

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

June 12, 2018 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Commission Regular Meeting Minutes – 5.22.18
- B. Canvass of Votes
- C. Nuisance Report

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card, and submit to the Deputy City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** – NONE

7. **BUSINESS ITEMS**

- A. Recology Presentation
- B. Consideration of Resolution No. 2524; Adopting and Setting New Rates for Residential Recycling Services

- C. Consideration of Resolution No. 2523; Adopting and Setting Moorage Rental Rates and Fees
- D. Consideration of Resolution No. 2521; Adopting Water Department Rats and Fees
- E. Consideration of Resolution No. 2522; Adopting Monthly Sewer Service Rates
- F. Consideration of Resolution No. 2519; Revising Land Use Application Fees
- G. Consideration of Resolution No. 2520; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center

**8. DISCUSSION ITEMS**

**9. GOOD OF THE ORDER**

**10. EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(i); to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing; and 192.660(2)(h); to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

**11. ADJOURNMENT**

**Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**

3-A

MINUTES  
Warrenton City Commission  
Regular Meeting – May 22, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:01 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Rick Newton, Mark Baldwin, Pam Ackley, Tom Dyer and Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Fire Chief Tim Demers, Interim Community Development Director Kevin Cronin and Deputy City Recorder Dawne Shaw

**Commissioner Ackley made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

COMMISSIONER REPORTS –

Commissioner Dyer stated he has had success with both nuisance properties on S. Main, and gave brief details.

Mayor Balensifer stated he attended the CEDR meeting, where they went over the Housing Task Force update, and gave a brief update.

PUBLIC COMMENT – None

PUBLIC HEARINGS – None

BUSINESS ITEMS –

Mayor Balensifer requested an amendment to agenda item 7.A, adding an additional appointment to the WBA and adding an appointment to the Parks Advisory Board. He also requested to add agenda item 7.E, Change Order No. 1 for the Water Meter Replacement Project. There were no objections.

Mayor Balensifer noted the application from Mr. Mitchell Wright for the WBA, and asked Mr. Wright if he wished to say a few words. Mr. Wright introduced himself, noted he is the General Manager of Staples and spoke briefly about himself.

**Commissioner Dyer made the motion to appoint Mitchell Wright to Position No. 6 on the WBA. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

Mayor Balensifer noted the applications from Tommy Smith for the WBA, and Kailee Kobe for the Parks Advisory Board. Brief discussion followed.

**Commissioner Dyer made the motion to appoint Tommy Smith to Position No. 2 on the WBA, and Kailee Kobe to Position No. 6 on the Parks Advisory Board. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

Interim Community Development Director Kevin Cronin discussed the determination of nuisance for 228 S. Main. He noted he was at the property this afternoon and it does look better than last week, however there are still five cars on the property that are inoperable. He recommends moving forward with the declaration.

**Commissioner Ackley made the motion to declare that enumerated and unenumerated nuisances exist at 228 S. Main Avenue, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

City Manager Linda Engbretson stated the City has received notice of a new funding opportunity through the Department of Land Conservation and Development (DLCD) for technical assistance. The 2018 legislature allocated \$1.73 million to DLCD to assist local governments in meeting their housing needs. DLCD is making that funding available to local governments with the goal of increasing the supply and affordability of housing. This funding opportunity requires that interested cities complete a one-page form and return it to DLCD by June 15, 2018. Ms. Engbretson stated the city has selected “Housing Needs Analysis” as our “Service of Interest.” She noted this is an opportunity to apply for assistance and receive a buildable lands inventory. She recommended moving forward. Discussion followed.

**Commissioner Dyer made the motion to authorize the Mayor’s signature on the Request for Assistance, and that staff submit the request to DLCD by June 15, 2018. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

City Manager Linda Engbretson requested approval from the Commission for a two week vacation beginning July 2, 2018 and returning July 17, 2018. She noted if approved, she would not be present at the July 10, 2018 meeting. She stated cancelling the July 10 meeting could be a consideration. She also recommended Chief Workman be appointed manager pro tem in her absence. Mayor Balensifer noted concerns about the absence of the City Manager during the busy building season, while there is an interim Community Development Director. Discussion continued and Ms. Engbretson stated she has full confidence in all staff and department heads and their ability to step in. Brief discussion followed and Commissioner Ackley noted the need for the City Manager's performance review and contract renewal. It was noted this will be addressed at the first meeting in June. Discussion followed on whether to cancel the July 10, 2018 meeting and it was agreed to hold that discussion at the June 26, 2018 meeting.

**Commissioner Ackley made the motion to authorize the City Manager's absence from the July 10, 2018 meeting and approve her vacation request. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

Public Works Director Collin Stelzig noted Change Order No. 1 for the Water Meter Replacement Project is finalizing the contract with Chris Dials. He explained the changes as outlined; the contract amount was reduced by \$17,592, and time was extended 17 days; the contractor installed fewer ¾" water meters, replaced fewer meter boxes and was able to install new meters without damaging the surrounding concrete at designated locations. He noted the contractor did install additional 1" water meters. Mr. Stelzig stated the State was surprised the project was completed on time.

**Commissioner Newton made the motion to approve Change Order #1 in the amount of \$17,592.00, to Chris Dials Contracting. Motion was seconded and passed unanimously.**

**Balensifer – aye; Newton – aye; Baldwin – aye; Ackley – aye; Dyer – aye**

DISCUSSION ITEMS – None

GOOD OF THE ORDER – Commissioner Newton noted Building Official Jim Byerly is amazing to work with. He also spoke briefly about the opioid epidemic.

Commissioner Dyer noted someone had asked about the abandoned house on 11<sup>th</sup> street, and suggested it be the next nuisance property that is addressed due to safety issues. Mayor Balensifer agreed and discussed having an appointed task force, along with community volunteers; and creating a list to prioritize the nuisance properties, with a schedule that staff can work on. Discussion followed on other potential nuisance properties.

Commissioner Ackley noted June 8, 2018 is Windermere's community service day, and they will be weeding the Community Library property. She also noted the Library Summer Reading Program kick-off is the 9<sup>th</sup> of June. Brief discussion followed on the library.

Commissioner Baldwin also commented on Building Official Jim Byerly, praising Mr. Byerly's extensive knowledge and expertise. He also spoke briefly about the vehicles on the nuisance property.

Mayor Balensifer stated he attended the Regards to Rural Conference with City Manager Engbretson, noting it was a great conference and we can expect more things to pop up in our city in the future. He also, noted there was a proposed 1% sales tax on the ballot in Ontario, and only 17% voted for it; proving that Oregonians do not like sales tax. Mayor Balensifer noted a request from the people that inherited the Peterson property on the corner of 9<sup>th</sup> and Anchor. He stated they are looking for assistance to clean it up, and discussed whether Urban Renewal funds can be used. Discussion followed. Ms. Engbretson stated there is currently a commercial façade improvement grant, and discussed a possible grant program for residential cleanup. She stated she will bring this suggestion to the Urban Renewal Advisory Committee at their June 6, 2018 meeting. Brief discussion continued and Ms. Engbretson noted staff will address the Peterson property issue. Mayor Balensifer stated he would like to formally request the County to declare nuisance abatement on their properties on the entryway, from Whiskey Rd. down to Hwy 101. He asked for Commission consensus to make the request to the County. There was consensus and Mayor Balensifer stated he will submit a formal letter.

Fire Chief Demers invited everyone to the commissioning of the new ladder truck, which takes place May 30, 2018, at 6:00 p.m. He gave brief details of the event.

There being no further business Mayor Balensifer adjourned the meeting at 6:50 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

3-B



**Clatsop County**  
Clerk and Elections

820 Exchange St., Suite 220, Astoria, OR 97103  
(503) 325-8511 phone / (503) 325-9307 fax  
Website: [www.co.clatsop.or.us](http://www.co.clatsop.or.us)  
Email: [clerk@co.clatsop.or.us](mailto:clerk@co.clatsop.or.us)

June 6, 2018

Enclosed you will find a copy of the Abstract of Votes for City of Warrenton relating to the Primary Election held on May 15, 2018.

In accordance with ORS 254.565, please canvass the votes and notify the Clatsop County Clerk & Elections Department within thirty (30) days of receipt by signing and returning this letter to:

Tracie Krevanko, County Clerk  
Clatsop County Clerk & Elections  
820 Exchange Street, Suite 220  
Astoria, OR 97103

I appreciate your prompt reply.

With regards,

Tracie Krevanko  
Clatsop County Clerk

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This is to verify receipt of the Abstract of Votes from Clatsop County Clerk & Elections. I have canvassed the votes for City of Warrenton, relating to the Primary Election on May 15, 2018. By signing this canvass letter, I concur with the final results.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

Clatsop County  
Primary Election  
May 15, 2018  
STATISTICS

01 = REGISTERED VOTERS - TOTAL  
 02 = REGISTERED VOTERS - NonPartisan  
 03 = REGISTERED VOTERS - Democrat  
 04 = REGISTERED VOTERS - Independent Party  
 05 = REGISTERED VOTERS - Republican  
 06 = BALLOTS CAST - TOTAL  
 07 = BALLOTS CAST - NonPartisan  
 08 = BALLOTS CAST - Democrat

TOTAL PERCENT  
 26,815  
 9,136 34.07  
 9,511 35.47  
 1,558 5.81  
 6,610 24.65  
 10,062  
 1,293 12.85  
 5,146 51.14

09 = BALLOTS CAST - Independent Party  
 10 = BALLOTS CAST - Republican  
 11 = BALLOTS CAST - BLANK  
 12 = VOTER TURNOUT - NonPartisan  
 13 = VOTER TURNOUT - Democrat  
 14 = VOTER TURNOUT - Independent Party  
 15 = VOTER TURNOUT - Republican

TOTAL PERCENT  
 574 5.70  
 3,049 30.30  
 10  
 14.15  
 54.11  
 36.84  
 46.13

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
0001 01 - ASTORIA	635	206	274	31	124	300	43	181	13	63	0	20.87	66.06	41.94	50.81
0002 02 - ASTORIA	881	262	440	57	122	420	45	282	23	70	0	17.18	64.09	40.35	57.38
0003 03 - ASTORIA	1179	462	435	69	213	455	81	255	34	85	1	17.53	58.62	49.28	39.91
0004 04 - ASTORIA	616	189	251	36	140	246	23	141	17	65	0	12.17	56.18	47.22	46.43
0005 05 - ASTORIA	1001	310	464	68	159	497	69	307	25	96	0	22.26	66.16	36.76	60.38
0006 06 - ASTORIA	548	185	253	24	86	264	36	169	14	45	0	19.46	66.80	58.33	52.33
0007 07 - ASTORIA	977	272	461	62	182	453	51	283	24	95	1	18.75	61.39	38.71	52.20
0008 08 - ASTORIA	673	274	256	28	115	232	30	135	12	55	0	10.95	52.73	42.86	47.83
0020 20 - CANNON BEACH	1089	322	491	71	205	463	46	292	23	102	1	14.29	59.47	32.39	49.76
0021 21 - CHADWELL	600	200	165	36	199	271	49	102	19	101	0	24.50	61.82	52.78	50.75
0022 22 - NORTH CLATSOP	856	309	269	50	228	323	50	139	19	115	0	16.18	51.67	38.00	50.44
0023 23 - SOUTH CLATSOP	1240	362	382	73	423	489	48	204	22	215	0	13.26	53.40	30.14	50.83
0024 24 - ELSIE	258	102	91	10	55	85	22	34	4	25	0	21.57	37.36	40.00	45.45
0025 25 - GEARHART	1296	392	479	60	365	479	39	271	21	148	1	9.95	56.58	35.00	40.55
0026 26 - HAMLET	311	105	114	19	73	93	13	47	11	22	0	12.38	41.23	57.89	30.14
0028 28 - JEWELL	462	156	141	25	140	161	20	62	10	69	0	12.82	43.97	40.00	49.29
0029 29 - JOHN DAY	440	160	132	23	125	157	17	66	8	66	1	10.63	50.00	34.78	52.80
0030 30 - KNAPPA	1273	444	422	75	332	414	57	203	24	130	0	12.84	48.10	32.00	39.16
0031 31 - LEWIS AND CLARK	1095	384	344	49	318	413	68	173	23	149	0	17.71	50.29	46.94	46.86
0035 35 - NECANICUM	372	129	116	21	106	110	13	49	3	45	0	10.08	42.24	14.29	42.45
0036 36 - OLNEY	476	138	130	31	177	167	25	48	7	87	0	18.12	36.92	22.58	49.15
0037 37 - SEASIDE	1016	367	341	69	239	357	41	181	13	122	0	11.17	53.08	18.84	51.05
0038 38 - SEASIDE	1208	501	422	78	207	327	38	196	17	76	0	7.58	46.45	21.79	36.71
0039 39 - SEASIDE	1022	397	346	68	211	293	33	168	24	68	1	8.31	48.55	35.29	32.23
0040 40 - SEASIDE	1012	341	351	55	265	351	33	188	17	113	1	9.68	53.56	30.91	42.64
0043 43 - STANLEY ACRES	182	59	60	11	52	57	5	29	3	20	1	8.47	48.33	27.27	38.46
0044 44 - SVENSEN	708	238	225	37	208	253	27	116	17	93	0	11.34	51.56	45.95	44.71
0045 45 - ARCH CAPE	200	39	100	14	47	91	5	60	4	22	1	12.82	60.00	28.57	46.81
0046 46 - WALLUSKI	471	141	166	22	142	189	20	90	11	68	0	14.18	54.22	50.00	47.89
0047 47 - WARRENTON	2757	957	796	168	836	1004	146	386	72	400	1	15.26	48.49	42.86	47.85
0048 48 - WARRENTON	1007	408	282	67	250	327	59	139	22	107	0	14.46	49.29	32.84	42.80
0050 50 - WESTPORT	462	172	144	26	120	133	16	63	7	47	0	9.30	43.75	26.92	39.17
0052 52 - HILLCREST	492	153	168	25	146	188	25	87	11	65	0	16.34	51.79	44.00	44.52

*Tracie Krevanko*  
 Tracie Krevanko, Clatsop County Clerk

6/4/18  
 Date





4-191 City of Warrenton

VOTES PERCENT

VOTES PERCENT

(VOTE FOR) 1

01 = Yes

02 = No

885 70.74

366 29.26

03 = OVER VOTES

04 = UNDER VOTES

1

79

	01	02	03	04
0047 47 - WARRENTON	676	265	1	62
0048 48 - WARRENTON	209	101	0	17

0047 47 - WARRENTON

0048 48 - WARRENTON



SUMMARY REPORT

Run Date:06/04/18 11:24 AM

Clatsop County  
Primary Election  
May 15, 2018  
STATISTICS

Report EL45

Page 001

VOTES PERCENT

PRECINCTS COUNTED (OF 33)	33	100.00
REGISTERED VOTERS - TOTAL	26,815	
REGISTERED VOTERS - NonPartisan	9,136	34.07
REGISTERED VOTERS - Democrat	9,511	35.47
REGISTERED VOTERS - Independent Party	1,558	5.81
REGISTERED VOTERS - Republican	6,610	24.65
BALLOTS CAST - TOTAL	10,062	
BALLOTS CAST - NonPartisan	1,293	12.85
BALLOTS CAST - Democrat	5,146	51.14
BALLOTS CAST - Independent Party	574	5.70
BALLOTS CAST - Republican	3,049	30.30
BALLOTS CAST - BLANK	10	.10
VOTER TURNOUT - TOTAL		37.52
VOTER TURNOUT - NonPartisan		14.15
VOTER TURNOUT - Democrat		54.11
VOTER TURNOUT - Independent Party		36.84
VOTER TURNOUT - Republican		46.13
VOTER TURNOUT - BLANK		.04



Tracie Krevanko, Clatsop County Clerk

6/4/18

Date



Run Date:06/04/18 11:24 AM

VOTES PERCENT

VOTES PERCENT

Commissioner of the Bureau of Labor and Industries  
Statewide Nonpartisan

(VOTE FOR) 1		
Lou Ogden . . . . .	2,546	32.20
Val Hoyle . . . . .	4,304	54.44
Jack Howard . . . . .	1,018	12.88
WRITE-IN . . . . .	38	.48
Over Votes . . . . .	2	
Under Votes . . . . .	2,154	

Judge of the Supreme Court, Position 3  
Statewide Nonpartisan

(VOTE FOR) 1		
Van Pounds . . . . .	1,850	24.17
Meagan A Flynn . . . . .	5,775	75.44
WRITE-IN . . . . .	30	.39
Over Votes . . . . .	6	
Under Votes . . . . .	2,401	

Judge of the Supreme Court, Position 2  
Statewide Nonpartisan

(VOTE FOR) 1		
Rebecca Duncan . . . . .	6,222	98.79
WRITE-IN . . . . .	76	1.21
Over Votes . . . . .	1	
Under Votes . . . . .	3,763	

Judge of the Court of Appeals, Position 10  
Statewide Nonpartisan

(VOTE FOR) 1		
Rex Armstrong . . . . .	4,620	63.34
Kyle L Krohn . . . . .	2,641	36.21
WRITE-IN . . . . .	33	.45
Over Votes . . . . .	4	
Under Votes . . . . .	2,764	

Judge of the Court of Appeals, Position 6  
Statewide Nonpartisan

(VOTE FOR) 1		
James (Jim) C Egan . . . . .	5,994	98.91
WRITE-IN . . . . .	66	1.09
Over Votes . . . . .	0	
Under Votes . . . . .	4,002	

Judge of the Court of Appeals, Position 9  
Statewide Nonpartisan

(VOTE FOR) 1		
Erika Hadlock . . . . .	5,845	98.80
WRITE-IN . . . . .	71	1.20
Over Votes . . . . .	0	
Under Votes . . . . .	4,146	

Judge of the Circuit Court, 18th District, Position 3  
Circuit Court District 18

(VOTE FOR) 1		
Cindee S Matyas . . . . .	6,949	98.90
WRITE-IN . . . . .	77	1.10
Over Votes . . . . .	0	
Under Votes . . . . .	3,036	

District Attorney, Clatsop County  
District Attorney, Clatsop County

(VOTE FOR) 1		
Ron L Brown . . . . .	6,682	97.43
WRITE-IN . . . . .	176	2.57
Over Votes . . . . .	4	
Under Votes . . . . .	3,200	

Commissioner District 1 Commissioner Dist 1  
(VOTE FOR) 1

Andy Davis . . . . .	296	14.90
George McCartin . . . . .	362	18.23
Mark Kujala . . . . .	1,318	66.36
WRITE-IN . . . . .	10	.50
Over Votes . . . . .	0	
Under Votes . . . . .	162	

Commissioner District 3 Commissioner Dist 3  
(VOTE FOR) 1

Pamela Wev . . . . .	879	42.82
Doug Thompson . . . . .	414	20.17
Peter Roscoe . . . . .	757	36.87
WRITE-IN . . . . .	3	.15
Over Votes . . . . .	1	
Under Votes . . . . .	264	

Commissioner District 5 Commissioner Dist 5  
(VOTE FOR) 1

Lianne Thompson . . . . .	837	59.15
Susana Gladwin . . . . .	559	39.51
WRITE-IN . . . . .	19	1.34
Over Votes . . . . .	1	
Under Votes . . . . .	276	

4-191 City of Warrenton

(VOTE FOR) 1		
Yes . . . . .	885	70.74
No . . . . .	366	29.26
Over Votes . . . . .	1	
Under Votes . . . . .	79	

SUMMARY REPORT

Clatsop County  
Primary Election  
May 15, 2018  
NonPartisan

Report EL45

Page 003

Run Date:06/04/18 11:24 AM

VOTES PERCENT

5-267 Clatskanie RFPD  
(VOTE FOR) 1

Yes . . . . .	14	53.85
No. . . . .	12	46.15
Over Votes . . . . .	0	
Under Votes . . . . .	0	

4-190 Lewis and Clark RFPD  
(VOTE FOR) 1

Yes . . . . .	396	62.07
No. . . . .	242	37.93
Over Votes . . . . .	0	
Under Votes . . . . .	41	

4-192 Clatsop Care Health District  
(VOTE FOR) 1

Yes . . . . .	3,772	58.54
No. . . . .	2,672	41.46
Over Votes . . . . .	1	
Under Votes . . . . .	538	

3-C

Party	Site Address	Status (Tagged, Determination, Noticed)	Deadline/Next Step	Responsible Party
Baumann (Schofield)	228 S Main Ave	CC Noticed: 5 Vehicles	Inspect: June 4	Owner
Alice Ann Codd	238 S Main Ave	CC Noticed: Tow Fiero/Mowers	Inspect: June 4	Owner
Wass (Leitch)	925 E Harbor Drive	CC Noticed: Tall Grass/Building	Closed	
Bill Rice	1060 NW Warrenton	Tagged: Five Junk Cars	Inspect: 2nd Time	CDD
	726 E Harbor Drive	Tagged: Tall Grass/Trash	Closed	
	485 N Main Ave	Tagged: Tall Grass/Trash	Closed	
Cody Russell	71 Alt Hwy 101	Tagged: Building Codes/Nuisance: Closed	BO Inspect	Owner
	615 S Main Ave	Tagged: Fence - Vision Clearance	Closed	
	613 S Main Ave	Finished Garage? Research	BO Investigation	BO
LTO Properties	719 S Main Ave	Tagged: Junk, junk cars	Opened	CDD
	1339 NW Warrenton	Junk, trailer, porch, tall grass	Opened	CDD

#### Enforcement Steps

Yellow Tag

Inspection

2nd Inspection

Nuisance Notice

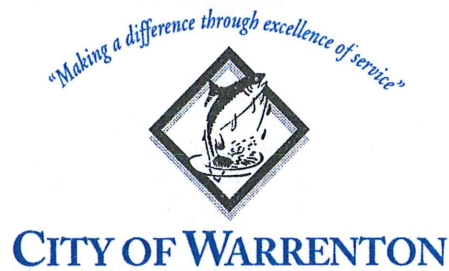
Nuisance Declaration

Nuisance Posting

Inspection

City Clean Up/Lien

7-A



## AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
FROM: Linda Engbretson, City Manager *LE*  
DATE: June 12, 2018  
SUBJ: RECOLOGY PRESENTATION

### SUMMARY

Representatives from Recology will be at the meeting to answer questions and discuss their annual rate review and financial report (enclosed). This is their annual update. A resolution updating recycling rates will be considered later in the meeting. This is a pass through cost to customers. The City does not pick up recycling but bills customers for the service through our utility bills and the City then pays Recology.

### RECOMMENDATION/SUGGESTED MOTION

This is their annual update. No action is requested.

### ALTERNATIVE

N/A

### FISCAL IMPACT

Estimated rate increases were budgeted.



Ms. Linda Engbretson  
City Manager  
City of Warrenton  
PO Box 250  
Warrenton, OR 97146

March 31<sup>st</sup>, 2018

Dear Linda:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report (attached), which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year
  - b. The allocation factors and percentages used to allocate shared expenses
  - c. The actual and expected Operating Ratios for the preceding and current calendar year
2. The 2017 Reviewed Financial Statement for RWO – North Coast Collection (attached)
3. Rate sheets showing current and proposed rates (attached)
4. An explanation of any changes to rates or services offered (appears below)
5. A recap of license fees paid to the City, and a projection of future payments (appears below)
6. A summary of recent operational changes and improvements (appears below)

#### RECYCLING MARKETS

As of the first of this year, China has imposed new regulations on imported recyclable materials. Previously, a contamination level of 5% was acceptable, and many of the Material Recovery Facilities (MRFs) on the West Coast were designed to meet this standard. The new standard of 0.5% is beyond the capabilities of the available technology. Our local MRFs have added sorters, slowed down the feeder belts, and made other changes to how they process materials to get closer to the new standards. Many MRFs have turned to other countries in Asia to find new markets. In addition, there are many items no longer being accepted by end markets. These factors have combined to reduce the value of mixed curbside recyclables by over 90% since 2017. Until recently, mixed recycling carried a small positive value, but now we are having to pay MRFs over \$70 a ton. This decrease in market value has impacted the processing fees our transfer station charges for each ton we collect and deliver for recycling. We remain committed to providing the opportunity to recycle to our customers and have no plans for any landfilling of collected recyclable materials in the foreseen future. It is possible that the ability to market some materials may disappear entirely in the future. In the short term, our focus is on reducing contamination through customer education. We distribute information to our customers by mail, on our website, and via social media. Our drivers also file feedback reports when they see carts with unwanted materials. The drivers report to our Customer Service Reps, who reach out to the customer and explain the nature of the problem.

#### PROPOSED CHANGES TO COLLECTION RATES & SERVICES

The calculated projections indicate the operating ratio will be outside the range of 88% to 92% specified in our Franchise Agreement, due primarily to the changes in recycling markets. With that in mind, we



are proposing to increase collection rates by 3.5% for most rates, effective July 1<sup>st</sup>, 2018. I have separated the various rate classes below:

- a. Recycling Carts & Cardboard Containers (billed directly to the City):
  - i. Carts           Current Rate: \$7.13/cart/month  
                      New Rate:                 \$7.38 (3.5% increase)
  - ii. Containers    Current Rate: \$34.94/container/month  
                      New Rate:                 \$36.16 (3.5% increase)
  
- b. License Agreement – Large front-load container and drop box services (billed to customers directly, RWO remits a 7% license fee to the City). New Rates: proposed 3.5% adjustment (see attached rate sheets).
  
- c. Garbage tip fee for City trucks at the Astoria Transfer Station (ATS) – no written agreement, annual notice (this letter).  
Current Rate: \$87.62/ton   New Rate:     \$90.25 (3.0% increase)
  
- d. Yard Debris tip fee at ATS – No written agreement, annual notice (this letter).  
Current Rate: \$10.50/yard   New Rate: \$10.82/yard (3.0% increase)  
Notes: This rate depends in part on our vendor's pricing, which is subject to change.
  
- e. Medical Waste - There will be no increase to medical waste collection rates this year.

**LICENSE FEE RECAP**

For Calendar Year 2017, the License Fees remitted to the City totaled approximately \$39,981. We are projecting to pay the City \$42,363 in license fees in the upcoming 12 month period (including an estimated CPI adjustment). This number reflects our best estimate of the growth in drop box activity and other services, as well as the impact of the proposed rate adjustments. Please note that License Fees will fluctuate based on actual services provided.

We appreciate the opportunity to serve our customers and neighbors in the City of Warrenton. Please let me know if you would like to meet in advance or when you would like us to attend the commission meeting to review the proposed adjustment. Feel free to give me a call at 503-474-4839 if you have any questions, or if you require any additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carl Peters', with a stylized flourish at the end.

Carl Peters  
General Manager



**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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<b>COLLECTION SERVICES - BILLED TO CITY</b>				<b>MONTHLY RATES</b>	
90REC	90G COMMINGLED RECYCLING -CURB	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
90RES	90G COMMINGLE-SIDE*	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 34.94	3.50%	\$ 1.22	\$ 36.16
2GEW	2YD WASTE WATER EOW	\$ 176.68	3.50%	\$ 6.18	\$ 182.86

\*sideyard only available with City approval for customers with medical needs.

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL. **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
IRSC	IN ROUTE SERVICE CHARGE	\$ 30.65	3.50%	\$ 1.07	\$ 31.72
SC	SERVICE CHARGE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90

**RELATED FEES**

**RATE PER EACH**

CORDF	CONTAINER RE-DELIVERY FEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
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Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 25.00	0.00%	\$ -	\$ 25.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GE	1YD TRASH EOW	\$ 93.56	3.50%	\$ 3.27	\$ 96.83
1XP	EXTRA PICK UP-1YD TRASH	\$ 34.42	3.50%	\$ 1.20	\$ 35.62

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 44.28	3.50%	\$ 1.55	\$ 45.83
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**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 238.74	3.50%	\$ 8.36	\$ 247.10
2GE	2YD TRASH EOW	\$ 132.28	3.50%	\$ 4.63	\$ 136.91
2GM	2YD TRASH MONTHLY	\$ 74.99	3.50%	\$ 2.62	\$ 77.61
2OC	ON CALL-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98
2XP	EXTRA PICK UP-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 316.17	3.50%	\$ 11.07	\$ 327.24
3GE	3YD TRASH EOW	\$ 170.99	3.50%	\$ 5.98	\$ 176.97
3GM	3YD TRASH MONTHLY	\$ 92.86	3.50%	\$ 3.25	\$ 96.11
3OC	ON CALL-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34
3XP	EXTRA PICK UP-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 387.14	3.50%	\$ 13.55	\$ 400.69
4GE	4YD TRASH EOW	\$ 206.46	3.50%	\$ 7.23	\$ 213.69
4GM	4YD TRASH MONTHLY	\$ 109.26	3.50%	\$ 3.82	\$ 113.08
4OC	ON CALL-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00
4XP	EXTRA PICK UP-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 464.56	3.50%	\$ 16.26	\$ 480.82
5GE	5YD TRASH EOW	\$ 245.18	3.50%	\$ 8.58	\$ 253.76
5GM	5YD TRASH MONTHLY	\$ 127.15	3.50%	\$ 4.45	\$ 131.60
5OC	ON CALL-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35
5XP	EXTRA PICK UP-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 542.01	3.50%	\$ 18.97	\$ 560.98
6GE	6YD TRASH EOW	\$ 283.90	3.50%	\$ 9.94	\$ 293.84
6GM	6YD TRASH MONTHLY	\$ 145.02	3.50%	\$ 5.08	\$ 150.10
6OC	ON CALL-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74
6XP	EXTRA PICK UP-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74

**8 YARD CONTAINERS**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 632.34	3.50%	\$ 22.13	\$ 654.47
8GE	8YD TRASH EOW	\$ 329.07	3.50%	\$ 11.52	\$ 340.59
8GM	8YD TRASH MONTHLY	\$ 165.89	3.50%	\$ 5.81	\$ 171.70
8OC	ON CALL-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47
8XP	EXTRA PICK UP-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.93	0.00%	\$ -	\$ 20.93
M10SC	10 QT SHARPS CONTAINER	\$ 24.24	0.00%	\$ -	\$ 24.24
M23SC	23 QT SHARPS CONTAINER	\$ 46.82	0.00%	\$ -	\$ 46.82
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 33.58	0.00%	\$ -	\$ 33.58
M21BX	21 GAL MEDICAL WASTE BOX	\$ 43.34	0.00%	\$ -	\$ 43.34
M48BX	48 GAL MEDICAL WASTE BOX	\$ 49.47	0.00%	\$ -	\$ 49.47
M8GBP	RX MED WASTE TUB	\$ 97.47	0.00%	\$ -	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 61.30	3.50%	\$ 2.15	\$ 63.45
10HG	10 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
20HG	20 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
30HG	30 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
47HG	47 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 146.39	3.50%	\$ 5.12	\$ 151.51

**DEBRIS BOX DISPOSAL FEES (\$\$/TON)**

**RATE PER TON**

DFDM	DISPOSAL FEE - DEMOLITION	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE	\$ 99.80	3.00%	\$ 2.99	\$ 102.79
DFYD	DISPOSAL FEE - YARD DEBRIS	NO CHARGE - BILLED TO CITY BY ATS			

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**RELATED FEES**

**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 12.24	3.50%	\$ 0.43	\$ 12.67
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 122.13	3.50%	\$ 4.27	\$ 126.40
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Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 183.88	3.50%	\$ 6.44	\$ 190.32

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS  
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every two months; one in advance and one in arrears.



RWO-NCC 2017-2018 Cost of Service Report

	RWO - North Coast Collection Total			Warrenton		
	2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
REVENUE			>>> <<<	Rate Adj. % >>>	3.50%	Op. Adj.
Collection Services - Residential	\$ 4,788,884	\$ 4,992,071	Actual	\$ 175,366	\$ 7,359	\$ 182,724
Collection Services - Commercial	\$ 3,511,258	\$ 3,677,478	Actual	\$ 169,161	\$ 3,467	\$ 172,627
Collection Services - Debris Box Svcs	\$ 528,011	\$ 1,123,357	Actual	\$ 160,968	\$ 16,756	\$ 177,724
<b>SUBTOTAL: CS (RA % applies)</b>	<b>\$ 8,828,153</b>	<b>\$ 9,792,906</b>	<b>Actual</b>	<b>\$ 505,494</b>	<b>\$ 27,582</b>	<b>\$ 533,076</b>
Proposed Rate Adjustment						\$ 18,658
Collection Services - DB Disposal	\$ 813,089	\$ 848,645	Actual	\$ 281,217	\$ 4,387	\$ 285,604
Collection Services - Medical Waste	\$ 138,466	\$ 149,831	Actual	\$ 2,165	\$ 962	\$ 3,127
Collection Services - Other	\$ 132,184	\$ 127,985	Actual	\$ 43,575	\$ 668	\$ 44,243
Non-Franchised Revenue	\$ 21,612	\$ 20,215	Actual	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 9,933,504</b>	<b>\$ 10,939,583</b>		<b>\$ 832,451</b>	<b>\$ 33,598</b>	<b>\$ 884,707</b>
LABOR EXPENSES						
Operational Personnel	\$ 1,205,598	\$ 1,297,860	Labor Hours	\$ 46,174	\$ 3,534	\$ 49,708
New Programs - Astoria & ATS	\$ -	\$ 109,480	Labor Hours	\$ -	\$ -	\$ -
Health Insurance	\$ 349,926	\$ 363,957	Labor Hours	\$ 13,402	\$ 537	\$ 13,940
New Programs - Astoria & ATS	\$ -	\$ 30,330	Labor Hours	\$ -	\$ -	\$ -
Payroll Taxes	\$ 108,372	\$ 114,464	Labor Hours	\$ 4,151	\$ 233	\$ 4,384
New Programs - Astoria & ATS	\$ -	\$ 12,043	Labor Hours	\$ -	\$ -	\$ -
Labor Overhead	\$ 77,051	\$ 78,592	Labor Hours	\$ 2,951	\$ 59	\$ 3,010
New Programs - Astoria & ATS	\$ -	\$ 7,130	Labor Hours	\$ -	\$ -	\$ -
<b>Total Labor Expenses</b>	<b>\$ 1,740,947</b>	<b>\$ 2,013,856</b>		<b>\$ 66,678</b>	<b>\$ 4,363</b>	<b>\$ 71,042</b>
DISPOSAL EXPENSES						
Disposal Charges - Outside Source	\$ 419,172	\$ 444,452	O/S Disposal	\$ 118,526	\$ 4,148	\$ 122,674
New Program - Astoria YD	\$ -	\$ 10,000		\$ -	\$ -	\$ -
Disposal-Medical Waste	\$ 81,520	\$ 83,966	MW Disposal	\$ 1,097	\$ 33	\$ 1,130
Disposal - Free Dump Vouchers (Astoria)	\$ 25,272	\$ 25,500	Actual	\$ -	\$ -	\$ -
Inter-Company Disposal - Yard Debris	\$ 160,840	\$ 161,252	Program Yards	\$ -	\$ -	\$ -
Inter-Company Disposal - Garbage	\$ 1,922,160	\$ 1,981,583	I/C Disposal	\$ 221,776	\$ 6,856	\$ 228,632
<b>Total Disposal Expenses</b>	<b>\$ 2,608,965</b>	<b>\$ 2,706,753</b>		<b>\$ 341,399</b>	<b>\$ 11,037</b>	<b>\$ 352,436</b>
OPERATIONAL EXPENSES						
Fuel	\$ 309,003	\$ 351,323	Labor Hours	\$ 11,835	\$ 1,621	\$ 13,456
Non-Franchised Fuel	\$ -	\$ 118,000	Labor Hours	\$ -	\$ -	\$ -
Repairs & Maintenance	\$ 1,111,585	\$ 1,105,859	Labor Hours	\$ 42,574	\$ (219)	\$ 42,354
Repairs & Maint - Non-Franchised Hauling	\$ -	\$ 20,000	Labor Hours	\$ -	\$ -	\$ -
Repairs and Maint. - 3rd Party Shop	\$ 9,041	\$ 10,000	Actual	\$ -	\$ -	\$ -
Contract Labor	\$ -	\$ -	Labor Hours	\$ -	\$ -	\$ -
Business Licenses and Fees	\$ 126,988	\$ 136,223	Labor Hours	\$ 4,864	\$ 354	\$ 5,217
Franchise Fees	\$ 465,367	\$ 512,668	Actual	\$ 39,981	\$ 2,510	\$ 42,491
Depreciation and Amortization	\$ 264	\$ 264	Labor Hours	\$ 10	\$ 0	\$ 10
Operational Lease and Rent	\$ 622,113	\$ 688,821	Labor Hours	\$ 23,827	\$ 2,555	\$ 26,382
Non-Franchised Ops Lease/Rent	\$ -	\$ 33,000	Labor Hours	\$ -	\$ -	\$ -
Op. Lease and Rent - (Seaside Depot)	\$ 17,820	\$ 17,820	Actual	\$ -	\$ -	\$ -
Supplies	\$ 52,266	\$ 56,597	Labor Hours	\$ 2,002	\$ 166	\$ 2,168
Insurance Expense	\$ 108,888	\$ 129,442	Labor Hours	\$ 4,170	\$ 787	\$ 4,958
Recycling Processing	\$ 396,552	\$ 518,161	Program Hours	\$ 83,957	\$ 25,747	\$ 109,703
Freight	\$ 9,327	\$ 2,013	Labor Hours	\$ 357	\$ (280)	\$ 77
Other Operational	\$ 15,032	\$ 10,811	Labor Hours	\$ 576	\$ (162)	\$ 414
<b>Total Operational Expenses</b>	<b>\$ 3,244,246</b>	<b>\$ 3,711,002</b>		<b>\$ 214,152</b>	<b>\$ 33,078</b>	<b>\$ 247,230</b>
			\$ 6,417,756			
<b>SUBTOTAL</b>	<b>\$ 2,339,346</b>	<b>\$ 2,507,971</b>		<b>\$ 210,221</b>	<b>\$ 3,777</b>	<b>\$ 213,999</b>
ADMINISTRATIVE EXPENSES						
Administrative Services	\$ 894,015	\$ 984,562	Computed	\$ 74,921	\$ 4,703	\$ 79,624
Management Services	\$ 298,006	\$ 328,187	Computed	\$ 24,974	\$ 1,568	\$ 26,541
Postage	\$ 13,546	\$ 13,931	Cust Counts	\$ 1,719	\$ 49	\$ 1,768
Billing Services	\$ 54,633	\$ 58,035	Cust Counts	\$ 6,933	\$ 432	\$ 7,365
Bank Service Charges	\$ 34,186	\$ 34,933	Cust Counts	\$ 4,338	\$ 95	\$ 4,433
Dues and Subscriptions	\$ 10,779	\$ 11,261	Cust Counts	\$ 1,368	\$ 61	\$ 1,429
Contributions	\$ 17,225	\$ 17,865	Cust Counts	\$ 2,186	\$ 81	\$ 2,267
Office Supplies	\$ 18,151	\$ 18,520	Cust Counts	\$ 2,303	\$ 47	\$ 2,350
Advertising & Public Relations	\$ 6,928	\$ 9,631	Cust Counts	\$ 879	\$ 343	\$ 1,222
Professional Fees	\$ 24,684	\$ 25,241	Cust Counts	\$ 3,133	\$ 71	\$ 3,203
Business Meals & Entertainment	\$ 7,041	\$ 7,281	Cust Counts	\$ 894	\$ 30	\$ 924
Travel	\$ 11,216	\$ 11,701	Cust Counts	\$ 1,423	\$ 62	\$ 1,485
Bad Debts	\$ 45,139	\$ 46,945	Cust Counts	\$ 5,728	\$ 229	\$ 5,958
Telephone	\$ 78,917	\$ 80,465	Cust Counts	\$ 10,015	\$ 196	\$ 10,211
Education & Training	\$ 5,721	\$ 10,099	Cust Counts	\$ 726	\$ 556	\$ 1,282
Miscellaneous	\$ 5,821	\$ 6,372	Cust Counts	\$ 739	\$ 70	\$ 809
<b>Total Administrative Expenses</b>	<b>\$ 1,526,008</b>	<b>\$ 1,665,028</b>		<b>\$ 142,279</b>	<b>\$ 8,592</b>	<b>\$ 150,871</b>
Interest Income, Loss on Sale of Assets	\$ (9,596)	\$ (7,130)	Cust Counts	\$ (1,218)	\$ 313	\$ (905)
<b>NET INCOME BEFORE TAX</b>	<b>\$ 822,934</b>	<b>\$ 850,074</b>		<b>\$ 69,160</b>	<b>\$ (5,127)</b>	<b>\$ 64,033</b>

RWO-NCC 2017-2018 Cost of Service Report



Operating Margin  
Calculated Operating Ratio

**Allocation Data:**

Revenue  
Revenue Percent  
  
Labor %  
Outside Source (O/S) Disposal %  
Inter-Company (I/C) Disposal %  
Medical Waste %  
Yard Debris (I/C) %  
Recycling %  
Customer Count %

RWO - North Coast Collection Total			Warrenton		
2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
8.28%	7.77%		8.31%	3.50%	7.24%
91.34%	91.83%		91.15%	Op. Adj.	92.24%
<b>Revenue</b>			\$ 175,366		\$ 182,724
<b>Revenue Percent</b>			1.89%		1.73%
<b>Labor %</b>			3.83%		3.83%
<b>Outside Source (O/S) Disposal %</b>			28.28%		28.28%
<b>Inter-Company (I/C) Disposal %</b>			11.54%		11.54%
<b>Medical Waste %</b>			1.35%		1.35%
<b>Yard Debris (I/C) %</b>			0.00%		0.00%
<b>Recycling %</b>			21.17%		21.17%
<b>Customer Count %</b>			12.69%		12.69%
<b>Operating Ratio Calculation:</b>					
<b>Total Expenses:</b>			\$ 66,678		\$ 71,042
Total Labor			\$ 2,608,965		\$ 2,706,753
Total Disposal			\$ 3,244,246		\$ 3,711,002
Total Operational			\$ 1,526,008		\$ 1,665,028
Total Administrative			\$ 9,120,166		\$ 10,096,639
Total			\$ 1,740,947		\$ 2,013,856
<b>Less Non Allowable Expenses:</b>			\$ -		\$ -
Interest on Purchase of routes			\$ -		\$ -
Non-Franchised R&M			\$ (9,041)		\$ (10,000)
Amortization			\$ -		\$ -
Contributions			\$ (17,225)		\$ (17,865)
<b>Less "Pass Through Expenses:</b>			\$ -		\$ -
Franchise Fees			\$ (465,367)		\$ (512,668)
Allowable Expenses			\$ (39,981)		\$ (42,491)
Revenue			\$ 8,628,533		\$ 9,556,106
Revenue			\$ 9,933,504		\$ 10,939,583
Less Non-Franchised Revenue			\$ 832,451		\$ 884,707
Less "Pass Through Expenses:			\$ -		\$ -
Franchise Fees			\$ (465,367)		\$ (512,668)
Revenue (net of Pass Through)			\$ (39,981)		\$ (42,491)
Revenue (net of Pass Through)			\$ 9,446,524		\$ 10,406,699
<b>Operating Ratio:</b>			\$ 722,341		\$ 776,821
Allowable Expenses			\$ 8,628,533		\$ 9,556,106
divided by			\$ 9,446,524		\$ 10,406,699
Revenue (net of Pass Through)			\$ 792,470		\$ 842,216
<b>Calculated Operating Ratio</b>			<b>91.3%</b>		<b>91.8%</b>
			<b>91.2%</b>		<b>92.2%</b>

**Recology Western Oregon - North Coast Collections Inc.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Financial Statements

December 31, 2017

(With Independent Accountant's Review Report)



## TABLE OF CONTENTS

	<u>Page No.</u>
Independent Accountant's Review Report	1
Balance Sheet	2
Statement of Earnings and Stockholder's Investment	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 11
Supplementary Information	
Schedule of Expenses	12



## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
Recology Western Oregon - North Coast Collections Inc.  
McMinnville, Oregon

We have reviewed the accompanying financial statements of Recology Western Oregon - North Coast Collections Inc., which comprise the balance sheet as of December 31, 2017 and the related statements of earnings and stockholder's investment and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Supplementary Information**

The supplementary information included in the Schedule of Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Armanino LLP*  
Armanino<sup>LLP</sup>  
San Ramon, California

March 23, 2018

An independent firm associated with  
Moore Stephens International Limited

**MOORE STEPHENS**



**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Balance Sheet

December 31, 2017

**Assets**

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$24,150	\$ 1,025,904
Prepaid expenses	45,613
Due from parent	<u>214,854</u>
Total current assets	<u>1,286,371</u>

Property and equipment:

Building and improvements	2,642
Machinery and equipment	66,146
Less accumulated depreciation	<u>(8,177)</u>
Property and equipment, net	<u>60,611</u>
Total assets	<u>\$ 1,346,982</u>

**Liabilities and Stockholder's Investment**

Current liabilities:

Accounts payable	\$ 39,504
Accrued liabilities	233,376
Deferred revenues	<u>220,319</u>
Total current liabilities	<u>493,199</u>

Stockholder's investment, net

	<u>853,783</u>
Total liabilities and stockholder's investment	<u>\$ 1,346,982</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Statement of Earnings and Stockholder's Investment

For the Year Ended December 31, 2017

		<u>Percent</u>
Revenues	\$ 9,933,504	<u>100.0</u>
Cost of operations		
Disposal costs	2,608,965	26.3
Labor costs	1,740,947	17.5
Operational expenses	<u>3,244,246</u>	<u>32.7</u>
Total cost of operations	<u>7,594,158</u>	<u>76.4</u>
 Gross profit	 2,339,346	 23.6
 General and administrative expenses	 <u>1,526,008</u>	 <u>15.4</u>
Earnings from operations	<u>813,338</u>	<u>8.2</u>
Other income		
Interest income	7,096	
Gain on asset disposal	<u>2,500</u>	<u>0.0</u>
	<u>9,596</u>	<u>0.1</u>
 Net earnings	 822,934	 <u>8.3</u>
 Stockholder's investment, net, beginning of year	 767,357	
Net distributions to parent and affiliates	<u>(736,508)</u>	
Stockholder's investment, net, end of year	<u>\$ 853,783</u>	

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the Year Ended December 31, 2017

Cash flows from operating activities:	
Net earnings	\$ 822,934
Adjustments to reconcile net earnings to net cash provided by operating activities:	
Depreciation	264
Gain on sale of equipment	(2,500)
Provision for bad debts	45,139
Changes in assets and liabilities:	
Accounts receivable	(190,122)
Prepaid expenses	2,287
Due from parent	(17,534)
Accounts payable	(333)
Accrued liabilities	98,230
Deferred revenues	<u>35,352</u>
Net cash provided by operating activities	<u>793,717</u>
Cash flows from investing activities	
Property and equipment funded by parent	<u>(57,209)</u>
Cash flows from financing activities:	
Net distribution to parent and affiliates	<u>(736,508)</u>
Net change in cash	-
Cash, beginning of year	-
Cash, end of year	<u>\$ -</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies**

**(a) Organization**

Recology Western Oregon - North Coast Collections Inc. (the "Company"), is a wholly - owned subsidiary of Recology Oregon Inc., which is a wholly - owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly - owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

**(b) Revenue Recognition and Accounts Receivable**

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

**(c) Property and Equipment**

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	<u>Estimated useful lives</u>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$264 for the year ended December 31, 2017. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies (continued)**

**(d) Environmental Remediation Liabilities**

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such ranges is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are accurate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2017.

**(e) Impairment of Long-Lived Assets**

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable. If an asset is deemed impaired, a loss is recognized.

During the year ended December 31, 2017, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

**(f) Income Taxes**

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole stockholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated any income tax expense to the Company.

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies (continued)**

***(f) Income Taxes (continued)***

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2017, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

***(g) Cash Concentration Account***

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account, so that at the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

***(h) Allocations***

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

***(i) Use of Estimates***

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for doubtful accounts and accrued franchise fees. Actual results could differ from those estimates.

***(j) Stockholder's Investment***

The Company has 100,000 shares of common stock authorized and 1,000 shares issued and outstanding with no par value as of December 31, 2017. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

***(k) Fair Value of Financial Instruments***

The carrying amounts reported in the balance sheet of the assets and liabilities, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(2) Operations**

The Company collects refuse and recyclables in Northwest Oregon and along the Northern Oregon coast. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2017, the Company disposed of the yard debris collected by its operations at both a transfer station owned and operated by an affiliate and an independent third party. All refuse was disposed at an affiliate and an independent third party.

**(3) Commitments and Contingencies**

Substantially all of the assets of the Company are pledged to secure the obligations of the Parent. The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 21, 2022. At September 30, 2017, there was no outstanding balance on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$182.4 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit agreement.

The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the payment of amounts owed to unrelated third parties, which provided the equipment financing to affiliates of the Company. The affiliates are obligated to the unrelated third parties with various expiration dates through June 2024. At September 30, 2017, the outstanding principal on the financed equipment recorded by the affiliates was \$62.7 million.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(4) Property and Equipment Obligations**

The Company has cancelable agreements with an affiliate whereby it pays for the use of certain operating equipment. Future annual payments for continued use of the property and equipment, and in aggregate, as of December 31, 2017 are as follows:

Year ending December 31:	<u>Property</u>	<u>Vehicles and Equipment</u>	<u>Total</u>
2018	\$ 77,109	\$ 560,990	\$ 638,099
2019	47,416	505,412	552,828
2020	47,416	308,913	356,329
2021	47,416	300,065	347,481
2022	47,417	288,017	335,434
Thereafter	<u>55,415</u>	<u>313,423</u>	<u>368,838</u>
Total payments	<u>\$322,189</u>	<u>\$2,276,820</u>	<u>\$2,599,009</u>

Rental expense for the year ended December 31, 2017 was \$639,933 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.



**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(5) Transactions with Related Parties**

During the year ended December 31, 2017, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:

Health insurance	\$ 348,426
Worker's compensation	35,072
401(k) employer portion	41,979
General and vehicle insurance	<u>108,888</u>
	<u>534,365</u>

Affiliates:

Collection revenue	(103,902)
Rental of equipment	538,501
Freight costs	-
Disposal costs	2,108,273
Processing fees	396,552
General administration allocation	894,015
Truck and garage	751,672
Regional management and accounting fees	<u>298,006</u>
	<u>4,883,117</u>

Total \$5,417,482

During the year ended December 31, 2017, amounts due from or payable to Parent and affiliates were accumulated by the Company and as of the Parent's fiscal year-end, September 30, 2017, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as an operating activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2017 to December 31, 2017, the net amount was not settled by way of capital contributions or distributions.

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(6) Employee Stock Ownership Plan**

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee (the Committee). The Committee also generally determines the timing and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distribution must begin prior to September 30 of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30 of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the Plan.

**(7) Subsequent Events**

The Company has evaluated subsequent events through March 23, 2018, the date the financial statements were available to be issued. As a result of the evaluation, the Company is not aware of any material modifications that should be made to these financial statements for them to be in conformity with generally accepted accounting principles.

SUPPLEMENTARY INFORMATION

**RECOLOGY WESTERN OREGON - NORTH COAST COLLECTIONS INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Schedule of Expenses

For the Year Ended December 31, 2017

Operational expenses	
Contract labor	\$ -
Depreciation	264
Franchise fees	465,367
Fuel	309,003
Insurance	108,888
Supplies	52,266
Freight	9,327
Operational lease expense	639,933
Recycling processing costs	396,552
Repair and maintenance	1,120,626
Taxes and licenses	126,988
Other operational expenses	<u>15,032</u>
Total operational expenses	<u>\$ 3,244,246</u>
General and administrative expenses	
General administration allocation	\$ 894,015
Regional management and accounting fees	298,006
Advertising and promotion	6,928
Bad debt	45,139
Contributions	17,225
Billing services	54,633
Dues and subscriptions	10,779
Education and training	5,721
Bank service charges	34,186
Meals	7,041
Office supplies	18,151
Postage	13,546
Professional services	24,684
Telephone	78,917
Travel	11,216
Other administration	<u>5,821</u>
Total general and administrative expenses	<u>\$ 1,526,008</u>

See independent accountant's review report.

7-B

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

# AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
 FROM: Collin Stelzig, Public Works Director  
 DATE: June 12, 2018  
 SUBJ: Resolution 2524 – Updated Recycling Rates

## SUMMARY

Rate resolutions are considered over two meetings to give the public the opportunity to comment. Resolution 2524 increases the commingled curbside pickup rate from \$7.13 to \$7.38 a month (every other week pickup), and will be effective July 1, 2018. This is a pass through rate increase of 3.5%.

## RECOMMENDATION/SUGGESTED MOTION

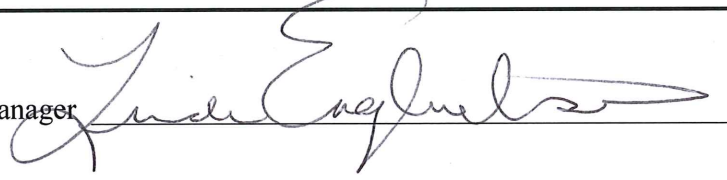
*" I move to conduct the first reading by title, of Resolution No. 2524; Adopting and Setting New Rates for Residential Recycling Services effective July 1, 2018 and Repealing all Resolutions in Conflict."*

## ALTERNATIVE

None Recommended.

## FISCAL IMPACT

This is a pass through to Recology Western Oregon who provides the service.

Approved by City Manager 

**RESOLUTION NO. 2524**

Introduced by All Commissioners

**ADOPTING AND SETTING NEW RATES FOR RESIDENTIAL RECYCLING SERVICES “;**

**ESTABLISHING July 1, 2018, AS THE EFFECTIVE DATE,**

**REPEALING**

**ANY OTHER RESOLUTION IN CONFLICT**

**WHEREAS**, Recology Western Oregon, the City’s Residential Recycling Service Provider is instituting an increase in the residential recycling service rates in the City of Warrenton; and

**WHEREAS**, this increase requires an adjustment in user rates to meet City of Warrenton recycling expenses in the City’s Sanitation Fund; and

**WHEREAS**, the City of Warrenton Sanitation Department is an enterprise fund and revenues must pay expenses;

**NOW THEREFORE**, The Warrenton City Commission of the City of Warrenton does hereby adopt the following as its Residential Recycling Rates for the City of Warrenton.:

Section 1. The Warrenton City Commission hereby adopts a rate increase for Residential Recycling Rates, listed in Exhibits A for all users of its municipal water service.

Section 2. The rate increase will be 3.5% from \$7.13 to \$7.38 monthly for Residential Recycling Services every other week

Section 3. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**

**EXHIBIT A  
SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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<b>COLLECTION SERVICES - BILLED TO CITY</b>				<b>MONTHLY RATES</b>	
90REC	90G COMMINGLED RECYCLING -CURB	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
90RES	90G COMMINGLE-SIDE*	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 34.94	3.50%	\$ 1.22	\$ 36.16
2GEW	2YD WASTE WATER EOW	\$ 176.68	3.50%	\$ 6.18	\$ 182.86

\*sideyard only available with City approval for customers with medical needs.

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL. **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
IRSC	IN ROUTE SERVICE CHARGE	\$ 30.65	3.50%	\$ 1.07	\$ 31.72
SC	SERVICE CHARGE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90

**RELATED FEES**

**RATE PER EACH**

CORDF	CONTAINER RE-DELIVERY FEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
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Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 25.00	0.00%	\$ -	\$ 25.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GE	1YD TRASH EOW	\$ 93.56	3.50%	\$ 3.27	\$ 96.83
1XP	EXTRA PICK UP-1YD TRASH	\$ 34.42	3.50%	\$ 1.20	\$ 35.62

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 44.28	3.50%	\$ 1.55	\$ 45.83
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**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 238.74	3.50%	\$ 8.36	\$ 247.10
2GE	2YD TRASH EOW	\$ 132.28	3.50%	\$ 4.63	\$ 136.91
2GM	2YD TRASH MONTHLY	\$ 74.99	3.50%	\$ 2.62	\$ 77.61
2OC	ON CALL-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98
2XP	EXTRA PICK UP-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 316.17	3.50%	\$ 11.07	\$ 327.24
3GE	3YD TRASH EOW	\$ 170.99	3.50%	\$ 5.98	\$ 176.97
3GM	3YD TRASH MONTHLY	\$ 92.86	3.50%	\$ 3.25	\$ 96.11
3OC	ON CALL-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34
3XP	EXTRA PICK UP-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**4 YARD CONTAINERS****MONTHLY RATES**

4GW	4YD TRASH	\$ 387.14	3.50%	\$ 13.55	\$ 400.69
4GE	4YD TRASH EOW	\$ 206.46	3.50%	\$ 7.23	\$ 213.69
4GM	4YD TRASH MONTHLY	\$ 109.26	3.50%	\$ 3.82	\$ 113.08
4OC	ON CALL-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00
4XP	EXTRA PICK UP-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00

**5 YARD CONTAINERS****MONTHLY RATES**

5GW	5YD TRASH	\$ 464.56	3.50%	\$ 16.26	\$ 480.82
5GE	5YD TRASH EOW	\$ 245.18	3.50%	\$ 8.58	\$ 253.76
5GM	5YD TRASH MONTHLY	\$ 127.15	3.50%	\$ 4.45	\$ 131.60
5OC	ON CALL-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35
5XP	EXTRA PICK UP-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35

**6 YARD CONTAINERS****MONTHLY RATES**

6GW	6YD TRASH	\$ 542.01	3.50%	\$ 18.97	\$ 560.98
6GE	6YD TRASH EOW	\$ 283.90	3.50%	\$ 9.94	\$ 293.84
6GM	6YD TRASH MONTHLY	\$ 145.02	3.50%	\$ 5.08	\$ 150.10
6OC	ON CALL-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74
6XP	EXTRA PICK UP-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74

**8 YARD CONTAINERS****MONTHLY RATES**

8GW	8YD TRASH	\$ 632.34	3.50%	\$ 22.13	\$ 654.47
8GE	8YD TRASH EOW	\$ 329.07	3.50%	\$ 11.52	\$ 340.59
8GM	8YD TRASH MONTHLY	\$ 165.89	3.50%	\$ 5.81	\$ 171.70
8OC	ON CALL-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47
8XP	EXTRA PICK UP-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

**MEDICAL WASTE COLLECTION SERVICES****RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.93	0.00%	\$ -	\$ 20.93
M10SC	10 QT SHARPS CONTAINER	\$ 24.24	0.00%	\$ -	\$ 24.24
M23SC	23 QT SHARPS CONTAINER	\$ 46.82	0.00%	\$ -	\$ 46.82
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 33.58	0.00%	\$ -	\$ 33.58
M21BX	21 GAL MEDICAL WASTE BOX	\$ 43.34	0.00%	\$ -	\$ 43.34
M48BX	48 GAL MEDICAL WASTE BOX	\$ 49.47	0.00%	\$ -	\$ 49.47
M8GBP	RX MED WASTE TUB	\$ 97.47	0.00%	\$ -	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.



**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**
**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**
**RATE PER HAUL**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
DEL	DELIVERY CHARGE	\$ 61.30	3.50%	\$ 2.15	\$ 63.45
10HG	10 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
20HG	20 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
30HG	30 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
47HG	47 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 146.39	3.50%	\$ 5.12	\$ 151.51

**DEBRIS BOX DISPOSAL FEES (\$\$/TON)**
**RATE PER TON**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
DFDM	DISPOSAL FEE - DEMOLITION	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE	\$ 99.80	3.00%	\$ 2.99	\$ 102.79
DFYD	DISPOSAL FEE - YARD DEBRIS	NO CHARGE - BILLED TO CITY BY ATS			

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**RELATED FEES**
**RATE PER DAY**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
RENTD	DAILY RENTAL FEE	\$ 12.24	3.50%	\$ 0.43	\$ 12.67

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
RENTM	MONTHLY RENTAL FEE	\$ 122.13	3.50%	\$ 4.27	\$ 126.40

Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
TIME	TRUCK TIME FEE	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 183.88	3.50%	\$ 6.44	\$ 190.32

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS  
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every two months; one in advance and one in arrears.



Ms. Linda Engbretson  
 City Manager  
 City of Warrenton  
 PO Box 250  
 Warrenton, OR 97146

March 31<sup>st</sup>, 2018

Dear Linda:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report (attached), which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year
  - b. The allocation factors and percentages used to allocate shared expenses
  - c. The actual and expected Operating Ratios for the preceding and current calendar year
2. The 2017 Reviewed Financial Statement for RWO – North Coast Collection (attached)
3. Rate sheets showing current and proposed rates (attached)
4. An explanation of any changes to rates or services offered (appears below)
5. A recap of license fees paid to the City, and a projection of future payments (appears below)
6. A summary of recent operational changes and improvements (appears below)

#### RECYCLING MARKETS

As of the first of this year, China has imposed new regulations on imported recyclable materials. Previously, a contamination level of 5% was acceptable, and many of the Material Recovery Facilities (MRFs) on the West Coast were designed to meet this standard. The new standard of 0.5% is beyond the capabilities of the available technology. Our local MRFs have added sorters, slowed down the feeder belts, and made other changes to how they process materials to get closer to the new standards. Many MRFs have turned to other countries in Asia to find new markets. In addition, there are many items no longer being accepted by end markets. These factors have combined to reduce the value of mixed curbside recyclables by over 90% since 2017. Until recently, mixed recycling carried a small positive value, but now we are having to pay MRFs over \$70 a ton. This decrease in market value has impacted the processing fees our transfer station charges for each ton we collect and deliver for recycling. We remain committed to providing the opportunity to recycle to our customers and have no plans for any landfilling of collected recyclable materials in the foreseen future. It is possible that the ability to market some materials may disappear entirely in the future. In the short term, our focus is on reducing contamination through customer education. We distribute information to our customers by mail, on our website, and via social media. Our drivers also file feedback reports when they see carts with unwanted materials. The drivers report to our Customer Service Reps, who reach out to the customer and explain the nature of the problem.

#### PROPOSED CHANGES TO COLLECTION RATES & SERVICES

The calculated projections indicate the operating ratio will be outside the range of 88% to 92% specified in our Franchise Agreement, due primarily to the changes in recycling markets. With that in mind, we



are proposing to increase collection rates by 3.5% for most rates, effective July 1<sup>st</sup>, 2018. I have separated the various rate classes below:

- a. Recycling Carts & Cardboard Containers (billed directly to the City):
  - i. Carts                      Current Rate: \$7.13/cart/month  
New Rate:                      \$7.38 (3.5% increase)
  - ii. Containers              Current Rate: \$34.94/container/month  
New Rate:                      \$36.16 (3.5% increase)
- b. License Agreement – Large front-load container and drop box services (billed to customers directly, RWO remits a 7% license fee to the City). New Rates: proposed 3.5% adjustment (see attached rate sheets).
- c. Garbage tip fee for City trucks at the Astoria Transfer Station (ATS) – no written agreement, annual notice (this letter).  
Current Rate: \$87.62/ton      New Rate:      \$90.25 (3.0% increase)
- d. Yard Debris tip fee at ATS – No written agreement, annual notice (this letter).  
Current Rate: \$10.50/yard      New Rate: \$10.82/yard (3.0% increase)  
Notes: This rate depends in part on our vendor's pricing, which is subject to change.
- e. Medical Waste - There will be no increase to medical waste collection rates this year.

#### LICENSE FEE RECAP

For Calendar Year 2017, the License Fees remitted to the City totaled approximately \$39,981. We are projecting to pay the City \$42,363 in license fees in the upcoming 12 month period (including an estimated CPI adjustment). This number reflects our best estimate of the growth in drop box activity and other services, as well as the impact of the proposed rate adjustments. Please note that License Fees will fluctuate based on actual services provided.

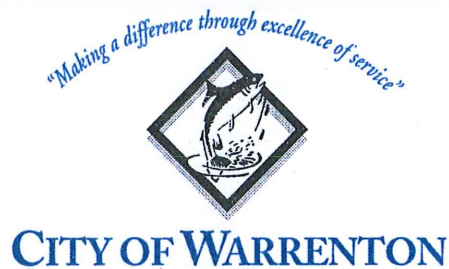
We appreciate the opportunity to serve our customers and neighbors in the City of Warrenton. Please let me know if you would like to meet in advance or when you would like us to attend the commission meeting to review the proposed adjustment. Feel free to give me a call at 503-474-4839 if you have any questions, or if you require any additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carl Peters', with a stylized flourish at the end.

Carl Peters  
General Manager

7-C



# AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Jane Sweet Harbormaster

DATE: Commission Meeting June 12, 2018

SUBJ: Consideration of Resolution 2523

**SUMMARY:** Adopting and Setting Moorage Rental Rates and fees in the Warrenton and Hammond Municipal Basins, Repealing Resolution 2428 Dated January 27, 2015.

Attached are the proposed changes to the City of Warrenton Marina fees and approval letter from the Oregon State Marine Board, dated May 31, 2018, approving the increased fees.

The proposed rate increases are necessary to aid in future capital improvements, such as, the Warrenton Pier Improvements/Repairs and the Hammond Maintenance Dredging and Bank Stabilization.

**RECOMMENDATION/SUGGESTED MOTION:** "I move to conduct the first reading of Resolution No. 2523, Adopting and Setting Moorage Rental Rates and Fees in the


Warrenton and Hammond Municipal Basins, and Repeal Any Other Resolutions in Conflict.

ALTERNATIVE

None Recommended

FISCAL IMPACT: Approximately Warrenton - \$95,000 and Hammond \$93,700 of additional Revenue, Fiscal year 2018 - 2019.

Approved by City Manager:



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All supporting documentation, i.e., maps, exhibits, etc., should be attached to the memorandum.

## RESOLUTION 2523

Introduced by All Commissioners

**The City of Warrenton resolves as follows:**

### **SECTION 1. SETTING RATES:**

The Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton and Hammond Municipal Boat Basins. The charges, which shall be paid by all users of the municipal basins, will be assessed according to the measurement of the overall length of the vessel. The Length Over All (LOA) includes across deck, bow to stern, including outrives, outboards, bowsprits, fish boxes and swim platforms; anchors are not included. All vessels will be charged at the rate provided by City resolutions. Annual Moorage shall run from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

- A. YEARLY RATES shall be \$32. Per foot based on OAL or slip size whichever is greater with the exception of Commercial - The term commercial vessel is defined by the United States Coast Guard as any vessel (i.e. boat or ship) engaged in commercial trade or that carries passengers for hire. This would exclude pleasure craft that do not carry passengers for hire. - shall be \$33. Per foot due to the additional wear and tear of the marina facilities. All annual moorage holders shall be required to have proof of ownership, current registration or documentation and provide proof of liability insurance in the amount of \$300,000 with the City of Warrenton listed as additionally insured.
- B. THESE ABOVE RATES will be raises \$1. Per year thereafter for a period of 5 years beginning in 2016 and ending in 2020.
- C. ANNUAL FACILIY FEE – Includes Water, Garbage and Oil Dump charges.  
\$200.Commercial \$100. Recreational Monthly Rate Commercial \$175 Recreational \$75.  
Daily Commercial \$10. Recreational \$5.
- D. TRANSIENT MOORAGE rates shall be charged as follows:

#### Recreational and Commercial Daily Moorage Rate

0 – 29'	\$15.00
30 – 39'	\$20.00
40 – 49'	\$25.00
50 – 59'	\$30.00
60 – 69'	\$35.00
70 – 79'	\$40.00
80 – 89'	\$45.00
90 – 99'	\$50.00

Recreational and Commercial Monthly Rate (June – September)

Warrenton		Hammond	
0 – 29'	\$350.00	0 – 19'	\$400.00
30 – 40'	\$400.00	20 – 29'	\$500.00
40 – 50'	\$500.00	30' +	\$550.00

Monthly Moorage for the remaining months will be 1/3 the annual rate (October – May).

Additional charges may apply to the above transient rates such as parking and electric fees.

- E. ELECTRICITY CHARGES for annual tenants will be based on the rates established by the PUC plus a \$10 per month maintenance fee. Monthly and Daily charges will be included in the Facility Fee.
- F. Unauthorized Moorage Fee – Includes Failure to Register \$25.00
- G. Key Replacement Fee – Includes Restrooms>Showers, Docks and Oil Dump \$20.00
- H. UNAUTHORIZED MOORAGE – Will be referred to WPD with possible result in Theft of Service Charge.

**SECTION 2.LIVEABOARD FEES**

A LIVE ABOARD FEE of \$60. Per month will be imposed for each individual living aboard a vessel to help offset extra costs incurred from living aboard. This fee shall also apply to commercial vessels with crew onboard for a period over 10 days per month. This fee shall be charged to the owner of the vessel. The Livaboard Fee shall include the Facility Fee.

**SECTION 3.LAUNCH RAMPS**

A LAUNCH RAMP fee of \$10.00 will be charged at both the Warrenton and Hammond launch ramps for all vessels using the facilities. Such fee will include load/unloading crab posts, nets, etc. Annual permits shall be available for the fee of \$150 per recreational vessels and \$250 for commercial vessels. The permit shall be for the period July 1<sup>st</sup> – June 30<sup>th</sup> of each year. It is understood that such permit holders shall have no priority in the launching their boats.

- A. LAUNCH CITATION FEE – If paid within 24 hours - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.

**SECTION 4. HOIST CHARGES**

- A. Hoists are available at an hourly rate of \$75. Per hour, minimum one hour charge during regular operation hours. The hoist is available every day during the month. After hours

emergency appointments will be charged at time and a half. Appointments must be made 24 hours in advance with the Harbormasters' office, as all hoists must be operated by a City hoist/crane operator.

B. TO USE A PRIVATE HOIST OR CRANE - \$100./day

#### **SECTION 5. SERVICE DOCK CHARGES**

- A. Main Face of the Pier \$100. Allows for use up to 24 hours maximum for transient vessels. Annual Commercials will not be charged for their first 24 hours of use. All vessels exceeding the 24 hour time limit will be assessed a \$100. Per day user fee.
- B. Work Slip \$100. Per day with up to 6 days of use. After 6 days of use the fee will be assessed at \$200. Per day. Work slip use is designed for use of welders, painting, vendors etc. This fee may be assessed whether at the City Pier or in a City leased slip.
- C. Net Loading on Pier – Round Trip \$50.00

#### **SECTION 6. OVER THE PIER PRODUCT CHARGES**

For every pound of seafood taken over the pier there will be a charge of \$.05. For every gallon of fuel taken over the pier the charge will be \$.02. These charges shall be billed directly to the buyer/fishery/fuel vendor or directly to the owner of the vessel. Fish tickets and fuel ticket shall be required from the fish buyer and fuel vendor for billing purposes.

#### **SECTION 7. DRY STORAGE CHARGES**

- A. Dry storage areas of 20'x20' spaces are available for \$75 per month limited to fishing related gear only and shall be contained wholly within the confines of the marked leased area.
- B. Vessels will be charged \$15 per day for use of the dry storage or park area for net repair.
- C. Boaters wishing to store boat trailers shall be billed at the rate of \$10. Per day or \$75 per month.

#### **SECTION 8. PUMP OUT / CLEANUP/ REPAIR FEES**

- A. The City of Warrenton will only pump vessels in emergency situations or when a vessel is in danger of sinking. The vessel's owner will be notified that said vessel requires immediate attention. Vessels requiring pump out will be charged \$50. Per hour per employee required. Call out and Holiday charges shall be at time and one half per person with a minimum call out time of 3 hours.



- B. Any vessel or person leaving debris or unauthorized property on marina property shall be charged for the cleanup and or removal of debris or property at the rate of \$50/hour/employee required. This shall include pier, finger piers, oil dump and dumpsters if filled beyond capacity.
- C. Any damage to marina property due to negligence or neglect shall be charged at the rate of \$50/hour/employee plus any materials needed to repair to usable or like condition.
- D. All above fees shall be the responsibility of the legal owner of the vessel whether present at the time of the incident or not.

#### **SECTION 9. LATE PAYMENT CHARGES**

- A. There shall be a minimum monthly late fee of \$6 shall be levied against all accounts which are not paid in full by the end of each month.
- B. If electrical accounts are not paid in full within 45 days of the billing the electric box shall be locked and your account must be paid in full – balance of \$0 – before the power will be turned back on. A \$30 charge will be assessed to reestablish power.
- C. There will be a \$25.00 fee for all checks returned NSF.

#### **SECTION 10. PARKING FEES**

- A. The City of Warrenton requires a fee for all vehicles using marina properties to park. All vehicles must be in running condition with current state registration. Parking areas are to be used for parking only. No long term storage shall be allowed in areas designated for parking. If long term parking, more than 30 days is required vehicle shall be move to Dry Storage and pay fees associated with the use of dry storage area.
- B. Fees are as follows:
  - Daily Parking - \$10.00 per vehicle
  - Monthly Parking - \$100 per vehicle
  - Monthly Parking with Boat Trailer - \$150. Per vehicle
- C. FAILURE TO PAY PARKING FEE (if paid within 48 hours) - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.
- D. Annual Moorage holders shall receive two parking passes per slip. Additional passes may be purchased at the annual parking rate.

### **SECTION 11. OVERNIGHT STAYS**

- A. The City of Warrenton charges a fee of \$40/day. Including transient room tax per overnight stays on marina properties. Each marina has designated areas for overnight camping with limited space available. Overnight stays shall be limited to no more than 30 consecutive days.
- B. All vehicles outside of the designated areas may be subject to a fine or towing.
- C. FAILURE TO PAY CAMPING/OVERNIGHT FEE - \$55.00
- D. 30 Day Passes may be purchase only at the Marina Office \$900.

### **SECTION 12. NON REFUNDABLE RESERVATION FEE**

There is a \$10 nonrefundable fee for daily reservations at the City of Warrenton marinas. If the reservation cannot be guaranteed, the request shall be put on a wait list where no fee shall be required.

### **SECTION 13. OFFENSIVE LITTERING**

- A. All refuse, garbage and debris must be deposited in the provided shore side dumpster. Nothing shall be dumped in the basin waters. This includes all fish, shellfish, bait or animal waste of any kind.
- B. Fish cleaning of any kind is prohibited on all City of Warrenton Marina Docks unless fish wastes are collected, contained and properly disposed of in provided dumpsters.
- C. FAILURE TO USE PROVIDED DUMPSTERS FOR ALL WASTE OF ANY KIND - will result in immediate loss of privileges to the City of Warrenton Marinas and will result in City fines up to \$300.
- D. EXCESSIVE DUMPING OR UNAUTHORIZED DUMPING – Will be referred to the WPD with a possible result in theft of service fines.

### **SECTION 14. EFFECITVE DATE**

This Resolution becomes effective July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

Adopted by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

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Henry Balensifer, III

Mayor

ATTEST

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Dawne Shaw, Deputy City Recorder

## Notes for New Resolution 2523 Effective July 1, 2018

### Section 1 – Rates

- A. Yearly Rates to remain in effect until 2020. Annual rates to have commercial & recreational rates. Raised the rate to \$32 & \$33. Per foot per year.
- B. Period of 5 years beyond the initial start year.
- C. New Facility fee to cover the rising cost of water, garbage and oil dump fees. Annual Rates \$200. Commercial \$100. Recreational Monthly Rate Commercial \$175 Recreational \$75. Daily Commercial \$10. Recreational \$5.
- D. Increased daily \$5. Per every 10' Cleaned up the Moorage rates. Larger/commercial vessels need to pay more. Monthly rates to remain the same.
- E. Electric charges - Daily electric included with Facility Fee.
- F. Unauthorized Moorage Fee – For transient customers not calling in or arranging for moorage before arrival. \$25.
- G. Key Replacement Fee – New Charge \$20.
- H. Unauthorized Moorage – Will be referred to WPD and may result in Theft of Service charges.

### Section 2 – Liveboards

Remains the same – Facility fee is included in liveboard fee.

### Section 3 – Ramp

Fee Increased from \$5. To \$10. / Day With annual Launch Passes available Recreational - \$150 Commercial \$250.

### Section 4 - Hoist Charges

- A. Rate from \$75/Hour - Same
- B. Private Hoist by \$100/day - Same

### Section 5 – Service Dock

- A. \$100./Day - Same
- B. \$100/Day after 6 days will be charged \$200/day – Same
- C. Net Loading on Pier - \$50 Round trip.

### Section 6 – Over the pier product charges

No changes

### Section 7- Dry Storage Charges

Same with exception of C. Increase daily boat trailer storage to \$10. /Day

**Section 8 – Pump Out Fees**

Same

**Section 9 – Late Payment Charges**

- A. Same - Would like to increase from just a \$6. Late fee to a % of total bill

**Section 10 – Parking Fees**

- A. Same
- B. Increased Parking Fees \$10/Day, Monthly \$100, Monthly with Boat Trailer \$150.
- C. Failure to pay parking Fee - \$25.
- D. Same

**Section 11 – Overnight Stays**

- A. Increased to \$40. Per day including tax

**Section 12 – Non Refundable Reservation Fee**

Same

**Section 13 – Offensive Littering – ALL NEW**

- A. All refuse, garbage and debris must be deposited in the provided shore side dumpster. Nothing shall be dumped in the basin waters. This includes all fish, shellfish, bait or animal waste of any kind.
- B. Fish cleaning of any kind is prohibited on all City of Warrenton Marina Docks unless fish wastes are collected, contained and properly disposed of in provided dumpsters.
- C. FAILURE TO USE PROVIDED DUMPSTERS FOR ALL WASTE OF ANY KIND - will result in immediate loss of privileges to the City of Warrenton Marinas and will result in City fines up to \$300.



# Oregon

Kate Brown, Governor

## State Marine Board

435 Commercial St NE Ste 400

PO Box 14145

Salem, OR 97309-5065

Main (503) 378-8587

Fax (503) 378-4597



May 31, 2018

Jane Sweet, Harbormaster  
City of Warrenton  
PO Box 250  
Warrenton, OR 97146

RE: Boating Facility Grant #1119, 1411 and 1453  
Use Fee Change

Dear Ms. Sweet;

On May 22, 2018 you notified our office that the City Council and Budget Committee were recommending an increase of recreational boater use fees from \$5.00 to \$10.00 at Hammond and Warrenton Marinas. On May 24, 2018 you provided budget information, regional rate comparisons and a presentation by Mott McDonald regarding dredging and bank stabilization for our review.

Under the terms of the grant agreement, "Fees charged shall be reasonable and are subject to review and approval by the Board". After reviewing the detailed budget information and cost comparisons, the amount of the increase the City is proposing is within the regional use rates market. We acknowledge that the cost to operate and maintain boating facilities is increasing and that the Maintenance Assistance Program has not kept pace with rising costs. It is unfortunate that we are not in a position to address this issue and the City must increase user fees in order to operate and maintain these facilities.

As noted in your email and through our phone conversations the City of Warrenton understands that they will no longer be eligible for Maintenance Assistance Program (MAP) funding except for the pumpout and dump station which must be free to use. Be advised that as a result of the fee increase, for any future Boating Facility Grants, the City will be required to increase their match above 25 percent. The City also understands that the terms and conditions of the active grants are still in effect.

The Board appreciates the City working diligently to maintain the boating facilities for the recreational boaters of Oregon. The Warrenton and Hammond Marinas provide access to a very popular fishery and boating recreation area on the Columbia River in Clatsop County. If you have any questions do not hesitate to contact me at 503-378-2628 or email [janine.belleque@oregon.com](mailto:janine.belleque@oregon.com).

Sincerely,

  
Janine Belleque  
Boating Facilities Manager.



## Proposed Rate Changes

	New Rate-Recreational	New Rate-Commercial
<b>Daily Moorage</b>		
Daily Transient Moorage 0-29 Ft	\$15.00	
Daily Transient Moorage 30-39 Ft	\$20.00	
Daily Transient Moorage 40-49 Ft	\$25.00	
Daily Transient Moorage 50-59 Ft	\$30.00	
Daily Transient Moorage 60-69 Ft	\$35.00	
Daily Transient Moorage 70-79 Ft	\$40.00	
Daily Transient Moorage 80-89 Ft	\$45.00	
Daily Transient Moorage 90-99 Ft	\$50.00	
<b>Facility Usage Charge</b>		
Daily Rate	\$5.00	\$10.00
Monthly Rate	\$75.00	\$150.00
<b>Parking &amp; Launch</b>		
Daily Launch or Parking	\$10.00	
Monthly Parking	\$100.00	
Monthly Parking W/Boat Trailer Storage	\$150.00	
Annual Launch	\$150.00	\$250.00
<b>Camping</b>		
Overnight Camping	\$40.00	
Monthly Camping Pass - Only sold in office	\$900.00	
<b>New Fees</b>		
Annual Facility Charge - Includes water & garbage and is addition to electricity usage	\$100.00	\$200.00
Failure to Pay Parking Fee	\$25.00 ( Rate + \$15.00)	
Failure to Pay Camping Fee	\$55.00 ( Rate + \$15.00)	
Unauthorized Moorage Fee - Includes failure to register	Daily Rate + \$25.00	
Key Replacement Fee	\$20.00	
Net Loading on Pier (round trip)	\$50.00	
Excessive Garbage Dump	Theft of Services	
Offensive Littering Fee - Includes Marina Waters	TBA	

7-D

"Making a difference through excellence of service"



CITY OF WARRENTON

## AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
FROM: R. Collin Stelzig, Public Works Director  
DATE: June 12, 2018  
SUBJ: Water Rates and Fees

### SUMMARY

The Budget Committee approved a 7 % water rate increase for Fiscal Year 2018-2019. The attached resolution reflects this increase. There are changes to Exhibits A and B. The fee for Lien Searches has been added. Rate increase resolutions typically require two readings to give the public the opportunity to comment.

### RECOMMENDATION/SUGGESTED MOTION

*" I move to conduct the first reading, by title, of Resolution No. 2521; Adopting Water Department Rates and Fees, Establishing July 1, 2018, as the Effective Date, and Repealing any Other Resolution in Conflict. "*

### ALTERNATIVE

None Recommended.

### FISCAL IMPACT

The 7 % increase is expected to raise approximately \$198,100.00 in the water enterprise fund for fiscal year ending June 30, 2019.

Approved by City Manager



**RESOLUTION NO. 2521**  
Introduced by All Commissioners  
**ADOPTING WATER DEPARTMENT RATES AND FEES;**  
ESTABLISHING July 1, 2018, AS THE EFFECTIVE DATE,  
REPEALING  
ANY OTHER RESOLUTION IN CONFLICT

**WHEREAS**, the City of Warrenton Water Department is an enterprise fund and revenues must pay expenses; and

**WHEREAS**, the City of Warrenton needs to update its water rates to keep up with increasing costs and debt service; and

**WHEREAS**, the Warrenton Budget Committee approved a 7% water rate increase during its Fiscal Year 2017-2018 budget process.

**NOW THEREFORE**, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of water rates, listed in Exhibits A for all users of its municipal water service.

Section 2. The Warrenton City Commission hereby adopts the attached schedule of installation and administrative fees, listed in Exhibit B, for all users of its municipal water service.

Section 3. Any fees, charges, taxes or penalties that are assessed, requested or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b, Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 4. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

**City of Warrenton**  
**Monthly Water Service Rates**  
**Effective 7/1/18**

EXHIBIT A

**Monthly water service rates for customers of the water system shall be a combination of the following:**

**Base Rate:** Every meter shall pay a base rate per month, according to the size of the meter, to include a consumption allowance of 2,000 gallons per month. All customers are subject to the monthly "ready-to-serve" base rate, regardless of consumption:

<b>Base Rate</b>			
<b>Meter Size (inches)</b>	<b>Inside City</b>		<b>Outside City</b>
3/4	\$	29.91	\$ 44.83
1	\$	34.66	\$ 51.97
1 1/2	\$	46.40	\$ 69.60
2	\$	60.54	\$ 90.80
3	\$	98.32	\$ 147.47
4	\$	140.76	\$ 211.11
6	\$	258.57	\$ 387.89
8	\$	400.04	\$ 600.06
10	\$	565.13	\$ 847.71

**Volume Rate:** Every meter shall pay a volume rate, according to customer class, for every thousand gallons of metered consumption:

<b>Volume Rate</b>		
<b>Range/Customer Class</b>	<b>Inside City</b>	<b>Outside City</b>

**0 to 2,000 gallons:**

Residential	\$	-	\$	-
Multi Family Residential	\$	-	\$	-
Commercial	\$	-	\$	-
Industrial	\$	-	\$	-
School	\$	-	\$	-
Government	\$	-	\$	-
City of Gearhart	\$	-	\$	-
Non-Peak Industrial	\$	-	\$	-

**2,001 gallons and over:**

Residential	\$	4.24	\$	6.40
Multi Family Residential	\$	3.46	\$	5.14
Commercial	\$	6.35	\$	9.48
Industrial	\$	7.53	\$	11.33
School	\$	5.16	\$	7.78
Government	\$	7.98	\$	11.97
City of Gearhart	\$	7.98		n/a
Non-Peak Industrial	\$	4.24		n/a

EXHIBIT B

City of Warrenton

Water Department Installation and Administrative Fees

Effective July 1, 2018

**INSTALLATION**

Meter Size	Equivalent Meter Rations	Capacity Allowance (GPD)	Combined Fee
¾"	1.0	690	\$1,300
1"	1.7	1,173	\$1,500
1 ½"	3.3	2,277	\$1,148*
2"	5.3	3,657	\$1,844*
3"	10.0	6,900	\$3,480*
4"	16.7	11,523	\$5,812*
6"	33.3	22,977	\$11,588*
8"	53.3	36,777	\$18,548*
10"	76.7	52,923	\$26,692*

\* Connection fee for meters above 1" includes the combined fee plus the actual cost of the meter, materials, and labor for installation.

**ADMINISTRATION FEES**

Connection for which the owner has provided all improvements for complete installation.

Each subdivision lot for single-family or manufactured dwelling	¾" \$400.00 1" \$450.00
Each apartment unit in a multi-family dwelling	\$105.00
Each RV space	\$ 80.00

**SERVICE CALL**

Call requested by customer	\$10.00
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**LATE CHARGES**

Door Hanger Penalty on Past-Due Accounts	\$33.00
Penalty to disconnect due to non-payment of account	\$60.00
Penalty to reconnect after involuntary disconnect	\$60.00
Additional charge for late payment NOT RECEIVED by 5:00 pm on last business day of each month	\$ 3.00

**METER REMOVAL**

Cancelled Account	\$ 75.00
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**VACANCY/VACATION CHARGES**

Temporary Billing Suspension Fee – Off	\$100.00
Temporary Billing Suspension Fee – On	\$100.00

**MISCELLANEOUS CHARGES**

Lien Searches	\$15.00
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7-E

"Making a difference through excellence of service"



CITY OF WARRENTON

# AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
 FROM: Collin Stelzig, Public Works Director  
 DATE: June 12, 2018  
 SUBJ: Monthly Sewer Service Rates

## SUMMARY

The Budget Committee approved a 5 % monthly sewer rate increase for Fiscal Year 2018-2019. The attached resolution reflects this increase. There are changes to Exhibit A. Rate increase resolutions typically require two readings to give the public the opportunity to comment.

## RECOMMENDATION/SUGGESTED MOTION

*" I move to conduct the first reading, by title, of Resolution No. 2522; Adopting Monthly Sewer Service Rates, Establishing July 1, 2018, as the Effective Date, and Repealing any Other Resolution in Conflict. "*

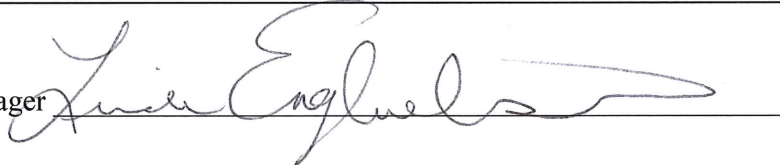
## ALTERNATIVE

None Recommended.

## FISCAL IMPACT

The 5 % increase is expected to raise approximately \$109,950.00 in the Sewer enterprise fund for fiscal year ending June 30, 2019.

Approved by City Manager



**RESOLUTION NO. 2522**  
Introduced by All Commissioners  
**ADOPTING MONTHLY SEWER SERVICE RATES;**  
ESTABLISHING July 1, 2018, AS THE EFFECTIVE DATE,  
REPEALING  
ANY OTHER RESOLUTION IN CONFLICT

**WHEREAS**, the City of Warrenton Sanitary Sewer Department is an enterprise fund and revenues must pay expenses; and

**WHEREAS**, the City of Warrenton needs to update its Sewer rates to keep up with increasing costs and debt service; and

**WHEREAS**, the Warrenton Budget Committee approved a 5% Monthly Sewer Service Rate increase during its Fiscal Year 2017-2018 budget process.

**NOW THEREFORE**, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of monthly sewer service rates, listed in Exhibit A for all users of its municipal sewer service.

Section 2. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

**City of Warrenton  
Monthly Sewer Service Rates  
Effective 7/1/18**

**Monthly sewer service rates for customers of the sewer system shall be a combination of the following:**

**Base Rate:** Every account shall pay a base rate per month, according to customer class. All customers are subject to the monthly "ready-to-serve" base rate:

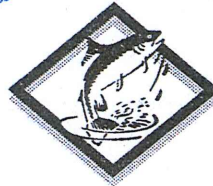
<b>Base Rate</b>	
<b>Class</b>	<b>Rate</b>
Single Unit	\$ 58.29
Metered	\$ 58.29
Bio-Oregon	\$ 168.33
Warrenton Deep Sea	\$ 63.53
Fort Stevens	\$ 4,791.39
Pacific Coast Seafoods	\$ 212.34
Point Adams	\$ 344.42
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 88.69
Shoreline Sanitary District	\$ 72.86

**Volume Rate:** Accounts classified as "metered" sewer customers shall pay a volume rate for every thousand gallons of metered water consumption:

<b>Volume Rate</b>	
<b>Class</b>	<b>Rate</b>
<b>0 to 5,000 gallons:</b>	
Metered	\$ -
<b>5,001 gallons and over:</b>	
Metered	\$ 8.19

7-F

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Kevin A. Cronin, AICP, Interim Community Development Director  
 DATE: For the Agenda of June 12, 2018  
 SUBJ: Fee Resolution: Development Review Applications

### SUMMARY

Attached is a proposed fee schedule that updates a previous one from 2010. It is intended to offset the cost of processing a range of administrative actions regarding land use planning, zoning, and development review related activities. The attached fee comparison of peer jurisdictions was used as a tool to arrive at the proposed increases as well as the eight years that have elapsed between updates. There are a number of new fees that were not previously captured that should also offset staff time and the cost of service delivery. The new fee schedule is Exhibit A to Resolution 2519.

### RECOMMENDATION/SUGGESTED MOTION

*I move to approve the first reading of Resolution No. 2519, by title only, and schedule the second reading for June 26, 2018.*

*"Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict"*

### ALTERNATIVE

*I move to continue the consideration until June 26, 2018 to allow additional public testimony.*

### FISCAL IMPACT

It is unclear how much revenue would be generated from the new fees, but certainly more than what the City has traditionally collected in years past. All revenue collected will go to the general fund.

Approved by City Manager:

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.



RESOLUTION No. 2519

Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict

WHEREAS, it is the responsibility of the applicant to defray the cost of processing land use applications,

WHEREAS, the current fees approved by Resolution No. 2311 on August 24, 2010 do not cover the full cost of processing an application and certain applications and fee for services were not addressed; and

WHEREAS, the Planning & Building Department strive to deliver the highest quality customer service for its programs and needs to periodically update the fee schedule to reflect the increase costs of processing applications;

The City Commission of the City of Warrenton resolves as follows:

Section 1. The minimum fees, hereby incorporated by reference and attached as Exhibit A, shall be paid to the City upon the filing of a land use application or request for service. Such fees shall not be refundable.

Section 2. Resolution No. 2311 is hereby repealed, and Resolution No. 2519, Exhibit A: Planning Application Fees, is effective July 1, 2018.

Section 3. This resolution shall be in full force and effect as of July 1, 2018.

Adopted by the Warrenton City Commission this 12<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Henry Balensifer, Mayor

Attest: \_\_\_\_\_  
Linda Engbretson, City Manager

<b>EXHIBIT A PLANNING APPLICATION FEE SCHEDULE (BUDGET YEAR 18/19)</b>	<b>Amount</b>
<b>APPLICATION TYPE</b>	
Accessory Dwelling Unit	\$100
Accessory Structures (Garages, carports, etc)	\$100
Annexation	\$,1250
Appeals	
▪ Planning Commission	\$500
▪ City Commission	\$500
Comprehensive Plan Amendment	
▪ Text	\$,2000
▪ Maps (all maps except for Zoning Map)	\$,2000
Development Code Amendment	\$1,500
Conditional Use	\$,1000
CRESO Review	Actual Costs
Engineer Review (city – appointed)	Actual Costs
Hearings Officer	\$5000 deposit
Historic Resource Review	\$500
Home Occupation (Type 2)	\$350
Land Use Compatibility Statement (LUCS)	\$50
License to Occupy	\$150
Lot Line Adjustment	\$150
Miscellaneous Land Use Request	\$350
Modification of Preliminary Plans or Conditions	
▪ Administrative	\$400
▪ Planning Commission	\$750
Non-conforming Use / Structure Review	\$500
Partition	\$600
Partition Final Plat	\$300
Permit Extension	10% of originating application
Planned Unit Development (PUD)	\$1,500 / + \$50 / lot
PUD Final Plat	\$600
Pre - application Conference **	\$150
Reinspection	10% of original fee
Rezone	\$2,000
Short term rental (bed & breakfast, homestay lodging)	\$150
Sign Review	\$300
Site Design Review	
▪ Type 2 Administrative – <10,000 sq.ft.	\$500
Planning Commission -	
▪ 10,000 sq.ft. - 15,000 sq.ft.	\$750
▪ 15,001 sq.ft. - 20,000 sq.ft.	\$1,000
▪ 20,001 sq.ft. - 25,000 sq.ft.	\$1,300
▪ 25,001 sq.ft. - 30,000 sq.ft.	\$1,750
▪ Over 30,001 sq.ft.	\$,2500
Street Vacation	
▪ Simple	\$750
▪ Planning Commission	\$1,000
Subdivision	\$750 + \$30 / lot + actual costs
Subdivision Final Plat	\$500
Temporary Use / Structure	\$300
Variance	
▪ Class 1 Administrative	\$500
▪ Class 2 Planning Commission	\$1,250
Wireless Communication Facility	\$3,000 + actual costs
Zoning Verification	\$50

\*\*\* Cost of the Hearing Officer shall be paid for by the applicant(s) developer

\*\*\* Cost of a city - appointed Engineer shall be paid for by the applicant(s) / developer

Fee Schedule	City of Warrenton	City of Astoria	City of Seaside	Clatsop County	Proposed Change
<b>Application Type</b>					
Accessory Dwelling Unit		N/A			\$ 100.00
Annexation	\$ 1,250.00				
<b>Appeals</b>			\$580.00/\$625.00	\$250.00-\$3160.00	
Planning Commission	\$ 250.00	\$ 500.00			\$ 500.00
City Commission	\$ 250.00	\$500.00			\$ 500.00
<b>Comprehensive Plan Amendment</b>					
Text	\$ 2,000.00	\$ 750.00		\$ 3,681.00	
Maps	\$ 2,000.00	\$ 750.00			
Development Code Amendment	\$ 1,000.00	\$ 750.00			\$ 1,500.00
Conditional Use	\$ 900.00	\$ 500.00	\$430.00/\$675.00	\$649.00/\$910.00	\$ 1,000.00
Engineer Review (City Appointed)			\$1,400.00-\$1,600.00	\$3,681.00/\$4,131.00	
		Actual costs			
Hearings Officer	\$ 5,000.00				
Home Occupation (Type 2)	\$ 350.00	\$ 200.00			
Land Use Compatability Statement	\$ 50.00	\$ 50.00			
Lot Line Adjustment (LLA)	\$ 100.00	\$ 50.00	\$ 140.00	\$ 154.00	\$ 150.00
Miscellaneous Land Use Request	\$ 250.00	\$250/\$350			\$ 350.00
<b>Modification of Preliminary Plans or Conditions</b>					
Administrative	\$ 350.00				\$ 400.00
Planning Commission	\$ 700.00				\$ 750.00
NonConforming Use/Structure Review	\$ 250.00	\$100.00/\$250.00			\$ 500.00
Partition	\$ 475.00	\$300 + costs	\$ 500.00		\$ 600.00
Partition Final Plat	\$ 200.00				\$ 300.00
Planned Unit Development (PUD)	\$ 1,200.00				\$ 1,500.00
PUD Final Plat	\$ 500.00				\$ 600.00
Pre Application Conference	\$ 150.00		\$ 160.00	\$ 239.00	\$ 200.00
Rezone	\$ 1,500.00				\$ 2,000.00
Sign Review	\$ 200.00				\$ 300.00
<b>Site Design Review</b>					
Administrative - Less Than 10,000 Sq.Ft With	\$ 400.00				\$ 500.00
<b>Planning Commission</b>		\$ 250.00	\$400.00-\$500.00	\$554.00/\$711.00	
10,000 - 15,000 Sq.ft.	\$ 600.00				\$ 750.00
15,001 - 20,000 sq.ft.	\$ 800.00				\$ 1,000.00
20,001 - 25,000 Sq.ft.	\$ 1,100.00				\$ 1,300.00
25,001 - 30,000 Sq.ft.	\$ 1,500.00				\$ 1,750.00
Over 30,001 Sq.ft.	\$ 2,000.00				\$ 2,500.00
<b>Street Vacation</b>					
Simple	\$ 600.00				\$ 750.00
Planning Commission	\$ 800.00				\$ 1,000.00
		\$500 + \$20/lot +			\$750 + \$25/lot +
Subdivision	\$ 1,000.00	Actual costs	\$ 500.00	\$ 1,560.00	Actual costs
Subdivision Final Plat	\$ 400.00			\$ 432.00	\$ 500.00
Temporary Use/Structure	\$ 175.00	\$ 250.00	\$40.00/\$670.00		\$ 300.00
<b>Variance</b>					
Class 1 Administration	\$ 400.00	\$ 300.00	\$ 400.00		\$ 500.00
Class 2 Planning Commission	\$ 900.00	\$ 500.00	\$ 670.00	\$ 1,652.00	\$ 1,250.00
Zoning Verification Letter		\$ 50.00			\$ 50.00
Wireless Communication Facility		\$ 3,000.00			\$3,000 + actual co:
CRESO Review					Actual costs
Accessory Structures (Garages, etc)					\$ 100.00
Short term rentals (B&Bs, homestays)					\$ 150.00
Historic Resource Review					\$ 500.00
Permit Extensions		\$ 100.00			10% of originating
Reinspection Fee					10% of originating
License to Occupy					\$150
Planning Director	\$50/hr				
Projected billable rate					

Existing Fees: 2010  
\$5-10 annual increase X 8 years  
Actual costs: notices, mailings, technical studies

7-G

*"Making a difference through excellence of service"*



# CITY OF WARRENTON

## Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission  
From: April Clark  
Finance Director  
Date: June 12, 2018

**Regarding: Consideration of Resolution No. 2520 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2018**

**SUMMARY:**

The current rate structure and a history of rental rates is attached.

In preparation of the 2018-2019 budget, the Warrenton Community Center Advisory Board recommended a \$2.00 increase to daily rental rates and a corresponding percent increase to the all day rates, effective July 1, 2018.

After some discussion, the budget committee agreed with the recommendation of the advisory board that the Meeting Room with Kitchen and the Meeting Room Only hourly rates be raised to \$47 and \$37 per hour, respectively. All Day Rates would be raised at the same percentages.

On June 26, 2017, the Commission will be asked to adopt the 2018-2019 budget and rates recommended by the Warrenton Budget Committee.

Staff has attached Resolution No. 2520, which reflects a recommended 4.4% increase to the current rental rates for the Meeting Room with Kitchen and 5.7% increase for the Meeting Room Only. The Warrenton Community Center Advisory Board concurs with this recommendation.

**RECOMMENDATION:**

Move to Approve Resolution No. 2520 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2018.

**ALTERNATIVE:**

Maintain the current fee structure effective July 1, 2018.

**FISCAL IMPACT:**

This rate increase will help support current and future operations and keep pace with inflation.

Approved by City Manager: *Linda Engbretson*

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

Proposed RATE STRUCTURE

Effective July 1, 2017

	PER HOUR	ALL DAY RATE
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	45.00	404.00
MEETING ROOM ONLY*	35.00	281.00

\* (Includes minimal use of kitchen for beverage service)

(Please see General Rules and Guidelines for further clarification of the above rates)

**SUPPLY RENTAL:**

SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH

**DEPOSITS:**

KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	

**DISCOUNTS:**

LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY: 25%

A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

**CLEANING FEE:**

PER HOUR RATE FOR CLEANING 25.00

**CANCELLATION FEES:**

Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:

30 days or more notification prior to rental date	100%
29 - 15 days notification prior to rental date	50%
14 - 0 days notification prior to rental date	0%

Warrenton Community Center  
Hourly Rates

Effective Date	1/22/2003	1/22/2003	7/1/2005	7/1/2006	7/1/2007	7/1/2008	7/1/2012	7/1/2013	7/1/2014	7/1/2017	Proposed*
Meeting Room	15.00										7/17/2018
Meeting Room w/kitchen <sup>1</sup>	28.00	28.00	28.00	29.00	30.00	31.00	32.00	35.00	40.00	45.00	47.00
Meeting Room w/o kitchen <sup>2</sup>	17.50	18.00	18.00	19.00	20.00	21.00	22.00	25.00	30.00	35.00	37.00
Resolution No.	2039	2119	2148	2186	2227	2363	2489				
Percentage increase <sup>1</sup>	87%	0%	4%	3%	3%	9.4%	12.5%	14.3%	16.7%	16.7%	4.4%
Percentage increase <sup>2</sup>											5.7%

As proposed by the Budget Committee

w/kitchen  
w/o kitchen

422  
297

**RESOLUTION NO. 2520**

Introduced by All Commissioners

**ADOPTING AND SETTING RENTAL RATES AND FEES FOR THE  
WARRENTON COMMUNITY CENTER**

The City of Warrenton hereby resolves as follows:

WHEREAS, the Warrenton Community Center is a mostly self-supporting special revenue fund of the City of Warrenton, and

WHEREAS, revenues are generated by user fees to sustain operating and some capital costs of the Community Center,

Be it resolved that the Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton Community Center. The charges which shall be paid by all users of the Community Center are set forth in Exhibit 1.

This resolution shall become effective July 1, 2018.

**PASSED** by the Warrenton City Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**APPROVED** by the Mayor of the City of Warrenton this \_\_\_\_\_ day of \_\_\_\_\_, 2018

First Reading: June 12, 2018

Second Reading: June 26, 2018

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Recorder

**RATE STRUCTURE**  
Effective July 1, 2018

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	47.00	422.00
MEETING ROOM ONLY*	37.00	297.00
* (Includes minimal use of kitchen for beverage service)		

(Please see General Rules and Guidelines for further clarification of the above rates)

**SUPPLY RENTAL:**

SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH

**DEPOSITS:**

KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	

**DISCOUNTS:**

LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY: 25%

A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

**CLEANING FEE:**

PER HOUR RATE FOR CLEANING 25.00

**CANCELLATION FEES:**

Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:

30 days or more notification prior to rental date	100%
29 - 15 days notification prior to rental date	50%
14 - 0 days notification prior to rental date	0%