



# CITY OF MANZANITA

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## COUNCIL REGULAR SESSION

Pine Grove Community Center  
<https://ci.manzanita.or.us>

## AGENDA

August 7, 2024  
06:00 PM Pacific Time

**Council will hold this meeting at the Pine Grove Community Center**

**Video Information:** The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/86565208548?pwd=NQ2rV5wHZXdqk9oUrw3kM5aY0BA3x.1>

Meeting ID: 865 6520 8548    Passcode: 770615

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) and indicate the agenda item and date of meeting.

**Note:** Agenda item times are estimates and are subject to change

**1. CALL TO ORDER (6:00 p.m.)**

**2. AUDIENCE PARTICIPATION**

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)), or in person to city staff**

**3. CONSENT AGENDA**

Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.

**A. Approval of Minutes**

a. July 10, 2024, Work Session

b. July 10, 2024, Regular Session

**B. Approval of Bills**

#### **4. INFORMATION**

- A.** City Manager Report  
Leila Aman, City Manager
  
- B.** Nehalem Bay State Park Construction Update  
Ben Cox, Park Manager, Oregon Parks and Recreation  
Tracy Johnson, Senior Project Manager, Oregon Parks and Recreation

#### **5. OLD BUSINESS**

- A.** Recology Rate Discussion  
Dan Blue, Recology

#### **6. NEW BUSINESS**

- A.** Logo and Wayfinding Project Update  
Nan Devlin, Executive Director of Tillamook Coast Visitors Association  
Sharon Mentyka, Partners in Design  
Stephen Schlott, Partners in Design
  
- B.** Water Usage Update  
Leila Aman, City Manager
  
- C.** City Hall Update  
Leila Aman, City Manager
  
- D.** Classic Street Project Update  
Leila Aman, City Manager
  
- E.** Special Event Permit - Muttzanita  
Leila Aman, City Manager

#### **7. CITY COUNCIL REPORTS**

#### **8. ADJOURN (8:00)**

##### **Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice**

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [ci.manzanita.or.us/broadcast](http://ci.manzanita.or.us/broadcast).



## MEMORANDUM

To: City Council

Date Written: August 2, 2024

From: Leila Aman, City Manager

Subject: **August 7, 2024, City Council Regular Session**

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### 4. INFORMATION

#### C. NEHALEM BAY STATE PARK CONSTRUCTION UPDATE

Ben Cox, Park Manager, Nehalem Bay Management Unit and Tracy Johnson, Senior Project Manager, Oregon Parks and Recreation District will provide an update on the status of the Nehalem Bay Park improvements planned for the coming year as well as an overview of the park expansion plans.

### 5. OLD BUSINESS

#### A. RECOLOGY RATE DISCUSSION

Recology presented their initial Rate Review and proposed rate adjustment at the June 5th council meeting and was asked to return with additional and clarified information. The focus of the review and proposed rate discussion is related to side yard service rates. Side yard services are available for both 32 gallon and 90-gallon cart sizes. However, the difference in rates for curbside versus side yard vary significantly between the two cart sizes. Current rates are as follows:

- 32-gallon curbside weekly service rate is \$27.02 currently. Side yard service is \$27.56 - a difference of \$.54
- 90-gallon curbside weekly service rate is \$45.05 currently. Side yard for the same service is \$69.05 - a difference of \$24.

Recology would like to increase the 32-gallon rate differential for curbside versus side yard to match the 90-gallon differential and proposes three options for the city council to consider.

- Option 1. 3.9% rate adjustment across all categories
- Option 2. 53% rate adjustment on side yard 32-gallon garbage service customers only, no other increases
- Option 3. 53% rate adjustment on side yard 32-gallon garbage service customers, and a 3.2% rate increase on all others

## **6. NEW BUSINESS**

### **A. LOGO AND WAYFINDING PROJECT UPDATE**

In 2023 the City, in partnership with Tillamook County Visitors Association embarked upon a Destination Management Plan which was completed in April of 2023. One of the first actions that the City embarked upon was a Wayfinding and Logo update due to available funds from TCVA. TCVA has budgeted to pay for both the design and construction of the new signage. (Destination Management Plan is included in the council packet.)

TCVA and the City held a public workshop in the summer of 2024 but had very limited attendance. In response the city put out a community wide online survey where over 200 respondents participated providing input on the city's logo and wayfinding. The survey findings were provided to TCVA who, working with Partners In Design, a design consulting firm, began the development of options for a new city logo as a first step in the wayfinding process.

The focus of the presentation is to provide background on the design concepts, and to share several options for a new logo for council consideration. The council is not being asked to make any decisions at this time.

Selection of a logo is important and essential for setting the design standard for the wayfinding signs that will be designed in the next phase and will also inform the signage at new city hall and provide a new standard for city documents.

### **B. WATER USAGE UPDATE**

Staff will provide data on actual water usage from the time the new rates went into effect in October 2023 through end of July 2024.

### **C. CITY HALL UPDATE**

Staff will provide a general update on the city hall construction project progress.

### **D. CLASSIC STREET CONNECTION PROJECT UPDATE**

Staff will provide a general update on the Classic Street Connection Project.

### **E. SPECIAL EVENT PERMIT – MUTTZANITA**

Council is asked to approve a permit for the annual Muttzanita event.



**CITY OF MANZANITA**  
**JULY 10, 2024**  
**CITY COUNCIL WORK SESSION**

**1. CALL MEETING TO ORDER:** The meeting was called to order on July 10, 2024, at 2:02pm via Zoom by Mayor Kathryn Stock.

**ROLL:** Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones. Panelist present: Short-Term Rental Committee Chair Jo Newhouse, Short-Term Rental Committee Member Patrick Johnston, and Short-Term Rental Committee Member Cheryl Ogburn.

**2. Short Term Rental Committee Update:** Council President Linda Kozlowski, Short-Term Rental Committee Chair Jo Newhouse, Short-Term Rental Committee Member Patrick Johnston  
Short-Term Rental Committee Chair Jo Newhouse provided an overview and introduction to update the current short-term rental management plan. She thanked everyone who worked on this plan and participated in the meetings. She said the committee believes the most important issues for an effective management plan is to focus on overall growth and neighborhood proximity. She communicated that the primary goal is balance in the city and recommended that the council adopt a two-step management system. Step one is a city-wide regulation and step two is a neighborhood density regulation for all residential zones. She stated that all current short-term rental licenses would remain, any reduction in rentals would be over time through attrition.

Short-Term Rental Committee Member Patrick Johnston presented step one of the proposed management system, a citywide growth plan proposal to manage growth. He introduced three short-term rental control options and provided an overall comparison and detail of each option. (1) A seventeen and a half percentage-based growth. (2) A fixed number cap of two hundred seventy-five. (3) An incremental growth of two licenses per year.

Short-Term Rental Committee Member Cheryl Ogburn presented step two of the proposed management system, a proximity measurement plan to measure short-term rental density in neighborhoods. She said this plan would work in conjunction with the growth plan. She specified that only five short-term rentals would be allowed within a one-hundred-foot radius. She provided examples and stated that a reduction in area rentals would happen through attrition and would not apply to Manzanita's commercial zone.

Council concurred to allow time for staff to consider these options and provide feedback. There will be one or two more work sessions on this topic prior to a council decision.

**3. Adjourn:** Mayor Stock adjourned the meeting at 3:31pm.

**MINUTES APPROVED THIS  
7<sup>th</sup> Day of August 2024**

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Kathryn Stock, Mayor

Attest:

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Leila Aman, City Manager

CITY OF MANZANITA  
JULY 10, 2024  
CITY COUNCIL REGULAR SESSION

**1. CALL TO ORDER:** The meeting was called to order on July 10, 2024, at 6:01pm via Zoom by Mayor Kathryn Stock.

**Roll:** Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Police Chief Erik Harth, Accounting Manager Nina Crist, Development Services Manager Scott Gebhart, and Assistant City Recorder Nancy Jones. Panelist's present: Vito Cerelli Manzanita Lofts owner, and Jessie Steiger with the Klosh Group.

**2. AUDIENCE PARTICIPATION:** There were 21 that attended via zoom, 15 attended via website. There was one public comment.

**3. CONSENT AGENDA:**

- A. APPROVAL OF MINUTES –
  - a. May 29, 2024, Special Session/Budget Hearing
  - b. June 05, 2024, Regular Session
  - c. June 12, 2024, Work Session
  
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Hart, seconded by Campbell, to approve the consent agenda that included approval of the May 29, 2024, Special Session/Budget Hearing Minutes; June 05, 2024, Regular Session Minutes; June 12, 2024, Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed Unanimously.**

**4. INFORMATION:**

**A. City Manager Report -** City Manager Leila Aman  
There was not a City Manager's report this month.

**B. Council Reports –** City Council  
Council members took turns sharing information and updates of what they were involved in for the month. A Frequently Asked Questions (F.A.Q.) section has been added to the city's website. Mayor Stock read a statement about the upcoming November elections regarding a Referendum.

### **C. Fourth of July Parade Update – Councilor Tom Campbell**

Councilor Tom Campbell spoke about the fourth of July parade and reported that this year's theme was Soar Fourth. He spoke about the parade committee, route marshals, city staff and volunteer teams that participated. He said that this year's citizen of the year, David Matthews, rode in the parade. He shared some personal photos and said official parade photos can be seen on [manzanitaparade.com](http://manzanitaparade.com).

Chief of Police Erik Harth said the parade went very well and communicated that there were a lot of helpful volunteers. He appreciated the assistance of the volunteers that helped with the setting up of signs and assisted the police with traffic control. He specified that the police's focus this year was to stay present in town and in the neighborhoods. He said there were no major incidents and provided a recap of the police calls and activity over the holiday weekend.

### **D. Manzanita Lofts Update – Owner Vito Cerelli**

Manzanita Lofts owner Vito Cerelli provided an update to the construction project. He showed a slide of the current design concept and stated that the tree removal on the lot has been completed. He is working on finalizing civil engineering plans to submit to the city for the next step of approvals. He spoke about the design for road access, utility lines, and design details on the building. He plans to submit building plans in August or September, and it is intended to start construction of the Lofts at the end of this year or beginning of 2025.

## **5. OLD BUSINESS:**

### **A. Zone Change and Annexation 2<sup>nd</sup> Reading Ordinance 24-04 – City Manager Leila Aman**

Mayor Kathryn Stock spoke about Ordinance 24-04. This Ordinance will allow the city to annex and re-zone a section of property in the highlands area for the purpose of building affordable housing, and to allow an emergency declaration on Ordinance 24-04. If this second reading is approved, it will go into effect immediately.

Allowed for public comment: There was one public comment.

**A motion was made by Hart to accept the Second Reading of Ordinance 24-04 Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in said Area Pursuant to ORS 222.120 And ORS 222.170; Pine Grove Properties Inc and Establishing the Special Residential-Recreational (SR-R) Zone on the Annexed Property. Seconded by Campbell; Motion passed Unanimously.**

### **B. Solar Desing Update – City Manager Leila Aman**

Klosh group Jessie Steiger provided an overview of a previous council meeting discussion about the new city hall solar project. She explained two solar options and stated that the first option is a direct tie into the grid and is estimated to cost \$87,000. The second option is a battery backup emergency system that is estimated to cost \$128,000. She stated that the team is recommending

the 25-kilowatt solar array direct tie option, as the battery wall is not a viable option as it would impact the building schedule, extensive costs and reordering of materials. She said that the city is planning to have a dual generator backup system.

There was a majority consensus from the city council to proceed with design and move forward with solar on the city hall building project. The council asked the team to look at other battery backup options that can be added to the building in the future.

**6. INFORMATION AND ADJOURN:**

- The Planning Commission was cancelled for July 8, 2024
- Coffee with the city will be on July 18, 2024 from 9am to 10:30am at the Offshore Grill.
- Manzanita Municipal Court will be held July 19, 2024, at 1:30pm and is open to the public.

**Mayor Stock adjourned the meeting at 7:46PM.**

**MINUTES APPROVED THIS  
7<sup>th</sup> Day of August, 2024**

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Kathryn Stock, Mayor

Attest:

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Leila Aman, City Manager

## BILLS FOR APPROVAL OF PAYMENT

From 07/01/2024 - 07/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$3,557.00	\$3,557.00								
911 SUPPLY (MTRLS & SUPP.)	\$216.76		\$216.76							
ALEXIN ANALYTICAL (TESTING)	\$650.00									\$650.00
AM. WATER WORKS (ANNUAL MEMBERSHIP)	\$412.00									\$412.00
BEARING (ARCHITECT)	\$7,441.00						\$7,441.00			
CASELLE (FINANCIAL SOFTWARE)	\$2,446.00	\$1,861.15								\$584.85
CHARTER (INTERNET)	\$604.91	\$219.98	\$129.98						\$124.97	\$129.98
CIS (PROP/LIAB. INSURANCE)	\$102,304.53	\$7,315.93	\$18,207.06	\$425.01		\$2,493.45	\$12,961.34	\$2,023.98		\$58,877.76
CITY OF NEH. (FINES & ASSMNTS)	\$1,646.00				\$1,646.00					
CITY OF WHLR. (FINES & ASSMNTS)	\$2,127.98				\$2,127.98					
COAST PRINTING (SUPPLIES)	\$99.90				\$99.90					

## BILLS FOR APPROVAL OF PAYMENT

From 07/01/2024 - 07/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
COLUMBIA WEST (ENGINEER)	\$3,943.05						\$3,943.05			
COVE BUILT (CMGC)	\$172,537.01						\$172,537.01			
DATA CENTER (MAILING SERVICE)	\$923.59									\$923.59
DMV (RECORDS REQ.)	\$4.10				\$4.10					
EC COMPANY (MTRLS & SUPP.)	\$232.50									\$232.50
EVCNB (DONATION)	\$3,000.00	\$3,000.00								
EVERGREEN (VEHICLE MAINT.)	\$535.00			\$535.00						
FASTENAL (MTRLS & SUPP.)	\$124.77							\$62.38		\$62.39
FERGUSON (MTRLS & SUPP.)	\$3,193.57									\$3,193.57
HASCO (FUEL)	\$1,649.82		\$911.22			\$31.04		\$155.22	\$117.72	\$434.62
HEADLIGHT HERALD (ADVERTISING)	\$103.78	\$103.78								
LONGFELLOW CONST. (EXCAVATOR)	\$620.00						\$620.00			
KLOSH (OWNERS REP.)	\$2,465.51						\$2,465.51			
LEXIPOL (MTRLS & SUPP.)	\$3,127.00		\$3,127.00							

## BILLS FOR APPROVAL OF PAYMENT

From 07/01/2024 - 07/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
NB READY MIX (MTRLS & SUPP.)	\$405.00		\$405.00							
NEHALEM LUMBER (MTRLS & SUPP.)	\$34.60							\$34.60		
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,030.00								\$30.00
ONE ELEVEN (EQUIPMENT)	\$1,459.83	\$1,459.83								
OR. DEPT REV (FINES & ASSMNTS.)	\$1,103.23				\$1,103.23					
PACIFIC ALARM (ALARM SERVICE)	\$696.00									\$696.00
PACIFIC OFFICE (PSTG & COPIER)	\$135.00	\$101.25								\$33.75
RTI (PHONE SERVICE)	\$494.95	\$96.12	\$98.56							\$300.27
SAIF (WORKERS COMP INS.)	\$15,787.29	\$195.60	\$5,477.78		\$21.90	\$454.65		\$1,940.98		\$7,696.38
STAPLES (OFFICE SUPPLIES)	\$175.46	\$175.46								
STATE OF OR. (BLDG SURCHARGE)	\$2,715.61			\$2,715.61						
STATE OF WA. (RECORDS REQUEST)	\$0.32				\$0.32					
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	



## BILLS FOR APPROVAL OF PAYMENT

From 07/01/2024 - 07/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
TILL. PAYABLE (FINES & ASSMNTS.)	\$321.03				\$321.03					
TILL. TIRE (VEHICLE MAINT.)	\$1,000.00		\$1,000.00							
TCVA (VC COORD.)	\$733.78								\$733.78	
TPUD (ELECTRICITY)	\$3,655.16	\$173.74	\$142.90			\$97.06		\$609.00	\$122.62	\$2,509.84
US BANK (CITY VISA)	\$3,332.22	\$614.34	\$575.76					\$452.32	\$237.90	\$1,451.90
US BANK (BOND FEES)	\$800.00									\$800.00
USPS (PO BOX FEE)	\$188.00	\$188.00								
VERIZON (TELEPHONE)	\$1,227.07	\$294.58	\$354.02	\$114.98					\$64.99	\$398.50
WALTER NELSON (MTRLS & SUPP.)	\$334.66					\$334.66				
<b>TOTALS</b>	<b>\$352,919.99</b>	<b>\$23,386.76</b>	<b>\$30,646.04</b>	<b>\$3,790.60</b>	<b>\$5,324.46</b>	<b>\$3,410.86</b>	<b>\$199,967.91</b>	<b>\$5,278.48</b>	<b>\$1,696.98</b>	<b>\$79,417.90</b>



RWO-NCC 2023-2024 Cost of Service Report

	RWO - North Coast Collection Total			Manzanita, Nehalem and Wheeler		
	2023 Calendar Year Actual	2024-25 Projected Rate Year	Allocation Method	2023 Calendar Year Actual	Adjustments and Projected Changes	2024-25 Projected Rate Year
<b>REVENUE</b>				Rate Adj. % >>>	3.90%	
Collection Services - Residential	\$ 7,060,779	\$ 7,343,746	Actual	\$ 432,000	\$ 19,550	\$ 451,550
Collection Services - Commercial	\$ 4,887,005	\$ 5,102,407	Actual	\$ 182,729	\$ 8,472	\$ 191,201
Collection Services - Debris Box Svcs	\$ 890,595	\$ 958,531	Actual	\$ 38,097	\$ (1,130)	\$ 36,967
<b>SUBTOTAL: CS (RA % applies)</b>	<b>\$ 12,838,379</b>	<b>\$ 13,404,684</b>	<b>Actual</b>	<b>\$ 652,826</b>	<b>\$ 26,892</b>	<b>\$ 679,718</b>
Proposed Rate Adjustment	\$ -	\$ 571,394		\$ -	\$ -	\$ 26,509
Collection Services - DB Disposal	\$ 880,167	\$ 880,167	Actual	\$ 14,037	\$ -	\$ 14,037
Collection Services - Medical Waste	\$ 160,496	\$ 165,922	Actual	\$ 2,538	\$ (166)	\$ 2,372
Collection Services - Other	\$ 30,289	\$ 28,631	Actual	\$ 805	\$ (261)	\$ 544
Non-Franchised Revenue	\$ 81,189	\$ 119,771	Actual	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 13,990,520</b>	<b>\$ 15,170,570</b>		<b>\$ 670,206</b>	<b>\$ 26,465</b>	<b>\$ 723,179</b>
Franchise Fees	\$ (623,725)	\$ (649,289)		\$ (33,339)	\$ -	\$ (35,975)
<b>Revenue w/o Franchise Fees</b>	<b>\$ 13,366,795</b>	<b>\$ 14,521,281</b>		<b>\$ 636,866</b>	<b>\$ -</b>	<b>\$ 687,205</b>
<b>LABOR EXPENSES</b>						
Operational Personnel	\$ 1,585,737	\$ 1,752,573	Labor Hours	\$ 86,370	\$ 11,557	\$ 97,927
Non-Franchised Labor & Related	\$ -	\$ 80,222	Labor Hours	\$ -	\$ -	\$ -
Health Insurance	\$ 399,071	\$ 514,346	Labor Hours	\$ 21,736	\$ 7,004	\$ 28,740
Payroll Taxes	\$ 134,726	\$ 148,901	Labor Hours	\$ 7,338	\$ 982	\$ 8,320
Labor Overhead	\$ 143,859	\$ 199,999	Labor Hours	\$ 7,835	\$ 3,340	\$ 11,175
<b>Total Labor Expenses</b>	<b>\$ 2,263,392</b>	<b>\$ 2,696,041</b>		<b>\$ 123,279</b>	<b>\$ 22,882</b>	<b>\$ 146,161</b>
<b>DISPOSAL EXPENSES</b>						
Disposal Charges - Outside Source	\$ 639,337	\$ 670,665	O/S Disposal	\$ 151,009	\$ 7,399	\$ 158,409
Disposal-Medical Waste	\$ 74,366	\$ 76,597	MW Disposal	\$ 1,385	\$ 42	\$ 1,427
Disposal - Free Dump Vouchers (Astoria)	\$ 28,176	\$ 29,585	Actual	\$ -	\$ -	\$ -
Inter-Company Disposal - Yard Debris	\$ 396,543	\$ 398,567	Program Yards	\$ -	\$ -	\$ -
Inter-Company Disposal - Garbage	\$ 2,604,906	\$ 2,745,165	I/C Disposal	\$ -	\$ -	\$ -
<b>Total Disposal Expenses</b>	<b>\$ 3,743,328</b>	<b>\$ 3,920,578</b>		<b>\$ 152,395</b>	<b>\$ 7,441</b>	<b>\$ 159,836</b>
<b>OPERATIONAL EXPENSES</b>						
Fuel	\$ 472,569	\$ 583,159	Labor Hours	\$ 25,739	\$ 6,845	\$ 32,585
Non-Franchised Fuel	\$ 37,958	\$ 46,841	Actual	\$ -	\$ -	\$ -
Repairs & Maintenance	\$ 1,914,062	\$ 2,007,851	Labor Hours	\$ 104,252	\$ 7,938	\$ 112,191
Repairs & Maint - Non-Franchised Hauling	\$ 26,644	\$ 27,950	Actual	\$ -	\$ -	\$ -
Repairs and Maint. - 3rd Party Shop	\$ -	\$ -	Actual	\$ -	\$ -	\$ -
Contract Labor	\$ 6,887	\$ -	Labor Hours	\$ 359	\$ (359)	\$ -
Business Licenses and Fees	\$ 233,629	\$ 242,561	Labor Hours	\$ 12,725	\$ 828	\$ 13,553
Non-Franchised Business Licenses and Fees	\$ 13,356	\$ 13,356	Actual	\$ -	\$ -	\$ -
Depreciation and Amortization	\$ -	\$ -	Labor Hours	\$ -	\$ -	\$ -
Operational Lease and Rent	\$ 751,149	\$ 749,507	Labor Hours	\$ 40,912	\$ 967	\$ 41,879
Non-Franchised Ops Lease/Rent	\$ 64,865	\$ 64,865	Actual	\$ -	\$ -	\$ -
Op. Lease and Rent - (Seaside Depot)	\$ 4,000	\$ 4,000	Actual	\$ -	\$ -	\$ -
Supplies	\$ 39,084	\$ 80,999	Labor Hours	\$ 2,036	\$ 2,293	\$ 4,329
Insurance Expense	\$ 109,458	\$ 114,821	Labor Hours	\$ 5,703	\$ 434	\$ 6,137
Recycling Processing	\$ 491,131	\$ 525,019	Program Hours	\$ -	\$ -	\$ -
Freight	\$ 12,179	\$ 12,776	Labor Hours	\$ 663	\$ 51	\$ 714
Other Operational	\$ 30,689	\$ 32,193	Labor Hours	\$ 1,599	\$ 122	\$ 1,721
<b>Total Operational Expenses</b>	<b>\$ 4,207,660</b>	<b>\$ 4,505,897</b>		<b>\$ 193,989</b>	<b>\$ 19,120</b>	<b>\$ 213,108</b>
<b>SUBTOTAL</b>	<b>\$ 3,152,415</b>	<b>\$ 3,398,766</b>		<b>\$ 167,204</b>	<b>\$ 895</b>	<b>\$ 168,099</b>
<b>ADMINISTRATIVE EXPENSES</b>						
Administrative Services	\$ 1,403,930	\$ 1,365,351	Computed	\$ 60,319	\$ 1,530	\$ 61,848
Management Services	\$ 402,375	\$ 455,117	Computed	\$ 20,106	\$ 510	\$ 20,616
Postage	\$ 8,653	\$ 9,077	Cust Counts	\$ 521	\$ 26	\$ 546
Billing Services	\$ 43,488	\$ 45,619	Cust Counts	\$ 2,618	\$ 128	\$ 2,746
Bank Service Charges	\$ 61,718	\$ 64,742	Cust Counts	\$ 3,715	\$ 182	\$ 3,897
Dues and Subscriptions	\$ 13,818	\$ 14,495	Cust Counts	\$ 832	\$ 41	\$ 873
Contributions	\$ 13,279	\$ 13,930	Cust Counts	\$ 799	\$ 39	\$ 839
Office Supplies	\$ 13,815	\$ 14,492	Cust Counts	\$ 832	\$ 41	\$ 872
Advertising & Promotions	\$ 8,072	\$ 8,467	Cust Counts	\$ 486	\$ 24	\$ 510
Professional Services	\$ 8,376	\$ 8,786	Cust Counts	\$ 504	\$ 25	\$ 529
Business Meals	\$ 8,591	\$ 9,012	Cust Counts	\$ 517	\$ 25	\$ 542
Travel	\$ 12,053	\$ 12,643	Cust Counts	\$ 726	\$ 36	\$ 761
Bad Debts	\$ 23,736	\$ 28,530	Cust Counts	\$ 1,429	\$ 289	\$ 1,717
Telephone	\$ 32,407	\$ 33,995	Cust Counts	\$ 1,951	\$ 96	\$ 2,046
Education & Training	\$ 7,213	\$ 7,567	Cust Counts	\$ 434	\$ 21	\$ 455
Miscellaneous	\$ 19,596	\$ 20,556	Cust Counts	\$ 1,180	\$ 58	\$ 1,237
<b>Total Administrative Expenses</b>	<b>\$ 2,081,119</b>	<b>\$ 2,112,380</b>		<b>\$ 96,968</b>	<b>\$ 3,069</b>	<b>\$ 100,037</b>
Interest Income, Loss on Sale of Assets	\$ (12,098)	\$ (15,637)	Cust Counts	\$ (728)	\$ (213)	\$ (941)
<b>NET INCOME BEFORE TAX</b>	<b>\$ 1,083,394</b>	<b>\$ 1,302,023</b>		<b>\$ 70,964</b>	<b>\$ (1,961)</b>	<b>\$ 69,003</b>
Operating Margin	8.11%	8.97%		11.14%	3.90%	10.04%
Calculated Operating Ratio	91.37%	90.74%		88.85%		89.97%

RWO-NCC 2023-2024 Cost of Service Report



	RWO - North Coast Collection Total			Manzanita, Nehalem and Wheeler		
	2023 Calendar Year Actual	2024-25 Projected Rate Year	Allocation Method	2023 Calendar Year Actual	Adjustments and Projected Changes	2024-25 Projected Rate Year
<b>Allocation Data:</b>				<b>Op Margin: not more than 12%</b>		
Revenue	\$ 13,990,520	\$ 15,170,570		\$ 670,206		\$ 723,179
Revenue Percent	100.00%	100.00%		4.68%		4.77%
2023 All Labor %	100.00%	100%		5.21%		5.34%
2023 Franchised Labor %	100.00%	100%		5.45%		5.59%
2023 Outside Source (O/S) Disposal %	100.00%	100%		23.62%		23.62%
2023 Inter-Company (I/C) Disposal %	99.99%	100%		0.00%		0.00%
2023 Medical Waste %	100.00%	100%		1.86%		1.86%
2023 Yard Debris (I/C) %	100.00%	100%		0.00%		0.00%
2023 Recycling %	100.00%	100%		0.00%		0.00%
2023 Customer Count %	100.00%	100%		6.02%		6.02%
<b>Operating Ratio Calculation:</b>						
Total Expenses:						
Total Labor	\$ 2,263,392	\$ 2,696,041		\$ 123,279		\$ 146,161
Total Disposal	\$ 3,743,328	\$ 3,920,578		\$ 152,395		\$ 159,836
Total Operational	\$ 4,207,660	\$ 4,505,897		\$ 193,989		\$ 213,108
Total Administrative	\$ 2,081,119	\$ 2,112,380		\$ 96,968		\$ 100,037
Total	\$ 12,295,499	\$ 13,234,895		\$ 566,631		\$ 619,143
Less Non Allowable Expenses:						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Non-Franchised Ops Costs	\$ (142,824)	\$ (153,012)		\$ -		\$ -
Amortization	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (13,279)	\$ (13,930)		\$ (799)		\$ (839)
Allowable Expenses	\$ 12,139,396	\$ 13,067,953		\$ 565,831		\$ 618,304
Revenue						
Revenue w/o Franchise Fees	\$ 13,366,795	\$ 14,521,281		\$ 636,866		\$ 687,205
Less Non-Franchised Revenue	\$ (81,189)	\$ (119,771)				
Revenue (w/o Non-Franchised Revenue)	\$ 13,285,606	\$ 14,401,510		\$ 636,866		\$ 687,205
Operating Ratio:						
Allowable Expenses divided by	\$ 12,139,396	\$ 13,067,953		\$ 565,831		\$ 618,304
Revenue (net of Pass Through)	\$ 13,285,606	\$ 14,401,510		\$ 636,866		\$ 687,205
<b>Calculated Operating Ratio</b>	<b>91.4%</b>	<b>90.7%</b>		<b>88.8%</b>		<b>90.0%</b>

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

Financial Statements  
and Supplementary Information

December 31, 2023



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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

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

We have reviewed the accompanying financial statements of Recology Western Oregon - North Coast Collection Inc. (the "Company"), which comprise the balance sheet as of December 31, 2023, and the related statements of income 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 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; and for 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.

We are required to be independent of Recology Western Oregon - North Coast Collection Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **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 on page 14 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. We have not audited or reviewed such information and do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

*Armanino LLP*

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

May 10, 2024

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

(A Wholly Owned Subsidiary of Recology Inc.)

Balance Sheet

December 31, 2023

ASSETS

Current assets:

Accounts receivable, net of allowance for credit losses of \$10,767	\$ 1,186,617
Prepaid expenses	39,193
Due from parent	<u>780,440</u>
Total current assets	<u>2,006,250</u>

Property and equipment:

Building and improvements	2,642
Machinery and equipment	14,031
Construction in progress	86,699
Less accumulated depreciation	<u>(16,673)</u>
Property and equipment, net	<u>86,699</u>
Total assets	<u>\$ 2,092,949</u>

LIABILITIES AND STOCKHOLDER'S INVESTMENT

Current liabilities:

Accounts payable	\$ 66,376
Accrued liabilities	486,502
Deferred revenues	<u>189,358</u>
Total current liabilities	742,236

Stockholder's investment, net

Total liabilities and stockholder's investment	<u>\$ 2,092,949</u>
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See accompanying notes to financial statements and independent accountant's review report.

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

(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Income and Stockholder's Investment

For the year ended December 31, 2023

Revenues, net	<u>\$ 13,366,796</u>
Cost of operations	
Intercompany disposal	3,029,625
Third party refuse disposal	713,703
Labor costs	2,263,392
Operational expenses	<u>4,207,661</u>
Total cost of operations	<u>10,214,381</u>
Gross profit	3,152,415
General and administrative expenses	<u>2,081,119</u>
Income from operations	<u>1,071,296</u>
Other income	
Interest income	<u>12,098</u>
Net income	1,083,394
Stockholder's investment, net, beginning of year	1,585,239
Net distributions to parent	<u>(1,317,920)</u>
Stockholder's investment, net, end of year	<u>\$ 1,350,713</u>

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



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

(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the year ended December 31, 2023

Cash flows from operating activities:	
Net income	\$ 1,083,394
Adjustments to reconcile net income to net cash provided by operating activities:	
Provision for bad debts	23,736
Property and equipment funded by parent	(86,699)
Changes in operating assets and liabilities:	
Accounts receivable	117,749
Prepaid expenses	23,296
Accounts payable	(3,859)
Accrued liabilities	257,522
Deferred revenues	24,313
Net cash provided by operating activities	<u>1,439,452</u>
Cash flows from financing activities:	
Due from parent	(121,532)
Net distribution to parent	<u>(1,317,920)</u>
Net cash used in financing activities	<u>(1,439,452)</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 COLLECTION INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2023

(1) NATURE OF BUSINESS

Recology Western Oregon - North Coast Collection 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").

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, 2023, the Company disposed of yard debris and other recyclables 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.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting and financial statement presentation

The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

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 credit losses, represents their estimated net realizable value. The Company estimates its allowance for credit losses based on several factors, including historical collection trends, current economic conditions, reasonable and supportable forecasts, and other factors.

In accordance with Accounting Standards Codification Topic 606 -- *Revenue from Contracts with Customers* municipal franchise fees totaling \$623,725 were presented as a reduction to revenue for the year ended December 31, 2023.

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

Notes to Financial Statements

December 31, 2023

(2) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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 \$0 for the year ended December 31, 2023. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

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 adequate. 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, 2023.

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

Notes to Financial Statements

December 31, 2023

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

During the year ended December 31, 2023, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

Leases

The Company leases certain land, buildings, vehicles, and equipment used in the Company's operations under lease agreements. The Company is responsible for all maintenance costs, taxes, and insurance on the buildings, vehicles, and equipment under lease agreements.

The Company accounts for leases in accordance with Accounting Standards Codification Topic 842, Leases. The Company determines if an arrangement is or contains a lease at contract inception. The Company recognizes a right-of use ("ROU") asset and a lease liability at the lease commencement date.

The ROU asset is initially measured at cost, which comprises the initial amount of the lease liability adjusted for lease payments made at or before the lease commencement date, plus any initial direct costs incurred less any lease incentives received.

The Company may enter into lease agreements with varying terms which may include renewal or escalation clauses which would be considered in determining minimum lease payments. Lease terms include the noncancelable period of the lease in addition to any additional periods covered by either an option by the Company to extend (or not to terminate) the lease that the Company is reasonably certain to exercise, or an option to extend (or not to terminate) the lease controlled by the lessor. The Company has cancelable one-year lease agreements with an affiliate that do not include any renewal or other extension provisions for the use of certain operating equipment and property. The Company has elected not to include these leases with an initial term of 12 months or less in the balance sheet and payments associated with these short term-leases are recognized as an operating expense on a straight-line basis over the lease term. Leases are classified as either operating leases or finance leases at inception.

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

Notes to Financial Statements

December 31, 2023

(2) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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 shareholder, 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 the 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.

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2023, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

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.

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.

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 credit losses and accrued franchise fees. Actual results could differ from those estimates.

Stockholder's investment

The Company has 100,000 shares of common stock authorized and 322 shares issued and outstanding with no par value as of December 31, 2023. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

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

Notes to Financial Statements

December 31, 2023

(2) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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.

Concentration of credit risk

Cash and accounts receivable are financial instruments that potentially expose the Company to credit risk. 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. Management believes that the Company is not exposed to any significant risk on cash. As of December 31, 2023, three jurisdictions accounted for approximately 72% of accounts receivable.

Adoption of new accounting standard

In June 2016, the FASB issued Accounting Standards Update 2016-13, Financial Instruments - Credit Losses ("Topic 326"): Measurement of Credit Losses on Financial Instruments ("ASC 326"). ASC 326 changed how companies measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. Most prominent among the changes in the standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to meet the objective of enabling users of the financial statements to assess a company's exposure to credit risk and the measurement of credit losses. The financial assets held by the Company that are subject to this guidance were accounts receivable.

The Company adopted the standard effective January 1, 2023 using the modified retrospective approach. The impact of the adoption was not considered material to the financial statements.

Subsequent events

The Company has evaluated subsequent events through May 10, 2024, the date the financial statements were available to be issued. No subsequent events have occurred that would have a material impact on the presentation of the financial statements.

(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 in December 2026. At December 31, 2023, there was an outstanding balance of \$344.0 million on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$123.0 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

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

Notes to Financial Statements

December 31, 2023

(3) COMMITMENTS AND CONTINGENCIES

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 2027. At December 31, 2023, the outstanding principal on the financing equipment owed by the affiliates was \$11.5 million.

The Parent and its subsidiaries, including the Company, are subject to various laws and regulations relating to the protection of the environment. It is not possible to quantify with certainty the potential impact of actions regarding environmental matters, particularly any future remediation, and other compliance efforts. The Parent has environmental impairment liability insurance, which covers the sudden or gradual onset of environmental damage to third parties, on all owned and operated facilities. In the opinion of management, compliance with present environmental protection laws will not have a material adverse effect on the results of operations of the Company provided costs are substantially covered in the Company's rates on a timely basis.

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.

(4) LEASES

The Company's main office facility and storage yard, located in Western Oregon Valley, are leased under 12 month fully cancelable leases ranging from \$750 to \$5,145 per month. The Company also leases all equipment under 12 month fully cancelable annually renegotiated leases, ranging from \$5 to \$2,268 per month. The annual rent expense for both facilities totaled \$169,037 and for all equipment totaled \$650,977 for the year ended December 31, 2023.

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 COLLECTION INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2023

(5) TRANSACTIONS WITH RELATED PARTIES

During the year ended December 31, 2023, 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:

<b>Parent:</b>	
Health Insurance	\$ 397,571
Worker's Compensation	37,895
401(k) Employer Portion	105,964
General and Vehicle Insurance	109,458
	<u>650,888</u>
<b>Affiliates:</b>	
Collection Revenue	(78,886)
Rental of Equipment	649,019
Disposal Costs	3,029,625
Processing Fees	491,131
General and Administration Allocation	1,215,744
Truck and Garage	1,259,649
Regional Management and Accounting Fees	590,561
	<u>7,156,843</u>
	<u>\$ 7,807,731</u>

During the year ended December 31, 2023, amounts due from or payable to the Parent and affiliates were accumulated by the Company and as of the Parent's fiscal year-end, September 30, 2023, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to the Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2023 to December 31, 2023, the net amount was not settled by way of capital contributions or distributions. The financial position and results of operations of the Company could be significantly different absent the transactions with the Parent and affiliates.



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

Notes to Financial Statements

December 31, 2023

(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 time 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.

SUPPLEMENTARY INFORMATION

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

(A Wholly Owned Subsidiary of Recology Inc.)

Schedule of Operational and General and Administrative Expenses

For the year ended December 31, 2023

Operational expenses	
Contract labor	\$ 6,887
Fuel	510,528
Insurance	109,458
Supplies	39,084
Operational lease expense	820,014
Recycling processing costs	491,131
Repair and maintenance	1,940,706
Taxes and licenses	246,985
Other operational expenses	42,868
Total operational expenses	<u>\$ 4,207,661</u>
General and administrative expenses	
General administrative allocation	\$ 1,215,744
Regional management and accounting fees	590,561
Advertising and promotion	8,071
Bad debt	23,736
Contributions	10,879
Billing services	43,488
Dues and subscriptions	13,818
Donations	2,400
Education and training	7,213
Bank service charges	61,718
Meals	8,591
Office supplies	13,815
Postage	8,653
Professional services	8,376
Telephone	32,407
Travel	12,053
Other administrative expenses	19,596
Total general and administrative expenses	<u>\$ 2,081,119</u>

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

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 27.02	3.90%	\$ 1.05	\$ 28.07
32GEC	32G CART EOW-CURBSIDE	\$ 17.57	3.90%	\$ 0.69	\$ 18.26
32GMC	32G CART MONTHLY-CURB	\$ 9.47	3.90%	\$ 0.37	\$ 9.84
OC3C	32 GAL CART ON CALL CURB	\$ 9.47	3.90%	\$ 0.37	\$ 9.84
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 45.05	3.90%	\$ 1.76	\$ 46.81
90GEC	90G CART EOW-CURB	\$ 29.27	3.90%	\$ 1.14	\$ 30.41
90GMC	90G CART OAM-CURB	\$ 15.76	3.90%	\$ 0.61	\$ 16.37
OC9C	90 GAL CART ON CALL CURB	\$ 15.76	3.90%	\$ 0.61	\$ 16.37
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.84	3.90%	\$ 0.11	\$ 2.95
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (C/S = Curbside)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART C/S	\$ 9.47	3.90%	\$ 0.37	\$ 9.84
SP90C	SPEC P/U 90G CART C/S	\$ 15.76	3.90%	\$ 0.61	\$ 16.37

**CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 27.56	3.90%	\$ 1.07	\$ 28.63
32GES	32G CART EOW-SIDEYARD	\$ 17.91	3.90%	\$ 0.70	\$ 18.61
32GMS	32G CART MONTHLY-SIDE	\$ 9.66	3.90%	\$ 0.38	\$ 10.04
OC3S	32 GAL CART ON CALL SIDE	\$ 9.66	3.90%	\$ 0.38	\$ 10.04
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 69.05	3.90%	\$ 2.69	\$ 71.74
90GES	90G CART EOW-SIDE	\$ 44.92	3.90%	\$ 1.75	\$ 46.67
90GMS	90G CART OAM-SIDE	\$ 24.16	3.90%	\$ 0.94	\$ 25.10
OC9S	90 GAL CART ON CALL SIDE	\$ 24.16	3.90%	\$ 0.94	\$ 25.10
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.84	3.90%	\$ 0.11	\$ 2.95
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (NON C/S = Non-Curbside)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON C/S	\$ 9.66	3.90%	\$ 0.38	\$ 10.04
SP90S	SPEC P/U 90G CART NON C/S	\$ 24.16	3.90%	\$ 0.94	\$ 25.10

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 7.11	3.90%	\$ 0.28	\$ 7.39
XBOX	EXTRA BOX	\$ 7.11	3.90%	\$ 0.28	\$ 7.39
XCAN	EXTRA CAN(S)	\$ 7.11	3.90%	\$ 0.28	\$ 7.39
XMISC	EXTRA MISC	\$ 7.11	3.90%	\$ 0.28	\$ 7.39
X32	EXTRA 32G CART(S)	\$ 7.11	3.90%	\$ 0.28	\$ 7.39
X90	EXTRA 90G CART(S)	\$ 11.28	3.90%	\$ 0.44	\$ 11.72

**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	\$ 54.24	3.90%	\$ 2.12	\$ 56.36
APPL	APPLIANCE	\$ 12.05	3.90%	\$ 0.47	\$ 12.52
FURN	FURNITURE CHARGE	\$ 18.08	3.90%	\$ 0.71	\$ 18.79
TREE	EXTRA CHRISTMAS TREE	\$ 14.25	3.90%	\$ 0.56	\$ 14.81
IRSC	IN ROUTE SERVICE CHARGE	\$ 21.33	3.90%	\$ 0.83	\$ 22.16
SC	SERVICE CHARGE	\$ 48.53	3.90%	\$ 1.89	\$ 50.42

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.50	3.90%	\$ 0.41	\$ 10.91
CROR	CART REDELIVER OUT OF ROUTE	\$ 21.00	3.90%	\$ 0.82	\$ 21.82
CORDF	CONTAINER RE-DELIVERY FEE	\$ 48.53	3.90%	\$ 1.89	\$ 50.42

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.50	3.90%	\$ 0.41	\$ 10.91
CRF	CART REPLACEMENT FEE	\$ 68.25	3.90%	\$ 2.66	\$ 70.91

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

**RATE PER EACH**

RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 151.33	3.90%	\$ 5.90	\$ 157.23
1GE	1YD TRASH EOW	\$ 89.10	3.90%	\$ 3.47	\$ 92.57
1GM	1YD TRASH MONTHLY	\$ 55.62	3.90%	\$ 2.17	\$ 57.79
1OC	ON CALL-1YD TRASH	\$ 31.63	3.90%	\$ 1.23	\$ 32.86
1XP	EXTRA PICK UP-1YD TRASH	\$ 31.63	3.90%	\$ 1.23	\$ 32.86

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 189.28	3.90%	\$ 7.38	\$ 196.66
1HGE	1.5YD TRASH EOW	\$ 108.08	3.90%	\$ 4.22	\$ 112.30
1HGM	1.5YD TRASH MONTHLY	\$ 63.98	3.90%	\$ 2.50	\$ 66.48
1HOC	ON CALL-1.5YD TRASH	\$ 41.24	3.90%	\$ 1.61	\$ 42.85
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 41.24	3.90%	\$ 1.61	\$ 42.85

**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 227.25	3.90%	\$ 8.86	\$ 236.11
2GE	2YD TRASH EOW	\$ 127.06	3.90%	\$ 4.96	\$ 132.02
2GM	2YD TRASH MONTHLY	\$ 73.16	3.90%	\$ 2.85	\$ 76.01
2OC	ON CALL-2YD TRASH	\$ 50.89	3.90%	\$ 1.98	\$ 52.87
2XP	EXTRA PICK UP-2YD TRASH	\$ 50.89	3.90%	\$ 1.98	\$ 52.87

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

**MONTHLY RATES**

3GW	3YD TRASH	\$ 303.14	3.90%	\$ 11.82	\$ 314.96
3GE	3YD TRASH EOW	\$ 165.01	3.90%	\$ 6.44	\$ 171.45
3GM	3YD TRASH MONTHLY	\$ 90.68	3.90%	\$ 3.54	\$ 94.22
3OC	ON CALL-3YD TRASH	\$ 70.19	3.90%	\$ 2.74	\$ 72.93
3XP	EXTRA PICK UP-3YD TRASH	\$ 70.19	3.90%	\$ 2.74	\$ 72.93

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 379.07	3.90%	\$ 14.78	\$ 393.85
4GE	4YD TRASH EOW	\$ 202.99	3.90%	\$ 7.92	\$ 210.91
4GM	4YD TRASH MONTHLY	\$ 108.23	3.90%	\$ 4.22	\$ 112.45
4OC	ON CALL-4YD TRASH	\$ 89.48	3.90%	\$ 3.49	\$ 92.97
4XP	EXTRA PICK UP-4YD TRASH	\$ 89.48	3.90%	\$ 3.49	\$ 92.97

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 454.99	3.90%	\$ 17.74	\$ 472.73
5GE	5YD TRASH EOW	\$ 240.93	3.90%	\$ 9.40	\$ 250.33
5GM	5YD TRASH MONTHLY	\$ 125.76	3.90%	\$ 4.90	\$ 130.66
5OC	ON CALL-5YD TRASH	\$ 108.73	3.90%	\$ 4.24	\$ 112.97
5XP	EXTRA PICK UP-5YD TRASH	\$ 108.73	3.90%	\$ 4.24	\$ 112.97

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 530.89	3.90%	\$ 20.70	\$ 551.59
6GE	6YD TRASH EOW	\$ 278.90	3.90%	\$ 10.88	\$ 289.78
6GM	6YD TRASH MONTHLY	\$ 143.28	3.90%	\$ 5.59	\$ 148.87
6OC	ON CALL-6YD TRASH	\$ 128.04	3.90%	\$ 4.99	\$ 133.03
6XP	EXTRA PICK UP-6YD TRASH	\$ 128.04	3.90%	\$ 4.99	\$ 133.03

**8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 623.16	3.90%	\$ 24.30	\$ 647.46
8GE	8YD TRASH EOW	\$ 325.00	3.90%	\$ 12.68	\$ 337.68
8GM	8YD TRASH MONTHLY	\$ 164.59	3.90%	\$ 6.42	\$ 171.01
8OC	ON CALL-8YD TRASH	\$ 151.48	3.90%	\$ 5.91	\$ 157.39
8XP	EXTRA PICK UP-8YD TRASH	\$ 151.48	3.90%	\$ 5.91	\$ 157.39

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

RNT1	1YD RENT - TRASH	\$ 21.00	3.90%	\$ 0.82	\$ 21.82
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

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

**DEBRIS BOX SERVICES**

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

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 48.52	3.90%	\$ 1.89	\$ 50.41
10HG	10 YD TRASH BOX HAUL	\$ 245.19	3.90%	\$ 9.56	\$ 254.75
20HG	20 YD TRASH BOX HAUL	\$ 245.19	3.90%	\$ 9.56	\$ 254.75
30HG	30 YD TRASH BOX HAUL	\$ 245.19	3.90%	\$ 9.56	\$ 254.75
47HG	47 YD TRASH BOX HAUL	\$ 245.19	3.90%	\$ 9.56	\$ 254.75
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 286.43	3.90%	\$ 11.17	\$ 297.60

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
<b>DEBRIS BOX DISPOSAL FEES (\$\$/TON) RATE PER TON</b>					
DFDM	DISPOSAL FEE - DEMOLITION	\$ 107.72	3.90%	\$ 4.20	\$ 111.92
DFG	DISPOSAL FEE - GARBAGE	\$ 107.72	3.90%	\$ 4.20	\$ 111.92
DFWD	DISPOSAL FEE - WOOD	\$ 58.80	3.90%	\$ 2.29	\$ 61.09
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 89.49	3.90%	\$ 3.49	\$ 92.98

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

<b>RELATED FEES</b>					<b>RATE PER DAY</b>
RENTD	DAILY RENTAL FEE	\$ 15.07	3.90%	\$ 0.59	\$ 15.66

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

					<b>RATE PER MONTH</b>
RENTM	MONTHLY RENTAL FEE	\$ 135.08	3.90%	\$ 5.27	\$ 140.35

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

					<b>RATE PER HOUR</b>
TIME	TRUCK TIME FEE	\$ 127.68	3.90%	\$ 4.98	\$ 132.66
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 127.68	3.90%	\$ 4.98	\$ 132.66
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 191.54	3.90%	\$ 7.47	\$ 199.01

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

<b>TEMPORARY RENTAL CONTAINERS</b>					<b>RATE PER EACH</b>
3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 28.20	3.90%	\$ 1.10	\$ 29.30
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 98.25	3.90%	\$ 3.83	\$ 102.08
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.10	3.90%	\$ 0.08	\$ 2.18

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**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.

					<b>RATE PER EACH</b>
TOFFR	TIRE CHARGE NO RIM	\$ 4.81	3.90%	\$ 0.19	\$ 5.00
TONR	TIRE CHARGE ON RIM	\$ 9.63	3.90%	\$ 0.38	\$ 10.01
TTNR	TRUCK TIRES NO RIM	\$ 12.05	3.90%	\$ 0.47	\$ 12.52
TTWR	TRUCK TIRES WITH RIM	\$ 24.11	3.90%	\$ 0.94	\$ 25.05
APPL	APPLIANCE	\$ 12.05	3.90%	\$ 0.47	\$ 12.52
APF	REFRIGERATOR/FREEZER	\$ 54.24	3.90%	\$ 2.12	\$ 56.36

<b>MEDICAL WASTE COLLECTION SERVICES</b>					<b>RATE PER EACH</b>
M4HSC	4.7 QT SHARPS CONTAINER	\$ 26.81	3.90%	\$ 1.05	\$ 27.86
M10SC	10 QT SHARPS CONTAINER	\$ 30.32	3.90%	\$ 1.18	\$ 31.50
M23SC	23 QT SHARPS CONTAINER	\$ 53.97	3.90%	\$ 2.10	\$ 56.07
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 34.30	3.90%	\$ 1.34	\$ 35.64
M21BX	21 GAL MEDICAL WASTE BOX	\$ 45.12	3.90%	\$ 1.76	\$ 46.88
M48BX	48 GAL MEDICAL WASTE BOX	\$ 51.59	3.90%	\$ 2.01	\$ 53.60
M8GBP	RX MED WASTE TUB	\$ 102.34	3.90%	\$ 3.99	\$ 106.33

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

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.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 27.02	0.00%	\$ -	\$ 27.02
32GEC	32G CART EOW-CURBSIDE	\$ 17.57	0.00%	\$ -	\$ 17.57
32GMC	32G CART MONTHLY-CURB	\$ 9.47	0.00%	\$ -	\$ 9.47
OC3C	32 GAL CART ON CALL CURB	\$ 9.47	0.00%	\$ -	\$ 9.47
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 45.05	0.00%	\$ -	\$ 45.05
90GEC	90G CART EOW-CURB	\$ 29.27	0.00%	\$ -	\$ 29.27
90GMC	90G CART OAM-CURB	\$ 15.76	0.00%	\$ -	\$ 15.76
OC9C	90 GAL CART ON CALL CURB	\$ 15.76	0.00%	\$ -	\$ 15.76
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.84	0.00%	\$ -	\$ 2.84
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (C/S = Curbside)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART C/S	\$ 9.47	0.00%	\$ -	\$ 9.47
SP90C	SPEC P/U 90G CART C/S	\$ 15.76	0.00%	\$ -	\$ 15.76

**CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 27.56	53.00%	\$ 14.61	\$ 42.17
32GES	32G CART EOW-SIDEYARD	\$ 17.91	53.00%	\$ 9.49	\$ 27.40
32GMS	32G CART MONTHLY-SIDE	\$ 9.66	53.00%	\$ 5.12	\$ 14.78
OC3S	32 GAL CART ON CALL SIDE	\$ 9.66	53.00%	\$ 5.12	\$ 14.78
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 69.05	0.00%	\$ -	\$ 69.05
90GES	90G CART EOW-SIDE	\$ 44.92	0.00%	\$ -	\$ 44.92
90GMS	90G CART OAM-SIDE	\$ 24.16	0.00%	\$ -	\$ 24.16
OC9S	90 GAL CART ON CALL SIDE	\$ 24.16	0.00%	\$ -	\$ 24.16
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.84	0.00%	\$ -	\$ 2.84
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (NON C/S = Non-Curbside)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON C/S	\$ 9.66	0.00%	\$ -	\$ 9.66
SP90S	SPEC P/U 90G CART NON C/S	\$ 24.16	0.00%	\$ -	\$ 24.16



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 7.11	0.00%	\$ -	\$ 7.11
XBOX	EXTRA BOX	\$ 7.11	0.00%	\$ -	\$ 7.11
XCAN	EXTRA CAN(S)	\$ 7.11	0.00%	\$ -	\$ 7.11
XMISC	EXTRA MISC	\$ 7.11	0.00%	\$ -	\$ 7.11
X32	EXTRA 32G CART(S)	\$ 7.11	0.00%	\$ -	\$ 7.11
X90	EXTRA 90G CART(S)	\$ 11.28	0.00%	\$ -	\$ 11.28

**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	\$ 54.24	0.00%	\$ -	\$ 54.24
APPL	APPLIANCE	\$ 12.05	0.00%	\$ -	\$ 12.05
FURN	FURNITURE CHARGE	\$ 18.08	0.00%	\$ -	\$ 18.08
TREE	EXTRA CHRISTMAS TREE	\$ 14.25	0.00%	\$ -	\$ 14.25
IRSC	IN ROUTE SERVICE CHARGE	\$ 21.33	0.00%	\$ -	\$ 21.33
SC	SERVICE CHARGE	\$ 48.53	0.00%	\$ -	\$ 48.53

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.50	0.00%	\$ -	\$ 10.50
CROR	CART REDELIVER OUT OF ROUTE	\$ 21.00	0.00%	\$ -	\$ 21.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 48.53	0.00%	\$ -	\$ 48.53

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.50	0.00%	\$ -	\$ 10.50
CRF	CART REPLACEMENT FEE	\$ 68.25	0.00%	\$ -	\$ 68.25

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

**RATE PER EACH**

RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 151.33	0.00%	\$ -	\$ 151.33
1GE	1YD TRASH EOW	\$ 89.10	0.00%	\$ -	\$ 89.10
1GM	1YD TRASH MONTHLY	\$ 55.62	0.00%	\$ -	\$ 55.62
1OC	ON CALL-1YD TRASH	\$ 31.63	0.00%	\$ -	\$ 31.63
1XP	EXTRA PICK UP-1YD TRASH	\$ 31.63	0.00%	\$ -	\$ 31.63

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 189.28	0.00%	\$ -	\$ 189.28
1HGE	1.5YD TRASH EOW	\$ 108.08	0.00%	\$ -	\$ 108.08
1HGM	1.5YD TRASH MONTHLY	\$ 63.98	0.00%	\$ -	\$ 63.98
1HOC	ON CALL-1.5YD TRASH	\$ 41.24	0.00%	\$ -	\$ 41.24
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 41.24	0.00%	\$ -	\$ 41.24

**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 227.25	0.00%	\$ -	\$ 227.25
2GE	2YD TRASH EOW	\$ 127.06	0.00%	\$ -	\$ 127.06
2GM	2YD TRASH MONTHLY	\$ 73.16	0.00%	\$ -	\$ 73.16
2OC	ON CALL-2YD TRASH	\$ 50.89	0.00%	\$ -	\$ 50.89
2XP	EXTRA PICK UP-2YD TRASH	\$ 50.89	0.00%	\$ -	\$ 50.89

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

**MONTHLY RATES**

3GW	3YD TRASH	\$ 303.14	0.00%	\$ -	\$ 303.14
3GE	3YD TRASH EOW	\$ 165.01	0.00%	\$ -	\$ 165.01
3GM	3YD TRASH MONTHLY	\$ 90.68	0.00%	\$ -	\$ 90.68
3OC	ON CALL-3YD TRASH	\$ 70.19	0.00%	\$ -	\$ 70.19
3XP	EXTRA PICK UP-3YD TRASH	\$ 70.19	0.00%	\$ -	\$ 70.19

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 379.07	0.00%	\$ -	\$ 379.07
4GE	4YD TRASH EOW	\$ 202.99	0.00%	\$ -	\$ 202.99
4GM	4YD TRASH MONTHLY	\$ 108.23	0.00%	\$ -	\$ 108.23
4OC	ON CALL-4YD TRASH	\$ 89.48	0.00%	\$ -	\$ 89.48
4XP	EXTRA PICK UP-4YD TRASH	\$ 89.48	0.00%	\$ -	\$ 89.48

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 454.99	0.00%	\$ -	\$ 454.99
5GE	5YD TRASH EOW	\$ 240.93	0.00%	\$ -	\$ 240.93
5GM	5YD TRASH MONTHLY	\$ 125.76	0.00%	\$ -	\$ 125.76
5OC	ON CALL-5YD TRASH	\$ 108.73	0.00%	\$ -	\$ 108.73
5XP	EXTRA PICK UP-5YD TRASH	\$ 108.73	0.00%	\$ -	\$ 108.73

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 530.89	0.00%	\$ -	\$ 530.89
6GE	6YD TRASH EOW	\$ 278.90	0.00%	\$ -	\$ 278.90
6GM	6YD TRASH MONTHLY	\$ 143.28	0.00%	\$ -	\$ 143.28
6OC	ON CALL-6YD TRASH	\$ 128.04	0.00%	\$ -	\$ 128.04
6XP	EXTRA PICK UP-6YD TRASH	\$ 128.04	0.00%	\$ -	\$ 128.04

**8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 623.16	0.00%	\$ -	\$ 623.16
8GE	8YD TRASH EOW	\$ 325.00	0.00%	\$ -	\$ 325.00
8GM	8YD TRASH MONTHLY	\$ 164.59	0.00%	\$ -	\$ 164.59
8OC	ON CALL-8YD TRASH	\$ 151.48	0.00%	\$ -	\$ 151.48
8XP	EXTRA PICK UP-8YD TRASH	\$ 151.48	0.00%	\$ -	\$ 151.48

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

RNT1	1YD RENT - TRASH	\$ 21.00	0.00%	\$ -	\$ 21.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

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

**DEBRIS BOX SERVICES**

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

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 48.52	0.00%	\$ -	\$ 48.52
10HG	10 YD TRASH BOX HAUL	\$ 245.19	0.00%	\$ -	\$ 245.19
20HG	20 YD TRASH BOX HAUL	\$ 245.19	0.00%	\$ -	\$ 245.19
30HG	30 YD TRASH BOX HAUL	\$ 245.19	0.00%	\$ -	\$ 245.19
47HG	47 YD TRASH BOX HAUL	\$ 245.19	0.00%	\$ -	\$ 245.19
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 286.43	0.00%	\$ -	\$ 286.43

**RECOLOGY WESTERN OREGON  
MAN CITY OF MANZANITA**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2024**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
<b>DEBRIS BOX DISPOSAL FEES (\$\$/TON) RATE PER TON</b>					
DFDM	DISPOSAL FEE - DEMOLITION	\$ 107.72	0.00%	\$ -	\$ 107.72
DFG	DISPOSAL FEE - GARBAGE	\$ 107.72	0.00%	\$ -	\$ 107.72
DFWD	DISPOSAL FEE - WOOD	\$ 58.80	0.00%	\$ -	\$ 58.80
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 89.49	0.00%	\$ -	\$ 89.49

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

<b>RELATED FEES</b>					<b>RATE PER DAY</b>
RENTD	DAILY RENTAL FEE	\$ 15.07	0.00%	\$ -	\$ 15.07

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

					<b>RATE PER MONTH</b>
RENTM	MONTHLY RENTAL FEE	\$ 135.08	0.00%	\$ -	\$ 135.08

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

					<b>RATE PER HOUR</b>
TIME	TRUCK TIME FEE	\$ 127.68	0.00%	\$ -	\$ 127.68
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 127.68	0.00%	\$ -	\$ 127.68
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 191.54	0.00%	\$ -	\$ 191.54

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

<b>TEMPORARY RENTAL CONTAINERS</b>					<b>RATE PER EACH</b>
3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 28.20	0.00%	\$ -	\$ 28.20
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 98.25	0.00%	\$ -	\$ 98.25
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.10	0.00%	\$ -	\$ 2.10

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**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.

					<b>RATE PER EACH</b>
TOFFR	TIRE CHARGE NO RIM	\$ 4.81	0.00%	\$ -	\$ 4.81
TONR	TIRE CHARGE ON RIM	\$ 9.63	0.00%	\$ -	\$ 9.63
TTNR	TRUCK TIRES NO RIM	\$ 12.05	0.00%	\$ -	\$ 12.05
TTWR	TRUCK TIRES WITH RIM	\$ 24.11	0.00%	\$ -	\$ 24.11
APPL	APPLIANCE	\$ 12.05	0.00%	\$ -	\$ 12.05
APF	REFRIGERATOR/FREEZER	\$ 54.24	0.00%	\$ -	\$ 54.24

**MEDICAL WASTE COLLECTION SERVICES**

					<b>RATE PER EACH</b>
M4HSC	4.7 QT SHARPS CONTAINER	\$ 26.81	0.00%	\$ -	\$ 26.81
M10SC	10 QT SHARPS CONTAINER	\$ 30.32	0.00%	\$ -	\$ 30.32
M23SC	23 QT SHARPS CONTAINER	\$ 53.97	0.00%	\$ -	\$ 53.97
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 34.30	0.00%	\$ -	\$ 34.30
M21BX	21 GAL MEDICAL WASTE BOX	\$ 45.12	0.00%	\$ -	\$ 45.12
M48BX	48 GAL MEDICAL WASTE BOX	\$ 51.59	0.00%	\$ -	\$ 51.59
M8GBP	RX MED WASTE TUB	\$ 102.34	0.00%	\$ -	\$ 102.34

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

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.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 27.02	3.20%	\$ 0.86	\$ 27.88
32GEC	32G CART EOW-CURBSIDE	\$ 17.57	3.20%	\$ 0.56	\$ 18.13
32GMC	32G CART MONTHLY-CURB	\$ 9.47	3.20%	\$ 0.30	\$ 9.77
OC3C	32 GAL CART ON CALL CURB	\$ 9.47	3.20%	\$ 0.30	\$ 9.77
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 45.05	3.20%	\$ 1.44	\$ 46.49
90GEC	90G CART EOW-CURB	\$ 29.27	3.20%	\$ 0.94	\$ 30.21
90GMC	90G CART OAM-CURB	\$ 15.76	3.20%	\$ 0.50	\$ 16.26
OC9C	90 GAL CART ON CALL CURB	\$ 15.76	3.20%	\$ 0.50	\$ 16.26
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.84	3.20%	\$ 0.09	\$ 2.93
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (C/S = Curbside)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART C/S	\$ 9.47	3.20%	\$ 0.30	\$ 9.77
SP90C	SPEC P/U 90G CART C/S	\$ 15.76	3.20%	\$ 0.50	\$ 16.26

**CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 27.56	53.00%	\$ 14.61	\$ 42.17
32GES	32G CART EOW-SIDEYARD	\$ 17.91	53.00%	\$ 9.49	\$ 27.40
32GMS	32G CART MONTHLY-SIDE	\$ 9.66	53.00%	\$ 5.12	\$ 14.78
OC3S	32 GAL CART ON CALL SIDE	\$ 9.66	53.00%	\$ 5.12	\$ 14.78
	EACH ADDITIONAL - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 69.05	3.20%	\$ 2.21	\$ 71.26
90GES	90G CART EOW-SIDE	\$ 44.92	3.20%	\$ 1.44	\$ 46.36
90GMS	90G CART OAM-SIDE	\$ 24.16	3.20%	\$ 0.77	\$ 24.93
OC9S	90 GAL CART ON CALL SIDE	\$ 24.16	3.20%	\$ 0.77	\$ 24.93
	EACH ADDITIONAL - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.84	3.20%	\$ 0.09	\$ 2.93
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTI (NON C/S = Non-Curbside)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON C/S	\$ 9.66	3.20%	\$ 0.31	\$ 9.97
SP90S	SPEC P/U 90G CART NON C/S	\$ 24.16	3.20%	\$ 0.77	\$ 24.93

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 7.11	3.20%	\$ 0.23	\$ 7.34
XBOX	EXTRA BOX	\$ 7.11	3.20%	\$ 0.23	\$ 7.34
XCAN	EXTRA CAN(S)	\$ 7.11	3.20%	\$ 0.23	\$ 7.34
XMISC	EXTRA MISC	\$ 7.11	3.20%	\$ 0.23	\$ 7.34
X32	EXTRA 32G CART(S)	\$ 7.11	3.20%	\$ 0.23	\$ 7.34
X90	EXTRA 90G CART(S)	\$ 11.28	3.20%	\$ 0.36	\$ 11.64

**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	\$ 54.24	3.20%	\$ 1.74	\$ 55.98
APPL	APPLIANCE	\$ 12.05	3.20%	\$ 0.39	\$ 12.44
FURN	FURNITURE CHARGE	\$ 18.08	3.20%	\$ 0.58	\$ 18.66
TREE	EXTRA CHRISTMAS TREE	\$ 14.25	3.20%	\$ 0.46	\$ 14.71
IRSC	IN ROUTE SERVICE CHARGE	\$ 21.33	3.20%	\$ 0.68	\$ 22.01
SC	SERVICE CHARGE	\$ 48.53	3.20%	\$ 1.55	\$ 50.08

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.50	3.20%	\$ 0.34	\$ 10.84
CROR	CART REDELIVER OUT OF ROUTE	\$ 21.00	3.20%	\$ 0.67	\$ 21.67
CORDF	CONTAINER RE-DELIVERY FEE	\$ 48.53	3.20%	\$ 1.55	\$ 50.08

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.50	3.20%	\$ 0.34	\$ 10.84
CRF	CART REPLACEMENT FEE	\$ 68.25	3.20%	\$ 2.18	\$ 70.43

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

**RATE PER EACH**

RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 151.33	3.20%	\$ 4.84	\$ 156.17
1GE	1YD TRASH EOW	\$ 89.10	3.20%	\$ 2.85	\$ 91.95
1GM	1YD TRASH MONTHLY	\$ 55.62	3.20%	\$ 1.78	\$ 57.40
1OC	ON CALL-1YD TRASH	\$ 31.63	3.20%	\$ 1.01	\$ 32.64
1XP	EXTRA PICK UP-1YD TRASH	\$ 31.63	3.20%	\$ 1.01	\$ 32.64

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 189.28	3.20%	\$ 6.06	\$ 195.34
1HGE	1.5YD TRASH EOW	\$ 108.08	3.20%	\$ 3.46	\$ 111.54
1HGM	1.5YD TRASH MONTHLY	\$ 63.98	3.20%	\$ 2.05	\$ 66.03
1HOC	ON CALL-1.5YD TRASH	\$ 41.24	3.20%	\$ 1.32	\$ 42.56
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 41.24	3.20%	\$ 1.32	\$ 42.56

**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 227.25	3.20%	\$ 7.27	\$ 234.52
2GE	2YD TRASH EOW	\$ 127.06	3.20%	\$ 4.07	\$ 131.13
2GM	2YD TRASH MONTHLY	\$ 73.16	3.20%	\$ 2.34	\$ 75.50
2OC	ON CALL-2YD TRASH	\$ 50.89	3.20%	\$ 1.63	\$ 52.52
2XP	EXTRA PICK UP-2YD TRASH	\$ 50.89	3.20%	\$ 1.63	\$ 52.52

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

**MONTHLY RATES**

3GW	3YD TRASH	\$ 303.14	3.20%	\$ 9.70	\$ 312.84
3GE	3YD TRASH EOW	\$ 165.01	3.20%	\$ 5.28	\$ 170.29
3GM	3YD TRASH MONTHLY	\$ 90.68	3.20%	\$ 2.90	\$ 93.58
3OC	ON CALL-3YD TRASH	\$ 70.19	3.20%	\$ 2.25	\$ 72.44
3XP	EXTRA PICK UP-3YD TRASH	\$ 70.19	3.20%	\$ 2.25	\$ 72.44

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 379.07	3.20%	\$ 12.13	\$ 391.20
4GE	4YD TRASH EOW	\$ 202.99	3.20%	\$ 6.50	\$ 209.49
4GM	4YD TRASH MONTHLY	\$ 108.23	3.20%	\$ 3.46	\$ 111.69
4OC	ON CALL-4YD TRASH	\$ 89.48	3.20%	\$ 2.86	\$ 92.34
4XP	EXTRA PICK UP-4YD TRASH	\$ 89.48	3.20%	\$ 2.86	\$ 92.34

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 454.99	3.20%	\$ 14.56	\$ 469.55
5GE	5YD TRASH EOW	\$ 240.93	3.20%	\$ 7.71	\$ 248.64
5GM	5YD TRASH MONTHLY	\$ 125.76	3.20%	\$ 4.02	\$ 129.78
5OC	ON CALL-5YD TRASH	\$ 108.73	3.20%	\$ 3.48	\$ 112.21
5XP	EXTRA PICK UP-5YD TRASH	\$ 108.73	3.20%	\$ 3.48	\$ 112.21

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 530.89	3.20%	\$ 16.99	\$ 547.88
6GE	6YD TRASH EOW	\$ 278.90	3.20%	\$ 8.92	\$ 287.82
6GM	6YD TRASH MONTHLY	\$ 143.28	3.20%	\$ 4.58	\$ 147.86
6OC	ON CALL-6YD TRASH	\$ 128.04	3.20%	\$ 4.10	\$ 132.14
6XP	EXTRA PICK UP-6YD TRASH	\$ 128.04	3.20%	\$ 4.10	\$ 132.14

**8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 623.16	3.20%	\$ 19.94	\$ 643.10
8GE	8YD TRASH EOW	\$ 325.00	3.20%	\$ 10.40	\$ 335.40
8GM	8YD TRASH MONTHLY	\$ 164.59	3.20%	\$ 5.27	\$ 169.86
8OC	ON CALL-8YD TRASH	\$ 151.48	3.20%	\$ 4.85	\$ 156.33
8XP	EXTRA PICK UP-8YD TRASH	\$ 151.48	3.20%	\$ 4.85	\$ 156.33

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

RNT1	1YD RENT - TRASH	\$ 21.00	3.20%	\$ 0.67	\$ 21.67
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

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

**DEBRIS BOX SERVICES**

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

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 48.52	3.20%	\$ 1.55	\$ 50.07
10HG	10 YD TRASH BOX HAUL	\$ 245.19	3.20%	\$ 7.85	\$ 253.04
20HG	20 YD TRASH BOX HAUL	\$ 245.19	3.20%	\$ 7.85	\$ 253.04
30HG	30 YD TRASH BOX HAUL	\$ 245.19	3.20%	\$ 7.85	\$ 253.04
47HG	47 YD TRASH BOX HAUL	\$ 245.19	3.20%	\$ 7.85	\$ 253.04
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 286.43	3.20%	\$ 9.17	\$ 295.60

**RECOLOGY WESTERN OREGON  
MAN CITY OF MANZANITA**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2024**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
<b>DEBRIS BOX DISPOSAL FEES (\$\$/TON) RATE PER TON</b>					
DFDM	DISPOSAL FEE - DEMOLITION	\$ 107.72	3.20%	\$ 3.45	\$ 111.17
DFG	DISPOSAL FEE - GARBAGE	\$ 107.72	3.20%	\$ 3.45	\$ 111.17
DFWD	DISPOSAL FEE - WOOD	\$ 58.80	3.20%	\$ 1.88	\$ 60.68
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 89.49	3.20%	\$ 2.86	\$ 92.35

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

<b>RELATED FEES</b>					<b>RATE PER DAY</b>
RENTD	DAILY RENTAL FEE	\$ 15.07	3.20%	\$ 0.48	\$ 15.55

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

					<b>RATE PER MONTH</b>
RENTM	MONTHLY RENTAL FEE	\$ 135.08	3.20%	\$ 4.32	\$ 139.40

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

					<b>RATE PER HOUR</b>
TIME	TRUCK TIME FEE	\$ 127.68	3.20%	\$ 4.09	\$ 131.77
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 127.68	3.20%	\$ 4.09	\$ 131.77
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 191.54	3.20%	\$ 6.13	\$ 197.67

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

<b>TEMPORARY RENTAL CONTAINERS</b>					<b>RATE PER EACH</b>
3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 28.20	3.20%	\$ 0.90	\$ 29.10
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 98.25	3.20%	\$ 3.14	\$ 101.39
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.10	3.20%	\$ 0.07	\$ 2.17

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**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.

					<b>RATE PER EACH</b>
TOFFR	TIRE CHARGE NO RIM	\$ 4.81	3.20%	\$ 0.15	\$ 4.96
TONR	TIRE CHARGE ON RIM	\$ 9.63	3.20%	\$ 0.31	\$ 9.94
TTNR	TRUCK TIRES NO RIM	\$ 12.05	3.20%	\$ 0.39	\$ 12.44
TTWR	TRUCK TIRES WITH RIM	\$ 24.11	3.20%	\$ 0.77	\$ 24.88
APPL	APPLIANCE	\$ 12.05	3.20%	\$ 0.39	\$ 12.44
APF	REFRIGERATOR/FREEZER	\$ 54.24	3.20%	\$ 1.74	\$ 55.98

<b>MEDICAL WASTE COLLECTION SERVICES</b>					<b>RATE PER EACH</b>
M4HSC	4.7 QT SHARPS CONTAINER	\$ 26.81	3.20%	\$ 0.86	\$ 27.67
M10SC	10 QT SHARPS CONTAINER	\$ 30.32	3.20%	\$ 0.97	\$ 31.29
M23SC	23 QT SHARPS CONTAINER	\$ 53.97	3.20%	\$ 1.73	\$ 55.70
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 34.30	3.20%	\$ 1.10	\$ 35.40
M21BX	21 GAL MEDICAL WASTE BOX	\$ 45.12	3.20%	\$ 1.44	\$ 46.56
M48BX	48 GAL MEDICAL WASTE BOX	\$ 51.59	3.20%	\$ 1.65	\$ 53.24
M8GBP	RX MED WASTE TUB	\$ 102.34	3.20%	\$ 3.27	\$ 105.61

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

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.



# *Community/Destination Management Plan*

*City of Manzanita  
Winter, 2023*





***Putting forth ideas  
through community-  
based planning***

***Facilitated by  
Tillamook Coast Visitors Association***

***How lodging tax can be  
used in Oregon, Tillamook  
County and Manzanita***

***and***

***Defining sustainable  
tourism and destination  
management***

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## INCORPORATED AREAS IN TILLAMOOK COUNTY: TLT USE

Prior to 2003	After July, 2003	January 1, 2014
City room tax goes to general budget	Any rise in room tax subject to state law of 70/30 split	County implements 10% transient lodging tax; cities raise their tax to 9%
<b>7% original lodging tax*</b>	<b>7% original lodging tax*</b> Continues to go to city's general fund	<b>7% original lodging tax*</b> Continues to go to city's general fund
<p>All lodging tax goes to a city's general fund – most cities in Tillamook County had a room tax in place by the 1990s, including Manzanita, Rockaway Beach, Garibaldi and Tillamook.</p> <p><i>*City of Manzanita</i></p>	<b>Manzanita raises lodging tax to 9% in 2012</b> <span style="color: red;">30% goes to general budget</span> 70% tourism facilities and/or promotions (2% raise subject to 70/30)	<b>Manzanita remains at 9%</b> County implements 10% tax Jan. 1, 2014 1/10 <sup>th</sup> of 10% total room tax goes to county Unincorporated areas send full 10% to county
	State adds 1.0% lodging tax, goes to Travel Oregon	1.5% state increase - Travel Oregon
		<b>All county TLT collections: 70/30 split. 30% to roads; 70% tourism facilities AND/OR promotions.</b>






## HOW LODGING TAX CAN BE USED

### *70/30 split established in 2003*

ORS 320.300 – 320.365

[https://oregon.public.law/statutes/ors\\_320.300](https://oregon.public.law/statutes/ors_320.300)





*In 2012/13, the county's roads were rated worst in the state. Tillamook County put the lodging tax to a ballot. Voters approved. Uses the 30% for road repairs and improvements.*



**30% to general budget or to specific use  
70% must be used for the following:**

- Convention center
- Conference center
- Visitor center/Tourism information center
- Tourism agency (destination agency)
- Operation of the above
- **Tourism promotion**, including conducting strategic planning and research necessary to stimulate future tourism development
- **Tourism-related facility, defined as:**
  - “Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.”

‘Other improved real property’ can mean parking lots, public bathrooms, **NCRD**’s performing arts center, **Pine Grove**’s improvements, **Hoffman Center**’s Strategic Planning, wayfinding, trail development, parks, etc.





## *Sustainable tourism serves*

*-people  
-place  
-profit*

To support sustainable tourism\*  
**you must ask three questions**  
of all actions taken on behalf of  
tourism:

1. Does this serve the community as well as visitors (people)?
2. Does this respect the environment and culture (place)?
3. Does this create year-round economic vitality (profit)?



\* Defined by United Nations World Tourism Organization  
and the Global Sustainable Tourism Council



## What is DESTINATION MANAGEMENT?

*“A process that involves coordinated actions aimed to control the economic, socio-cultural and environmental dimensions of a specific tourism territory.”*

Destination management\* puts sustainable tourism into practice.

Above all, **destination management is a community effort**, carried out by local municipalities, tourism organizations, community members, and other tourism stakeholders in partnership, following principles of good governance.

\* Defined by United Nations World Tourism Organization and the Global Sustainable Tourism Council





## *WHY DO A COMMUNITY/ DESTINATION MANAGEMENT PLAN?*



*People who live and work in the community – and who love living in Manzanita – have a desire to make the place they call home even better. The community/destination management planning process captures their ideas about what improvements could be made that increase livability, safety and enjoyment, now and for generations to come – for both residents and visitors. Their planning work is in this document, prioritized by the community members that took part in the workshops.*

***Please note:*** *The plan is considered a living document – as other issues or desires for improvements arise, it can be updated. It is also intended to help the city council when planning a fiscal year budget to include a project from this plan, particularly for use of lodging tax.*





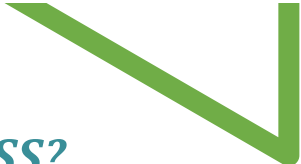
## WHAT IS THE PROCESS?

*Workshop #1 – 41 attendees*

*Workshop #2 – 29 attendees*

*Workshop #3 – 20 attendees (all had taken part in each workshop)*

*Workshops were held at the Pine Grove Community Center, and facilitated by Nan Devlin and Dan Haag of Tillamook Coast Visitors Association*





**Workshop #1:** *What is sustainable tourism, and how does it pertain to destination management. Understanding how lodging tax works at city, county and state levels, and the regulations of state law on use of lodging tax. Workshop activities: values of the community; SWOT (strengths, weaknesses, opportunities and threats); desired assets.*

**Workshop #2:** *Information from Workshop #1 is organized by initiatives (categories), each with desired assets. Discussion centered on more detail of each asset, and added more ideas to each category*

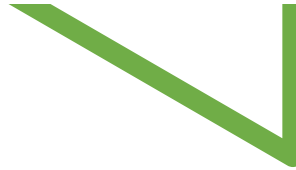
**Workshop #3:** *Initiatives presented with Why, Who Leads, How, Challenges and Funding. Community provided more detailed information, and then voted on priority projects for each category.*

**Draft for review:** *Based on information added in Workshop #3, initiatives are presented for review to the city manager and city council.*

**Revised draft** *delivered to city council for approval.*







## What do you value about Manzanita?



Quality of life

Beach

Safe beach access

Village feel

Cleanliness

Small businesses

Natural environment

Diverse ecosystems

Walkability

Sustainability

Dog friendly

Bookstore

Library

Sense of community

Farmers market

Great grocery stores (3)

Health food store

Feeling of safety

Educational opportunities

Great recreation

Golf

Close to two state parks

NCRD

Childcare at NCRD

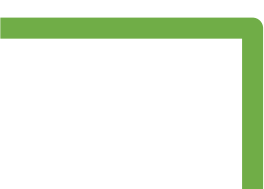
Rich history

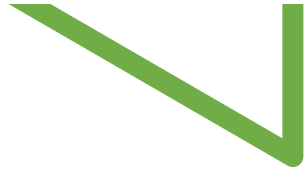
Visitor center

Community involvement

Great non-profits

Local food availability





## What do you value about Manzanita?



Trailkeepers of Oregon

Pine Grove

Community Center

Wonder Garden

Arts and culture

Nehalem Valley

Historical Society

Trash Bash

Recycling Center

Friendly, helpful  
neighbors

EVCNB

Restaurants

Close to healthcare

Bike path

Trails

Bus service

Public restrooms

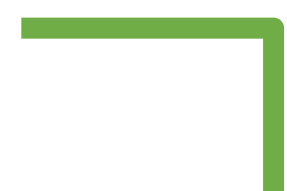
Community gatherings

Central location –  
easy access to highways

Businesses are  
community focused

Wildlife, nature

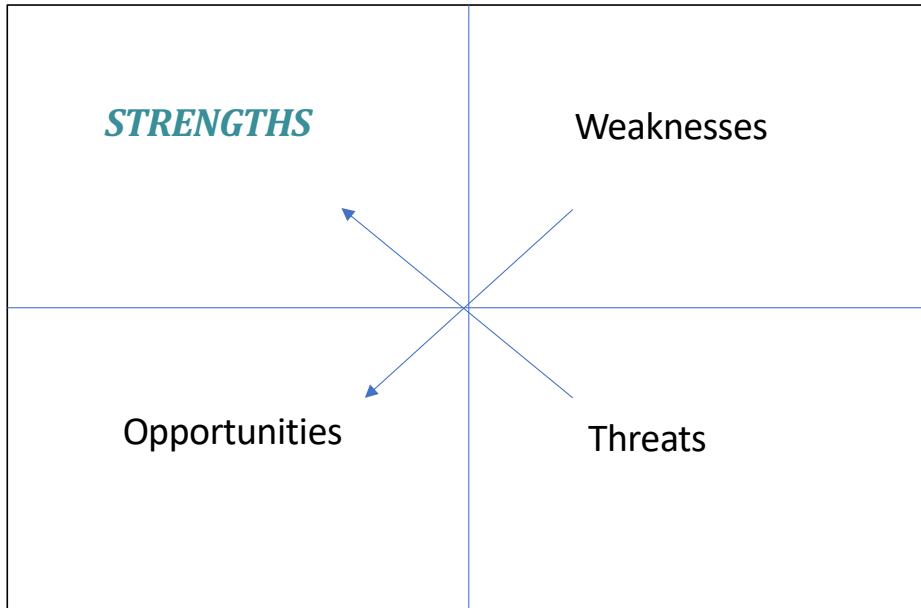
5 miles of beach





## SWOT

*Strengths can be Threatened;  
Weaknesses present Opportunities*



## STRENGTHS

*Located on an accessible beach*

*Sense of community and  
community involvement*

*Availability of local foods*

*Desirable small businesses, locally owned*

*Active nonprofits*

*Arts and cultural heritage*

*Walkable areas*

*Parks nearby*

*Feeling of safety*

*Active EVCNB*

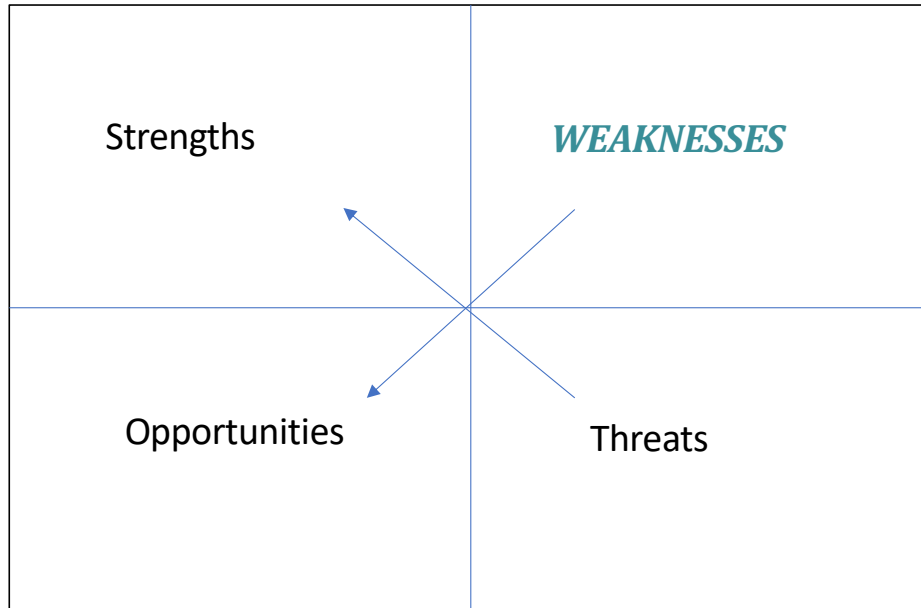
*Great library*

*Focus on sustainability (recycling center)*





## SWOT



## WEAKNESSES

*Lack of parking lots*

*Density of STRs in neighborhoods*

*Equitable representation reflecting community*

*Lack of trash receptacles*

*Downtown/business beautification*



*Beach access for all abilities*

*High speeds in residential areas*

*Vacant commercial spots on Laneda*

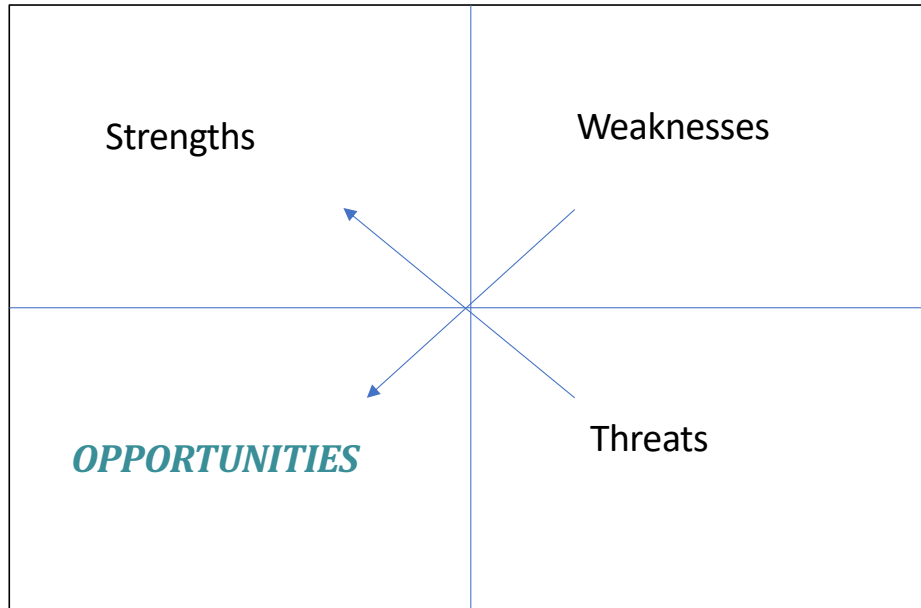
*Lack of affordable housing*

*Lack of promenade/boardwalk along beach*





## SWOT



## OPPORTUNITIES

*Address STR density*

*New city hall*

*Empty spaces on Laneda – affordable housing*

*Institutional support for arts/culture/education*

*Reuse of old firehouse*

*Coffee house/bakery*


*Empty building assessment*

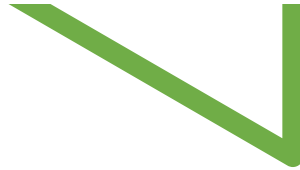
*Boardwalk/promenade*

*Four city owned properties*

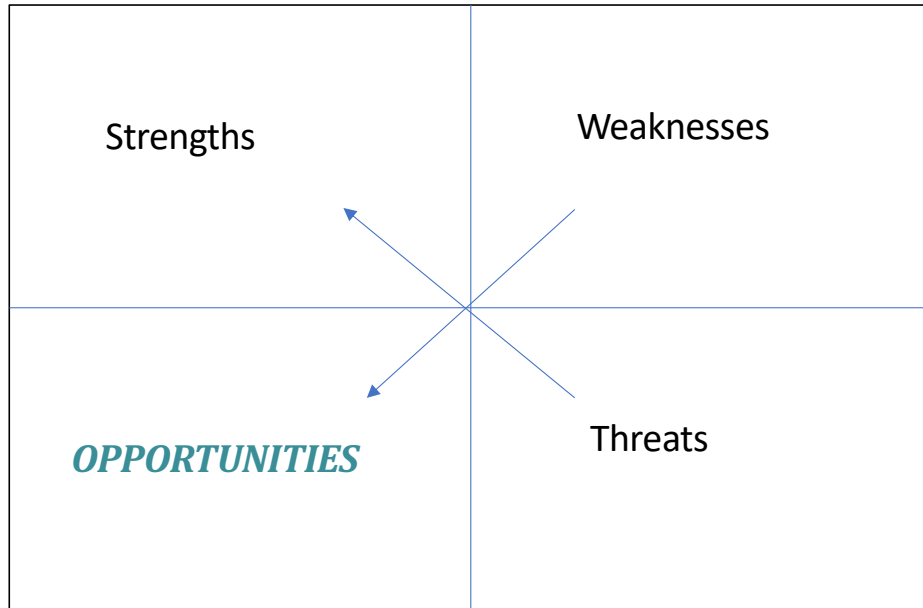
*Food truck pod*

*Pocket parks in neighborhoods*





## SWOT



## *OPPORTUNITIES, cont.*

*Community art murals*

*Music in the park*

*Day use lockers for a fee*

*Elk Meadows Park improvement*

*Permanent dog water trough  
at visitor center*

*Public art/neighborhood art*

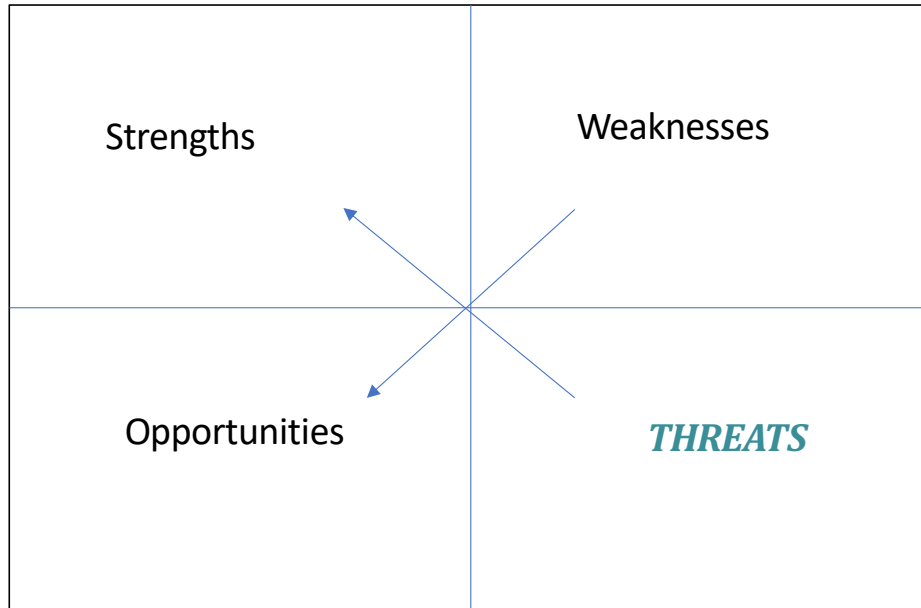
*Foot wash/beach shower station*

*Update city park*







## SWOT



## THREATS

- “Illegal hotels” – full time STRs*
  - Proliferation of misinformation*
  - Litter, pollution, dog/people waste*
  - Fire (beach, residential, fireworks, etc.)*
  - Lack of, and retention of, workforce*
  - Losing the businesses we have*
  - Lack of workforce housing*
  - Lack of infrastructure*
  - Earthquake/tsunami/tornado*
- 
- 





## ***DESIRED ASSETS*** ***basis of planning documents***

*More foot trails*

*Exercise equipment*

*Safe bike paths – in town and to Nehalem*

*EV charging stations*

*Garbage cans/recycling bins along beach*

*Shielded outside lights on homes*

*No floodlights; use direct downward lights*

*Motion sensor lights on dark streets*

*More dark skies*

*More parking lots*

*Skate park*

*Amphitheater*

*Promenade/boardwalk on Ocean Ave*

*Speed bumps*

*Bike racks at beach*

*Trolley in summer*

*Parking signage*

*Flower baskets*

*Better Christmas/holiday lights*

*Coordinated stewardship messaging*

*Wildlife corridors*

*Dog waste disposal stands*

*Sidewalks*

*Wildlife/natural history signage*

*Maintain safe beach access year-round*

*Emergency site location and supplies*

*Lifeguard and tower*

*Public message display board*

*Beach picnic tables*

*Educational messaging on respectful travel*

*Better oversight of unlicensed STRs*

*Enforcement of problem STRs*

*“People live here” messaging*

*Community information packet in STRs and hotels*

*Nature walks and talks*





## *Values, SWOT, Desired Assets Organized by Categories/Initiatives*

*Sustainability*

*Livability*

*Alternative Transportation/  
Management*

*Business Development*

*Wayfinding*

*Safety*

*Community Development*

*STR Management*

*STR Management*

*Amenities*

*Infrastructure*

*Communication/Messaging*

*Beautification*

*Culinary/Local Foods*

*Arts and Culture*



## ***COMMUNITY/DESTINATION MANAGEMENT PLAN***

*NOTE: During the workshops, the community made decisions about which values, SWOT issues, and assets would be included in the plan.*

*After draft of plan was presented to the community, workshop attendees provided additional details on projects, then voted on priorities.*

*Not all projects were deemed a priority at this time.*

*Those projects **highlighted in yellow** can be funded through varying TLT funds, either from the city, state, county or Tillamook Coast Visitors Association. It is always recommended to check with Oregon Restaurant and Lodging Association to ensure TLT can be used for any project.*

Outdoor Recreation						
What	Why	Who Leads	How	Challenges	Funding	Priority
More Foot Trails	More options for walking and hiking near town. Classic Street is ideal road for trail and safety.	If trail development is necessary, TCVA* as part of the facilities plan being developed by the county. Trailkeepers of Oregon is an excellent resource. Highlands developer interested in helping on Classic St.	Community group interested in outdoor recreation can help map where trails are wanted. Important to have a plan.  Talk with city, Highlands developer and TSP planning committee	TCVA's current GIS map includes all trails; Manzanita visitor center also has a local trails map that could be made available online.	TLT can be used to build trails; qualifies as real property with a 10-year lifespan; qualifies for the county tourism facilities grant. Possible funding from Oregon Trails Coalition and Oregon Parks and Recreation Dept. Classic Street may benefit from ODOT funding.	1
Improved beach access for all abilities	Oregon's public beaches are for everyone, no matter physical challenges	TCVA and city of Manzanita; State Parks may be partner	TCVA includes equipment costs in each budget year, and grants applied for to help cover costs.	Beach access can be difficult. Liability insurance is often not available. Upkeep of equipment a daily task. Ramp and Mobi Mats are options but both require maintenance.	County tourism facilities grants; Travel Oregon small capacity grants; nonprofit and private donors often help with costs	1
Guided or self-guided nature walks	Educate locals and visitors about the ocean, tides, native plants and wildlife	TCVA can provide training to volunteer guides; Visitor Center can be point of entry; North Coast Land Conservancy, Trailkeepers of Oregon, and Lower Nehalem Community Trust may be able to help.	Create an interpretive plan a part of Wayfinding planning. For self-guided, create a story map.	Volunteer-based, will need several people trained as guides. Offer on weekends in summer, and on-call during spring and fall.	Story map would qualify for a TCVA TLT marketing grant. TCVA can train guides.	3
Outdoor exercise equipment	Part of keeping fit; encourage outdoor activities	A community group wanting this equipment; possibly partnering with Nehalem Bay State Parks if placed there	Community group interested in outdoor recreation. Important to have plan and cost estimates.	May not be suitable to place along beach access as suggested, as erosion is a huge issue. Beach wind and saltwater could be destructive.	Possibly qualifies for county tourism facilities grant but would need to prove a 10-year lifespan of equipment (equipment has been approved in prior grants).	4

Sustainability						
What	Why	Who Leads	How	Challenges	Funding	Priority
More garbage cans/recycling bins, garbage cans with attached doggy bags	Several areas along beach and in town don't have garbage cans or recycling receptacles; Manzanita transfer station is nearby and can recycle many materials.	Get advice from David McCall, county's waste management director. City and county cooperation is needed, depending on areas of placement	Ask city Public Works department to identify areas of most need. Ocean Road is a problem area.	Public Works department will have additional maintenance with more garbage cans	TLT that is not subject to the 70% fund can be used. It cans have designs on them that have Manzanita visitor messages, then TLT can be used.	1
Education on recycling	Helps people who aren't used to recycling (perhaps from towns that don't offer it)	TCVA will work with David McCall on educational panel, and history of recycling in Oregon. How much waste is kept out of landfills. Also work with Jessi from Heart of CartM	Can be part of wayfinding interpretive signage; can provide information at lodging properties	Visitors unaware of transfer station? Who will manage increased recycling? Do lodging properties encourage recycling?	TCVA wayfinding budget for signage. If community group wants to do a brochure or rack card to place in lodging, will qualify for a TCVA marketing grant. Sell recyclable drinkware at lodging properties.	2

Livability						
What	Why	Who Leads	How	Challenges	Funding	Priority
Encourage night/dark skies areas	Reduce/eliminate exterior floodlights on homes that are upward-focused. Enjoy the stars without interference from floodlights/streetlights	City/STR committee can begin ordinance concerning floodlights, then look at full-time residences.	Begin with City Ordinance for STRs for downward-focused exterior lights; TCVA can contract with a Dark Skies expert on areas in county/cities that can be designated.	Enforcement for STRs and full-time residents.  Will a dark skies area compromise pedestrian safety?	City staff time TCVA stewardship budget item to do "dark skies" study	1

Alternative Transportation/Management						
What	Why	Who Leads	How	Challenges	Funding	Priority
Summer trolley from Manzanita to Nehalem Bay State Park/town of Nehalem	People can keep cars parked at lodging properties and use trolley to get around town and to the state park. Reduces car traffic.	City and Tillamook County Transportation District	New TCTD director starting soon. Work with him and TCTD board to consider funding it.	Can TCTD maintain and place trolley in storage? Will city need to provide that? Other cities (Rockaway Beach for one) have been in talks with TCTD to get a trolley. Waiting list?	Work with TCTD to determine available funding. City's TLT can be used to help fund. City TLT can also be used to "brand" it.	1
More public parking lots	Reduce traffic congestion; encourages walking in town	City	Identify available public land for parking. Is there empty, undesignated space?	Does new city hall planning include public parking? If not, is there adjacent land that can be for parking?	City – TLT can be used for this. Qualifies for county TLT tourism facilities grant for matching funds.	2
EV Charging Stations (public and private)	With several car makers committing to producing electric cars only within 10 years, EV stations will be needed everywhere.	City/Public Works and Tillamook Public Utilities District	Place at two public parking lots: one on 5 <sup>th</sup> between Laneda and Dorcus; the other behind the post office.  Lodging properties will soon need them.	More EV stations will be needed along the coast. Can cities/county work together to obtain funding and plan placement?	For Level 2 chargers, <b>Forth</b> Federal Charging Support 75% rebate <a href="https://forthmobility.org/Federal-Charging-Support">https://forthmobility.org/Federal-Charging-Support</a> <b>Electrify America</b> electrifyamerica.com May qualify for a <b>Travel Oregon capacity grant</b> . State also funds EV stations (sometimes). Tesla (Level 3) used to fund their stations. <b>State transportation planning grants</b> <a href="https://www.oregon.gov/lcd/TGM/Pages/Planning-Grants.aspx">https://www.oregon.gov/lcd/TGM/Pages/Planning-Grants.aspx</a>	3
Safe bike paths	Want to bike to Nehalem without having to ride on Hwy 101	Work with Alternative Transportation or cycling groups based in Oregon, such as Bicycle Transportation Alliance; Bicycle and Pedestrian Advisory Committee (state committee)	Gather those in the community who want to increase bike paths, reach out to bike groups	Identify any landowners that may be impacted.	Cycle Oregon provides grants (has been three years since last grant); qualifies for county tourism facilities grant; may qualify for a Travel Oregon capacity grant	4

Business Development						
What	Why	Who Leads	How	Challenges	Funding	Priority
Food Truck Pod	Fills the food gap when local restaurants are closed, or are not offering meals, such as breakfast.	Restaurant owners and city council, business alliance	Identify current food truck owners throughout the county to see if there is interest. Get data on food truck pod fees, needed infrastructure.	City currently has an ordinance banning food trucks. That would need to be changed. Need a place for food truck(s) to be – where would they park?	Most likely private funds once ordinance is changed to allow food trucks.	1
Desire for Coffee House & Bakery with indoor seating	Place where the community can gather together over a cup of coffee and croissant!	Local business may be interested in expanding, or knows people who might want to start a business in the city	Start with outreach. If the business alliance regrouped, might get faster traction.	Workforce shortages; access to capital.	Private – or consider a rural community investment group where locals invest in needed businesses. Read <i>Local Dollars, Local Sense</i> by Michael Shuman.	2

Wayfinding						
What	Why	Who Leads	How	Challenges	Funding	Priority
Signage: public parking directionals, replace entry sign (similar design), interpretive signage.	Town lacks parking signs, entry sign is aging, and interpretive signs allow the community to share stories they want told	TCVA - can start anytime.	Start with community meeting identifying locations of needed signs; ideas for interpretive signage. Ideas mentioned: wildlife, recycling, beach safety, respectful travel, native peoples' history, "People's Coast" story.	From initial planning to fabrication and installation can take 18 months due to TCVA's budget processes.	County TLT, provided through TCVA's budget. Part of major county initiative.	1



Safety						
What	Why	Who Leads	How	Challenges	Funding	Priority
Maintain safe beach access year-round	Erosion and storms can quickly wreck access	State Parks in collaboration with city	Identify available state park funds and grants	Difficult to do considering yearly erosion issues; state parks are short-staffed	State Parks – they do the best they can; city may be able to help. Refer to TSP projects	1
Speed bumps or other deterrent on neighborhood streets, Ocean Road and Laneda	Slow down traffic; acceleration is common, even with posted speed signs	City (if a city street) County (if a county road)	Community group identifies “problem” roads and presents to city/planning commission and TSP committee.	Requires long-term planning and cost estimates; will take a few years to accomplish goals. Include in TSP.	City funds or city seeks grants if on county road, submit plan to Public Works roads committee.	2
<b>Community did not consider these initiatives as a priority</b>						
Motion sensor lights on side streets	Safer walking at night; better than streetlamps that would shine throughout the night	Community group, in talks with the city and public works	Identify streets that have higher pedestrian traffic but need better lighting for safety.	Would need to be placed on power poles or other public posts. Could this impact any dark skies areas?	City budget	Not a priority
More sidewalks	Reduce traffic congestion; encourages walking in town; makes walking safer	City (depending on where the sidewalk will go)	Identify most used pedestrian streets	Don’t want to create an “urban” feel to the village; want to improve safety	City or if county road, then county public works’ roads department	Not a priority
Emergency site location and supplies	Disaster preparation	EVCNB	Identify location. NCRD is an evacuation site. Can it also store supplies?	City hall planning has limited capacity; does not include emergency site location.	State funds? Perhaps FEMA or Homeland Security funds.	Not a priority
Lifeguard and tower	Reduce injuries on beach; prevent drownings, provide safety info; be able to notify emergency services immediately	State Parks in collaboration with city	Identify available funds; build and locate tower.	Cannon Beach Fire District has a summer lifeguard program. Where to train and pay wages?	State Parks – but requires long-term planning. City TLT might be able to fund lifeguard, but check with ORLA and state attorney general.	Not a priority

Community Development						
What	Why	Who Leads	How	Challenges	Funding	Priority
Workforce training for local businesses to improve hiring and retention	Businesses can't operate as fully intended with current workforce shortages	TCVA, Tillamook Bay Community College with classes held at NCRD	TCVA's workforce initiative to improve skill sets in business management, culinary, and online certifications in tourism; TBCC offers several workforce options	For those wanting to move to the county and city, a lack of affordable housing and childcare is impacting workforce	TCVA offers workforce training with TLT funds and will launch a Pro-Start hospitality training program in high schools (which helps those living here now).	1
Empty building assessment	Several buildings along Laneda have been empty for years	City can provide ownership data; provide info on the buildings	City contacts owners to determine any plans for development	Owners may not want to do anything with the buildings. Can be a huge problem, especially if building not maintained	Private – if buildings are available, real estate agents and local businesses can help find buyers.	2
Reuse of old firehouse	It's empty. Could it become that wanted bakery/coffeehouse?	City at first; then possibly businesses	City identifies intended use for the building or land. If not, available?	May need substantial remodeling for community or business development	Private – if available for business development	2
<b>Community did not consider the following initiatives as a priority</b>						
Define plans for city-owned property; Underhill property parking	Determine if any city-owned property is appropriate for parking lots or parks	City with public facilities administration committee	Identify possible uses and land value.	Does new city hall planning include public parking? If not, is there adjacent land that can be designated for parking?	City and or private buyer, depending on planning	Not a priority
Elk Meadows Park Improvement	Reduce traffic congestion; encourages walking in town; makes walking safer	City (depending on where the sidewalk will go)	Lower Nehalem Community Trust (LNCT)	Are there existing plans for Elk Meadows or will one need to be developed. Ask LNCT	City – TLT can be used for this. Qualifies for county tourism facilities grant for matching funds.	Not a priority
Improve city park (improvements made 5 years ago)	Needs upgrades ( <i>need to define those upgrades</i> )	City	Identify upgrades needed; plan improvements.	Do children use the park – what do they need? Need signage, park not easily found.	City TLT; qualifies for county tourism facilities grant for matching funds.	Not a priority
More equitable representation in community involvement	People are seeking involvement	Individuals need to learn about opportunities; organizational outreach	Organizations can conduct a "volunteer event" to meet interested people	Much of this is up to the individual to reach out	Funding not needed except for perhaps onboarding time and materials	Not a priority



STR Management*						
What	Why	Who Leads	How	Challenges	Funding	Priority
Enforcement of problem licensed STRs	2 <sup>nd</sup> homeowners without local STR agency oversight may not know of problems; STR agencies may be too short-staffed to deal with all issues.	City and STR committee; STR agencies	Identify the absentee landlords with permits who don't insist guests follow rules; enforce rules or penalties? County creating an 800-number hotline.	AirBnB and VRBO are not STR agencies and have no local presence. They are online booking platforms only. Many 2 <sup>nd</sup> homes use these platforms.	Requires time spent on issue; an enforcement role in the city can be funded by TLT under certain conditions, according to Oregon Restaurant and Lodging Association	1
Rethink density of STRs	Too many in one neighborhood makes full-time residents unhappy, drives locals away	City and STR committee	Use GIS mapping from county to identify density issues	Cancelling a permit from a STR that is well-managed will create legal issues	Requires time spent on issue	2
Enforcement of unlicensed STRs (full-time STRs operating in residential zone neighborhoods)	Investors buying homes and using them as full-time STRs creates disturbances in neighborhoods, reducing livability	City's STR manager, Judy Wilson	Identify the full-time STR homes and the zones. Identify investors.	Oregon Restaurant and Lodging Association does not approve of full-time STRs in residential areas (bad for residential-zoned neighborhoods)	Time to research and enforce	3

\*currently 365 full-time homes, 750 part-time homes, 263 STRs (cap of 230?)

Amenities						
What	Why	Who Leads	How	Challenges	Funding	Priority
Day use lockers for a fee	Hikers and bikers can safely stash belongings as they enjoy the town	City	Visitor Center is logical place; can be operated through credit card/ keypads	Adds to maintenance of visitor facilities. Possible vandalism. Can public works manage the extra work?	Funds from lockers can be used for beautification projects or as donations to a nonprofit; city TLT can be used	1
Permanent dog water trough at Visitor Center	Replaces dog dishes	City and Visitor Center	Needs water hookup; and water needs to keep "moving" to deter bacteria	Visitor Center or public works? Who maintains them? Animal Rescue by the Sea?	Perhaps donations from local businesses? City TLT can be used as this is a visitor center service	2
Bike racks at beach	Place to safely store them while on beach or in town	TCVA	Part of wayfinding planning project	Can visitor center accommodate needed racks?	TLT – through TCVA wayfinding project	3
Beach picnic tables with wheelchair accessibility	Place to enjoy a picnic near beach	City	Identify locations; several local picnic table makers	Where to put them where they won't be damaged by King Tides or erosion	TLT may be able to fund these – a grey area to be researched. Or donations from community	3
Foot wash/Beach shower station	Hikers and bikers can freshen up	City	Foot wash already in place near the beach ramp. Can a shower be added to Visitor Center restrooms?	Adds to maintenance of facilities. Can public works manage the extra work?	TLT can be used	3
<b>Community did not consider the following initiative as a priority</b>						
Library of "things"	Allow people to use tools for experiences, such as binoculars	Visitor Center or Library	Ask people to donate useful items	"Things" may not be returned – permanently borrowed	Donations and time for visitor center to manage	Not a priority

Infrastructure						
What	Why	Who Leads	How	Challenges	Funding	Priority
Workforce housing	Real estate prices too high for middle income earners; impossible for lower wage earners	City – with assistance from county Housing Committee	City manager is connected with housing organizations; has made it a priority	Requires long-term planning; be very aware of residents' pushback – very common	Work with county on accessing funds; federal and state funds will be available as well	1
Restrooms at Neahkahnie Beach	No restroom nearby	County – this is unincorporated area; possibly State Parks	Work with county on appropriate site and type of restroom; in facilities plan TCVA is working on	Adds to maintenance of public works	TLT – qualifies for county tourism facilities funds/grants. Part of facilities plan developed by TCVA	2
Boardwalk along Ocean Road	Safer walking; a boardwalk may be able to accommodate wheelchairs and strollers	City, county and State Parks	Major review of Ocean Rd access by city, county and State Parks.	County owns Ocean Rd. Is there adequate room for a boardwalk considering there's little room now for walking? Will there be room for parking?	TLT can help fund – county roads department and county tourism facilities grant. Perhaps state parks funding can be used.	3
Amphitheater	Place for community congregation, music	City	Build one near new city building and near farmers market (music place)	Does public works maintain?	TLT – public/visitor gathering place	4
Green spaces throughout neighborhoods	Create a more natural setting	City	New developments include green spaces in plans	Is there opportunity to add green spaces in current housing areas?	Private development or city parks budget	5
Maintain wildlife corridors	We live among wildlife that need access -elk, deer, etc	City and county with ODF&W, State and County Parks	Identify current corridors; devise a plan to protect, during development	Pressure to develop may hinder efforts	Federal grants from Dept of Interior and National Parks Service; wildlife nonprofits	6

Communication/Messaging						
What	Why	Who Leads	How	Challenges	Funding	Priority
Community information packet in hotels and STRs	Provide information that's important to the community but also increases visitor experiences	TCVA	Ask lodging owners and STR agencies to include info packet in rooms/houses	Not all information can be included in a single packet; use QR codes or links to websites	TCVA TLT	1
Public message board (electronic)	Keeps locals and visitors informed on safety, events, Fire prevention, King Tides, etc.	City and TCVA	Place at visitor center	Where to install that it can be seen easily	TLT – city or TCVA (Wayfinding)	2
Visitor Center as a hub for interpretation and education	Provide information and walking guides – self-guided or led by expert	City and TCVA	TCVA can train guides	Enhanced website for more information	City and TCVA TLT TCVA conducts Certified Interpretive Guide training	3
“People live here”	Help visitors remain aware that yes, it's Manzanita is a vacation destination, but people live here. It's their home, so be respectful	TCVA	Through signage, messaging on website	Make people aware without a scolding tone	TCVA (Wayfinding)	4
Dispel misinformation	Help locals and visitors have facts at hand about misleading social media posts, etc.	Visitor Center and TCVA	Monitor social media channels for misinformation, but who will do that? A group of community members?	Make people aware without a scolding tone	City and TCVA TLT	5
Coordinated stewardship messaging	Makes idea consistent throughout county	TCVA	Through wayfinding, videos, articles and lodging packets	Budget and planning	TCVA TLT	6

Beautification						
What	Why	Who Leads	How	Challenges	Funding	Priority
Holiday lighting	Makes the town look festive	City and public works	Plan early – order lighting in July or August	Upkeep and storage	TLT if tied to a holiday event	1
Flower baskets	Makes the town look nice	Form a beautification group	Beautification group (is there a group now?)	Who does the watering? Will need basket hangers	Donations or if installed, fees from day use lockers	2
Green spaces with benches	Creates a welcoming culture	City and public works	Identify areas that can remain green	Maintenance	Donations and volunteers build benches, like Kilchis Point Reserve	3

Culinary/Local Foods						
What	Why	Who Leads	How	Challenges	Funding	Priority
Include local foods/ farmers market info packets in lodging properties	Help visitors find locally grown foods, support local farmers, fishers, restaurants, etc.	TCVA	Brochure on North Coast Food Trail, what's in season, where to buy, location of Farmers Market	None other than planning and budgeting	TCVA budget	1

Arts and Culture						
What	Why	Who Leads	How	Challenges	Funding	Priority
Community arts murals and public art. Open studio tours, other arts events	Manzanita has a strong arts presence and educational programs; let it be known/shown throughout the town	Hoffman Center for the Arts, art galleries, nonprofit that can get grants	Community approaches arts organizations to ask for help in planning; identify locations for murals and public art	Locating usable public areas to place art; or private businesses willing to have murals on the exterior of the building	TLT grants can help fund; Oregon Arts Commission grants, Tillamook County Cultural Coalition grants; TCVA marketing grant if held in off-season; TCVA sponsorship funds	1



# Manzanita

**Branding** / Part 1

**Wayfinding Plan** / Part 2

Partners in Design / July 2024





## Introduction

On the Tillamook coast rests the quaint town of Manzanita—a calm haven where ocean views are broad and residents are creative and welcoming. Snuggled within a landscape of spruce and pines, Manzanita weather is perfect, spend a day at the beach with the sun, while other areas of the Oregon coast are covered in clouds.

Lots of outdoor activities and boutique shopping. Manzanita is a lovely, walkable town, offering boutique shopping, golfing year-round, surfing, horseback riding, kayaking, paddle boarding and bicycle rentals, as well as a fabulous seasonal farmers market. Drive up to nearby Oswald West State Park perched atop legendary Neahkhanie Mountain.

Today the population is near 603. The indigenous Tillamook people have lived here for 12,000 years. At least two of Oregon’s historical shipwrecks occurred off the Manzanita coast: the Glenesslin in 1913, and the Santo Cristo de Burgos (disappeared 1693) which has generated rumors of treasure buried on Neahkahnie Mountain.

Named for the manzanita (*Arctostaphylos* sp.) plants that grow in the area. Manzanita means ‘little apple’ in Spanish.



**As communities grow and develop, reflecting back on the past can offer a positive and creative way to look ahead to the future.**



## The Case for a New Manzanita Logo

A major component to creating a vibrant and distinct sense of place for any community is visual branding. Logos often form the cornerstone to communication for tourists, visitors, and residents providing a clear visual reference to understand your unique community. Remember first impressions count.

Logos are especially useful in that they can be utilized in wayfinding instances where they quickly help identify a “sense of place.” The Welcome Gateways, for example, are an ideal application. Logos can also be used effectively in instances where interpretives are offered, on the City’s website and vehicles, banners, posters, event promotion and merchandise.

A logo takes the place of many words and can symbolically represent Manzanita in a kalidescope of coastal impressions. A logo very often communicates an emotion or thoughts almost instantly... and first impressions do count. Currently your logo is of a ship which may have sunk, does that have a significant maning to the town today? This process will endeavor to reveal that.

A new logo and brand will have certain responsabilites...

**Be memorable**

**Be clear and consistent**

**Look to the future**

**Represent unique qualities of Manzanita**

**Become an element of wayfinding**

**Contribute to the visitor experience**

**Be marketable and suitable for media**

**Resonate with visitors and residents**

The trademarks of Manzanita have often been based in historical context. More recently there has been conscience efforts to focus on the natural aspects of the town and its environs. Some of this shift includes nature, wildlife, recreation, food and family. Is the community frozen in time represented by a masted ship?





## Impressions to Consider When Designing the Manzanita Logo

Walking on the beach and boogie boarding in the waves

Hiking Neahkahnie Mountain for a spectacular view of the coast

Entering your dog in the Muttzanita Festival parade in September

Golfing year-round at Manzanita Golf Course, built on sand

Attending an arts event at the Hoffman Center and becoming inspired

Shopping the boutiques on Laneda Drive and finding that “perfect” gift

Getting pampered at the spa then sipping wine at a wine bar

Browsing the Farmers Market

Enjoying fine and fresh local cuisine

Listening to music at the local pub

### Neahkahnie Mountain

Rain or shine, exploring this awe-inspiring, forest-filled coast by foot is an absolute favorite among Manzanita locals and tourists alike, with many gorgeous State parks nearby and plenty of trails to choose from.

### Nehalem Bay State Park

1/4 mile from Manzanita, set between the ocean and the bay, situated on a 4-mile sand spit. The campground sits among shore pines, just a sand dune away from the beach. A forested 1.8 mile long bike path provides a breathtaking view of the bay. You may see deer and elk grazing and a variety of birds. Kayaking, crabbing, fishing and clamming are popular activities.

### This Way and That Way

The City of Tillamook 25 miles south with its jazzy cheese factory; 25 miles north is Seaside.



### “Manzanita DNA” Visual Cues:

Plovers

Eagle

Gulls

**Setting sun**

Sand dollar

Shells

Jellyfish

**Manzanita shrub**

**Ocean / surf / tide**

**Neahkahnie Mountain**

Dogs running on the beach

**Beach / Sand**

**Beach strollers**

Driftwood

Relaxing

Shipwrecks

**Clouds**

Gliders and kites

**Golfing year-round**

Biking

**Food**

**Home**

**Arts (craftsmen stained glass)**

Silhouettes on the beach

Rustic tradition



# First Impressions Count





## Learned From the Survey *(roughly 200 respondents)*

### *About the city logo*

- as many want a new logo as residents who want the old one which represents a historic ship
- the city logo is the same as the police department
- include iconic view of Neahkahnie Mountain
- how about elf, bald eagle, plovers? Had enough of gulls
- include reference to “little apple” shrub, “Manzanita”
- the beach is primary, nature and wildlife

### *About the gateway signage*

- replace with similar or something different
- simple and more colorful
- professional and original, not cookie cutter
- natural materials, like wood
- do not make out of dock piers as it is now
- beach scene and/or logo
- preference not to be welcoming, do not use the word “welcome”

### *About interpretive signs*

- yes!
- generally access is poor
- focus on native peoples, settler history, plants, animals, the surf

### *About directionals*

- lack of directionals
- really missing important destinations: golf, farmers market, parks, trails and bike routes, state park and camping
- make the case for pedestrians. Park the car and use the sidewalks



**Manzanita is an active community, serious about recreation, leisure and the outdoors. Being respectful of nature has been a multi-generational ethic. This is a place for dreaming.**

## Where We Have Hit the Ground

*A framed landscape scene*

*Focused on place, not a symbol or icon*

*Landscape + nature*

*Landscape + activity*

*Turn around and look at today, something new*

*Color and emotional connection*

*Home*

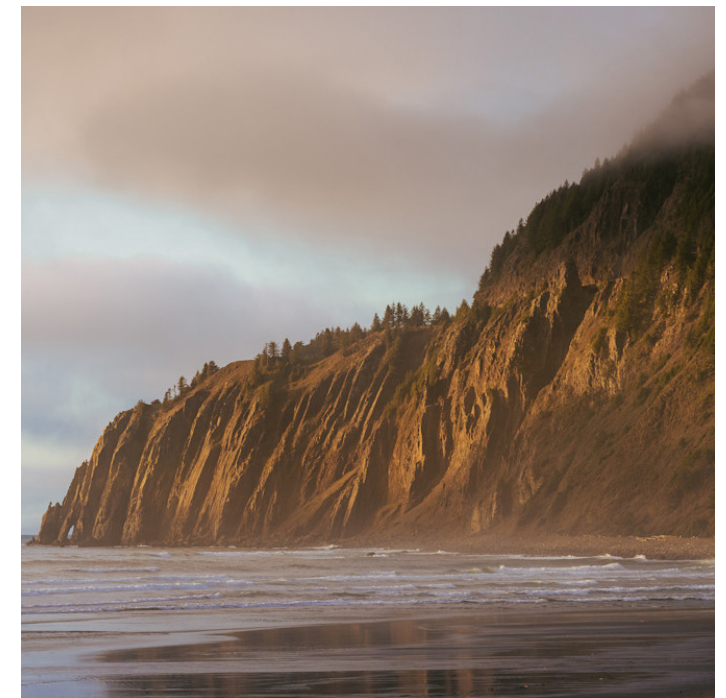
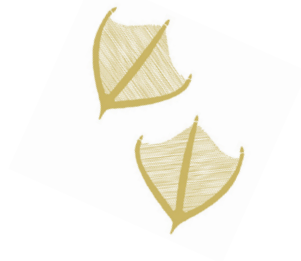




## Visual Inspirations

### **Further Distillation:**

- Clouds
- Sun
- Sea
- Surf—constant change and movement
- Air
- Beach
- Neahkahnie Mountain
- Manzanita shrub
- Feet in sand
- Sunsets and long shadows
- Home and visitors
- Nature and wildlife





## Color and Light Effects

### **Color:**

Sun  
Shadow  
Berry  
Evergreen  
Surf  
Sea grasses  
Kites  
Weathered wood  
Rainbows  
Air

### **Light:**

Bright sun  
Long shadows  
Warmth  
Coolness  
Reflection  
Flicker  
Passing clouds  
Monochrome sky

Color is inspirational and, on a practical level, it's the glue that holds Manzanita branding together.

Color is evident in nature—where we consistently identify a unique landscape or a time of day by color. We are all aware of color—consciously or unconsciously—and use it to make decisions, take action and qualify emotion.





Earth, air and water – the natural chemistry of Manzanita. This scene is almost a dream, but as all residents know, it's reality. The motifs represented here also suggest an artistic perspective.



Leila Aman  
City Manager  
The City of Manzanita

167 S 5th Street  
Manzanita, Oregon 97130  
(503) 812-2514

[laman@ci.manzanita.or.us](mailto:laman@ci.manzanita.or.us)

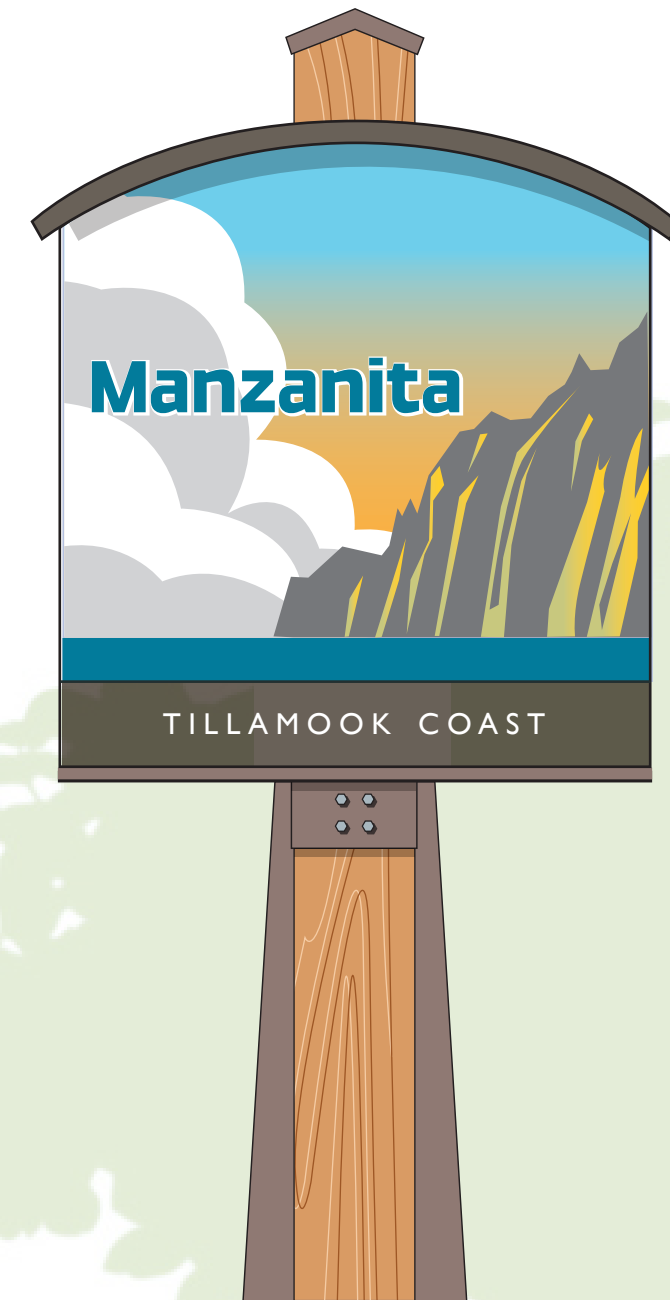
PO BOX 129  
Manzanita, Oregon 97130







Manzanita's brand will demonstrate it's success and appeal through merchandise and its "wearability." Watch locals and tourists seeking to wear the Manzanita logo. For residents a symbol of home and pride, and for visitors a token of experience and a fond memory.





# Manzanita

The moment of the setting sun. The sky turns a unique chroma that's reflected on the beach. This scene with people and a dog is "beach-time." Neahkahnie Mountain is etched with shadows. Manzanita shrub is tucked in the corner.



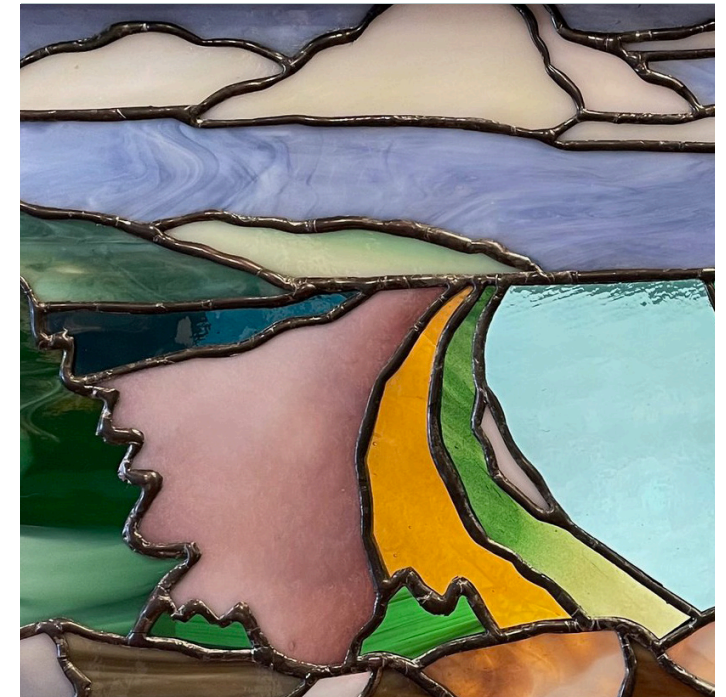








Artists and craftspeople are drawn to Manzanita. Residents cherish the village. If you stay still for a bit you can almost feel the optimism in the sun and the mysteriousness in the mist. It's obvious one can fall in love in Manzanita



Nature seen through the lens of an artful eye.  
Idealism and pride. The arts express the unique  
local experience found in Manzanita.



# Manzanita



The City of  
**Manzanita**





The City of Manzanita  
167 S 5th Street  
Manzanita, Oregon 97130  
(503) 812-2514

PO BOX 129  
Manzanita, Oregon 97130







Aspects of a unique place can often be distinguished with simple color. Color evokes feelings of the time of day, the temperature, happiness, a sense of joy and welcoming.

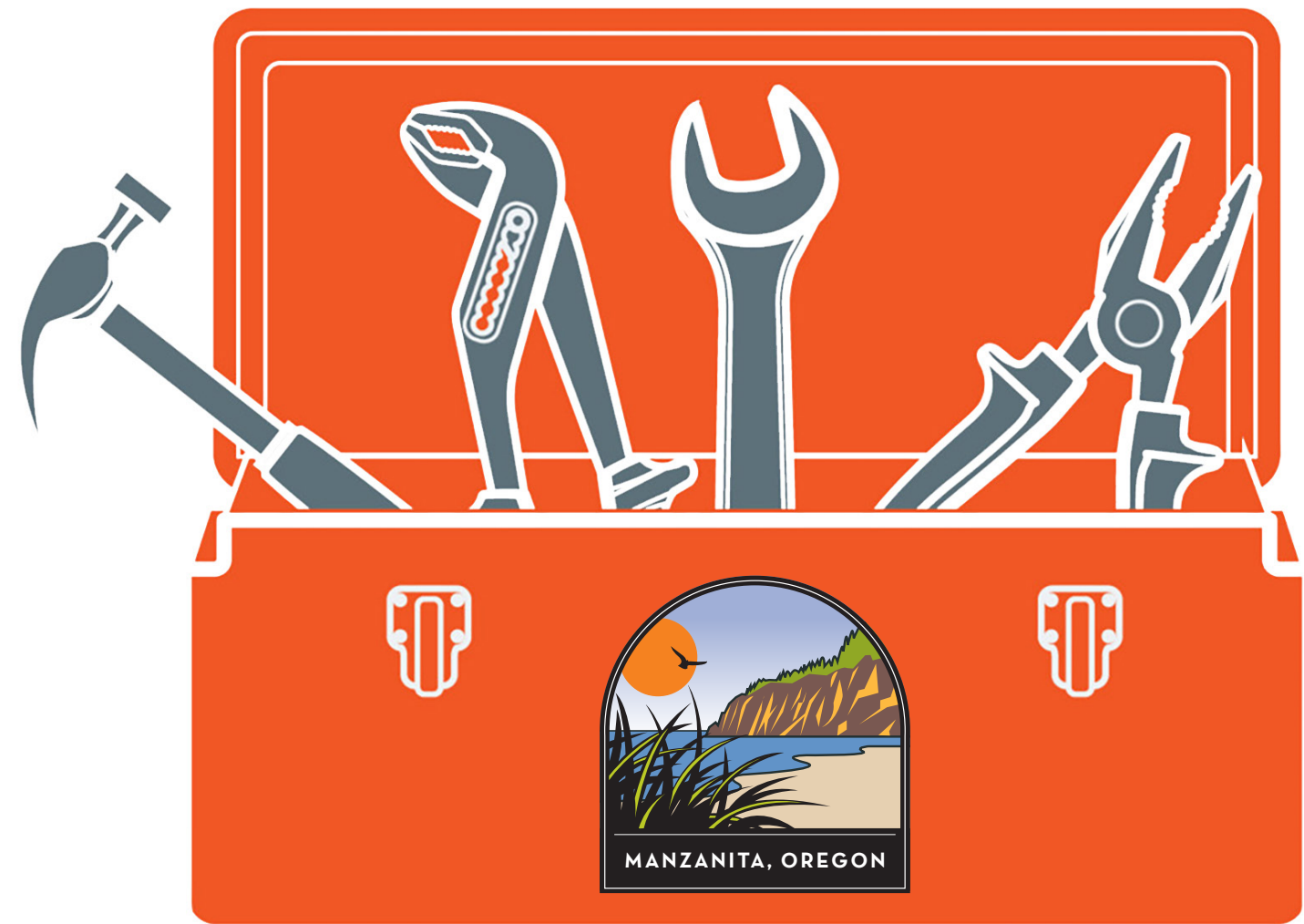












Request for Proposals

For

Classic St Road improvements and Water Main Extension

Issue Date: August 1<sup>st</sup>, 2024

Proposal Due Date:

August 23<sup>rd</sup>, 2024 5:00PM

City of Manzanita

PO Box 129

Manzanita, Oregon 97130

503-812-2514

City of Manzanita— Classic St Road improvements and Water Main  
Extension

The City of Manzanita (“City”) is soliciting proposals from qualified firms to provide professional engineering services and construction administration of the Classic Street Water Main and Road improvement.

The City’s expectation of any consultant City contracts with is that the consultant’s values align with the City’s values of highly ethical conduct, fiscal responsibility, respect for City and others, and responsiveness to City’s customers.

The RFP documents may be obtained and viewed from the City’s website, <https://ci.manzanita.or.us>, or [Oregon Buys, the State of Oregon’s procurement system](#).

City will hold a preproposal meeting on August 14<sup>th</sup> 2024 at 10am via Zoom <https://us02web.zoom.us/j/88604523462?pwd=aMZybhr5wgdSugGbjGbXdBr0ZVdmqc.1> Password 487597. Attendance at this meeting is mandatory. An on-site meeting will be held August 15<sup>th</sup> 2024 at 3:00pm at the intersection of Classic St and Dorcas Ln. and is not mandatory but is strongly encouraged. Prequalification is not required. Statements made by City’s representatives at the preproposal meeting are not binding on City unless confirmed by written addendum.

Successful proposers will be asked to sign a Professional Services Agreement with City. A sample of the agreement is attached as part of the RFP documents (see Exhibit C to the RFP). The sample agreement requires specific levels of insurance, a Manzanita business license, and a tax identification number (such requirements are in addition to the proposer minimum requirements set forth in this RFP). Proposers must evaluate this sample agreement and agree with the terms and conditions contained therein unless written objections are included as an addenda with their proposal. City will review the addenda and content of any such objection in the proposal evaluation process. Objections after the awarding of the contract will not be considered and are grounds for subsequent denial of the contract.

Proposals shall be submitted either in a sealed envelope or by email plainly identifying the RFP to which the proposal responds and the proposer’s name and address. Proposals shall be delivered to The City of Manzanita, Leila Aman, City Manager, PO Box 129 Manzanita, OR 97130, or emailed to [laman@ci.manzanita.or.us](mailto:laman@ci.manzanita.or.us).

Proposals will be received until 5:00PM on August 23rd, 2024 for the purpose of selecting a consultant. Proposals received after the 5:00PM deadline will not be considered and will be returned unopened to the proposer(s).

For additional information regarding this RFP, please contact Leila Aman, City Manager, at (503) 368-5343 or by email at [laman@ci.manzanita.or.us](mailto:laman@ci.manzanita.or.us). City reserves the right to reject any and all proposals or to negotiate individually with one or more consultants, and to select one or more consultants if determined to be in the best interest of City.

Dated this day of August 1<sup>st</sup>, 2024

City of Manzanita, Oregon

**I. Introduction**

City is seeking a professional engineering firm to provide professional engineering services, including construction administration and construction inspection of the Classic Street Water Main and Road Improvement Project. (See Exhibit A to this RFP, Scope of Work).

## **II. City Description**

Manzanita is surrounded by the natural beauty of the Pacific Ocean, Neah-Kah-Nie Mountain, and state and private forests on the north Oregon coast, just two hours west of Portland. Manzanita is home to approximately 600 full time residents and 1,600 part-time homeowners, and it is a destination for visitors from around the world. City is a vibrant and complex city with an active and deeply engaged community. City is organized around a main street with businesses serving the visitors and local community, including three grocery stores, a bookstore, restaurants, and many other varied retail establishments.

## **III. Project Background**

The Classic Street Connection (the "Project") is the top priority project in City's Capital Improvement Plan and City's Transportation System Plan. The Project has been a priority for City for nearly two decades. City received a state appropriation in the amount of \$2.7 million dollars to implement the Project. The Project will directly serve approximately 120 units of income restricted housing currently in the development phase, and will ultimately support a total of 400 units, of various sizes, at full build out in the area known as the "Highlands." This is the last tract of undeveloped land in City's urban growth boundary.

Currently, there is not sufficient fire flow/pressure to serve the area. The Project will divide a very large, looped water system by extending a trial water main for the commercial area south approximately 2400 feet, increasing available water flow to meet current/future fire flow standards for the Highlands, including the area where the 120 units are proposed. The Project will also provide critical redundancy and increasing resiliency within City's water system by the addition of hydrants and the use of HDPE water main material. The ultimate purpose of this Project is to provide necessary water infrastructure to unlock affordable housing in the Highlands, and allow for new housing development consistent with the new SB 406 Oregon's Middle Housing Rules. In addition to the water system improvements, reconstruction of Classic Street is anticipated with the addition of storm water mitigation in the public right-of-way ("ROW"). City is currently conducting survey work to identify the ROW, utilities, and other information needed to promote a starting point and geo technical work to determine the extent of road reconstruction required for the Project. There is also potential for up to a 10 foot easement on the eastern properties where it is anticipated that the water line will be placed. The ideal design will include a separate shared use path along the proposed 10' easement. The design for the Classic Street will need to include traffic calming measures and should be consistent with the street cross-section requirements included in City's transportation system plan ("TSP"). Proposers are highly encouraged to visit <https://ci.manzanita.or.us/public-works/> where they will find multiple documents to assist with understanding of City construction characteristics, design work, studies, and reports.

The Project is expected to go to bid January 2024 and should be completed by October 2025. The anticipated design window is September 2024 – December of 2024, and construction is anticipated to last until November 2025.

## **IV. Issuance of RFP Documents**

The RFP documents may be obtained at no cost from the City's website at: <https://ci.manzanita.or.us>, or from Oregon Buys, the State of Oregon's procurement system.

Leila Aman is the sole point of contact for all questions, concerns, and protests related to this RFP. She may be reached at 503-812-2514 or by email at [laman@ci.manzanita.or.us](mailto:laman@ci.manzanita.or.us).



**V. Proposal Submission**

Sealed proposals shall be submitted and delivered by 5:00PM on August 23<sup>rd</sup>, 2024 in pdf format via email, in person, or by mail to:

Leila Aman  
City Manager  
City of Manzanita  
PO Box 129  
Manzanita, OR. 97130

Email: [laman@ci.manzanita.or.us](mailto:laman@ci.manzanita.or.us)

If proposals are submitted in person or by mail, each Proposer must provide four complete copies of its proposal, including attachments, in type-written format sealed in an envelope plainly identifying the RFP to which the proposal responds and proposer’s name and address. If submitted via email, the proposal, including attachments, shall be in pdf format. Proposals shall be addressed and submitted to the above location by the deadline. Phone and facsimile proposals will not be accepted. Late proposals will not be accepted. Delays due to (a) mail and/or delivery handling, including but not limited to delays within City’s internal distribution systems or (b) technical failures, including but not limited to any email delivery delays or failures, do not excuse the proposer’s responsibility for submitting the proposal to the correct location by the proposal due date. There will be no formal opening of proposals.

Proposals shall be printed double-sided.

**VI. Schedule of Events**

City anticipates the following general timeline for receiving and evaluating the proposals and selecting a consultant. This schedule is subject to change if it is in City’s best interest to do so.

- |   |                                      |
|---|--------------------------------------|
| <b>i.</b> Posting of RFP  | August 1 <sup>st</sup> , 2024        |
| <b>ii.</b> Deadline for clarifications/questions/changes to RFP                       | August 16th, 2024, at 5 p.m.         |
| <b>iii.</b> Deadline for Protests of RFP  | August 16th, 2024, at 5 p.m.         |
| <b>iv.</b> Deadline for Addenda   | August 16, 2024 at 5 p.m.            |
| <b>v.</b> Proposal Due  | August 23rd 2024 at 5 p.m.           |
| <b>vi.</b> Evaluation of Proposals Complete   | August 26th, 2024                    |
| <b>vii.</b> Invitation to Proposers for Interview & Presentation                      | August 27th,2024                     |
| <b>viii.</b> Interview & Presentation Meetings  | August 29th, 2024                    |
| <b>ix.</b> Evaluation of Interview & Presentation Complete                            | August 30th, 2024                    |
| <b>x.</b> Posting Notice of Intent to Award   | September 3rd, 2024                  |
| <b>xi.</b> Deadline for Protests of Award   | September 10th, 2024 5:00PM          |
| <b>xii.</b> City Council Approval and Commencement of Professional Services Agreement | Expected September 11th 2024, 1:30pm |

**A. RFP Clarification and Protests; Addenda**

**i. Informal Questions or Requests for Clarification.** Any proposer requiring clarification of the information provided in this RFP may submit specific questions or comments in writing to the contact set forth in Section IV of this RFP. Email is the preferred form of written communication. The deadline for submitting such questions is set forth under the Schedule of events in Section VI(ii) above.

**ii. Request for Clarification or Protest of Solicitation or Contract Documents.** Any proposer wishing to protest this RFP or request clarification of any provision, specification, or contract term contained in the solicitation documents, must submit such questions, comments, or protests to the contact set forth in

Section IV of this RFP. The deadline for submitting such protests is set forth in the Schedule of Events in Section VI(iii) above.

**iii. Content of Solicitation Protest.** The prospective proposer's written request for change, or protest of the RFP must include all of the following and otherwise comply with OAR 137-048-0240(1):

- Sufficient information to identify the solicitation that is the subject of the protest or request;
- The reasons for the protest or request, including any grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, or is legally flawed;
- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- A statement of the desired changes to the procurement process or the solicitation document that the prospective proposer believes will remedy the conditions upon which the prospective proposer based its protest or request.

**iv. Addenda.** City reserves the right to make changes to the RFP by written addenda. If City determines that a change or clarification to the solicitation documents is necessary, such information, clarification, or interpretation will be supplied in a written addendum and posted to Oregon Buys, the State of Oregon's procurement system. All proposers must be signed up through Oregon Buys and sign up for the bud list on the system. While City will include a copy of the proposal on the City's website, all official communication will be updated through Oregon Buys.

**v.** Proposers should consult Oregon Buys website regularly until the proposal due date and time to assure that they have not missed any addendum announcements. By submitting a proposal, each proposer thereby agrees that it accepts all risks, and waives all claims, associated with or related to its failure to obtain addendum information. Proposers will also be required to acknowledge receipt of each addendum in writing as part of their proposals. Statements made by City's representatives are not binding on City unless confirmed by written addendum.

No addenda will be issued later than seven days before the date that proposals are due, except an addendum, if City deems necessary, postponing the due date for proposals, withdrawing the RFP, or modifying elements of the RFP resulting from delayed process.

## **B. CONFIDENTIALITY**

City is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires City to disclose all records generated or received in the transaction of City business, except as expressly exempted under ORS 192.338 to 192.355, or other applicable law.

Pursuant to ORS 279C.107, City need not open proposals for public inspection until after execution of the contract(s) awarded under this RFP. Thereafter, City will not disclose records submitted by a proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:

The proposer must mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and must segregate those pages in the following manner:

- i. Such pages must be clearly marked "Confidential" on each page of the confidential document.
- ii. Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to City in a separate envelope or package. Proposer must separate confidential

pages from its other proposal pages by providing the confidential pages to City in a separate e-mail file attachment.

- iii. In its proposal, proposer must cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.
- iv. Subsections (i) and (ii) above will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.
- v. Proposers may not mark an entire proposal confidential. Should a proposal be submitted in this manner, City will hold no portion of the proposal as confidential, unless such a portion is segregated as required under subsection (ii) above and is determined exempt from Oregon Public Records Law.

Notwithstanding the above procedures, City reserves the right to disclose information that City determines, in its sole discretion, is not exempt from disclosure or that City is directed to disclose by the district attorney or a court of competent jurisdiction.

Prior to disclosing such information, City will make reasonable attempts to notify the proposer of the pending disclosure.

**C. CANCELLATION**

City reserves the right to cancel this RFP at any time or to reject any and all proposals if City determines that doing so is in the public interest.

**D. LATE PROPOSALS**

All proposals that are not received by the proposal due date set forth in the Schedule of Events in Section VI(iv) will not be considered and will be returned unopened to the proposer(s). Phone and facsimile proposals will not be accepted. Delays due to (a) mail and/or delivery handling, including but not limited to delays within City's internal distribution systems or (b) technical failures, including but not limited to any email delivery delays or failures, do not excuse the Proposer's responsibility for submitting the proposal to the correct location by the proposal due date.

**E. DISPUTES**

In case of any doubt or differences of opinion as to the items or service to be furnished hereunder, or the interpretation of the provisions of this RFP, the decision of City shall be final and binding upon all parties.

**F. PROPOSER'S REPRESENTATION**

Each proposer, by the act of submitting its proposal, represents that:

- i. It has read and understands the proposal documents and its proposal is made in accordance therewith;
- ii. It has familiarized itself with the local conditions under which services solicited in this RFP will be performed; and
- iii. Its proposal is based upon the requirements described in the RFP without exception, unless clearly stated in the response.

**G. CONDITIONS OF SUBMITTAL**

By the act of submitting a proposal in response to this RFP, the proposer certifies that:

- i. To its best knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or part by City, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the proposer's response to this solicitation.
- ii. The proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and, if its proposal is accepted, the proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the proposer.
- iii. The proposer is of lawful age (if an individual); is the only one interested in this proposal; and no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.
- iv. The proposer has quality experience providing requested services in a capacity similar to the duties outlined within the scope of services set forth in Exhibit A to this RFP.

#### **H. COST OF REQUEST FOR PROPOSALS AND ASSOCIATED RESPONSES**

Proposers will bear sole responsibility for all costs incurred in preparing and providing their proposals in response to this RFP. City is not liable to any proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a proposal.

#### **I. CITY REQUESTS FOR CLARIFICATION, ADDITIONAL RESEARCH, & REVISIONS**

City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification may result in a finding that the proposer is non-responsive and consequent rejection of the proposal.

City may obtain information from any legal source for clarification of any proposal or for information of any proposer. City need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received.

City may perform, at its sole option, investigations of the responsible proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by City, become part of the public records and may be disclosed accordingly.

City reserves the right to request clarifications of proposals after the submission of proposals and before award.

#### **J. REJECTION OF PROPOSALS**

As set forth in Section VI(C), City reserves the right to reject any or all proposals received as a result of this RFP if City determines that rejection is in the public interest. Reasons for proposal rejection may include but are not limited to the following:

- i. Failure of the proposer to adhere to one or more of the provisions established in the RFP.
- ii. Failure of the proposer to submit a proposal in the format specified herein.
- iii. Failure of the proposer to submit a proposal within the time requirements established herein.
- iv. Failure of the proposer to adhere to ethical and professional standards before, during, or following the proposal process.
- v. Failure of proposer to otherwise comply with all prescribed public procurement procedures and requirements.

**K. MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER**

A proposal may not be modified, withdrawn, or canceled by the proposer for 60 calendar days following the time and date designated for the receipt of proposals. Proposals submitted before the proposal due date may only be modified or withdrawn in person with proper identification, or by issuing a written request on company letterhead, signed by an authorized representative, prior to the proposal due date and time. Written requests for withdrawal must be so worded as not to reveal material contents of the original proposal.

Withdrawn proposals may be resubmitted up to the proposal due date and time, provided that they are then fully in conformance with the RFP.

**L. PROPOSAL OWNERSHIP**

All material submitted for any portion of a proposal in response to this RFP, or during any phase of this solicitation, will become the property of City and will not be returned to proposers.

**M. DURATION OF PROPOSAL**

Proposal prices, terms and conditions shall be firm for a period of at least 60 days from the proposal due date. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the 60-day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

**N. AFFIRMATIVE ACTION/NONDISCRIMINATION**

By submitting a proposal, the proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns, or an emerging small business in awarding a subcontract.

**O. TAX COMPLIANCE**

By submitting a proposal, the proposer represents and warrants that the proposer has complied with the applicable tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The proposer and any consultants listed on BOLI's List of Ineligibles will be rejected.

**P. PROPOSAL AND PROPOSER REQUIREMENTS**

Proposer shall respond to specific criteria that shall facilitate proposal evaluation. All proposals submitted in response to this RFP must include the following:

**I. Introductory Letter**

The letter shall name the person(s) authorized to represent the proposer in any negotiations and name of the person(s) authorized to sign any contract that may result. An authorized representative for the proposer shall sign the letter.

**II. Exhibit B: Proposer Certifications and Representations**

Each proposal shall include a completed and executed Exhibit B: Proposer Certifications and Representations form.

**III. Qualifications**

This criterion relates to the proposer's capabilities and resources in relation to this Project. Please address

the following:

**i. Firm Experience**

Provide a description of your firm’s experience in providing services similar to those described in this RFP on at least three projects of a similar scope and size. Include project start and end dates, and whether each project was completed on time and budget. If any of the projects were not completed on time or on budget, please explain why. Tell us what sets your firm apart from your competition and why you are uniquely qualified for this Project.

**ii. Public Sector Experience**

Provide a complete description of all work in the last three years with municipal governments. Highlight any other specific public sector experience that directly translates to your ability to be successful with this Project. Specifically address Firm/Team’s familiarity with laws and regulations governing public water, wastewater, stormwater, transportation systems, BOLI, DEQ, OHA laws and regulations.

**iii. Proposed Key Staff and Staff Experience; Capacity**

Identify proposed key staff, describe how the proposed team would work together and work closely with City staff. Include organization chart of the complete team proposed for the Project. Include background of the key staff, as well as any support staff, including (a) major focus of practice, (b) range of services, (c) relevant experience, (d) active and applicable licenses and/or certifications, and (e) available capacity, including time allocation for this Project. It is essential that the team have experience in civil design in the State of Oregon.

**iv. Approach to Providing Services to the City, Knowledge of City Design Characteristics, and Knowledge of City Design Priorities.**

Describe the Firm/Team’s approach for engagement and collaboration with City and as part of a project team. Include management strategies. Describe anticipated major challenges to successful project completion and how the Firm/Team intends to address those challenges. Additionally, address the Firm/Team’s knowledge of local design characteristics and how the Firm will address those characteristics while meeting requirements of the TSP. Knowledge of traffic calming measures and multi modal street design is essential to this project; please describe any experience with, and your Firm/Team’s approach to incorporating traffic calming measures and multi modal street design into design plans and specifications. Finally, City is seeking a consultant with experience incorporating resilience and life safety into design plans; please describe any experience with incorporating resilience and life safety into design plans.

**v. References.**

Identify at least two (2) similar clients that the firm provide similar service to, preferably municipal governments in Oregon. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City projects may also be submitted for consideration.

**vi. PROPOSER REQUIREMENTS**

Any contractor submitting a proposal must meet the following minimum requirements:

- i. All proposers must be licensed to perform business in the State of Oregon and properly licensed

- to perform the services described in this RFP;
- ii. All proposers must have been in business as their current entity for at least five years;
- iii. All proposers must be experienced in those services requested of City.
- iv. All proposers must agree to execute City’s Professional Services Agreement, if awarded; and
- v. All proposers must carry required insurance, naming City an additional insured.

**Q. SELECTION COMMITTEE & INTERVIEW PANEL**

A selection committee will be comprised of at least three members, and an interview panel will be comprised of at least three members. The interview panel may or may not consist of the same selection committee members. Each proposal shall be evaluated on its completeness and quality in accordance with the criteria identified in this RFP by the selection committee. City has the right to require any clarification or change needed to understand the proposer’s approach to the Project.

Each proposal shall be evaluated as a demonstration of the proposer’s capabilities and understanding of the Project. Evaluation criteria and weighting factors for the proposal shall be as follows:

Criteria	Maximum Points
Introductory Letter	Pass/fail
Firm Experience	15
Public Sector Experience	15
Proposed Key Staff and Staff Experience, Capacity	15
Approach to Providing Services to City, Knowledge of City Design Characteristics, and Knowledge of City Design Priorities	30
Scope of Work and Schedule	15
References	10
<b>TOTAL</b>	<b>100</b>

Each member of the selection committee will independently score proposals in accordance with the evaluation criteria above. City will then average the proposal scores per category and sum the category averages for a total score for each proposal.

The top 3 proposers with the highest level of qualification and experience will proceed to an oral interview and presentation. Each proposer selected to interview and present will require the proposer’s proposed project manager for the Project to attend the interview and presentation.

The interview panel will score the interviews using the criteria below. No additions, deletions, or substitutions may be made to proposals during the interview and presentation that cannot be viewed as clarification. Evaluation criteria and weighting factors for the interview are listed below.

Criteria	Maximum Points
Team Capacity and Relative Experience	40
Project Approach and Methods Proposed and Knowledge of City Design Priorities	50



Overall quality of Interview and Presentation	10
<b>TOTAL</b>	<b>100</b>

Each member of the interview panel will independently score the interviews in accordance with the evaluation criteria above. City will then average the interview scores per category and sum the category averages for a total score for each interview. The sum of the total score for the proposal and the total score for the interview will be used to determine the highest-ranked proposer.

City reserves the right to:

- Reject any and all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Award contracts for any or all parts of the services solicited under this RFP; and
- Request references and other data to determine responsiveness.

Following evaluations and interviews of the proposers, City will provide written notice of its intent to award the contract to the highest-ranked proposer.

**R. PROTEST OF CONTRACT AWARD.**

- i. A proposer may protest the intent to award a contract in accordance with OAR 137-048-0240, provided:
  1. The proposer is adversely affected because the proposer would be eligible to be awarded the contract in the event that the protest is successful; and
  2. The reason for the protest is:
    - All higher-ranked proposals (or, in the event multiple contracts are awarded, a sufficient number of proposals) are non-responsive or failed to meet the requirements of this RFP, or all higher-ranked proposers (or, in the event multiple contracts are awarded, a sufficient number of proposers) are not qualified to perform the services required under this RFP;
    - City has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials;
    - City has abused its discretion in rejecting the protestor’s proposal as non-responsive; or
    - City’s evaluation of proposals or the District’s subsequent determination of award is otherwise in violation of City’s Public Contracting Rules or the Public Contracting Code.
  3. The protest is in writing, clearly marked as a protest, includes a description of this RFP, and is delivered to and received by the point of contact and address set forth in Section IV of this RFP no later than 5:00 p.m. on the deadline for submitting such protests set forth in the Schedule of Events in Section IV(vi).
  4. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest.
- ii. Protests not filed within the time specified in this Section VI(R), or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based will be dismissed. An issue that could have been raised by request for clarification or protest of the solicitation is not a ground for protest of award.
- iii. City will resolve all protests in accordance with OAR 137-048-0240(3).

**S. CONTRACT REQUIREMENTS**

City reserves the right to negotiate final terms of a Professional Services Agreement as City determines to be in its best interest.

City will negotiate the Professional Services Agreement once the selection committee and interview panel have chosen the top-ranked proposer. If City cannot come to terms with the top-ranked proposer, City may enter into negotiations with the second-ranked proposer. This process may continue until City reaches an agreement which City deems appropriate for the services.

The award of a contract is accomplished by executing a written Professional Services Agreement in substantially the form attached hereto as Exhibit C.

## EXHIBIT A

### **SCOPE OF WORK (SERVICES TO BE PROVIDED)**

This Exhibit includes a summary of the scope of work. See Exhibit C, Form of Professional Services Agreement, for a complete scope of work.

#### *Right-of-Way Research, Topographic Surveying and Base Map*

Onion Peak staff has completed a detailed topographic survey and map of the public project limits. This survey will assist in designing the proposed improvements in accordance with the most accurate topographic information available. With the topographic survey, Consultant can provide city staff design and quantity estimates for use in calculating the cost estimates and bid sheets.

#### *TASK 1: Engineering Design, Plans and Specifications*

Consultant will prepare engineering plans and specifications for the proposed street and utility improvements as per the Scope of Work. In general, these documents will consist of the following information:

- Demolition and ESC Plan
- Road Plan, Profile & Cross-Sections that includes traffic calming measures for safe bike and pedestrian access.
- Storm Drainage Plan, Profile & Details
- Water System Plan, Profile & Details
- Quantities, Units and Cost Estimate
- Technical Specifications

The plans and specifications will be routed to the necessary agencies for review and approval. City will be responsible for all application and permit fees.

#### *TASK 2: Bidding*

Consultant will prepare bidding Construction Documents for a public solicitation of contractors. Consultant will then review bids on behalf of City. Consultant will assist with preparation of a contract between City and the selected proposer and the required notices to the selected proposer as requested by City.

#### *TASK 3: Construction Administration*

Consultant will perform the Construction Administration for the construction project. Consultant will keep track of constructed bid items, administer change orders, requests for information and review monthly pay requests from the contractor and prepare payment recommendations for City.

#### *TASK 4: Construction Observation*

Consultant's project engineers and inspectors will conduct periodic observations daily while construction work is being done and specified testing of the construction work to determine compliance with the plans and specifications. The project engineer will complete the approval letters, or note the repairs needed. City staff will prepare and submit the final construction certificate required by the State Department of Human Resources, Drinking Water Section, following completion of construction, in accordance with state and local ordinances in effect at the time the design is completed.

#### DELIVERABLES

- Civil engineering plan set – Paper copy & Electronic copy (PDF)
- Contract Documents & Specifications – Paper copy & Electronic copy (PDF)
- Project Record Drawings – Paper copy & Electronic copy (PDF)

#### CONDITIONS/ASSUMPTIONS

Scope of services, as outlined herein, are based on the following assumptions and conditions:

1. Storm drainage system is to be designed as per City of Manzanita Storm Drainage Master Plan and does not include the design of any storm treatment system.
2. Construction observation assumes one 4-hr site visit per day, 4 days per week, during active construction for up to 4 months. If additional observation is requested, it will be considered additional services.
3. City ROW research will not include the submission of any Boundary or Record Survey. Any ROW survey requested beyond the Tillamook County GIS tax lot data will be considered additional services.
4. Based upon the direction given for the Project, the following items may be required to complete the proposed Project:
  - a. Geotechnical engineering
  - b. Landscape planning
  - c. Traffic study
  - d. DEQ 1200-C Permit
  - e. Structural/architectural design or demolition plan for private improvements
  - f. Structural retaining walls (over 4' in height)
5. Any work proposed by City, or adjacent property owners that changes the scope of the project will be considered additional services.
6. Slope easements or construction easements along private property are not included in this proposal. Easements will be considered additional services.
7. Material testing will be provided and paid for by City. Consultant will assist in managing the selected testing agency.
8. Provide presentation resources for city staff for public meetings or materials, and participate if needed in up to two city council meetings during the engineering design process.

9. Project management meetings will be conducted via conference call, Microsoft Teams or Zoom.

**EXHIBIT B**

**PROPOSER CERTIFICATIONS AND REPRESENTATIONS**

**Proposed Project Description**

**PROPOSAL FORM  
(To Be Returned)**

**1. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

Addenda \_\_\_ through \_\_\_ received. (If addenda were issued, completion of this line is REQUIRED.)

**2. CERTIFICATION OF NON-DISCRIMINATION (ORS 279A.110) AND TAX COMPLIANCE**

The undersigned proposer certifies that proposer has not discriminated and will not discriminate in against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

As required by ORS 279B.045, the Proposer represents and warrants that the Proposer has complied with the applicable tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The Proposer and any consultants listed on BOLI's List of Ineligibles will be rejected.

**3. STATE OF OREGON OFFICE OF MINORITY, WOMEN & EMERGING SMALL BUSINESS (OMWESB) CERTIFICATION**

If your firm is currently certified by OMWESB in any of these categories, please indicate that certification.

Minority Business Enterprise (MBE)

Women Business Enterprise (WBE)

Emerging Small Business (ESB)

**4. ADDITIONAL CERTIFICATIONS**

Proposer agrees and certifies:

- Proposer has read and understands the specifications, addenda, sample contract and all other documents pertaining to this solicitation.
- Proposer has, or has available, the equipment, personnel, materials, equipment, facilities, and equipment, as well as, the technical and financial ability necessary to complete and execute all services solicited in this solicitation in a sound and suitable manner for the use specified and intended.
- Proposer agrees to execute a contract in substantially the same form as Attachment C within **seven (7) days** from date of Notice of Intent to Award.

- Proposer acknowledges that the signer on this proposal is fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all conditions and provisions thereof.
- Proposer will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal.
- Proposer certifies that proposer is registered with the [add appropriate licensing board; e.g., State Board of Architect Examiners, State Board of Examiners for Engineering & Land Surveying, etc.]:

Registration Number \_\_\_\_\_

**5. PROPOSER’S SIGNATURE AND IDENTIFICATION**

I hereby certify that this Proposal is genuine and that I have not entered into collusion with any other vendor(s) or any other person(s).

Please print or type all information requested below (except where signature is required) and attach Proposal Security (if required) to this form:

<b>Name of Proprietor, Partnership, or Corporation</b>	<b>Signature of Proprietor, Partner, or Corporate Officer:</b>
<b>Name:</b>	<b>Signature:</b>
<b>Street Address:</b>	<b>Name of Signatory:</b>
<b>Mailing Address:</b>	<b>Date Signed:</b>
<b>City, State, and Zip Code:</b>	<b>If Corporation, Attest:</b>
<b>Phone Number:</b>	<b>Secretary of Corporation:</b>
<b>Employer ID Number:</b>	<b>State of Incorporation:</b>



**Exhibit C**

**Form of Professional Services Agreement**



City of Manzanita  
Application for Special Event Permit

Date of request: July 18, 2024

Person making request: Meghan Ruona

Mailing address: PO Box 781, Manzanita 97130

Phone number: 503-708-6047 Cel number: 503-708-6047

Organization (if applicable): \_\_\_\_\_

Type of event: Muttzanita Festival 2024

Date(s): Sept 7 to Sept 7 Hours: 10:00 am to 3:00 pm

Location: Front of Visitors Center, First Street, Parade down Laneda to Beach

(check which apply) Public Event:  Private Event:  Charitable:  Profit:

Non-profit:  Public Property Used:  Private Property Used:

Estimated attendance: 100

Police, Fire or Medical support available or needed? Yes:  No:

Restrooms Available: Yes:  No:  Handicap Accessible: Yes:  No:

Alcohol Served/Sold/Consumed: Yes:  No:  Type: \_\_\_\_\_

Live Entertainment: Yes:  No:  Type: \_\_\_\_\_

Describe Event Support Staff: Volunteers from the community

Describe Parking Conditions: Street Parking

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

Muttzanita is an annual dog festival where all profits go to Animal Haven by the Sea Rescue.  
The day will start off with a parade down Laneda (starting at Little Apple and ending at the beach).  
There will be contests on the beach as well as up on First Street. We will have a silent auction set up  
in front of the Visitors Center. We would like to have a food truck again this year and we are considering  
live music as well.