan Reserve Fund	\$7,873.39	\$13,641.67	\$0.00	\$1,049.33	\$6,875.62	\$14,691.00	\$21,566.62
463 Short Lived Asset Reserve Fund	\$18,317.29	\$32,480.62	\$0.00	\$2,498.38	\$15,941.68	\$34,979.00	\$50,920.68
470 Muni Sewer Capital Imprv Reserve	\$25,640.69	\$65,610.27	\$2,196.27	\$248.00	\$27,836.96	\$63,662.00	\$91,498.96
475 Boat Launch Facility Fund	\$13,873.31	\$26,634.34	\$1,600.02	\$3,781.13	\$11,792.88	\$25,885.00	\$37,677.88
631 Utility Deposit Fund	\$30,405.37	\$54,566.72	(\$80.00)	\$4,898.28	\$25,633.36	\$59,465.00	\$85,098.36
632 Transportation Benefit District Fund	\$165,874.64	\$0.00	\$13,285.63	\$4,837.00	\$174,323.27	\$0.00	\$174,323.27
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	\$1,663.07	\$0.00	\$606.07	\$903.07	\$1,366.07	\$0.00	\$1,366.07
	\$2,278,081.85	\$4,083,445.96	\$509,452.10	\$851,612.92	\$1,951,356.56	\$4,098,881.49	\$6,050,238.05



Investments Activity

Period: 2025 - Jan
Period Totals: Period

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$888,666.57	\$2,748.69	\$0.00	\$3,359.23	\$894,774.49
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$15,590.78	\$0.00	\$15,649.71	\$58.93	\$0.00
115	Building Code Account Fund	\$57,165.86	\$4,881.06	\$0.00	\$216.08	\$62,263.00
120	Visitor Center Fund	\$9,744.49	\$2,111.68	\$0.00	\$36.83	\$11,893.00
130	Library Fund	\$12,342.61	\$0.00	\$5,393.26	\$46.65	\$6,996.00
140	Criminal Justice Fund	\$28,582.42	\$3,490.54	\$0.00	\$108.04	\$32,181.00
145	Local Criminal Justice Fund	\$101,339.06	\$4,614.88	\$0.00	\$383.06	\$106,337.00
150	Accumulative Reserve Fund	\$13,641.67	\$997.77	\$0.00	\$51.56	\$14,691.00
160	CDBG Grant/Home Rehab Project	\$140,965.03	\$11,712.12	\$0.00	\$532.85	\$153,210.00
170	DOT Spoil Site Fund	\$27,283.36	\$0.00	\$3,600.49	\$103.13	\$23,786.00
180	Public Works Vehicle Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
185	Police Vehicle Replacement Fund	\$20,787.04	\$1,521.38	\$0.00	\$78.58	\$22,387.00
190	Drug Enforcement Fund	\$1,949.10	\$142.53	\$0.00	\$7.37	\$2,099.00
195	Low Income Housing Fund	\$44,823.24	\$3,978.33	\$0.00	\$169.43	\$48,971.00
300	Swimming Pool Const Fund, 1987	\$112,382.60	\$8,920.59	\$0.00	\$424.81	\$121,728.00
310	REET Capital Fund	\$54,566.72	\$12,387.01	\$0.00	\$206.27	\$67,160.00
320	Street Construction Capital Fund	\$0.00	\$1,399.00	\$0.00	\$0.00	\$1,399.00
400	Water/Sewer Operating Fund	\$715,869.72	\$0.00	\$30,881.73	\$2,706.01	\$687,694.00
410	Regional Water System Fund	\$413,801.64	\$20,477.18	\$0.00	\$1,564.18	\$435,843.00
420	Stormwater Management Fund	\$15,590.78	\$0.00	\$958.71	\$58.93	\$14,691.00
425	Stormwater Capital Reserve Fund	\$16,239.81	\$0.00	\$8,606.20	\$61.39	\$7,695.00
430	Regional Water Capital Improvement	\$86,398.31	\$9,818.11	\$0.00	\$326.58	\$96,543.00
435	Muni Water Capital Improvement	\$748,350.34	\$0.00	\$59,287.12	\$2,828.78	\$691,892.00
440	Water Bond Reserve Fund	\$142,914.13	\$11,853.65	\$0.00	\$540.22	\$155,308.00
450	Sewer Bond Reserve Fund	\$221,517.06	\$18,303.60	\$0.00	\$837.34	\$240,658.00
460	Sewer Loan Reserve Fund	\$13,641.67	\$997.77	\$0.00	\$51.56	\$14,691.00
463	Short Lived Asset Reserve Fund	\$32,480.62	\$2,375.61	\$0.00	\$122.77	\$34,979.00
470	Muni Sewer Capital Imprv Reserve	\$65,610.27	\$0.00	\$2,196.27	\$248.00	\$63,662.00
475	Boat Launch Facility Fund	\$26,634.34	\$0.00	\$850.02	\$100.68	\$25,885.00
631	Utility Deposit Fund	\$54,566.72	\$4,692.01	\$0.00	\$206.27	\$59,465.00
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
		\$4,083,445.96	\$127,423.51	\$127,423.51	\$15,435.53	\$4,098,881.49

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.12 OF THE CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.12 HOOKUP RATES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.12.010 Water system. Section 010 is hereby amended as follows:

The hookup rate, or the charge for connecting into the city's water system, shall be established by resolution of the city council. Such charges will be assessed per meter size connection and shall include connection fee, system development fee and any applicable charges for parts and labor.

SECTION 2. Amend CRMC Chapter 13.12.014 Water Connection – Parts and labor charges. Section 014 is hereby amended as follows:

- A. If the water service line is not located at the property line, charges as established by resolution of the city council shall apply in addition to the connection fee and system development charge.
- B. In the event that the city must excavate, repair or install materials and/or equipment which exceed the charges as established by resolution of the city council in order to effectuate the connection for water service, the owner, developer or applicant shall reimburse the city for such materials, services, and equipment. The public works director shall provide the applicant with an estimate of the charges. Nothing in this section shall require the city to provide such services, materials or equipment; provided, that the applicant shall post indemnity bond in the amount satisfactory to the public works director that its contractor shall do all acts necessary to properly install materials and equipment to effect the connection to the city water system and shall post a bond in an amount satisfactory to the public works director to indemnify the city for any damages or losses that may be occasioned by such installation of materials and equipment.

SECTION 3. Amend CRMC Chapter 13.12.020 Sewer system – Connection permit. Section 020 is hereby amended as follows:

It is unlawful for any person to make an opening in any sewer or drain, or connect any private sewer or drain thereto without complying with all of the provisions of this chapter, and obtaining therefor permits from the public works director to make such connection or opening. Any public street restoration required due to the construction of a sewer lateral shall be inspected by the city. There is no fee for such inspection.

SECTION 4. Amend CRMC Chapter 13.12.030 Sewer system – Connection permit – Application – Contents. Section 030 is hereby amended as follows:

In order to obtain the permit provided for in CRMC 13.12.020, the property owner or their designated agent shall file with the city an application therefor stating the name of the owner or occupant of the premises to be connected, the number of buildings therein, and the purposes for which they are to be occupied, together with plans and specifications in duplicate showing the course and depth of the drain from the connection with the public sewer to its terminus within the building and premises. The public works director and/or city engineer shall examine the plans and may change or modify the same and designate the manner and route from which the connecting sewer shall be connected with the building and places where such connection with the public sewer shall be made, and shall specify the material and size of such connecting sewer. A connection permit shall be issued upon the approval of the plans and specifications. It is unlawful for any person to extend any private sewer or drain beyond the limits of the building or property for which a permit has been given.

SECTION 5. Amend CRMC Chapter 13.12.040 Sewer system – Additional connection charges. Section 040 is hereby amended as follows:

In addition to the permit required by CRMC 13.12.020 and 13.12.030, charges as established by resolution of the city council shall be made at the time of application for a permit to connect to the system.

SECTION 6. Amend CRMC Chapter 13.12.042 Sewer system – Mobile home park. Section 042 is hereby amended as follows:

Each mobile home located in a mobile home park shall be assessed equal to one single-family residential dwelling unit charge.

SECTION 7. Amend CRMC Chapter 13.12.044 Sewer connection – Parts and labor charges. Section 044 is hereby amended as follows:

- A. If the sewer service lateral is not located at the property line, charges as established by resolution of the city council shall apply in addition to the connection fee and system development charge.
- B. In the event that the city must excavate, repair or install materials and/or equipment which exceed the charges as established by resolution of the city council in order to effectuate the connection for sewer service, the owner, developer or applicant shall reimburse the city for such materials, services, and equipment. The public works director shall provide the applicant with an estimate of the charges. Nothing in this section shall require the city to provide such services, materials or equipment; provided, that the applicant shall post

indemnity bond in the amount satisfactory to the public works director that its contractor shall do all acts necessary to properly install materials and equipment to effect the connection to the city sewer system and shall post a bond in an amount satisfactory to the public works director to indemnify the city for any damages or losses that may be occasioned by such installation of materials and equipment.

SECTION 8. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 9. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.16 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.16 RETAIL WATER SALES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.16.011 Point of sale designated – Special projects.

Section 011 is hereby amended as follows:

The city public works director is authorized to designate point of sales as follows:

- A. Intersection of Powell Road and Pioneer Avenue NE for Burlington Northern Santa Fe Railroad usage;
- B. At points where contractors were required to install new hydrant as outlined in CRMC 13.16.021.
- C. 360 A Street SW, the public works facilities.

SECTION 2. Amend CRMC Chapter 13.16.020 Retail water sales – Fees. Section 020 is hereby amended as follows:

- A. There shall be imposed a fee per gallon of water, in addition to a meter charge per customer for each calendar month or partial month of meter use. The fee per gallon and meter charge shall be established by resolution of the city council. Customers must have an approved backflow device prior to getting water. Customers who do not have an approved backflow device may use a city-owned device for an additional fee as established by resolution of the city council. 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.
- B. Customer will be responsible for all charges to repair or replace the meter used due to negligence as determined by the public works director.

SECTION 3. Amend CRMC Chapter 13.16.021 Retail water sales – Anticipated sales exceeding 1,000,000 gallons within a consecutive two-month period – Fees and requirements. Section 021 is hereby amended as follows:

- A. At a location prescribed by the public works director, install a new hydrant, at the contractor's cost, which will be in lieu of a service connection fee; and
- B. Provide a deposit, determined by the public works director, which is based on the cost sufficient to replace a two and one-half inch hydrant meter; and
- C. Be imposed the same fees as set forth in CRMC 13.16.020.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 5. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.18 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.18 STORMWATER MANAGEMENT SERVICES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.18.020 System of charges. Section 020 is hereby amended as follows:

The following monthly services 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 set by resolution of the city council and be hereafter 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. Multifamily Parcels. Multifamily parcels with multiple dwelling units (three 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 rate schedule as established by resolution of the city council to determine what category any particular parcel falls into:

Category	Description	Square Footage of Impervious Surface
1	Very Light	0 – 4,000
2	Moderately Light	4,001 – 11,000
3	Light	11,001 – 17,000
4	Moderate	17,001 – 24,000
5	Moderately Heavy	24,001 – 30,000
6	Heavy	30,001 – 37,000
7	Very Heavy	37,001 – 43,560
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by the same rate as applied to Category 7.	

F. Minimum Charge and 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 prorated 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.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 6.06 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 6.06 ANIMAL CONTROL, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 6.06.080 Dangerous dogs and potentially dangerous dogs – Certificates of registration – Requirements - Fee. Section 080 is hereby amended as follows:

- A. It is unlawful for an owner or keeper to have a dangerous dog or a potentially dangerous dog in the city without a certificate of registration issued under this section. This section shall not apply to dogs used by law enforcement officials for police work.
- B. The animal control authority shall issue a certificate of registration to the owner or keeper of such animal if the owner or keeper presents to the animal control authority sufficient evidence of:
 - 1. A proper enclosure to confine a dangerous dog and the posting of premises with a clearly visible warning sign that there is a dangerous dog on the property. In addition, the owner or keeper shall conspicuously display a sign with a warning symbol that informs children of the presence of a dangerous dog;
 - 2. A surety bond issued by an insurer qualified under Chapter 48.28 RCW, in a form acceptable to the animal control authority, in the sum of at least \$250,000, payable to any person injured by the dangerous dog; or
 - 3. A policy of liability insurance, such as homeowner's insurance, issued by an insurer qualified under RCW Title 48 in the amount of at least \$250,000, insuring the owner or keeper for any personal injuries inflicted by the dangerous dog.
- C. The annual fee for registration of a dangerous dog or a potentially dangerous dog shall be set by resolution of the city council. Such registration fee for dangerous or potentially dangerous dogs shall be in addition to the registration and tag fees set forth in CRMC 6.06.120.

SECTION 2. Amend CRMC Chapter 6.06.120 Dog and cat registration fees. Section 120 is hereby amended as follows:

- A. Registration and tag fees shall be set by resolution of the city council.
- B. It is unlawful for any person to transfer a certificate to another person or for a tag to be worn by any dog or cat other than the one registered in accordance with this chapter.
- C. A reduction of 50 percent in the annual license fee may be allowed for one dog other than a dangerous dog or potentially dangerous dog or cat per household to those persons who shall be declared by the city manager to be hardship accounts by reason of indigency or

senior citizens on a fixed or limited income. Persons seeking such reduction shall make written application to the finance department and may present oral evidence in addition thereto. Upon receipt of any such written application it shall be forwarded to the city manager for investigation and no such reduction will be granted in the absence of a prior approval by the city mayor or his duly authorized representative.

SECTION 3. Amend CRMC Chapter 6.06.200 Redemption before sale. Section 200 is hereby amended as follows:

The owner or keeper of any dog impounded may redeem the same within 72 hours by paying to the animal control authority the following redemption charges:

- A. The registration fee hereinabove provided, unless such dog then has a valid current registration issued by the animal control authority; and
- B. An impounding fee shall be set by resolution of the city council and shall be charged for each day of impoundment; and
- C. A service charge shall be set by resolution of the city council upon the first impounding of the dog, an increased service charge set by resolution of the city council upon any second impounding, and an increased service charge set by resolution of the city council shall be charged upon each subsequent impounding; provided, the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in this chapter, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.

SECTION 4. Amend CRMC Chapter 6.06.210 Rabies or dangerous dog – Observation – Fees. Section 210 is hereby amended as follows:

- A. Any animal for which the animal control authority possesses information which would lead a reasonable person to conclude that such animal has bitten or scratched any person so as to break the skin of such person and leave a mark of injury visible to the animal control authority shall be immediately impounded for a period of at least 10 days, at the expense of the owner or keeper of such dog, and kept in quarantine, securely confined and away from any other animal. Said animal shall be kept in quarantine at the animal shelter, or at the owner/keeper's request with a licensed veterinarian, or, at the discretion of the animal control authority and with a written statement from a licensed veterinarian certifying that said animal has been vaccinated for rabies and that said vaccination was sufficiently recent so as to then be effective against rabies, on the premises of the owner or keeper. The purpose of such impoundment and quarantine shall be to determine whether or not such

animal has rabies or, in the case of a dog, whether the animal has rabies or is a dangerous or potentially dangerous dog.

- B. The owner or keeper of any such animal, if known to the animal control authority, shall be notified by the animal control authority by certified mail (postage prepaid), with return receipt requested, of the impounding of such animal and that the owner or keeper is liable to the animal control authority for the costs of impoundment as set forth in CRMC 6.06.200, together with the sum set by resolution of the city council for each day that the animal is held at the animal shelter.
- C. If, after seizing such dog, such dog is immediately placed in the care of a licensed veterinarian, the owner or keeper shall be liable to the animal control authority for the pick-up charge as set by resolution of the city council only; otherwise, the owner or keeper shall pay such pick-up charge plus a fee set by resolution of the city council per day for each day, or fraction thereof in excess of three hours after the time the dog was impounded, until such dog is transferred to a licensed veterinarian at the owner's/keeper's request.
- D. Except as provided in CRMC 6.06.240, if, after such animal is seized, the owner or keeper thereof delivers to the animal control authority a written statement from a licensed veterinarian certifying that said animal has been vaccinated for rabies, and that said vaccination was sufficiently recent so as to then be effective against rabies, said animal shall be placed in the care of its owner or keeper, who shall cause said animal to be impounded at the residence of such owner or keeper for the period of time set forth in subsection (A) of this section; provided, however, that the owner or keeper of such animal, before receiving delivery of said animal, shall pay to the animal control authority the pick-up charge as set by resolution of the city council, plus a charge as set by resolution of the city council per day for each day or fraction thereof in excess of three hours after the time the animal was impounded until delivery of such animal to the owner or keeper thereof. In the event the animal is found at large during the remainder of the aforesaid 10-day period, said animal shall be impounded in the animal shelter by the animal control authority for the remainder of the aforesaid 10-day period, at the expense of the owner or keeper of such animal.

SECTION 5. Amend CRMC Chapter 6.06.290 Female dogs in heat. Section 290 is hereby amended as follows:

It is unlawful for any person as owner or keeper to permit or suffer any female dog to be outside of an enclosed building or suitable enclosure, unless on a leash held by the owner or keeper, at any time during such dog's mating period. If any female dog is found off the owner's or keeper's premises during such period, such female dog shall be impounded and for such offense under this section the owner or keeper shall pay the redemption charges specified in CRMC 6.06.200, except that the service charges shall be set by resolution of the city council and shall be increased from the fees provided in CRMC 6.06.200(C). For purposes of this section

only, the term “suitable enclosure” means a structure or fence closed on all sides and of sufficient height, strength and density to prevent dogs from entering or exiting except through openings designed for the purpose of entry or exit.

SECTION 6. Amend CRMC Chapter 6.06.350 Fees for impounding strays. Section 350 is hereby amended as follows:

- A. The animal control authority shall make a charge as set by resolution of the city council for impounding any animal referred to in CRMC 6.06.310 in addition to a daily fee as set by resolution of the city council for keeping and feeding the same while so impounded.
- B. All fees and charges so collected by the animal control authority shall be accounted for and paid to the city treasurer.

SECTION 7. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 8. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 5.16 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 5.16 OCCUPATION TAX – GENERALLY, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 5.16.570 Payment by uncertified check – Extension of time for payment. Section 570 is hereby amended as follows:

- A. The tax payable hereunder shall, at the time the return is required to be filed hereunder, be paid to the city by bank draft, certified check, cashier's check, personal check, money order or in cash. If payment is made by bank draft or check, the tax shall not be deemed paid unless the check or draft is honored in the usual course of business. A returned payment fee set by resolution of the city council shall be assessed for all bank drafts or checks which are dishonored or returned. The acceptance of any sum by the city shall not be an acquittance or discharge of the tax due unless the amount of the payment is in full. The return shall be presented to the clerk-treasurer, who shall endorse thereon the date and amount of payment received by him and file the same.
- B. The clerk-treasurer is authorized, but not required, to mail to taxpayers forms for applications for registration certificates and forms for returns, but failure of the taxpayer to receive any such forms shall not excuse the taxpayer from making application for and securing the registration certificate, making returns and payments of the tax, when and as due hereunder.
- C. The clerk-treasurer for good cause shown may extend the time for making and filing any return required under this chapter, and may grant such reasonable additional time within which to make and file such returns as he may deem proper; provided, however, that no extension shall be in excess of 30 days.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 1.30 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 1.30 INSPECTION AND COPYING OF PUBLIC RECORDS, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 1.30.070 Costs and expenses for inspection and copying.

Section 070 is hereby amended as follows:

The city finds that calculating the actual costs it incurs for providing records would be unduly burdensome and therefore adopts the following charges for copying public records:

- A. Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of city equipment to photocopy public records; and
- B. Ten cents (\$0.10) per page for public records scanned into an electronic format or for the use of city equipment to scan the records; and
- C. Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- D. Ten cents (\$0.10) per gigabyte for the transmission of public records in an electronic format or for the use of city equipment to send the records electronically. The city shall take reasonable steps to provide the records in the most efficient manner available to the city in its normal operations; and
- E. The actual cost of any digital storage media or device provided by the city, the actual cost of any container or envelope used to mail the copies to the requester, and the actual postage or delivery charge.
- F. The charges in this section may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
- G. The city may charge a flat fee of up to two dollars (\$2.00) for any request as an alternative to fees authorized under this section when the city reasonably estimates and documents that the costs allowed under this section are clearly equal to or more than two dollars (\$2.00). An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments.
- H. The city shall not impose copying charges under this section for access to or downloading of records that the city routinely posts on its public internet website prior to receipt of a request unless the requester has specifically requested that the city provide copies of such records through other means.

- I. A requester may ask the city to provide, and if requested the city shall provide, a summary of the applicable charges before any copies are made and the requester may revise the request to reduce the number of copies to be made and reduce the applicable charges.
- J. In addition to the charge imposed for providing copies of public records and for the use by any person of city equipment copying costs, the city may include a customized service charge. A customized service charge may only be imposed if the city estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the city for other city purposes.
 - 1. The customized service charge may reimburse the city up to the actual cost of providing the services in this subsection.
 - 2. The city may require a deposit in an amount not to exceed 10 percent of the estimated cost of providing copies for a request, including a customized service charge. If the city makes a request available on a partial or installment basis, the city may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the city is not obligated to fulfill the balance of the request. The city may waive any charge assessed for a request pursuant to city rules and regulations. The city may enter into any contract, memorandum of understanding, or other agreement with a requester that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

The fees in this chapter provided may hereafter be modified or amended by the city council by resolution duly enacted and approved at any regular meeting called for that purpose.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, CREATING A
MASTER FEE SCHEDULE AND UPDATING CURRENT RATES IN SCHEDULES 4, 5, AND 6.

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

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

SECTION 1. Master Fee Schedule is created. The master fee schedule is created as set forth in the schedules attached hereto as Exhibit A and incorporated by reference.

SECTION 2. Current rates are updated for Schedules 4, 5, and 6.

SECTION 3. This resolution shall be effective immediately upon its adoption, however updated rates in Schedule 6 shall be effective 90 days after adoption.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

City of Castle Rock
Master Fee Schedule

Approved by Resolution No. 2025-01

Effective date _____, 2025 for Schedules 1, 2, 3, 4, 5, 7, 8, 9, & 10

Effective Date _____, 2025 for Schedule 6

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Schedule 1 – Administrative

Effective Date _____, 2025

Reproduction of Public Records

The City Council hereby finds that it would be an undue burden as provided for in [RCW 42.56.120\(2\)\(b\)](#) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:

Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment

Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Effective Date _____, 2025

Business Licenses* (Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses (Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Effective Date _____, 2025

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Effective Date _____, 2025

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table O-1 – Other Fees
- Table P-1 – Plumbing Permit Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

"Same As" – if an applicant submits, all at the same time, plans for identical buildings for one- or two-family dwellings under the International Residential Code, the plan review fee shall be fifty percent (50%) of the plan review fee for the first one submitted. The plan review fees are in addition to the permit fees in Table A-1 and are to be paid at the time of plan submittal.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Apply to each permit issued.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Wood Deck	\$20.00 per square foot
Wood Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00, including the Administration Fee)		
Description		Fee
Permit Administration Fee	Apply to each permit issued.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	≥ 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$45.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table G-1 Excavation and Grading Fees All Excavating and Grading permits will be accompanied by an Inspection Fee of \$100.00 in addition to the fees listed below.		
Cubic Yards	Plan Review Fee	Permit Fee
0 – 50	\$41.25	\$93.50
51 – 1,000	\$66.50	\$104.50
1,001 – 10,000	\$97.35	\$121.00
10,001 – 20,000	\$142.18	\$143.00
20,001 – 30,000	\$186.95	\$185.90
30,001 – 40,000	\$231.00	\$231.00
40,001 – 50,000	\$275.00	\$275.00
50,001 – 60,000	\$319.61	\$550.00
60,001 – 70,000	\$364.10	\$605.00
70,001 – 80,000	\$408.10	\$726.00
80,001 – 90,000	\$440.00	\$1,100.00
90,001 – 100,000	\$495.00	\$1,485.00
100,001 – 200,000	\$491.00 for first 100,000 cubic yards, plus \$24.00 for each additional 10,000 cubic yards or fraction thereof	\$1,711.00
200,001 and more	\$726.00 for the first 200,000 cubic yards, plus \$14.00 for each additional 10,000 cubic yards or fraction thereof	\$1,711.00 for the first 200,000 cubic yards, plus \$59.00 for each additional 10,000 cubic yards or fraction thereof

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (including the Administration Fee)		
Description		Fee
Permit Administration Fee – Apply to each permit issued, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Fee*
For use of outside consultants for plan checking and inspections, or both		No Fee*
Staff Consultation Fee (minimum charge – one hour)		\$75.00 per hour
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement	Administration Fee	\$45.00
	Plan Review	\$275.00
	Permit	\$225.00
Utility Building Accessory to a Dwelling - Placement	Administrative Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (including the Administration Fee)		
Description		Fee
Permit Administration Fee – Apply to each permit issued, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
Medical Gas Piping: (each gas piping system up to six (6) outlets		\$20.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 5 – Planning

Effective Date _____, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences & Site Plan Reviews		
Description		Fee
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended
Preapplication Conferences & Site Plan Reviews	Binding Site Plans	\$300.00 for first hour plus additional costs* for all time exceeding one hour.
	Commercial Uses	
	Duplexes	
	General Land Use Conference	
	Industrial Uses	
	Mobile Home Parks	
	Multi-Family Structures	
	Recreational Vehicle Parks	
	Short Plats	
	Single Family Dwellings	
	Subdivisions	
	Preapplication Conferences/Site Plan Reviews for which no other fee is listed.	

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 6 – Water and Sewer

Effective Date _____, 2025

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 =	\$4,550 +	\$2,000	\$8,200	\$15,600
1"	\$3,780 +	\$3,330 =	\$7,110 +			
1 ½"	\$4,995 +	\$7,400 =	\$12,395 +			
2"	\$6,885 +	\$13,320 =	\$20,205 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)*	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,388 x LU	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +				
3"	\$9,450 +	\$1,388 x LU	\$3,000	\$12,300	\$23,400
4"	\$11,475 +				
6"	\$18,360 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 x PU/500 CFM	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +				
3"	\$9,450 +	\$1,850 x PU/500 CFM	\$3,000	\$12,300	\$23,400
4"	\$11,475 +				
6"	\$18,360 +				
8"	\$24,300 +				
10"	\$36,990 +	\$1,850 x PU/500 CFM	\$4,000	\$16,400	\$31,200
12"	\$47,790 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 =	\$5,715 +	\$2,500	\$10,000	\$19,250
6"	\$3,675 +		\$8,573 +			

Sewer – Residential – Multi-Family Dwellings (MFD)					
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)*	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$2,450 x LU	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$2,450 x LU	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Sewer – Commercial and Industrial					
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 x PU/500 CFM	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$3,265 x PU/500 CFM	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.					

Retail Water Sales	
Description	Fee
Per Gallon	\$ 0.05
Meter Charge per month, or fraction thereof	\$ 44.48

Miscellaneous Fees	
Description	Fee
Rebiling Fee	\$ 10.00
Delinquent Administration Fee	\$ 10.00
Delinquent Disconnect/Reconnect Fee	\$ 40.00
Overtime Reconnection Fee on Delinquent Accounts	\$ 120.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

Effective Date _____, 2025

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.

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. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$ 8.79
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 - 4,000	\$ 8.11
2	Moderately Light	4,001 - 11,000	\$ 21.53
3	Light	11,001 - 17,000	\$ 37.71
4	Moderate	17,001 - 24,000	\$ 53.93
5	Moderately Heavy	24,001 - 30,000	\$ 70.09
6	Heavy	30,001 - 37,000	\$ 89.07
7	Very Heavy	37,001 - 43,560	\$ 113.29
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$113.29 (i.e. 1.3 acres x \$113.29 = \$147.28 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Effective Date _____, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$ 1.00/each
Material Printed	\$ 0.15/page
- Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. - Use of software other than provided by the library is prohibited. - The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. - The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Effective Date _____, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: - United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. - United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: - Disabled Veteran’s Lifetime Pass; or - Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Effective Date _____, 2025

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: • Registration of cats is optional for the cat owner. • No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

WATER & SEWER CONNECTION FEES ADJUSTMENT 1-25

Water:

Part 1 City Water System Development Charge (SDC) Information:

Projects identified in the Water System Plan:

Replace water main - Buland Dr S	\$ 439,000
Replace water main 2nd Ave - B St - Warren St	\$ 302,000
Replace water main in alley next to hardware store	\$ 84,100
Replace water main C St; west end to alley - D St	\$ 112,000
Construct reservoir on west side of Cowlitz River	\$ 3,759,300
Re-coat Carpenter Rd reservoir	\$ 250,000
Subtotal	\$ 4,946,400
Inflation since 2021 Water System Plan - 22.3%	\$ 1,103,047
Total	\$ 6,049,447

Current Water Usage:

144,000,000	total annual gallons, of which the city portion is 58%
x 58%	City Portion of annual gallons
= 83,520,000	annual gallons
÷ 365	days
= 228,822	daily gallons
÷ 120	gallons per day ERU (Equivalent Residential Unit for Single Family Dwelling)
= 1,907	ERUs

1,960 Remaining ERUs in City System, based on existing storage capacity.

\$ 6,049,447	Project costs identified above
÷ 1,960	Remaining ERUs
3,086	Development cost per remaining ERU
\$ 1,100	Proposed SDC (a portion of the calculated \$3,086)
36% proposed rate is 36% of the calculated SDC.	

Justification:

City Public Works crew does all the water main replacements resulting in significant savings (usually less than half of the estimated amount).

The west side reservoir will likely be partially grant funded.

Part 2 Regional Water System Development Charge (SDC) Information:

Both the City and the County pay a Regional Water SDC in their connection fee cost. The Regional Water Board has recommended that this fee be raised from \$500 per ERU to \$750 per ERU. The Regional System SDC fee is calculated in a similar way; however, the cost is paid by both entities.

Part 3

Value of the existing water system:
\$ 37,000,000 Estimated value
x 0.005% Recommended buy-in portion of the system.
= \$ 1,850 connection fee prior to parts
+ \$ 850 plus parts
\$ 2,700 Total Connection Fee

Water connection fee calculation:

Part 1	\$ 1,100	SDC City		
Part 2	\$ 750	SDC Regional		
Part 3	\$ 2,700	Connection Fee		
Total Cost*	\$ 4,550		<u>Current Fee</u>	<u>Increase</u>
			\$ 2,770	\$ 1,780

*Based on 3/4" x 5/8" water service where the service line is already at the property line.

Comparable Entities Fees:

\$ 5,324	Beacon Hill
\$ 5,550	Cowlitz County
\$ 4,500	Kalama
\$ 4,041	Kelso
\$ 2,381	Longview
\$ 4,246	Woodland

Sewer:

Part 1 System Development Charge (SDC) information

Projects identified in the Capital Facility Plan:

Repair or replace 9,000 linear feet of sewer main <i>(This is 14% of the total 64,000 linear feet of main line.)</i>	\$ 2,738,100
Rehabilitate the Green St Lift Station	\$ 55,000
Purchase 2 portable emergency generators for lift stations	\$ 80,000
Wastewater Treatment Plant Upgrades	\$ 3,000,000
	<u>Subtotal \$ 5,873,100</u>
Inflation since 2021 Water System Plan - 22.3%	<u>\$ 1,309,701</u>
	<u>Total \$ 7,182,801</u>

800,000	gallons per day - collection system & treatment plant capacity
- 250,000	gallons per day - current usage
550,000	remaining daily gallon capacity
	31% per day - current usage
	69% remaining daily capacity

3,200.00 ERU capacity
 x 31% per day - current usage
 1,000.00 daily ERUs
 2,200.00 remaining ERUs

Calculation:

\$ 7,182,801 Project costs identified above
 ÷ 2,200.00 remaining ERUs
 3,265 Cost per ERU (The Public Works crew is not able to perform most of this type of work, so reducing this amount is not recommended.)

Part 2

Value of the existing sewer system:

\$ 49,000,000 Estimated value
 x 0.005% Recommended buy-in portion of the system.
 \$ 2,450 Total Connection Fee
 (Typically, no parts are required, so there is \$0 cost added.)

Sewer connection fee calculation:

<u>Part 1</u>	\$	3,265	SDC City		
<u>Part 2</u>	\$	2,450	Connection Fee (existing buy-in)		
Total Cost*	\$	5,715			
				<u>Current Fee</u>	<u>Increase</u>
				\$ 4,100	\$ 1,615

*Owner to dig up and connect to service lateral at property line.

Comparable Entities Fees:

\$	5,825		Beacon Hill
\$	4,000	- 5,560	Cowlitz County
\$	10,000		Kalama
\$	7,182	- 15,019	Kelso
\$	3,874		Longview
\$	5,243	- 13,109	Woodland