



# CITY OF CENTRAL POINT

*Oregon*

## City Council Meeting Agenda Thursday, October 22, 2020

**Mayor**  
Hank Williams

**Ward I**  
Neil Olsen

**Ward II**  
Kelley Johnson

**Ward III**  
Melody Thueson

**Ward IV**  
Taneea Browning

**At Large**  
Rob Hernandez

**At Large**  
Michael Parsons

Next Res(1647) Ord (2069)

**I. REGULAR MEETING CALLED TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. SPECIAL PRESENTATIONS**

**V. PUBLIC COMMENTS**

*Public comment is for non-agenda items. If you are here to make comments on a specific agenda item, you must speak at that time. Please limit your remarks to 3 minutes per individual, 5 minutes per group, with a maximum of 20 minutes per meeting being allotted for public comments. The council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. Complaints against specific City employees should be resolved through the City's Personnel Complaint procedure. The right to address the Council does not exempt the speaker from any potential liability for defamation.*

**VI. CONSENT AGENDA**

A. **Approval of October 8, 2020 City Council Minutes**

B. Approval of Donation to Butte Falls Police Department

**VII. ITEMS REMOVED FROM CONSENT AGENDA**

**VIII. PUBLIC HEARING**

*Public comments will be allowed on items under this part of the agenda following a brief staff report presenting the item and action requested. The presiding officer may limit testimony.*

**IX. ORDINANCES, AND RESOLUTIONS**

A. Ordinance No. \_\_\_\_\_, An Ordinance Amending CPMC Chapter 9.68 Rules and Regulations of Public Parks, Section 9.68.020 Child Supervision to Comply with ORS 163.545 Child Neglect (Samitore)

B. Resolution No. \_\_\_\_\_, Approving the Award of Emergency Small Business Assistance Grants (Weber)

C. First Reading – Ordinance Amending in Part CPMC Chapter 3.24 and Adding Redetermination and Appeal Provisions Regarding Transient Lodging Tax (Dreyer)

D. First Reading - An Ordinance Amending in Part Central Point Municipal Code Chapter 5.04.010 Definitions and 5.04.100 Evidence of Doing Business (Dreyer)

**X. BUSINESS**

A. Rogue Disposal & Recycling, Inc. 2020 CPI Rate Increase (Clayton)

**XI. MAYOR'S REPORT**

**XII. CITY MANAGER'S REPORT**

**XIII. COUNCIL REPORTS**

**XIV. DEPARTMENT REPORTS**

**XV. EXECUTIVE SESSION**

The City Council will adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

**XVI. ADJOURNMENT**

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to [Deanna.casey@centralpointoregon.gov](mailto:Deanna.casey@centralpointoregon.gov).

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

# CITY OF CENTRAL POINT

*Oregon*

## City Council Meeting Minutes Thursday, October 8, 2020

### I. REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Hank Williams

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Taneea Browning	Ward IV	Present	
Rob Hernandez	At Large	Absent	
Michael Parsons	At Large	Present	

Staff members present: City Manager Chris Clayton; City Attorney Sydnee Dreyer; Police Chief Kris Allison; Parks and Public Works Director Matt Samitore; Community Development Director Tom Humphrey; Human Resource Director Elizabeth Simas; and City Recorder Deanna Casey.

### IV. SPECIAL RECOGNITION

Tom Humphrey recognized Mike Oliver for his position as chair of the Planning Commission. He served 14 years on the Commission. Mr. Oliver stated that he has enjoyed working with the city and the Planning Commission and is proud to pass the gavel to Tom Van Voorhees as the new Planning Commission Chair.

### V. PUBLIC COMMENTS - None

### VI. CONSENT AGENDA

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Taneea Browning, Ward IV
<b>SECONDER:</b>	Michael Parsons, At Large
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

A. Approval of September 17, 2020 City Council Minutes

B. Planning Commission Chair Appointment

### VII. ORDINANCES, AND RESOLUTIONS

Minutes Acceptance: Minutes of Oct 8, 2020 7:00 PM (CONSENT AGENDA)

**A. Resolution No. \_\_\_\_\_, Resolution Extending Declaration of Emergency - Wildfire Relief**

City Attorney Sydnee Dreyer explained the City Council's local declaration of emergency was originally set to expire on October 1, 2020. However, given the number of displaced individuals; the damage to public and private property; and the need to coordinate with local, state, and federal agencies, staff finds that circumstances require a coordinated response to achieve mutual aid or cooperative assistance agreements. The circumstances have the potential to affect all of the territory and may remain in effect until the end of the calendar year, and likely extend into 2021.

Extending the local State of Emergency through the end of the year will allow the city to seek state/federal assistance for significant overtime expenditures in dealing with the recovery efforts. Approval will allow the city to continue to seek financial support for the ongoing effects of wildfires such as repair to property damage and temporary housing needs.

**Melody Thueson moved to approve Resolution No. 1643, A Resolution Extending a Declaration of Emergency in the City of Central Point to Prevent, Minimize, Respond to or recover from the Wildfire Emergency.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Melody Thueson, Ward III
<b>SECONDER:</b>	Kelley Johnson, Ward II
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

**B. Resolution No. \_\_\_\_\_, Resolution Ratifying Administrative Order - Temporary Housing**

Mrs. Dreyer explained that the City Manager issued an Administrative Order on September 24, 2020 because of the devastation from the Almeda and Obenchain fires. These devastated a significant portion of Jackson County destroying homes and businesses. The proposed resolution ratifies the City Managers Order to conduct activities that minimize or mitigate the effect of the wildfire emergency. The Order allows for temporarily reducing restrictions on occupancy of RVs with safeguards to mitigate impacts on surrounding neighborhoods. This will allow temporary housing for displaced individuals until additional housing is available. The resolution is effective until September 23, 2021.

There was discussion that the City would not be responsible for evictions or removal of the RV's after the resolution expires. We are also asking the property owners to place signage on the property so citizens know that it is temporary housing only for a limited time.

**Kelley Johnson moved to approve Resolution 1644, A Resolution of the City of Central Point Ratifying the City Manager's Administrative Order Dated September 24, 2020 addressing the Temporary Use of Occupied RV's Outside of Mobile Home Parks.**

Minutes Acceptance: Minutes of Oct 8, 2020 7:00 PM (CONSENT AGENDA)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelley Johnson, Ward II
<b>SECONDER:</b>	Melody Thueson, Ward III
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

**C. Resolution No. \_\_\_\_\_, 2020 Personnel Policies & Procedures Manual**

Human Resources Director Elizabeth Simas explained State and Federal laws require the proposed changes to the Personnel Policies and Procedures Manual. The City has added GPS to city cell phones allowing us to locate employees in the event they are needed at another location. There are updates to the email policy, external complaint policy and minor changes to the CDL license policy.

**Michael Parsons moved to approve Resolution No. 1645, A Resolution to Approve the 2020 Personnel Policies Manual.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Parsons, At Large
<b>SECONDER:</b>	Kelley Johnson, Ward II
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

**D. Resolution No. \_\_\_\_\_, 2020-2021 Revised Classification Pay Plan**

Mrs. Simas explained the proposed, revised pay plan reflects changes for all employee groups since the last pay plan approved by Council. For the past three years, the salary schedule range increases to the Management Compensation Plan have been limited to the CPI-U not to exceed 2.5. The City has been working on a Citywide Pay Equity Analysis and found that the sworn Police Management salaries needed to be increased around 5% due to compression issues with the Police Bargaining Unit and pay equity of similar situated supervisory positions. Our salaries are competitive and it could be justified to request greater increases to the salary bands. The financial impacts of COVID-19 are yet to be fully realized so we are proposing the salary band increases are limited to 1% except as outlined in Part C.

**Kelley Johnson moved to approve Resolution 1646, A Resolution Approving the July 1, 2020 - June 30, 2021 Revised Classification Pay Plan and Management Compensation Plan**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelley Johnson, Ward II
<b>SECONDER:</b>	Melody Thueson, Ward III
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

**E. First Reading: Ordinance Amending CPMC 9.68.020 Child Supervision**

Parks and Public Works Director Matt Samitore explained that Central Point Municipal Code Chapter 9.68 Rules and Regulations of Public Parks reads that children under the age of six are not allowed to come upon, use or play in the city's parks without adequate supervision by a responsible older person. ORS 163.545 states that it is child neglect to leave a person under 10 years of age unsupervised.

The proposed ordinance will update CPMC to match ORS regarding age of children who can be left unsurprised at the parks.

**Tanea Browning moved to Second Reading An Ordinance Amending CPMC Chapter 9.68.020 Child Supervision to Comply with Revised ORS 163.545 Child Neglect in the Second Degree.**

<b>RESULT:</b>	<b>1ST READING [UNANIMOUS]</b>
	<b>Next: 10/22/2020 7:00 PM</b>
<b>MOVER:</b>	Tanea Browning, Ward IV
<b>SECONDER:</b>	Michael Parsons, At Large
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>ABSENT:</b>	Rob Hernandez

#### VIII. MAYOR'S REPORT

Mayor Williams reported that he has participated in LOC Virtual Meetings.

#### IX. CITY MANAGER'S REPORT

City Manager Chris Clayton reported:

- The UGB process is ready to go before the Jackson County Board of Commissioners next week.
- Providence has purchased trailers and are placing them on their property. Staff is working with them on water/sewer/power hook ups for the temporary homes. We will be treating the utility fees the same as any other resident.
- The CARES relief program is moving along nicely. Mr. Weber has done a great job getting people to apply. They have been reaching out and inviting businesses to apply.
- Next week we will have a recognition lunch for our employees who responded and worked during the wildfires.
- Next week is the League of Cities Conference. There are good sessions that are available virtually.
- That water bill issues from last week seem to be resolving slowly. Many of the addresses have had irrigation leaks.
- Mrs. Simas worked hard on the Personnel Policies and Mr. Weber has been helping to cover things with CARES act funds.
- Staff has been working on three code enforcement properties.
- Community Development Director Tom Humphrey has been asked to lead the regional planning effort for rebuilding after the fires.
- There was discussion regarding Veterans Day and the option of fireworks. We are working on the fireworks but it will depend on the weather and if we receive enough rain fall between now and then.

## X. COUNCIL REPORTS

Council Member Melody Thueson reported that she has received a complement from a co-worker on how Public Works Employee Josh DeHaan does an amazing job for the City of Central Point.

Council Member Kelley Johnson reported that she attended the Study Session and several LOC virtual calls.

Council Member Tanea Browning reported that she:

- Attended the Study Session.
- Attended two meetings for the Water Front Park project. The Greenway can be a huge asset for the City.
- She has been participating on the LOC Conference Committee.
- She is still interested in touring the Phoenix Talent fire area.
- She is alarmed by the huge COVID-19 numbers that were announced today.

Council Member Michael Parsons reported that:

- He attended the Study Session.
- He attended a greenway tour with Captain Croft. The Meadows is considering a block wall between them and I-5. They are in the process of making a defensible space between their properties and neighboring property owners.

Council Member Neil Olsen had no report.

## XI. DEPARTMENT REPORTS

Police Chief Kris Allison reported that she has been working with Parks and Public Works Director Matt Samitore on the weed abatement ordinance. They think it is time to revisit the requirement to till property larger than five acres.

Community Development Director Tom Humphrey reported that:

- He is flattered that the County has approached him and the City about working regionally on the planning process for the fire areas.
- White Hawk subdivision is active again.
- They are still receiving building permits for residential and commercial buildings.

Parks and Recreation Commission Matt Samitore reported that:

- Staff has been working on the Greenway, he is in favor of the name “Waterfront Park”. They have received approval from FEMA to flatten the landscape and keep it mowed. Jackson County, and Medford are doing the same thing on their portion of the fire burned area. ODOT will be dropping over seeding on the burn scar next week by helicopter.
- We have been told that the Transportation System Plan will be fully funded through ODOT.

Human Resources Director Elizabeth Simas reported that we have implemented a program to take donations to help our employees who have been hardest hit by the fires.

**XII. EXECUTIVE SESSION under 192.660 (2) (h) Legal Counsel**

**Michael Parsons moved to adjourn to Executive Session under ORS 192.660 (2)(h) Legal Counsel.** Tanea Browning seconded.

The City Council adjourned to executive session at 8:16 p.m.

**XIII. ADJOURNMENT**

Council returned to regular session at 9:16 p.m. No further action was taken.

**Melody Thueson moved to adjourn.** Michael Parsons seconded and the meeting was adjourned at 9:17 p.m.

The foregoing minutes of the October 8, 2020, Council meeting were approved by the City Council at its meeting of \_\_\_\_\_, 2020.

Dated:

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

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

Minutes Acceptance: Minutes of Oct 8, 2020 7:00 PM (CONSENT AGENDA)



## City of Central Point Staff Report to Council

### ISSUE SUMMARY

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**TO:** City Council **DEPARTMENT:** Police Department

**FROM:** Kris Allison, Police Chief

**MEETING DATE:** October 22, 2020

**SUBJECT:** Approval of Donation to Butte Falls Police Department

**ACTION REQUIRED:** Consent Agenda Item **RECOMMENDATION:**

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The Butte Falls Police Department reached out to our Department in search of any equipment or uniforms we were not going to keep. The Butte Falls Police Department is a small agency that struggles with their affording uniforms and equipment.

Our Department has a surplus that we have scheduled to auction or destroy that Butte Falls Police Department could utilize. We have identified a list of equipment and clothing we would like to donate to the Butte Falls Police Department.

- 1 L/s polo black
- 2 S/S polo black
- 2 S/S Blauer polo black
- 2 L/S Elbeco patrol shirt blue
- 4 S/S/ Elbeco patrol shirt blue
- 6 BDU training pants tan
- 6 patrol pants blue
- 1 Kirkland brand softshell jacket
- 1 Second Chance male carrier size medium, no serial number found
- 1 Survival Armor male carrier size unknown, no serial number found

#### Nylon Duty Gear

- double mag x 3
- single cuff x 3
- ASP holder x 6

- radio holder x 2
- suspenders x 3
- outer belt x 4
- inner belt x 5
- double cuff x 1

I recommend approval of the Consent Agenda to donate the listed uniforms and to the Butte Falls Police Department.



## **City of Central Point** **Staff Report to Council**

### **ISSUE SUMMARY**

<b>TO:</b>	City Council	<b>DEPARTMENT:</b>	Parks and Recreation
<b>FROM:</b>	Matt Samitore, Parks and Public Works Director		
<b>MEETING DATE:</b>	October 22, 2020		
<b>SUBJECT:</b>	Ordinance No. _____, An Ordinance Amending CPMC Chapter 9.68 Rules and Regulations of Public Parks, Section 9.68.020 Child Supervision to Comply with ORS 163.545 Child Neglect		
<b>ACTION REQUIRED:</b>	Motion Ordinance 2nd Reading	<b>RECOMMENDATION:</b>	Approval

Central Point Municipal Code (CPMC) Chapter 9.68 Rules and Regulations of Public Parks, section 9.68.020 Child Supervision reads "Children under the age of six years are not allowed to come upon, use or play in the city's parks without adequate supervision by a responsible older person". Oregon Revised Statute 163.545 Child Neglect in the Second Degree states that "A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child." If approved, CPMC will be amended to meet Oregon Revised Statute requirements by changing the age from 6 to age 10. If the City Council approves, the ordinance amendment will be moved to a second reading.

**ATTACHMENTS:**

1. Child endangerment ordinance 10-08-20

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CPMC CHAPTER 9.68.020  
CHILD SUPERVISION TO COMPLY WITH REVISED  
ORS 163.545 CHILD NEGLECT IN THE SECOND DEGREE**

**RECITALS:**

- A. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B. Upon review, the staff for the City of Central Point determined that amendment to Chapter 9.68.020 is required to comply with legal age requirements as specified in ORS 163.545 Child Neglect in the Second Degree.
- C. Words ~~lined through~~ are to be deleted and words **in bold** are added.

**THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:**

Section 1. Section 9.68.020 of the Central Point Municipal Code is amended to read:

**Chapter 9.68**  
Rules and Regulations Of Public Parks--Defining And Punishing Certain  
Offenses Against The Public General Welfare

**Section 9.68.020 Child Supervision.**

**9.68.020 Child supervision.**

Children under the age of ~~six~~ **10** years are not allowed to come upon, use or play in the city’s parks without adequate supervision by a responsible older person. (Ord. 1899 §1(part), 2007).

Section 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word Ordinance may be changed to “code”, “article”, “section”, “chapter”, or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions need not be codified and the City Recorder is authorized to correct any cross references and any typographical errors.

Section 3. Effective Date. The Central Point City Charter states that an ordinance enacted by the council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

Attachment: Child endangerment ordinance 10-08-20 (1324 : Ordinance Amending CPMC 9.68.020 Child Supervision)

**PASSED** by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of August 2020

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

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

Attachment: Child endangerment ordinance 10-08-20 (1324 : Ordinance Amending CPMC 9.68.020 Child Supervision)



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**STAFF RECOMMENDATION:**

Approve resolution as presented.

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**RECOMMENDED MOTION:**

I move to approve Resolution No. \_\_\_\_\_, a resolution of the City of Central Point approving the award of emergency small business assistance grants

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**ATTACHMENTS:**

1. RESO Emergency Small Business Grant Award

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF CENTRAL POINT  
APPROVING THE AWARD OF EMERGENCY SMALL BUSINESS ASSISTANCE  
GRANTS

Recitals:

- A. The City of Central Point applied for and was awarded an emergency small business assistance grant through Business Oregon to assist local businesses that have been affected by the coronavirus pandemic.
- B. The Central Point Development Commission approved \$50,000 to be used as the matching funds for the small business assistance grant program.
- C. Business Oregon has reviewed the list of grant applicants and has approved five applicants to be presented to City Council for approval of grant awards.

The City of Central Point resolves as follows:

Section 1.

To award emergency small business assistance grant funding to the following:

- |   |          |
|---|----------|
| 1. The Horse Blanket                        | \$ 2,500 |
| 2. Mobility & Fitness                       | \$ 2,500 |
| 3. Bare Beauty + Boutique                   | \$ 2,500 |
| 4. Douglas Fitness Inc. dba Anytime Fitness | \$10,000 |
| 5. Balanced Being LLC                       | \$ 2,500 |

Passed by the Council and signed by me in authentication of its passage this 22nd day of October 2020.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST

\_\_\_\_\_  
Deanna Casey, Recorder

Attachment: RESO Emergency Small Business Grant Award (1326 : Emergency Small Business Grant Awards)



## **City of Central Point** **Staff Report to Council**

### **ISSUE SUMMARY**

<b>TO:</b>	City Council	<b>DEPARTMENT:</b>	City Attorney
<b>FROM:</b>	Sydnee Dreyer, City Attorney		
<b>MEETING DATE:</b>	October 22, 2020		
<b>SUBJECT:</b>	First Reading – Ordinance Amending in Part CPMC Chapter 3.24 and Adding Redetermination and Appeal Provisions Regarding Transient Lodging Tax		
<b>ACTION REQUIRED:</b>	Motion Ordinance 1st Reading	<b>RECOMMENDATION:</b>	Approval

#### **BACKGROUND INFORMATION:**

In the 2018 session, the Oregon Legislature modified the language in the State's Lodging Tax Law (HB 4120). The modifications clarified that a Lodging Intermediary which accepts payment for, or facilitates lodging, is also the responsible party to collect and remit lodging taxes. Lodging intermediaries are those on-line entities that facilitate reservations at lodging facilities such as private homes, apartments, hotels, etc. Some intermediaries, generally those booking traditional hotel rooms have been collecting and remitting the City's lodging tax; others, generally those booking non-traditional lodging such as vacation homes or rooms, have not. HB 4120 is applicable to all lodging intermediaries within the state, unless a local jurisdiction's code provides otherwise.

The intent of the proposed revisions to Chapter 3.24 is to mirror HB 4120's provisions with regard to lodging intermediaries, and such entities' duty to collect and remit lodging taxes. To date, one or more lodging intermediaries have not been collecting or remitting such taxes, and the City believes this amendment is necessary to ensure enforcement. In addition, in reviewing the City's code, staff determined that additional provisions regarding redetermination and the appeal process were advisable to further clarify the process. The City's lien process for unpaid transient lodging taxes was also revised. Under existing code, the City's lien was recorded on against personal property only, which may be a less effective remedy. Under the proposed revision, the City can record a lien against the real property and/or personal property thereby providing the City an additional enforcement mechanism.

#### **FINANCIAL ANALYSIS:**

#### **LEGAL ANALYSIS:**

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Some transient lodging intermediaries have taken the position that unless a City's code mirrors with the language in state law, the intermediary need not collect the tax. In the cities of Corvallis and Jacksonville, code language was adopted that mirrors state law and both cities have since been collecting from those intermediaries. The proposed revisions will now mirror state law with respect to intermediaries, and should resolve the lingering challenges to collection with these businesses.

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#### **COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

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#### **STAFF RECOMMENDATION:**

Consider the proposed ordinance and 1) forward the ordinance to a second reading; or 2) make revisions and forward the ordinance to a second reading.

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#### **RECOMMENDED MOTION:**

Move to second reading an Ordinance amending in part Central Point Municipal Code Chapter 3.24 and adding redetermination and appeal provisions regarding transient lodging tax.

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#### **ATTACHMENTS:**

1. Ordinance - Transient Lodging Tax Amendments

ORDINANCE NO. \_\_\_\_\_  
 AN ORDINANCE AMENDING IN PART CENTRAL POINT MUNICIPAL CODE CHAPTER 3.24 AND  
 ADDING REDETERMINATION AND APPEAL PROVISIONS REGARDING TRANSIENT LODGING  
 TAX

RECITALS:

- A. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B. Upon review, the staff and city attorney for the City of Central Point determined that amendment to Chapter 3.24 Transient Lodging Tax is advisable to mirror the provisions of HB 4120 (2018) with regard to transient lodging intermediaries and to resolve challenges to collection of such tax by transient lodging intermediaries.
- C. Words ~~lined through~~ are to be deleted and words in **bold** are added.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

SECTION 1. Chapter 3.24 is amended in part as set forth below and incorporated herein by reference.

## Chapter 3.24 TRANSIENT LODGING TAX

Sections:

- [3.24.010 Definitions.](#)
- [3.24.020 Tax imposed.](#)
- [3.24.030 Collection of tax by ~~operator~~ \*\*lodging tax collector\*\*; rules for collection.](#)
- [3.24.040 ~~Operator~~\*\*Lodging tax collector's duties.\*\*](#)
- [3.24.050 Exemptions.](#)
- [3.24.060 Registration certificate of authority.](#)
- [3.24.070 Collections, returns and payments.](#)
- [3.24.080 Penalties and interest.](#)
- [3.24.090 Fraud, evasion, and ~~operator~~ \*\*lodging tax collector delay.\*\*](#)
- [3.24.100 \*\*Redeterminations.\*\*](#)
- [3.24.130 Security for collection of tax.](#)
- [3.24.140 Liens.](#)
- [3.24.150 Refunds issued by city.](#)
- [3.24.170 Refunds by ~~operator~~ \*\*lodging tax collector to transient occupant.\*\*](#)
- [3.24.180 Records.](#)
- [3.24.190 Confidentiality; \*\*disclosure unlawful.\*\*](#)
- [3.24.200 Disposition of transient room tax.](#)
- [3.24.210 Appeals.](#)
- [3.24.215 \*\*Appeals to council.\*\*](#)

[3.24.220 Violations.](#)  
[3.24.230 Severability.](#)

### 3.24.010 Definitions.

For purposes of this chapter, the following definitions apply:

“Accrual accounting” means a system of accounting in which the ~~operator~~ **lodging tax collector** enters the rent due from a transient into the record when the rent is earned, whether or not it is paid.

~~“Bed and breakfast” means a single family dwelling, or part thereof, other than a motel, hotel or multiple family dwelling, where traveler’s accommodations and breakfast are provided for a fee on a daily or weekly room rental basis.~~

“Cash accounting” means a system of accounting in which the ~~operator~~ **lodging tax collector** does not enter the rent due from an **occupant transient** into the record until the rent is paid.

“City” means the city of Central Point, Oregon.

“Council” means the city council of Central Point, Oregon.

“Director” means the finance director of the city of Central Point.

~~“Hotel” means any structure, or any portion of any structure, which is occupied or intended or designed for transient occupancy for thirty days or less for dwelling, lodging, or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, studio hotel, lodging house, rooming house, apartment house, public or private dormitory, fraternity, sorority, public or private club, and also means space or portion thereof so occupied, provided such occupancy is for less than a thirty-day period.~~

**“Lodging Tax” means the tax assessed by the City of Central Point on occupants in lodging facilities.**

“Lodging tax collector” means **a transient** lodging provider or a **transient** lodging intermediary.

“Manager” means the city manager of the city of Central Point, Oregon.

“Occupancy” means use or possession of or the right to the use or possession for lodging or sleeping purposes of transient lodging facility.

**“Occupant” means an individual who occupies or is entitled to occupy space in a transient lodging facility for a period of thirty consecutive days or less, counting portions of days as full days. The day an occupant checks out of a lodging facility shall not be included in determining the thirty-day period if the occupant is not charged rent for that day by the lodging tax collector. Any person occupying space in a lodging facility shall be considered an occupant until a period of thirty days has expired, unless there is an agreement in writing between the lodging tax collector and the occupant providing for a longer period of occupancy or the person actually extends occupancy more than thirty consecutive days. A person who pays for lodging on a monthly basis, regardless of the number of days in the month, shall not be considered an occupant.**

~~“Operator” means a person that furnishes transient lodging facility in any capacity. When an operator’s functions are performed through a managing agent or transient lodging intermediary agent of a type other than an employee, the agent shall also be considered an operator for purposes of this chapter and shall have the same duties and liabilities as the principal. Compliance by either the operator or the agent shall be considered compliance by both. “Operator” herein shall also include a transient lodging tax collector as defined by state law.~~

“Person” means an individual, firm, partnership, joint venture, association, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or another group or combination acting as a unit.

~~“Rent” means the total retail price, including all charges other than taxes, rendered for the sale, service or furnishing of transient lodging whether or not received by the operator, for the occupancy of transient lodging space valued in money, goods, labor, credits, property, or other considerations valued in money, without any deduction the consideration charged, whether or not received by the lodging tax collector, for the occupancy of space in a lodging facility valued in money, goods, labor, credits, property, or other consideration valued in money, without any deduction.~~

“Rent package plan” means the consideration charged for both food and rent where a single rate is made for the total of both. The amount applicable to rent for determination of transient ~~room~~ **lodging** tax under this chapter shall be the same charge made for rent when consideration is not a part of a package plan. This concept is intended to follow State of Oregon Administrative Rule (OAR [150-320-305](#)) regarding services included in the fee for purposes of determining the total retail price.

~~“Lodging Tax” means either the tax payable by the transient or the aggregate amount of taxes due from the transient lodging provider or transient lodging intermediary during the period for which all are required to report collections.~~

**“Transient Lodging Facility or Lodging Facility” means any structure, or any portion of any structure, which is occupied or intended or designed for short-term occupancy for dwelling, lodging or sleeping purposes and includes any hotel, motel, inn, condominium, house, cabin, apartment, public or private dormitory, fraternity, sorority, public or private club, space in a mobile home or trailer park, tent camping locations, or similar structures or spaces or portions thereof so occupied; provided such occupancy is for less than a 30-day period.**

**“Transient Lodging Intermediary or Lodging Intermediary” means a person other than a lodging provider that facilitates the retail sale of lodging and: (1) Charges for occupancy of the lodging facility; (2) Collects the consideration charged for occupancy of the lodging; or (3) Receives a fee or commission and requires the lodging provider to use a specified third party entity to collect the consideration charged for occupancy of the lodging.**

**“Transient Lodging Provider or Lodging Provider” means a person that furnishes transient lodging.**

~~“Transient” means an individual who occupies or is entitled to occupy space in a transient lodging facility for a period of thirty consecutive days or less, counting portions of days as full days. The day a transient checks out of a hotel shall not be included in determining the thirty-day period if the transient is not charged rent for that day. A person occupying space in a transient lodging facility shall be considered a transient until a period of thirty days has expired unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy or the~~

~~tenant actually extends occupancy more than thirty consecutive days. A person who pays for lodging on a monthly basis, regardless of the number of days in the month, shall not be considered a transient.~~

~~“Transient lodging” means: hotel, motel and inn dwelling units that are used for temporary overnight human occupancy; spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.~~

~~“Transient lodging intermediary” means a person other than a transient lodging provider that facilitates the retail sale of transient lodging and charges for the occupancy of transient lodging.~~

### 3.24.020 Tax imposed.

For the privilege of occupancy in any transient lodging, **each occupant shall pay** a tax of nine percent **of the total retail price, including all charges other than taxes, paid by a person for occupancy of the transient lodging.** ~~is imposed on any consideration rendered for the sale, service or furnishing of transient lodging.~~

~~The tax must be computed on the total retail price, including all charges other than taxes, paid by a person for occupancy of the transient lodging. The total retail price paid by a person for occupancy of transient lodging that is part of a travel package may be determined by reasonable and verifiable standards from books and records kept in the ordinary course of the operator’s business. The tax shall be collected by the operator that receives the consideration rendered for occupancy of the transient lodging. The tax imposed by this chapter is in addition to and not in lieu of any state transient lodging tax. The tax constitutes a debt owed by the transient-occupant to the city, which is extinguished only by payment to the lodging tax collector and the debt is extinguished only when the tax is remitted by the operator to the city. The occupant transient shall pay the tax to the operator lodging tax collector at the time rent is paid. The lodging tax collector operator shall enter the tax into the record when rent is collected if the operator lodging tax collector keeps records on the cash accounting basis and when earned if the operator lodging tax collector keeps records on the accrual accounting basis. If the rent is paid in installments, a proportionate share of the tax shall be paid by the transient-occupant to the operator lodging tax collector with each installment. The unpaid tax is due upon the transient’s occupant’s ceasing to occupy space in the transient lodging.~~

### 3.24.030 Collection of tax by operator lodging tax collector; rules for collection.

~~Every operator renting rooms in this city shall collect a tax from the occupant, the occupancy of which is not exempted under the terms of this chapter.~~

The lodging provider or a lodging intermediary as described in CPMC [3.24.010](#), that collects the consideration charged for occupancy of a lodging facility, as applicable, is responsible for collecting any lodging tax and shall file a return of the tax with the City of Central Point Finance Department, or with any director identified by the City, reporting the amount of tax due during the reporting period to which the return relates.

In cases of credit or deferred payment of rent, the payment of tax to the operator lodging tax collector may be deferred until the rent is paid, and the operator lodging tax collector shall not be

liable for the tax until rent is paid or deferred payments are made. **Adjustments may be made for uncollectible rents and lodging taxes.**

The finance director shall enforce provisions of this chapter and shall have the power to adopt rules and regulations not inconsistent with this chapter as may be necessary to aid in the enforcement.

The rate imposed shall be rounded to the nearest whole cent.

### 3.24.040 ~~Operator~~ Lodging tax collector's duties.

Every ~~operator~~ **lodging tax collector** shall collect the tax imposed by this chapter at the same time the rent is collected from the **occupant transient**. The amount of tax shall be stated separately in the ~~operator's lodging tax collector's~~ records and on the receipt given by the **lodging tax collector**. ~~operator. An operator~~ **A lodging tax collector** shall not advertise that the tax will not be added to the rent, that a portion of it will be assumed or absorbed by the **lodging tax collector** ~~operator~~, or that a portion will be refunded, except in the manner provided in this chapter.

### 3.24.050 Exemptions.

The tax shall not be imposed on:

Transient lodging in a hospital, health care facility, long term care facility or any other residential facility that is licensed, registered or certified by the Department of Human Services or the Oregon Health Authority;

A dwelling unit in a facility providing treatment for drug or alcohol abuse or providing mental health treatment;

Transient lodging in a private residence that is used by members of the general public for temporary human occupancy for fewer than thirty days per year. **The exemption granted under this subsection does not apply to a dwelling unit that is rented out as a transient lodging using a platform of any kind provided by a lodging intermediary;**

Transient lodging which is funded through a contract with a government agency for the purpose to provide emergency or temporary shelter; other than this temporary emergency exception, the taxes herein apply to state and local government workers;

Transient lodging at a nonprofit youth or church camp, nonprofit conference center or other nonprofit facility;

~~Transient lodging that is leased or otherwise occupied by the same person for a consecutive period of thirty days or more during the year. The requirements of this subsection are satisfied even if the physical dwelling unit changes during the consecutive period if all dwelling units occupied are within the same facility, and the person paying consideration for the transient lodging is the same person throughout the consecutive period;~~

**Any occupant for more than 30 consecutive calendar days (a person who pays for lodging on a monthly basis, irrespective of the number of days in such month, shall not be deemed an occupant for purposes of the lodging tax) where the rent is paid by the same person**

throughout the consecutive period, and all dwelling units occupied are within the same facility;

Any federal government employee traveling on official government business, who presents an official government exemption certificate or official travel authorization (i.e. Red Cross); and/or

Any person who has diplomatic immunity.

No exemption shall be granted except upon a claim therefor made at the time the rent is collected, and under penalty of perjury, upon a form presented by the director.

**3.24.060 Registration certificate of authority.**

~~Each operator of a transient lodging facility~~ **Every person engaging or about to engage in the business of transient lodging** within the city shall register said business with the finance director on a form provided by the director, within fifteen calendar days after commencing business. Lodging tax collectors engaged in business at the time the ordinance codified in this Chapter is adopted must register not later than 30 calendar days after passage hereof. The privilege of registration after the date of imposition of such tax shall not relieve any person from the obligation of collection or payment of tax regardless of registration.

The registration form shall set forth the name in which ~~an operator~~ **the lodging tax collector** transacts or intends to transact business, the location of the place or places of business and such other information to facilitate the collection of the tax as the director may require. The registration shall be signed by the **lodging tax collector** ~~operator~~.

The director shall, within ten days after registration, issue without charge a "Certificate of Authority" to each registrant to collect the tax from the occupant, together with a duplicate thereof for each additional place of business of each registrant. Certificates shall be nonassignable and nontransferable and shall be surrendered immediately to the director upon the cessation of business at the location named or upon its sale or transfer.

Each certificate of authority shall state the place of business to which it applies, shall be prominently displayed therein so as to be seen and be readily apparent to all ~~transients~~ **occupants** seeking occupancy. Failure to register does not relieve the ~~operator~~ **lodging tax collector** from collecting the tax or a person from paying the tax. The certificate of authority shall set forth:

- A. The name of the **lodging tax collector** ~~operator~~;
- B. The address of the transient lodging facility;
- C. The date the certificate was issued;
- D. The following statement:

This ~~transient occupancy~~ **lodging tax collector** registration certificate signifies that the person named on the certificate has fulfilled the requirements of the transient lodging tax ordinance of the City of Central Point by registration with the Finance Director for the purpose of collecting the ~~room~~ **lodging** tax imposed by said City and remitting the tax to the Finance Director. This certificate does not authorize any person to conduct any unlawful business or to conduct any

lawful business in an unlawful manner, or to operate a transient lodging facility without strictly complying with all local applicable laws, including but not limited to those requiring a permit from any board, commission, department or office of the City of Central Point. This certificate does not constitute a permit.

### 3.24.070 Collections, returns and payments.

Every ~~operator~~ **lodging tax collector** shall, on or before the fifteenth day of the month following the end of each calendar quarter (in the months of April, July, October and January), file a return with the finance director, on forms provided by the city, specifying the total rent subject to this chapter and the amount of tax collected under this chapter. A return shall not be considered filed until it is actually received by the finance director, in said office either by personal delivery, by mail, or by any commercially reasonable means, including but not limited to electronic or telephonic transfer, or private delivery service. For purposes of determining delinquencies, the date of delivery is the later of receipt of the return or receipt of the tax by the finance director. If the return is mailed, the postmark date from the United States Postal Service shall be considered the date of delivery for determining delinquencies. Private delivery services shipping date may be treated as an equivalent to the U.S. Postal Service for purposes of the postmark rule. If the return is delivered in person, it must be received on or before the due date during posted business hours. The initial return may be for less than the three months preceding the due date. The business quarters are:

First quarter: January, February, March;

Second quarter: April, May, June;

Third quarter: July, August, September;

Fourth quarter: October, November, December.

Returns shall show the amount of tax collected or due for the related period. The director may require returns to show the total rentals on which the tax was collected or is due, gross receipts of the ~~operator~~ **lodging tax collector** for the period, a detailed explanation of any discrepancy between the amounts, and the amount of rentals exempt, **if any**.

At the time the return is filed, the full amount of the tax collected shall be remitted to the director.

Nondesignated payments shall be applied in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax. If the ~~finance director~~, in ~~their~~ **the director's** sole discretion, determines that an alternative order of payment application would be in the best interest of the city in a particular tax or factual situation, ~~they~~ **the director** may direct such a change. The director may establish shorter reporting periods for any ~~operator~~ **lodging tax collector** if deemed necessary in order to ensure collection of the tax. The director also may require additional information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest shall be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by ~~operators~~ **lodging tax collectors** pursuant to this chapter shall be held in trust for the account of the city until payment is made to the finance director. A separate trust bank account is not required in order to comply with this provision.

For good cause, the ~~finance~~ director may extend the time for filing a return or paying the tax for a period not to exceed three months. Further extension may be granted only by the approval of the city manager. An operator to whom an extension is granted shall pay interest at the rate of one percent per month on the amount of tax due, without proration for a fraction of a month. If a return is not filed and if the tax and interest due are not paid by the end of the extension granted, the interest shall become a part of the tax for computation of penalties prescribed in Section [3.24.080](#).

Collection fee: Every ~~operator~~ **lodging tax collector** required to remit the tax imposed in this chapter shall be entitled to retain five percent of all taxes due to defray the costs of bookkeeping and remittance.

Every ~~operator~~ **lodging tax collector** must keep and preserve in an accounting format established by the finance director records of all sales made by the facility and such other books or accounts as may be required by the director. Every ~~operator~~ **lodging tax collector** must keep and preserve for a period of three years and six months all such books, invoices and other records. The director shall have the right to inspect all such records at all reasonable times.

The finance director may require returns and payment of the taxes for other than monthly/quarterly periods in individual cases to ensure payment or to facilitate collection by the city.

### 3.24.080 Penalties and interest.

**A. Original Delinquency.** Any ~~operator~~ **lodging tax collector** who has not been granted an extension of time for remittance of tax due and who fails to remit any tax imposed by this chapter prior to delinquency shall pay a penalty of ten percent of the amount of the tax due in addition to the amount of the tax.

**B. Continued Delinquency.** Any ~~operator~~ **lodging tax collector who has not been granted an extension of time for remittances of tax due and** who fails to remit any delinquent remittance on or before a period of thirty-one days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of fifteen percent of the amount of the tax in addition to the ten percent penalty first imposed.

**C. Fraud.** If the Finance director determines that the nonpayment of any remittance due under this chapter is due to fraud or intent to evade the provisions thereof, a penalty of twenty-five percent of the amount of the tax shall be added thereto in addition to the penalties assessed under this chapter **3.24.080(A) and (B)**.

**D. Interest.** In addition to the penalties imposed, any ~~operator~~ **lodging tax collector** who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent per month or fraction thereof without proration for portions of a month, on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

**E. Penalties Merge with Tax.** Every penalty imposed and such interest as accrues under the provisions of this chapter shall become a part of the tax required to be paid.

**F. Petition for Waiver.** Any ~~operator~~ **lodging tax collector** who fails to remit the tax within the required time may petition the city manager for waiver and refund of the penalty or a portion of it. The manager may, if good cause is shown, direct a refund of the penalty or a portion of it. ~~At the city~~

manager's discretion, a petition for waiver may be forwarded and addressed by a hearing before the city council. Any such hearing will be conducted under the procedures described in Section [3.24.210](#)

### **3.24.090 Fraud, evasion, and operator lodging tax collector delay.**

If the finance director determines that a return is incorrect, that required reports or returns have not been filed, that a report is fraudulent, or that an operator has otherwise failed to comply with the terms of this chapter, the director shall proceed in such manner as deemed best to obtain facts and information on which to base the estimate of tax due. As soon as the director shall procure such facts and information as are able to be obtained, upon which to base the assessment of any tax imposed by this chapter and payable by any operator, the director shall proceed to determine and assess against such operator the tax, interest and penalties provided for within this chapter.

In case such determination is made, the finance director shall give a written notice of the amount so assessed by having it served personally or by depositing it in the United States mail, postage prepaid, addressed to the operator so assessed at the last known place of address. Any deficiency is due and payable ten days after the director serves its written notice. The operator may appeal such determination as provided in Section [3.24.210](#) within ten days of service of the deficiency notice. If no appeal is filed, the director's determination is final and the amount thereby is immediately due and payable and shall become final within ten days after the notice has been given.

Except as provided herein, every deficiency determination shall be made and notice mailed within three years after a return was originally filed or subsequently amended, whichever period expires later. In the case of the filing of a false or fraudulent return with the intent to evade this chapter, a failure to file a required return, or willful refusal to collect and remit the tax, a deficiency determination may be made or a proceeding for the collection of such deficiency may be commenced at any time. (Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1707 §1(part), 1994).

**A. Deficiency determination.** If the director determines that the returns are incorrect, she or he may compute and determine the amount required to be paid upon the basis of the facts contained in the return or returns, or upon the basis of any information within her or his possession or that may come into her or his possession. One or more deficiency determinations may be made of the amount due for one, or more than one period; and the amount so determined shall be due and payable immediately upon service of notice, as provided in this chapter; after which, the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in [Section 3.24.080](#).

1. In making a determination, the director may offset overpayments, if any, which may have been previously made for a period or periods, against any underpayment for a subsequent period or periods, or against penalties and interest on the underpayments. The interest on underpayments shall be computed in the manner set forth in [Section 3.24.080](#).

2. The director shall give to the lodging tax collector a written notice of her or his determination. The notice may be served personally or by mail; if by mail, the notice shall be addressed to the lodging tax collector at her or his address as it appears in the records of the director. In case of service by mail of any notice required by this Chapter, the service is complete at the time of deposit in the United States Post Office.

3. Except in the case of fraud, intent to evade the provisions of this chapter or authorized rules and regulations, every deficiency determination shall be made and notice thereof mailed within three years after the last day of the month following the close of the

monthly period for which the amount is proposed to be determined, or within three years after the return is filed, whichever period expires the later.

4. Any determination shall become due and payable immediately upon receipt of notice, and shall become final within ten days after the director has given notice thereof; provided, however, the lodging tax collector may petition redemption and refund if the petition is filed before the determination becomes final, as provided in this chapter.

**B. Fraud; refusal to collect; evasion.** If any lodging tax collector shall fail or refuse to collect said tax or to make, within the time provided in this chapter, any report and remittance of said tax or any portion of the tax required by this chapter, or makes a fraudulent return or otherwise willfully attempts to evade the provisions of this chapter, the director shall proceed in such manner as she or he may deem best to obtain facts and information on which to base an estimate of the tax due.

1. As soon as the director has determined the tax due that is imposed by this chapter, from any lodging tax collector who has failed or refused to collect the same and to report and remit said tax, she or he shall proceed to determine and assess against such lodging tax collector the tax, interest, and penalties provided in this chapter. In case such determination is made, the director shall give a notice in the manner aforesaid of the amount so assessed. Such determination and notice shall be made and mailed within three years after discovery by the director of any fraud, intent to evade or failure or refusal to collect said tax, or failure to file return.

2. Any determination shall become due and payable immediately upon receipt of notice and shall become final within ten days after the director has given notice thereof; provided, however, the lodging tax collector may petition redemption and refund, if the petition is filed before the determination becomes final, as provided in this chapter.

**C. Lodging tax collector delay.** If the director believes that the collection of any tax or any amount of tax required to be collected and paid to the city will be jeopardized by delay, or if any determination will be jeopardized by delay, the director shall thereupon make a determination of the tax or amount of tax required to be collected, noting the fact upon the determination.

1. The amount so determined, as provided in this chapter, shall be immediately due and payable; and the lodging tax collector shall immediately pay same determination to the director after service of notice thereof. Provided, however, the lodging tax collector may petition, after payment has been made, for redemption and refund of such determination, if the petition is filed within ten days from the date of service of notice by the director.

### **3.24.100 Redeterminations.**

**A.** Any person against whom a determination is made under [Section 3.24.090](#), or any person directly interested, may petition for a redetermination and redemption and refund within the time required in [Section 3.24.090](#) of this chapter. If a petition for redetermination and refund is not filed within the time required in [Section 3.24.090](#), the determination becomes final at the expiration of the allowable time.

**B.** If a petition for redetermination and refund is filed within the allowable period, the director shall reconsider the determination; and, if the person has so requested in her or his petition, shall grant the person an oral hearing and shall give her or him ten days' notice of the time and place of the hearing. The director may continue the hearing from time to time as may be necessary.

C. The director may decrease or increase the amount of the determination as a result of the hearing; and, if an increase is determined, such increase shall be payable immediately after the hearing.

D. The order or decision of the director upon a petition for redetermination of redemption and refund becomes final ten days after service upon the petitioner of notice thereof, unless appeal of such order or decision is filed with the City Manager within the 10 days after service of such notice.

E. No petition for redetermination of redemption and refund or appeal therefrom shall be effective for any purpose unless the lodging tax collector has first complied with the payment provisions of this chapter.

### 3.24.130 Security for collection of tax.

If the finance director believes that the collection of any tax or any amount of tax required to be collected and paid to the city will be jeopardized by delay, the director may make a determination of the tax required to be collected, and may require an ~~operator~~ **lodging tax collector** to deposit security in the form of cash, bond or other security. The amount of security shall be fixed by the director and shall not be greater than twice the ~~operator's~~ **lodging tax collector's** estimated average quarterly liability for the period for which the ~~operator~~ **lodging tax collector** files returns. The ~~operator~~ **lodging tax collector** has the right to appeal to the city manager any decision of the finance director made under this provision **as provided in Section 3.24.210.**

Within three years after the tax becomes payable or within three years after a determination becomes final, the director may bring an action in the name of the city in the courts of this or another state of the United States to collect the amount delinquent and penalties and interest.

### 3.24.140 Liens.

~~Notice of lien may be issued by the finance director whenever the operator is in default of the payment of said tax and subsequent penalties and fees.~~

~~After a determination of taxes owing has become final, such taxes, together with all applicable interest and penalties, advertising costs and filing fees, shall become a lien on all tangible personal property used in the transient lodging facility of the operator.~~

~~The finance director shall cause the lien to be recorded in the city and/or county lien docket and it shall remain a lien from the date of its recording and superior to all subsequent recorded liens on all tangible personal property used in the transient lodging of the operator, and may be foreclosed upon and sold as provided by law as may be necessary to discharge said lien.~~

A. The tax imposed by this chapter, together with the interest and penalties provided in this chapter, shall be and until paid remain a lien from the date of its docketing with the city recorder of the city against all real property occupied by the lodging facility. This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.

B. The tax imposed by this chapter, together with the interest and penalties provided in this Chapter, shall be and until paid remain a lien from the date of its docketing with the city

manager of the city against all property of the lodging tax collector intermediary as authorized by local, state or federal law. This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed on as provided by local, state or federal law.

C. Any lien for a delinquent lodging tax may be released by the director when the full amount determined to be due has been paid to the city; and the lodging tax collector or person making such payment shall receive a receipt therefor, stating that the full amount of taxes, penalties, and interest thereon have been paid and that the lien is thereby released and the record of the lien is satisfied.

### 3.24.150 Refunds issued by city.

~~Operator~~ **Lodging tax collector's** refunds: Whenever the amount of any tax, interest or penalty has been paid more than once, or has been erroneously or illegally collected or received by the city under this chapter, it may be refunded, provided a verified claim in writing therefor, stating the specific reasons upon which the claim is founded, is filed with the finance director within three years from the date of payment. If the claim is approved by the director, the excess amount collected or paid may be refunded or taken as credit on any amounts due and payable from the ~~operator~~ **lodging tax collector from whom it was collected, or by whom paid; and the balance may be refunded to such lodging tax collector**, or their administrators, executors or assignees.

~~Transient~~ **Occupant** refunds: Whenever tax required by this chapter has been collected by the ~~operator~~ **lodging tax collector** and deposited with the finance director and later is determined to be erroneously collected, it may be refunded by the finance director/city to the ~~transient~~, **occupant** provided a verified claim in writing, stating the specific reason for the claim, is filed with the director within three years from the date of payment.

### 3.24.170 Refunds by ~~operator~~ lodging tax collector to ~~transient~~ occupant.

If tax has been collected by the ~~operator~~ **lodging tax collector** and it is later determined that the ~~transient~~ **occupant** occupied the ~~hotel~~ **lodging facility** for a period exceeding thirty days without interruption, the ~~operator~~ **lodging tax collector** shall refund the tax to the ~~transient~~ **occupant**. The ~~operator~~ **lodging tax collector** shall account for the collection and refund to the finance director/city on the city's tax report form. If the ~~operator~~ **lodging tax collector** has remitted the tax prior to refund or credit to the ~~occupant~~ **transient**, the ~~operator~~ **lodging tax collector** shall be entitled to a corresponding refund, which shall be also be reported on the city's tax report form.

### 3.24.180 Records.

Records required: It shall be the duty of every ~~operator~~ **lodging tax collector** to keep and preserve guest records, accounting books, records of the room sales and income tax returns for a period of three years and six months after they come into being as may be necessary to determine the amount of such tax as the ~~operator~~ **lodging tax collector** may have been liable for the collection of and payment to the city. The ~~operator~~ **lodging tax collector** shall maintain guest records of room rents, accounting books and records of income. The ~~operator~~ **lodging tax collector** must, at a minimum, include a daily room rental register, a room billing/revenue daily journal, a cash receipt and deposit journal, and a cash disbursements journal/check register for all authorized deductions. These records and books shall reconcile to the transient room tax reports and be auditable. They

shall also reconcile to the ~~operator~~ **lodging tax collector's** income tax reports. If the director finds the books and records of the ~~operator~~ **lodging tax collector** are deficient in that they do not provide adequate support for transient room tax reports filed, or the ~~operator's~~ **lodging tax collector's** accounting system is unauditible, it shall be the responsibility of the ~~operator~~ **lodging tax collector** to improve their accounting system to the satisfaction of the finance director.

Examination of records: The finance director or any person authorized in writing by the director may examine the books, papers and accounting records relating to room sales of any ~~operator~~ **lodging tax collector** during normal business hours. The examination of records is for the purpose of verifying the accuracy of any return made, or if no return is made, to ascertain and determine the amount required to be paid. Notification shall be given to the ~~operator~~ **lodging tax collector** liable for the tax at least two weeks prior to the examination of records, and the director may request certified copies of annual tax returns covering the ~~operator~~ **lodging tax collector**.

**3.24.190 Confidentiality – Disclosure Unlawful.**

~~The finance director or a person having an administrative or clerical duty under the provisions of this chapter shall not make known in any manner the business affairs, operations or information obtained by an investigation of records and equipment of a person required to file a return or pay a transient occupancy tax or a person visited or examined in the discharge of official duty; or the amount or source of income, profits, losses or expenditures contained in a statement or application; or permit a statement or application, or a copy of either, or a book containing an abstract or particulars to be seen or examined by any person.~~

~~However, nothing in this section shall be construed as to prevent the disclosure to, or the examination of records and equipment for the collection of taxes or the purpose of administering or enforcing any provisions of this chapter, the collecting of taxes imposed, the names and addresses to whom transient occupancy registration certificates have been issued, the general statistics regarding taxes collected or transient business transacted within the city of Central Point.~~

**A. It shall be unlawful for the director or any person having an administrative or clerical duty under the provisions of this chapter to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any person required to obtain a lodging tax certificate of authority or pay a lodging tax, or any other person visited or examined in the discharge of official duty; or the amount or source of income, profits, losses, expenditures, or any particular thereof, set forth in any statement or application; or to permit any statement or application, or copy of either, or any book containing any abstract or particulars thereof to be seen or examined by any person. Provided, that nothing in this subsection shall be construed to prevent:**

**1. The disclosure to, or the examination of, records and equipment by another city official, employee, or agent for collection of taxes for the sole purpose of administering or enforcing any provisions of this chapter; or collecting taxes imposed under this chapter.**

**2. The disclosure, after the filing of a written request to that effect, to the taxpayer herself or himself, receivers, trustees, executors, administrators, assignees, and guarantors, if directly interested, of information as to any paid tax, any unpaid tax or amount of tax required to be collected, or interest and penalties; further provided, however, that the city attorney approves each such disclosure, and that the director may refuse to make any disclosure referred to in this paragraph when, in her or his opinion, the public interest would suffer thereby.**

3. The disclosure of the names and addresses of any persons to whom lodging tax registration certificates have been issues.

4. The disclosure of general statistics regarding taxes collected or business done in the city.

### **3.24.200 Disposition of transient room tax.**

All revenues received by the city from the tax shall be deposited in the general fund. Twenty-five percent of the balance of the proceeds shall be used directly or indirectly for the purpose of promoting recreational, cultural, convention and tourist related activities and services for the city of Central Point.

### **3.24.210 Appeals.**

~~Any operator aggrieved by any decision of the finance director with respect to the amount of such tax, interest and penalties, if any, may appeal to the city manager. If the operator is still aggrieved by the city manager's decision following an appeal resulting from the finance director's ruling on an issue, may, by filing a notice of appeal with the city manager within ten days of mailing of the notice of a decision, request a hearing with the city council on the matter. The city manager shall fix a time and place for hearing the appeal, as prescribed by the city council, and shall give the appellant not less than ten days' written notice of the time and place of the hearing of said appealed matter. The parties shall be entitled to appear personally and by counsel to present such facts, evidence and arguments as may tend to support the respective positions on appeal.~~

~~Action by the city council on appeals shall be by motion, passed by a majority of the members present at the meeting where the appeal is considered.~~

**A. Any person aggrieved by any decision of the director may appeal to the city manager by filing a notice of appeal with the director within ten days of the serving or mailing of the notice of a decision given by the director. The director shall fix a time and place for hearing such appeal, and shall give the appellant ten days' written notice of the time and place of hearing.**

**B. The city manager shall have the power, and it shall be her or his duty:**

**1. To hear and determine appeals of orders or decisions of the director made upon petitions for redetermination of tax. The city manager may affirm, modify or reverse such orders or decisions, or dismiss the appeals therefrom, as may be just, and shall prescribe such forms, rules and regulations relating to appeals as she or he may deem necessary. In the review of the director's decision or order the city Manager may take such evidence and make such investigation as she or he may deem necessary. She or he shall give notice of her or his determination in the manner prescribed for service of notice of a director's decision, and shall file a copy of each such determination with the director with certification thereon of the date of service thereof. Such determination shall become final ten days thereafter, and shall thereupon become due and payable, subject to interest and penalties, and enforceable by the director in like manner as an order or decision of the director.**

2. To approve, modify or disapprove all forms, rules and regulations prescribed by the director in the administration and enforcement hereof; and such forms, rules and regulations shall be subject to and become effective only on such approval.

3. To hear and determine in such manner as shall be just, any protest, which may be made by any person who may be interested, to any form, rule or regulation approved or prescribed by the city manager.

4. To grant for good cause, applications for extensions of time in excess of one month for making any return or payment of tax, and to prescribe rules therefor.

5. To make such investigations as she or he deems advisable regarding the imposition and administration of the lodging tax and report the findings to council. To act in an advisory capacity to council on matters pertaining to the lodging tax and enforcement problems, and recommend to council the adoption, amendment or repeal of legislation pertaining thereto.

### 3.24.215 Appeals to Council.

Any person aggrieved by any decision of the city manager may appeal to council of the city by filing a notice of appeal with the director within ten days of the serving or mailing of the notice of the decision given by the city manager. The director shall transmit said notice of appeal, together with the file of said appealed matter, to council, who shall fix a time and place for hearing such appeal from the decision of the city manager. Council shall give the appellant not less than ten days' written notice of the time and place of hearing of said appealed matter. Action by council on appeals shall be decided by a majority of the members of council present at the meeting where such appeal is considered.

### 3.24.220 Violations.

It is unlawful for any operator **lodging tax collector** or any other person so required to fail or refuse to register or furnish any return required to be made, or fail or refuse to furnish a supplemental return or other data required by the finance director or to render a false or fraudulent report. ~~with intent to defeat or evade the determination of any amount due required by this chapter.~~

Violation of any provision of this chapter of this code shall be punishable by the general penalty. Every day in which the violation is caused or permitted to exist constitutes a separate infraction, and the punishment therefor shall be in addition to any other penalty, interest, sum or charge imposed by this code or this chapter. Delinquent taxes and fees, penalty and interest imposed by this chapter and this code may be collected in a civil action.

The remedies provided by this section are not exclusive and shall not prevent the city from exercising any other remedy available under the law, nor shall the provisions of this chapter prohibit or restrict the city or other appropriate prosecutor from pursuing criminal charges under state law or city ordinance.

### 3.24.230 Severability.

If any part of this chapter is for any reason held to be unconstitutional (or otherwise invalid), such decision shall not affect the validity of the remaining portions of this chapter or any part thereof.

**SECTION 2.** Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION 3.** Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

**PASSED** by the Council and signed by me in authentication of its passage this \_\_\_\_ day of October 2020.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

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

Attachment: Ordinance - Transient Lodging Tax Amendments (1327 : Ordinance Amending in Part Chapter 3.24 Transient Lodging Tax)





## City of Central Point Staff Report to Council

### ISSUE SUMMARY

**TO:** City Council **DEPARTMENT:** City Attorney

**FROM:** Sydnee Dreyer, City Attorney

**MEETING DATE:** October 22, 2020

**SUBJECT:** First Reading - An Ordinance Amending in Part Central Point Municipal Code Chapter 5.04.010 Definitions and 5.04.100 Evidence of Doing Business

**ACTION REQUIRED:** Motion  
Ordinance 1st Reading **RECOMMENDATION:** Approval

#### BACKGROUND INFORMATION:

Following discussion with council, city staff determined that amendments are necessary to Chapter 5.04, as current code does not make clear that all transient lodging facilities are required to obtain a business license, thereby resulting in potential inequities in enforcement. For example, hotels and bed and breakfast establishments obtain a license, but a facility operated within a single family dwelling may not.

In order to clarify that the business license code applies to all transient lodging facilities, the City is proposing amendments to the definitions section. In addition, city staff has modified section 5.04.100 outlining evidence that creates a prima facie case that a business is being operated.

#### FINANCIAL ANALYSIS:

#### LEGAL ANALYSIS:

These amendments are necessary to avoid conflicting interpretations as to the applicability of the business license code to transient lodging facilities.

#### COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

#### STAFF RECOMMENDATION:

Consider the proposed ordinance and 1) forward the ordinance to a second reading; or 2) make revisions and forward the ordinance to a second reading.

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**RECOMMENDED MOTION:**

Move to second reading an Ordinance amending in part Central Point Municipal Code Section 5.04.010 Definitions and 5.04.100 Evidence of doing business.

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**ATTACHMENTS:**

1. Ord Amending Ch 5.04 Business License Definitions

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING IN PART CENTRAL POINT MUNICIPAL CODE CHAPTER 5.04.010**  
**DEFINITIONS AND 5.04.100 EVIDENCE OF DOING BUSINESS**

**RECITALS:**

- A.** Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B.** Upon review, the staff and city attorney for the City of Central Point determined that amendment to the definition of conducting business, and evidence of doing business, be revised to ensure application of business license code to all persons providing transient lodging.
- C.** Words ~~lined through~~ are to be deleted and words **in bold** are added.

**THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 5.04.010 is amended in part as set forth below and incorporated herein by reference.

**Chapter 5.04**  
**BUSINESS LICENSES**

Sections:

- 5.04.010 Definitions.
- 5.04.020 Purpose and scope.
- 5.04.030 Business licenses required.
- 5.04.040 Applications.
- 5.04.050 Issuance.
- 5.04.060 Posting.
- 5.04.070 Contents.
- 5.04.080 Two or more business premises--Two or more businesses on same premises.
- 5.04.090 Fee--Term.
- 5.04.091 Exceptions.
- 5.04.092 License renewals.
- 5.04.095 Special events.
- 5.04.100 Evidence of doing business.
- 5.04.110 Penalties.
- 5.04.115 Transfers of business.
- 5.04.120 Business license fee schedule.

Attachment: Ord Amending Ch 5.04 Business License Definitions (1328 : Ordinance Amending Chapter 5.04 in part Business Licenses)

## 5.04.010 Definitions.

The following terms as used in this chapter shall have the meanings assigned to them:

A. ~~“Business” means any activity carried on with the intent:~~

- ~~1. That a profit be realized therefrom; and~~
- ~~2. That the profit, if any, inures to the benefit of the owner or owners of the activity.~~

**Business means any enterprise, trade, activity, profession, occupation, private educational facility, or any kind of calling carried on for profit or livelihood within city limits. This includes transient lodging facilities and year-round business-type activities that are operated by non-profits, such as a thrift store.**

B. “Profit” means the excess of gross receipts over expense.

C. “Expenses” means the cost of goods sold, the expense of services rendered and all other expenses or disbursements, accrued or otherwise, ordinarily incidental to the operation of a business.

D. “Doing or transacting business” means any act or series of acts performed in the course or pursuit of a business activity ~~–on more than one occasion or day in a calendar quarter and not as a one-time or isolated activity or event.~~ **A person is presumed to be *DOING BUSINESS* in the city and subject to Chapter 5.04 if engaged in any of the following:**

- (1) Advertising or otherwise professing to be doing business within the city;**
- (2) Delivering goods or providing services to customers within the city;**
- (3) Owning, leasing, or renting personal or real property within the city which is used as a transient lodging facility; or**
- (4) Engaging in any activity in pursuit of gain which is not otherwise exempted in this chapter.**

**It is not a defense to this Chapter that a business is not profitable.**

**SECTION 2.** Chapter 5.04.100 is amended in part as set forth below and incorporated herein by reference.

## 5.04.100 Evidence of doing business.

In the trial of any alleged violation of this chapter, evidence that the defendant made a public representation, by way of advertisement by newspaper, radio, television, **online**, or similar media, ~~or through transient lodging intermediaries~~, **or** by signs conspicuously displayed for public view that such business was being conducted, expressly or impliedly offering to sell goods or services in the course of such business to the public or any segment thereof, constitutes prima facie evidence that the defendant was transacting the business suggested by such public representation, within the city on the date or dates during which such representations were made.

**SECTION 2.** Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION 3.** Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

**PASSED** by the Council and signed by me in authentication of its passage this \_\_\_\_ day of November, 2020.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

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

Attachment: Ord Amending Ch 5.04 Business License Definitions (1328 : Ordinance Amending Chapter 5.04 in part Business Licenses)



## City of Central Point Staff Report to Council

### ISSUE SUMMARY

<b>TO:</b>	City Council	<b>DEPARTMENT:</b>	City Manager
<b>FROM:</b>	Chris Clayton, City Manager		
<b>MEETING DATE:</b>	October 22, 2020		
<b>SUBJECT:</b>	Rogue Disposal & Recycling, Inc. 2020 CPI Rate Increase		
<b>ACTION REQUIRED:</b>	Motion	<b>RECOMMENDATION:</b>	Approval

#### **BACKGROUND INFORMATION:**

The Franchise Agreement between the City of Central Point and Rogue Disposal allows for an annual consumer price index (CPI) rate adjustment. Any adjustment proposal must be reviewed by the City to ensure mathematical accuracy and compliance with all provisions of the franchise agreement. Having reviewed Rogue Disposal & Recycling's proposed (September 30, 2020) 1.3% rate increase and the current franchise agreement requirements, I have found the proposed increase to be both accurate and compliant with the current franchise agreement language.

#### **FINANCIAL ANALYSIS:**

The proposed 1.3% CPI rate adjustment has the following impact on Central Point residential customers beginning January 1, 2021:

35-gallon cart @ curb \$20.56/per month – Net Change (+\$0.26)  
 65-gallon cart @ curb \$34.48/per month – Net Change (+\$0.44)  
 95-gallon cart @ curb \$48.40/per month – Net Change (+\$0.62)

*\*Commercial and specialty rate information is included in the attached rate schedule.*

#### **LEGAL ANALYSIS:**

##### **7.5 Annual Adjustment of Approved Service Rate Schedule (Current Franchise Agreement Language).**

On each Anniversary Date (other than an Anniversary Date that is immediately preceded by a Fifth Anniversary Rate Review), commencing with the Anniversary

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Date that falls on January 1, 1998, there shall be an annual adjustment of the Approved Service Rate Schedule pursuant to and in accordance with this Section 7.5. If the City and the Contractor agree, the annual adjustment pursuant to this Section 7.5 may be waived for any year.

Unless such annual adjustment for a given year is waived by the Contractor and the City, the Contractor shall be required to deliver to the City, not less than 120 days prior to such Anniversary Date, a detailed calculation of the adjustment to each Rate Category Rate in the Approved Service Rate Schedule then in effect calculated in accordance with the Annual Rate Adjustment Formula set forth in this Section 7.5, together with all supporting information. The City Administrator shall review such information and not less than 90 days prior to the related Anniversary Date, the City shall inform the Contractor as to whether or not it agrees with the Contractor's calculation of such adjustment. The City shall specify to the Contractor in writing the particulars of any disagreement with the Contractor's calculation of such adjustment, and the City and Contractor shall meet in order to resolve any such differences. Effective as of each Anniversary Date for which an annual adjustment is made pursuant to this Section 7.5, each Rate Category Rate in the Approved Service Rate Schedule shall be adjusted in accordance with the Annual Rate Adjustment Formula set forth in this Section 7.5.

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**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

Not Applicable.

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**STAFF RECOMMENDATION:**

1. Provide additional comments to Rogue Disposal and Recycling on their proposed annual rate adjustment.
2. Approve Rogue Disposal and Recycling's proposed annual rate adjustment.

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**RECOMMENDED MOTION:**

I move to approve the Rogue Disposal and Recycling's 2021 proposed rate adjustment of 1.3%.

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**ATTACHMENTS:**

1. Rogue Disposal CPI Rate Increase Proposal 1-1-2021



roguedisposal.com

September 30, 2020

Mr. Christopher Clayton  
 City Administrator  
 City of Central Point  
 140 South 3<sup>rd</sup> Street  
 Central Point, OR 97502

**RE: City of Central Point Solid Waste Collection Franchise Agreement Sec. 7.5  
 Our File No: RET II 13A**

Dear Mr. Clayton:

Paragraph 7.5 of the Solid Waste Collection Franchise Agreement (Franchise) between the City of Central Point (City) and Rogue Disposal & Recycling, Inc., (Rogue), provides for an annual adjustment of the approved service rate schedule based on the change in the Consumer Price Index (CPI) during the previous year. Please accept this letter as Rogue's implementation of the 7.5 provisions. Set forth below is Rogue's detailed calculation of the adjustment to each "Rate Category Rate" (RCR) in the improved service rate schedule, then in effect, calculated in accordance with the Annual Rate Adjustment Formula set forth under Section 7.5.

The CPI change between August 2019 (256.6) and August 2020 (259.9) equals a percentage change of 1.3%. Please see enclosed table taken from the Bureau of Labor Statistics Data setting forth the Consumer Price Index-All Urban Consumers for years 2019 and 2020. Accordingly, under the Annual Rate Adjustment Formula, the service rate for a particular rate category is multiplied by 1.3% plus the current service rate which equals the "Adjusted Rate Category Rate" (ARCR). For example, residential garbage/curbside recycling-one-can current rate of \$20.30 renders the following adjustment:

$$\$20.30 \times 1.3\% \text{ (CPI)} = \$ .26$$

Thus, the rate as of January 1, 2021 adjusted for the CPI (1.3%) equals:

$$\$20.30 + \$ .26 = \$20.56 \text{ (ARCR)}$$

I have enclosed a copy of Exhibit "D" Schedule of Approved Maximum Monthly Collection Rates for City of Central Point, effective January 1, 2020, which sets forth the current RCR. The new rates reflecting the ARCR are attached hereto as Exhibit "C", amended as of January 1, 2021.

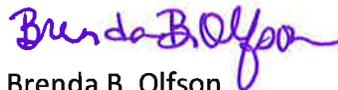
Under the Franchise, the City has 30 days to review the increase for the cost of living calculations.

As required by the Franchise, 30 days written notice (this includes electronic notice for our customers who have opted for "paperless" communication) will be provided to customers of all rate changes. In an effort to proceed with this rate change as environmentally and cost effectively as possible, our goal is to use statement inserts (as well as electronic notices) to notify customers of this rate change in our October 30 billing. *Timing wise, to enable us to do this, we would ask that any calculation questions you may have be submitted to us by Thursday, October 22, 2020.*

After review of this information, please inform me as to whether you agree that the calculations set forth herein are accurate. I can be reached on my direct line at 541.494.5409.

Thank you for your attention to this matter.

Very truly yours,



Brenda B. Olfson  
Director, Operations Services  
Rogue Disposal & Recycling, Inc.

**EXHIBIT C  
CITY OF CENTRAL POINT, OREGON  
ROGUE DISPOSAL AND RECYCLING, INC.  
MAXIMUM MONTHLY COLLECTION RATES  
EFFECTIVE JANUARY 1, 2021**

**Residential Collection**

Garbage/Curbside Recycling			
35 gallon cart @ curb (1 can service)	\$	20.56	Per month
65 gallon cart @ curb (2 can service)	\$	34.48	Per month
95 gallon cart @ curb (3 can service)	\$	48.40	Per month
Each Additional Can Serviced Weekly	\$	13.92	Per month
Extra 32 gallon Can or Bag On Route	\$	5.14	Each
Special Pick-up - Non-Garbage Customer	\$	17.45	Each
Recycling Cart - Non-Garbage Customer	\$	6.09	Per month
Green Waste Cart - Garbage Customer	\$	7.85	Per month
Green Waste Cart - Non-Garbage Customer	\$	10.08	Per month

**Commercial (Front-Load)**

**Monthly Front-Load Rates by Container size and Frequency of Pickup**

	1 1/2 YD	2 YD	3 YD	4 YD	6 YD	8 YD
<b>1 x Week</b>	\$ 137.76	\$ 179.54	\$ 212.71	\$ 275.39	\$ 395.71	\$ 515.90
<b>2 x Week</b>	\$ 223.12	\$ 289.32	\$ 400.95	\$ 510.70	\$ 714.74	\$ 916.87
<b>3 x Week</b>	\$ 322.47	\$ 411.39	\$ 573.50	\$ 723.40	\$ 1,091.19	\$ 1,459.03
<b>4 x Week</b>	\$ 421.80	\$ 517.69	\$ 733.87	\$ 979.65	\$ 1,434.56	\$ 1,891.33
<b>5 x Week</b>	\$ 503.78	\$ 623.98	\$ 918.64	\$ 1,214.94	\$ 1,781.50	\$ 2,347.98
<b>6 x Week</b>	\$ 571.74	\$ 747.83	\$ 1,091.19	\$ 1,448.56	\$ 2,126.60	\$ 2,804.73
<b>Extra p/u</b>	\$ 49.67	\$ 60.09	\$ 81.04	\$ 102.01	\$ 143.81	\$ 185.63

**Commercial Commingle Recycling (Front-Load)**

**Monthly Front-Load Rates by Container size and Frequency of Pickup**

	1 1/2 YD	2 YD	3 YD	4 YD	6 YD	8 YD
<b>1 x Week</b>	\$ 41.33	\$ 53.86	\$ 63.81	\$ 82.62	\$ 118.71	\$ 154.77
<b>Extra p/u</b>	\$ 14.90	\$ 18.03	\$ 24.31	\$ 30.60	\$ 43.14	\$ 55.69

**Commercial Commingle Recycling (Bins)**

65 gallon cart @ curb (2 can service)	\$	10.34
95 gallon cart @ curb (3 can service)	\$	14.52

**Industrial (Roll-off)**

**DROP BOX SERVICE RATES**

<b>SIZE</b>	<b>RATE PER LOAD</b>			<b>DAILY RENT</b>	
	<b>LOOSE</b>	<b>COMPACT</b>	<b>PERM</b>	<b>TEMP</b>	
10 Yard Box (rate per haul)	\$ 280.79	\$ 470.58	\$ 3.00	\$	5.98
20 Yard Box (rate per haul)	\$ 422.11	\$ 798.85	\$ 3.75	\$	7.47
27 Yard Box (rate per haul)	\$ 521.23		\$ 4.47	\$	8.98
30 Yard Box (rate per haul)	\$ 563.07		\$ 4.47	\$	8.98
33 Yard Box (rate per haul)	\$ 603.10		\$ 4.47	\$	8.98
40 Yard Box (rate per haul)	\$ 730.56		\$ 4.47	\$	8.98
50 Yard Box (rate per haul)	\$ 913.57		\$ 4.47	\$	8.98

Attachment: Rogue Disposal CPI Rate Increase Proposal 1-1-2021 (1325 : Rogue Disposal & Recycling, Inc. 2021 CPI Rate Increase)

**EXHIBIT C  
CITY OF CENTRAL POINT, OREGON  
ROGUE DISPOSAL AND RECYCLING, INC.  
MAXIMUM MONTHLY COLLECTION RATES  
EFFECTIVE JANUARY 1, 2021**

**Residential Collection Miscellaneous Charges**

\$ 28.84	Exchange Roll Cart	\$	7.01	Long Driveway with Cart (per Month)
\$ 2.38	32 Gal Can Extra GW Pick-Up	\$	119.48	Misc. Labor (Truck and Driver) per Hour
\$ 1.64	Extra GW Cart Rent Per Month	\$	52.26	Misc. Labor (Helper) per Hour
\$ 3.13	On Call Extra GW Cart Pick-up	\$	50.63	Small Quantity Pgm - 5 Pre-Paid Bags
\$ 7.76	Recycle Bin Not Returned	\$	69.90	Small Quantity Pgm - 10 Pre-Paid Bags
\$ 3.13	For Each Addtl Resident Roll Cart	\$	77.65	1st Appliance
\$ 26.60	Off Route Charge	\$	38.83	Ea. Additional Appliance
\$ 64.21	35 Gal Lost Cart Replacement	\$	14.93	Tire - Passenger
\$ 74.69	65 Gal Lost Cart Replacement	\$	29.86	Tire - Truck
\$ 94.09	95 Gal Lost Cart Replacement	\$	29.86	Misc. Loose Waste - Per Yard
\$ 6.71	Cart/Can not at Curb (per Month)	\$	9.42	Christmas Tree - Per 3 Ft Section

**Commercial Collection Special Charges**

\$ 29.86	Per month temporary container rental
\$ 29.86	Per month temporary cardboard only; waived if minimum p/u every other week
\$ 38.83	Trip charge/pull fee
\$ 59.74	Cleaning
\$ 59.74	Deposit
\$ 59.74	Pickup & Delivery
\$ 17.94	Pull Out from 30-90 ft (multiply by p/u per week)
\$ 13.44	Key Acct
\$ 7.47	Per month auto lock container
\$ 23.90	Lock replacement
\$120.96	6 yd. or under FL compactor cleaning fee

	<u>Deliver</u>	<u>Pickup</u>
\$130.84		
\$148.27	Fri	Mon am
\$165.71	1st day	4th day
\$101.08		
\$117.94	Fri	Mon am
\$134.81	1st day	4th day

**Industrial Special Charges**

\$ 39.89	Compactor - Per Yard Under 20 Yds
\$ 36.91	Compactor - Per Yard 20 Yds and Over
\$132.93	Compactor Cleaning
\$ 38.83	Trip Charge(move box @ location) / Turn Around Charge
\$125.46	Haul Fee - Asbestos Box (Requires special per yard disposal charge)
\$125.46	Wood Box Haul Fee
\$ 3.00	Per Mile, starting after border boundary
\$ 29.86	Car tire in drop box
\$ 44.79	Truck tire in drop box
\$ 77.65	Haul Fee to haul appliance from landfill to transfer station

**Medical Waste**

\$ 22.39	1 Gallon container (Residential)	\$	40.59	15 Gallon Steri-Box (Commercial Pick-Up)
\$ 27.94	2 Gallon container (Residential)	\$	53.81	34 Gallon Steri-Box (Commercial Pick-Up)
		\$	49.82	21 Gallon Steri-Tub (Commercial Pick-Up)
		\$	59.64	48 Gallon Steri-Tub (Commercial Pick-Up)

Attachment: Rogue Disposal CPI Rate Increase Proposal 1-1-2021 (1325 : Rogue Disposal & Recycling, Inc. 2021 CPI Rate Increase)

**EXHIBIT D  
CITY OF CENTRAL POINT, OREGON  
ROGUE DISPOSAL AND RECYCLING, INC.  
MAXIMUM MONTHLY COLLECTION RATES  
EFFECTIVE JANUARY 1, 2020**

**Residential Collection**

Garbage/Curbside Recycling			
35 gallon cart @ curb (1 can service)	\$	20.30	Per month
65 gallon cart @ curb (2 can service)	\$	34.04	Per month
95 gallon cart @ curb (3 can service)	\$	47.78	Per month
Each Additional Can Serviced Weekly	\$	13.74	Per month
Extra 32 gallon Can or Bag On Route	\$	5.07	Each
Special Pick-up - Non-Garbage Customer	\$	17.23	Each
Recycling Cart - Non-Garbage Customer	\$	6.01	Per month
Green Waste Cart - Garbage Customer	\$	7.75	Per month
Green Waste Cart - Non-Garbage Customer	\$	9.95	Per month

**Commercial (Front-Load)**

**Monthly Front-Load Rates by Container size and Frequency of Pickup**

	1 1/2 YD	2 YD	3 YD	4 YD	6 YD	8 YD
<b>1 x Week</b>	\$ 135.99	\$ 177.24	\$ 209.98	\$ 271.86	\$ 390.63	\$ 509.28
<b>2 x Week</b>	\$ 220.26	\$ 285.61	\$ 395.80	\$ 504.15	\$ 705.57	\$ 905.10
<b>3 x Week</b>	\$ 318.33	\$ 406.11	\$ 566.14	\$ 714.12	\$ 1,077.19	\$ 1,440.31
<b>4 x Week</b>	\$ 416.39	\$ 511.05	\$ 724.45	\$ 967.08	\$ 1,416.15	\$ 1,867.06
<b>5 x Week</b>	\$ 497.31	\$ 615.97	\$ 906.85	\$ 1,199.35	\$ 1,758.64	\$ 2,317.85
<b>6 x Week</b>	\$ 564.40	\$ 738.23	\$ 1,077.19	\$ 1,429.97	\$ 2,099.31	\$ 2,768.74
<b>Extra p/u</b>	\$ 49.03	\$ 59.32	\$ 80.00	\$ 100.70	\$ 141.96	\$ 183.25

**Commercial Commingle Recycling (Front-Load)**

**Monthly Front-Load Rates by Container size and Frequency of Pickup**

	1 1/2 YD	2 YD	3 YD	4 YD	6 YD	8 YD
<b>1 x Week</b>	\$ 40.80	\$ 53.17	\$ 62.99	\$ 81.56	\$ 117.19	\$ 152.78
<b>Extra p/u</b>	\$ 14.71	\$ 17.80	\$ 24.00	\$ 30.21	\$ 42.59	\$ 54.98

**Commercial Commingle Recycling (Bins)**

65 gallon cart @ curb (2 can service)	\$	10.21
95 gallon cart @ curb (3 can service)	\$	14.33

**Industrial (Roll-off)**

**DROP BOX SERVICE RATES**

SIZE	RATE PER LOAD			DAILY RENT	
	LOOSE	COMPACT	PERM	TEMP	
10 Yard Box (rate per haul)	\$ 277.19	\$ 464.54	\$	2.96	\$ 5.90
20 Yard Box (rate per haul)	\$ 416.69	\$ 788.60	\$	3.70	\$ 7.37
27 Yard Box (rate per haul)	\$ 514.54		\$	4.41	\$ 8.86
30 Yard Box (rate per haul)	\$ 555.84		\$	4.41	\$ 8.86
33 Yard Box (rate per haul)	\$ 595.36		\$	4.41	\$ 8.86
40 Yard Box (rate per haul)	\$ 721.18		\$	4.41	\$ 8.86
50 Yard Box (rate per haul)	\$ 901.85		\$	4.41	\$ 8.86

Attachment: Rogue Disposal CPI Rate Increase Proposal 1-1-2021 (1325 : Rogue Disposal & Recycling, Inc. 2021 CPI Rate Increase)

**EXHIBIT D  
CITY OF CENTRAL POINT, OREGON  
ROGUE DISPOSAL AND RECYCLING, INC.  
MAXIMUM MONTHLY COLLECTION RATES  
EFFECTIVE JANUARY 1, 2020**

**Residential Collection Miscellaneous Charges**

\$ 28.47	Exchange Roll Cart	\$	6.92	Long Driveway with Cart (per Month)
\$ 2.35	32 Gal Can Extra GW Pick-Up	\$	117.95	Misc. Labor (Truck and Driver) per Hour
\$ 1.62	Extra GW Cart Rent Per Month	\$	51.59	Misc. Labor (Helper) per Hour
\$ 3.09	On Call Extra GW Cart Pick-up	\$	49.98	Small Quantity Pgm - 5 Pre-Paid Bags
\$ 7.66	Recycle Bin Not Returned	\$	69.00	Small Quantity Pgm - 10 Pre-Paid Bags
\$ 3.09	For Each Addtl Resident Roll Cart	\$	76.65	1st Appliance
\$ 26.26	Off Route Charge	\$	38.33	Ea. Additional Appliance
\$ 63.39	35 Gal Lost Cart Replacement	\$	14.74	Tire - Passenger
\$ 73.73	65 Gal Lost Cart Replacement	\$	29.48	Tire - Truck
\$ 92.88	95 Gal Lost Cart Replacement	\$	29.48	Misc. Loose Waste - Per Yard
\$ 6.62	Cart/Can not at Curb (per Month)	\$	9.30	Christmas Tree - Per 3 Ft Section

**Commercial Collection Special Charges**

\$ 29.48	Per month temporary container rental		
\$ 29.48	Per month temporary cardboard only; waived if minimum p/u every other week		
\$ 38.33	Trip charge/pull fee		
\$ 58.97	Cleaning		
\$ 58.97	Deposit		
\$ 58.97	Pickup & Delivery		
\$ 17.71	Pull Out from 30-90 ft (multiply by p/u per week)		
\$ 13.27	Key Acct		
\$ 7.37	Per month auto lock container		
\$ 23.59	Lock replacement		
\$119.41	6 yd. or under FL compactor cleaning fee		
		<u>Deliver</u>	<u>Pickup</u>
\$129.16	Bin for a day - 5 yard - 24 hours 1 Dump		
\$146.37	Bin for a week-end - 5 yard - 48 hours 1 Dump	Fri	Mon am
\$163.58	Bin for 72 hours - 5 yard - 1 Dump	1st day	4th day
\$ 99.78	Yard debris bin for a day - 5 yard - 24 hours 1 Dump		
\$116.43	Yard debris bin for a week-end - 5 yard 1 Dump	Fri	Mon am
\$133.08	Yard debris bin for 72 hours - 5 yard 1 Dump	1st day	4th day

**Industrial Special Charges**

\$ 39.38	Compactor - Per Yard Under 20 Yds
\$ 36.44	Compactor - Per Yard 20 Yds and Over
\$131.22	Compactor Cleaning
\$ 38.33	Trip Charge(move box @ location) / Turn Around Charge
\$123.85	Haul Fee - Asbestos Box (Requires special per yard disposal charge)
\$123.85	Wood Box Haul Fee
\$ 2.96	Per Mile, starting after border boundary
\$ 29.48	Car tire in drop box
\$ 44.22	Truck tire in drop box
\$ 76.65	Haul Fee to haul appliance from landfill to transfer station

**Medical Waste**

\$ 22.10	1 Gallon container (Residential)	\$	40.07	15 Gallon Steri-Box (Commercial Pick-Up)
\$ 27.58	2 Gallon container (Residential)	\$	53.12	34 Gallon Steri-Box (Commercial Pick-Up)
		\$	49.18	21 Gallon Steri-Tub (Commercial Pick-Up)
		\$	58.87	48 Gallon Steri-Tub (Commercial Pick-Up)

Attachment: Rogue Disposal CPI Rate Increase Proposal 1-1-2021 (1325 : Rogue Disposal & Recycling, Inc. 2021 CPI Rate Increase)

## CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE AUGUST 2020

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Aug 2019	Jul 2020	Aug 2020	Jul 2020	Aug 2020	Aug 2020	Aug 2019	Jul 2020	Aug 2020	Jul 2020	Aug 2020	Aug 2020
U. S. City Average.....	256.558	259.101	259.918	1.0	1.3	0.3	250.112	252.636	253.597	1.0	1.4	0.4
West.....	271.264	275.597	276.443	1.7	1.9	0.3	262.416	266.881	268.075	1.7	2.2	0.4
West – Size Class A <sup>1</sup> .....	279.891	284.994	285.441	1.9	2.0	0.2	269.231	274.770	275.518	2.0	2.3	0.3
West – Size Class B/C <sup>2</sup> .....	157.654	159.752	160.528	1.5	1.8	0.5	157.134	159.255	160.249	1.4	2.0	0.6
Mountain <sup>3</sup> .....	105.477	107.573	107.719	2.4	2.1	0.1	105.678	107.623	107.934	2.1	2.1	0.3
Pacific <sup>3</sup> .....	105.382	106.914	107.309	1.4	1.8	0.4	105.239	106.969	107.503	1.5	2.2	0.5
Los Angeles-Long Beach-Anaheim, CA.....	274.579	279.899	280.116	1.9	2.0	0.1	264.687	270.012	270.563	1.9	2.2	0.2
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Jul 2019	May 2020	Jul 2020	May 2020	Jul 2020	Jul 2020	Jul 2019	May 2020	Jul 2020	May 2020	Jul 2020	Jul 2020
	Riverside-San Bernardino-Ontario, CA <sup>3</sup> .....	105.816	106.899	107.640	0.9	1.7	0.7	105.815	107.490	108.055	1.3	2.1
San Diego-Carlsbad, CA.....	299.333	301.317	305.611	0.3	2.1	1.4	281.391	284.607	288.956	1.0	2.7	1.5
Urban Hawaii.....	281.928	285.834	285.725	1.3	1.3	0.0	278.099	282.857	282.809	1.5	1.7	0.0
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Aug 2019	Jun 2020	Aug 2020	Jun 2020	Aug 2020	Aug 2020	Aug 2019	Jun 2020	Aug 2020	Jun 2020	Aug 2020	Aug 2020
	Phoenix-Mesa-Scottsdale, AZ <sup>4</sup> .....	143.760	145.849	146.395	2.0	1.8	0.4	142.070	144.415	145.127	2.0	2.2
San Francisco-Oakland-Hayward, CA.....	295.490	300.032	300.182	1.6	1.6	0.0	288.514	292.420	293.062	1.3	1.6	0.2
Seattle-Tacoma-Bellevue, WA.....	280.286	281.055	284.905	0.9	1.6	1.4	274.520	276.244	281.131	1.0	2.4	1.8
Urban Alaska.....	230.406	225.245	226.984	-3.8	-1.5	0.8	226.667	224.914	226.874	-1.8	0.1	0.9

1 Population over 2,500,000    2 Population 2,500,000 and under, Dec 1996 = 100    3 Dec 2017=100    4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): [www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf](http://www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf)  
 1967=100 base year indexes and tables with semiannual and annual average data are available at: [www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm](http://www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm)

Release date September 11, 2020. The next release date is scheduled for October 13, 2020. For questions, please contact us at [BLSinfoSF@bls.gov](mailto:BLSinfoSF@bls.gov) or (415) 625-2270.