



## Memorandum

Date: May 24, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for May 25, 2017

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### Schedule

- I am away from the office from May 25 to June 2. I'll be back to work on June 5<sup>th</sup>.
- The 2<sup>nd</sup> Quarter Town Hall will be held on June 27<sup>th</sup> at the Police Department Community Room. A possible topic for this event is the 2018-2019 Budget.
- Summer Recess. In discussion with Mayor Axelrod today, we're planning an August summer recess from Council meetings.

### Information Items

- City Manager's 1-Year Performance Review. Courtney is working with Aha Consulting to design an on-line form for public comment. (We'll make paper copies available too.) It will include the 12 Core Competencies from the standard form presented to the Council on May 15<sup>th</sup>. The public won't be invited to give a rating, just the opportunity to comment. The form will also include the four specific performance objectives the Council identified at my six month review. Again, no rating, just a comment box. There will also be a General Comment box at the end. The form will go directly to the City Attorney's Office who will hold them in batch until the release date to the City Council. The revised timeline for the process is:
  - June 1 & June 8      Advertisement in the West Linn Tidings
  - May 25-June 12      Announcement on the City's website and social media
  - June 12              Responses due to the City Attorney's Office
  - June 16              Evaluation form sent to the City Council
  - June 23              Responses sent to the City Council by the City Attorney
  - June 23              City Manager's self-evaluation sent to the City Council
  - June 30              Evaluation forms from City Council due to City Attorney
  - July 10              City Manager's annual evaluation facilitated in Executive Session
- Stafford IGA Signing Ceremony. A ceremony is being planned in June to mark the occasion of the passage of the Stafford Intergovernmental Agreement. It was approved by the cities last week,

Clackamas County Board of Commissioners on May 23<sup>rd</sup> and Metro later this month. Details forthcoming.

- WES Governance Update. The County will be convening a forum with the advisory boards for River Health and Tri Cities to discuss options for a future advisory board for Water Environment Services. The meeting will be held in early June. Details also forthcoming.
- Old City Hall/PD Building Update. This week staff met with Clackamas County Tourism and Cultural Affairs (CCTCA) to begin scoping the details of an IGA for CCTCA to use the old City Hall/PD Building for a Cultural Center. Once an IGA is prepared, we'll schedule a work session to present it to the City Council for review.
- GO Bond Renewal. With the completion of the budget, we will turn the attention of the Citizens Budget Committee (citizen members) to be that steering committee to oversee the selection of projects for the bond. We are creating an overall process for the scoping and vetting process. This will include identification of a polling firm to help us identify which projects will translate to electoral success. Again, details forthcoming.
- Locks Commission Update. The U.S. Army Corps of Engineers (USACE) has released a draft Disposition Study for the Willamette Falls Locks and announced a 30-day public comment period ending June 21. This study assessed a number of options ranging from no action to closing the Locks permanently. The draft recommendation is transferring the Locks to new ownership with minimal repairs, if a transferee can be identified. As you know, the City is very involved with the Willamette Falls Locks Working Group which is actively trying to identify whether an existing or new entity would be willing and able to accept ownership of the Locks, and if so under what conditions. Mayor Axelrod and John Williams are working with partner agencies and other stakeholders to ensure robust public comment to USACE in support of this direction. We will be sending out notice of all this to citizens and businesses in West Linn via the City newsletter, email lists and social media, and will be providing templates for public comment to make it easy to participate. We are also drafting a formal letter from the Mayor and Council. Please let John know if you have suggestions for groups or individuals that might be interested.
- Republic Services Report and Rate Increase. Attached is the annual report from Republic Services which provides drop box services in West Linn. Republic is requesting an increase of 2.1% to their rates effective July 1, 2017. The report outlines the basis of the request. We will add this request to the June Council meeting.
- Ride Along with the Building Division. John Williams recently emailed you inviting you to learn more about the Building Division and even have a 'ride along' with Jim Clark and his staff to see how the building inspection side of things happens. This will give you a better window into their customer service approach, which we're pretty proud of, and the everyday challenges of the Building Division's work. Do be sure to take up John and Jim on this offer!

# City of West Linn

## 2016 Annual Report



**REPUBLIC**  
**SERVICES**

Republic Services of Clackamas and  
Washington Counties



10295 SW Ridder Rd, Wilsonville, OR 97070  
O: 503.981.1278 F: 503.982.9307 republicservices.com

April 17, 2017

City of West Linn  
22500 Salamo Rd  
West Linn, OR 97068

Dear City Council Members, City Manager and Staff:

Presented for your information and consideration is the 2016 Annual Report for services provided by Republic Services in the City of West Linn and the 2017 Rate Sheet. Included in this report are the income statement and schedule of expenses for dropbox operations within the City of West Linn. This information is intended for city use only.

Republic Services is an industry leader in U.S. recycling and non-hazardous solid waste and we also bring a local focus to meet the needs of our partner communities and customers. Through our collection operations, recycling centers, transfer stations, landfills and landfill gas-to-energy projects, we focus on providing reliable environmental services and solutions for commercial, industrial, municipal and residential customers. Republic and our 220 local employees believe in protecting the planet and applying the finest solutions to our customers' recycling and waste challenges.

Our Rate of Return for 2016 was a negative 7.1%. On May 12, 2014, the City Council approved an annual rate increase to match the Portland-Salem Consumer Price Index (CPI-U) though not to exceed 3% and not to fall below 0%. The attached 2017 Rate Sheet reflects the 2.1% increase per the Portland-Salem CPI-U.

We request Council approval of this rate sheet to apply the approved 2017 CPI-U increase effective July 1, 2017.

It has been our pleasure to serve the City and we look forward to our continuing partnership.

Please feel free to contact me with any questions or concerns at [rday@republicservices.com](mailto:rday@republicservices.com) or 503.404.4175

Sincerely,

Rob Day, CPA  
Controller  
Republic Services of Clackamas and Washington Counties

*Republic Services of Clackamas & Washington Counties  
City of West Linn  
Statement of Income  
For the Twelve Months Ended December 31, 2016*

	<b>2016</b>
<i>Revenue</i>	492,851
<i>Cost of Operations</i>	500,170
<i>Gross Profit</i>	(7,319)
<i>Salaries, General and Administrative</i>	27,795
<i>Operating Income</i>	<b>(35,114)</b>
<i>Income as a Percentage of Revenue</i>	<b>-7.1%</b>

*Republic Services of Clackamas & Washington Counties*  
*City of West Linn*  
*Schedule of Direct Expenses*  
*For the Twelve Months Ended December 31, 2016*

<b>DIRECT EXPENSES</b>	<b>2016</b>
Wages	59,745
Payroll Tax Expense	5,352
Medical Insurance	12,773
Pension Plan Expense	7,264
Other Benefits	295
Training & Worker Safety	1,286
Fuel	13,444
Repairs & Maint-Vehicles	29,649
- Containers & Carts	2,707
- Yard/Buildings	4,043
Depreciation-Vehicles	15,330
- Containers & Carts	5,064
- Other Equipment	2,606
- Yard/Buildings	4,860
Disposal Fees	308,016
Rent-Yard	7,534
Insurance	5,391
PUC/Licenses/Fees	6,941
Franchise & Comm. Fees	5,045
Other Operational*	2,825
<b>TOTAL DIRECT EXPENSES</b>	<b>500,170</b>

\* - Includes truck radio expenses, facility supplies, shop supplies

*Republic Services of Clackamas & Washington  
Counties  
City of West Linn  
Schedule of Direct Expenses  
For the Twelve Months Ended December 31, 2016*

	<u>2016</u>
<b>INDIRECT EXPENSES</b>	
Management - Salaries	\$ 6,358
- Payroll Tax Expense	\$ 591
- Medical Insurance	\$ 866
- Pension Plan Expense	\$ 181
Administrative - Salaries	\$ 3,059
- Payroll Tax Expense	\$ 163
- Medical Insurance	\$ 263
- Pension Plan Expense	\$ 56
Office Rent	\$ 270
Advertising & Public Ed	\$ 466
Professional Fees	\$ 971
Telephone	\$ 261
Utilities	\$ 317
Property Taxes/Licenses/Fees	\$ 294
Dues & Subscriptions	\$ 657
Depreciation - Office Bldg	\$ 205
Repairs & Maint. - Office	\$ 27
Equipment Rental	\$ -
Office Supplies	\$ 281
Postage & Freight	\$ 9
Misc. Expense	\$ 5,032
Travel/Meals/Lodging	\$ 1,133
Prof. Meetings & Seminars	\$ 9
Bad Debts	\$ 1,429
Corp. Overhead*	\$ 4,897
<b>TOTAL INDIRECT EXPENSES</b>	<u><u>\$ 27,795</u></u>

\* - Corporate Support Costs: Human Resources, Payroll, Safety, Procurement, etc.

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS  
 Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103  
 Information Staff (415) 625-2270 / Fax (415) 625-2351

01/19/17

PORTLAND-SALEM  
 Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

YEAR	SEMI-ANNUAL AVERAGE			YEAR	OVER-THE-YEAR PERCENT CHANGE		
	1st Half	2nd Half	ANNUAL AVERAGE		1st Half	2nd Half	ANNUAL AVERAGE
1989	119.3	121.6	120.4	1989	5.0	4.9	5.0
1990	124.9	129.8	127.4	1990	4.7	6.7	5.8
1991	132.8	135.1	133.9	1991	6.3	4.1	5.1
1992	138.8	140.9	139.8	1992	4.5	4.3	4.4
1993	143.6	145.8	144.7	1993	3.5	3.5	3.5
1994	147.7	150.1	148.9	1994	2.9	2.9	2.9
1995	152.5	153.9	153.2	1995	3.2	2.5	2.9
1996	157.2	160.0	158.6	1996	3.1	4.0	3.5
1997	162.6	165.5	164.0	1997	3.4	3.4	3.4
1998	166.1	168.1	167.1	1998	2.2	1.6	1.9
1999	170.8	174.4	172.6	1999	2.8	3.7	3.3
2000	176.4	179.5	178.0	2000	3.3	2.9	3.1
2001	181.2	183.6	182.4	2001	2.7	2.3	2.5
2002	183.5	184.0	183.8	2002	1.3	0.2	0.8
2003	186.0	186.5	186.3	2003	1.4	1.4	1.4
2004	189.8	192.5	191.1	2004	2.0	3.2	2.6
2005	194.5	197.5	196.0	2005	2.5	2.6	2.6
2006	199.8	202.5	201.1	2006	2.7	2.5	2.6
2007	206.653	210.460	208.556	2007	3.4	3.9	3.7
2008	214.619	216.159	215.389	2008	3.9	2.7	3.3
2009	214.102	217.191	215.647	2009	-0.2	0.5	0.1
2010	217.508	219.179	218.344	2010	1.6	0.9	1.3
2011	223.105	226.077	224.590	2011	2.6	3.1	2.9
2012	228.746	230.811	229.779	2012	2.5	2.1	2.3
2013	233.735	237.322	235.528	2013	2.2	2.8	2.5
2014	239.751	242.679	241.215	2014	2.6	2.3	2.4
2015	242.976	245.405	244.190	2015	1.3	1.1	1.2
2016	247.143	251.710	249.426	2016	1.7	2.6	2.1

Table of over-the-year percent increases. An entry for 2ndHalf 2005 indicates the percentage increase from 2ndHalf 2004 to 2ndHalf 2005 (in this example 2.6 percent).



## West Linn Rate Sheet Effective July 1, 2017

### INDUSTRIAL RATES

#### Drop Box / Compactor Rates

	Delivery Current	New Rate		Haul Current	New Rate		Rent per Month Current	New Rate	
10/20 yard	\$27.98	\$28.57	2.1%	\$124.35	\$126.96	2.1%	\$71.51	\$73.01	2.1%
30 yard	\$27.98	\$28.57	2.1%	\$143.01	\$146.01	2.1%	\$71.51	\$73.01	2.1%
40 yard	\$27.98	\$28.57	2.1%	\$162.70	\$166.12	2.1%	\$71.51	\$73.01	2.1%
19 yard compactor				\$141.19	\$144.15	2.1%	N/A		
20 yard compactor				\$141.19	\$144.15	2.1%	N/A		
30 yard compactor				\$186.38	\$190.29	2.1%	N/A		
40 yard compactor				\$215.75	\$220.28	2.1%	N/A		

#### RENT:

\$7.30 per day / \$73.01 max per month / any size box



We'll handle it from here.™

Republic Services  
of Clackamas and Washington Counties  
10295 SW Ridder Road  
Wilsonville, OR 97070  
503.981.1278 • [republicservices.com](http://republicservices.com)