

# CITY OF CASTLE ROCK

## PRESS RELEASE

Date: March 17, 2020  
From: David Vorse, Public Works Director



### Press Release: Operational Changes

Under the Authority of the Mayor's Proclamation of Emergency for the City of Castle Rock, in an effort to reduce the risk of transmission through Non-Pharmaceutical Intervention (NPI) the City of Castle Rock will implement the following operational changes:

#### Non-essential services and programs will be canceled or postponed until further notice:

- Castle Rock City Library: Closed until further notice
- Castle Rock City Council Meetings will have an abbreviated agenda limited to the authority to issue warrants, payroll vouchers and EFT payments.
  - Policy discussion and verbal department reports will be suspended for the time being.
  - Public comment will be taken both in person and via alternative methods (recommended). At this time, alternative methods include email ([ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)) and printed written comment.
  - While the city council meetings will remain open to the public, social distancing and limited occupancy protocols will be implemented.

#### City Facilities:

City Hall will be closed for walk-in traffic. Staff will continue operations and we encourage customers to utilize on-line bill pay and the utility payment drop box, which is located at the base of the reader board in the eastern parking lot. Staff will be available via phone and email to assist customers. Limited person-to-person contact will be available through appointment. Please call 360.274.8181 for general city business appointments.

Building and Development plan review will continue on a limited basis. Please contact the Building & Planning Department at 360.274.8181 to schedule an appointment.

The Public Works Office will be closed to walk-in traffic. Please contact the Public Works Department by telephone at 360.274.7478. Public Works will remain fully operational and 24-hour emergency operations will continue. Public Works staff have been instructed to observe social distancing protocols and may utilize Personal Protective Equipment (PPE) when person-to-person contact is required.

Castle Rock Police Department is suspending administrative person-to-person activities such as fingerprint processing, ride-along program, and initial Concealed Pistol License (CPL) applications. Efforts will be made to



assist community members with expiring CPL's on a case-by-case basis. Records requests and other administrative functions will continue through telephone. Please contact Castle Rock Police Department at 360.274.4711.

Castle Rock Police Department will continue to provide 24-hour police protection to our community. Officers are on duty and available, as always, please dial 911 for emergencies. For non-emergency calls (i.e. routine calls for service of a non-violent nature), if the caller needs an officer to respond to a residence and they are ambulatory, and it is safe to do so, they will be asked to meet the officer outside.

Mayor Helenberg and City of Castle Rock Staff will continue to provide updates through our website, [www.ci.castle-rock.wa.us](http://www.ci.castle-rock.wa.us). We appreciate the community's patience with the implementation of the NPI practices and we will restore full service as soon as the State Department of Health and Cowlitz County Health and Human Services advise us that the threat is mitigated.

~End~

