

CITY OF NEWPORT
RESOLUTION NO. 3924

A RESOLUTION CALLING FOR AN ELECTION
TO REFER TO THE VOTERS OF THE CITY OF NEWPORT, OREGON,
A MEASURE THAT WOULD IMPOSE A FIVE PERCENT TAX
ON THE SALE OF PREPARED FOODS AND BEVERAGES
THROUGH JUNE 30, 2027 UNLESS EXTENDED BY THE ELECTORS

Finding

On July 19, 2021, the City Council adopted Ordinance No. 2185 imposing a five percent tax on the sale of prepared food items and beverages in the City of Newport, and referring Ordinance No. 2185 to the electors of the City of Newport at the election of November 2, 2021.

Based upon this finding:

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. An election is called in and for the City of Newport for the purpose of submitting to the legal voters of the city the ballot title, Attachment A, with the following question:

Shall the City of Newport impose a five percent tax on the sale of prepared food items and beverages?

Section 2. The explanatory statement for this ballot measure is included as Attachment B.

Section 3. Tuesday, November 2, 2021, is designated as the date for holding the election on the question stated in Section 1 above.

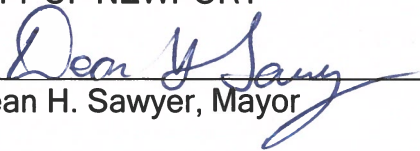
Section 4. The election will be conducted by the Lincoln County Clerk's Office.

Section 5. The precincts for the election shall include all territory within the corporate limits of the City of Newport and no other territory.


Section 6. If the ballot measure is approved by the voters of the City of Newport, the Newport Municipal Code shall be amended as provided in Attachment C.

Adopted by the Newport City Council on July 19, 2021.

CITY OF NEWPORT


Dean H. Sawyer, Mayor

ATTEST:


Margaret M. Hawker, City Recorder

**ATTACHMENT A
TO
CITY OF NEWPORT RESOLUTION NO. 3924**

BALLOT TITLE

CAPTION

Funding for public safety, library, parks, facilities, and other services

QUESTION

Shall the City of Newport impose a five percent tax on the sale of prepared food items and beverages?

SUMMARY

The tax will be used to support public safety, including restoring or adding three police officer positions, three firefighter/EMT positions, and a parking enforcement officer.

The tax will be used to expand library services, including the addition of a bilingual library staff person, and an additional part-time position.

The tax will be used to fund the purchase and replacement of equipment, and for roof replacement, window replacement, siding, and other infrastructure to 48 city-owned facilities, and improvements to the city's park system.

Currently, these facilities and services are primarily supported by residents and businesses located in the city, although widely used by visitors to Newport. This concept was selected because it shares the burden of financing these important local government services and facilities with visitors, and does not place the entire responsibility of financing these facilities and services on property owners and renters of the city.

The tax would terminate on July 1, 2027, unless extended by a vote of the electorate of the city.

**ATTACHMENT B
TO
CITY OF NEWPORT RESOLUTION NO. 3924**

EXPLANATORY STATEMENT

The City Council established Finance Work Groups over the past three years to develop a system for projecting the city's long-range financial condition (year one); identify options to address the structural deficit by looking at ways to reduce expenditures and/or increase revenues to provide financial sustainability (year two); and develop a five-year financial plan that achieves financial sustainability during this period (year three).

The Work Group reviewed estimates of future funding needed to properly maintain the 48 public structures and facilities, valued in excess of \$50 million, supported by the General Fund. These amenities, in our community of 10,000, include the PAC, VAC, Recreation Center, 60+ Center, numerous parks and trails, public restrooms, fire station, City Hall, airport, and other key infrastructure, some of which currently require significant reinvestment at this stage in order to extend their serviceable life span.

The city has a significant gap in meeting the estimated cost of replacing roofs, windows, and siding, and performing interior maintenance while funding other required operations of the city facilities. The Finance Work Group outlined steps the city might consider to increase revenues while maintaining expenses. These measures will not, alone, address the more significant financial requirements needed for the next five-year period and beyond. The Work Group concluded that the city's financial resources are currently insufficient to support both the operation of, and required reinvestment in, the above-mentioned facilities and equipment while fulfilling the General Fund's other obligations.

During the first year of collection, the prepared food and beverage tax would be used as follows:

<u>Estimated Amount</u>	<u>Funding Use</u>
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\$893,000	Added positions over staffing for the 2021/2022 Fiscal Year: 3 Police Officers 1 Parking Enforcement Officer 3 Firefighters/EMTs 1 Bi-lingual Librarian 0.5 Library Staff
\$400,000	Replacement and purchase of equipment
\$1,050,000	Maintenance and upgrading 48 city-owned facilities and parks with a current value of \$50 million

\$200,000

One-time business grants to assist prepared food operators for collection of this tax

Funding in future years would be used for continued support of the added positions; support for police, fire, library, and equipment purchases at a minimum of \$600,000 per year; and improvements and renovation of city facilities and parks at a minimum of \$1,050,000 per year.

The Finance Work Group acknowledged the city has significantly reduced General Fund expenditures in the last fiscal year as part of its COVID-19 budget, including a reduction of over 22 full-time-equivalent positions effective on July 1, 2020.

After reviewing opportunities to reduce expenses, the Finance Work Group focused on revenue options that would share the burden of financing important local government services and facilities between residents and non-residents who use city services. While many cities resort to special tax levies, public safety fees, and other charges on utility bills to meet financial needs, the Finance Work Group recommended the city focus on mechanisms to draw revenues not just from residents but also from visitors who use the city's infrastructure.

The full text of the measure can be obtained at city hall or at www.newportoregon.gov.

**ATTACHMENT C
TO
CITY OF NEWPORT RESOLUTION NO. 3924**

If the ballot measure is approved by the voters of the City of Newport, the Newport Municipal Code shall be amended as follows:

Section 1.

Chapter 3.35 of the Newport Municipal Code is enacted as follows:

3.35 IMPOSING A FIVE PERCENT TAX ON THE SALE OF PREPARED FOOD ITEMS AND BEVERAGES

Sections: 3.35.010 Definitions
 3.35.020 Tax Imposed
 3.35.030 Exemptions
 3.35.040 Operator's Duties
 3.35.050 Reporting and Remitting
 3.35.060 Penalties and Interest
 3.35.070 Failure to Collect and Report Tax - Determination of Tax
 by Director
 3.35.080 Appeal
 3.35.090 Records
 3.35.100 Refunds
 3.35.110 Actions to Collect
 3.35.120 Violations
 3.35.130 Confidentiality
 3.35.140 Examining Books, Records, or Persons
 3.35.150 Termination of Tax

3.35.010 Definitions

The following words and phrases whenever used in this chapter shall be construed and defined in this section unless, from the context, a different meaning is intended:

- A. "Caterer" means a person who prepares food at a business site, for compensation, for consumption on or off the business premises, but within the corporate limits of the city.
- B. "Combination Facility" has the same meaning as defined in OAR 333-150-0000(4)(i), which the State of Oregon Department of Agriculture licenses or inspects under OAR 333-158-0000.

- C. "Director" means the Finance Director of the City of Newport or designee.
- D. "Food" includes all prepared food items and beverages, excluding alcoholic beverages, served in a restaurant including "takeout," "to go," or delivered orders.
- E. "Operator" means the person who is proprietor of the restaurant, whether in the capacity of owner, lessee, sub-lessee, mortgagee in possession, licensee or any other capacity. Where the operator is a corporation, the term "operator" shall also include each and every member of the Board of Directors of such corporation for the time involved.
- F. "Restaurant" means any establishment required to be licensed as a restaurant, mobile unit, or pushcart by the State of Oregon Health Division and includes any establishment where food or beverage is prepared for consumption by the public or any establishment where the public obtains food or beverage so prepared in form or quantity consumable then and there, whether or not it is consumed within the confines of the premises where prepared, and also includes establishments which prepare food or beverage in consumable form for service outside the premises where prepared. The term "restaurant" includes, but is not limited to, grocery store delis, coffee shops, and caterers; it also includes establishments where such food or beverage is prepared in a combination facility. The term "restaurant" does not include a restaurant licensed by the State of Oregon Health Division as a limited service restaurant.

3.35.020 Tax Imposed

- A. Except for exempt or tax-capped activities specified in Section 3.35.030, the city imposes and levies, in addition to all other taxes, fees, and charges of every kind, a tax upon:
 - 1. All food and beverages sold by restaurants located within the city limits to the public, except for whole cakes, pies, and loaves of bread if purchased for consumption off premises.
 - 2. All food and beverages sold by a caterer for an event located within the city limits, except for exempt events as defined in Section 3.35.030.
 - 3. The following items sold by combination facilities:
 - a. Salads from salad bars;
 - b. Dispensed soft drinks and coffee;
 - c. Sandwiches or hot prepared foods ready for immediate consumption;
 - d. The following items, including toppings or additions, scooped or otherwise placed into a cone, bowl or other container for immediate consumption

whether or not they are consumed within the confines of the premises where scooped or placed: any frozen dessert regulated by the Oregon State Department of Agriculture under ORS 621.311 and any ice cream, ice milk, sherbet, or frozen yogurt. No tax shall be imposed under this subsection, however, on any item whose volume exceeds one-half (1/2) gallon or more;

- e. Any other food mixed, cooked or processed on the premises in form or quantity for immediate consumption whether or not it is consumed within the confines of the premises where prepared.
- 4. The following items sold by combination facilities that are bakeries:
 - a. All those items listed in subsections A.3(a)-(d) of this section;
 - b. All bakery products sold for consumption on the premises;
 - c. All "takeout" or "to go" orders of bakery products prepared on the premises except for whole cakes, pies, and loaves of bread, and any order consisting of six or more bakery products.
 - 5. Use of a delivery service for any activity under this section, whether an independent delivery service or operator-provided delivery service, does not excuse the operator from the requirement to collect and remit the tax on the food and beverages sold.
- B. Such tax shall be imposed at a rate of five percent (5%) on the total amount charged by the seller for the food and beverages, or for the meal. In the computation of this tax any fraction of one-half (1/2) cent or more shall be treated as one cent.
- C. The taxes collected by the city under this chapter shall be used as follows:
- 1. Support for expanded Police Department operations.
 - 2. Support for expanded Fire Department operations.
 - 3. Support for expanded Library operations.
 - 4. Equipment replacement.
 - 5. Reinvestment into parks, trails, facilities, and other infrastructure supported by the General Fund.
 - 6. Up to two percent (2%) for the collection and administration of the tax.
 - 7. Initial funding for prepared food operators to offset costs relating to the collection of the tax on the sale of prepared food items and beverages.

8. Any remaining amounts shall be appropriated for purposes consistent with this chapter unless other purposes are approved by an ordinance referred to, and approved by, the voters of the City of Newport.

3.35.030 Exemptions

The tax levied by Section 3.35.020 shall be capped, at the amount specified, or shall not be collected or assessed on food or beverages:

- A. Sold by public or private schools or colleges except that food sold by independent contractor operators at such schools or colleges shall be subject to the tax imposed by this chapter;
- B. Sold on hospital grounds;
- C. Provided by bed and breakfast establishments to their guests;
- D. Sold in vending machines;
- E. Sold in temporary restaurants, including food stands, booths, street concessions and similar type operations, at special events held by non-profit organizations, government organizations, or service clubs;
- F. Served in connection with overnight or residential facilities - including, but not limited to, convalescent homes, nursing homes, retirement homes and motels - if the food and beverage are provided as part of the cost of sleeping accommodations;
- G. Provided by nonprofit tax-exempt organizations to citizens over 60 years of age as a part of a recognized senior citizen nutritional program;
- H. Sold for resale to the public;
- I. Sold in bulk to the public for non-immediate consumption off the premises including but not limited to ice cream packed in a container of one-half (1/2) gallon or more;
- J. Which are candy, popcorn, nuts, chips, gum, or other confections but not including ice cream, frozen yogurt, cakes, pies or other desserts;
- K. Sold by an operator at a single food service event located within the City in which restaurant or catering services exceed \$5,000.00, in which case, the applicable food and beverage tax shall not be excused but shall be capped at \$250.00.

3.35.040 Operator's Duties

Each operator shall collect the tax imposed by this chapter, to the same extent and at the same time as the amount for the food or beverage is collected from every purchaser. The amount of tax need not be separately stated from the amount of the food or beverage. Every operator required to collect the tax imposed by this chapter shall be entitled to retain five percent (5%) of all taxes collected to defray the costs of collections and remittance.

3.35.050 Reporting and Remitting

- A. Reporting. Every operator shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October, and January), make a return to the Director, on forms provided by the city, specifying the total sales subject to this chapter, and the amount of tax collected under this chapter. The operator may request, or the Director may establish, shorter reporting periods for any operator if the operator or Director deems it necessary to ensure collection of the tax, and the Director may require further information in the return relevant to payment of the tax. A return shall not be considered filed until is actually received by the Director.
- B. Remitting. At the time the return is filed, the full amount of the tax collected shall be remitted to the Director. Payments received by the Director for application against existing liabilities will be credited toward the period designated by the taxpayer under conditions which are not prejudicial to the interest of the city. A condition which is considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.
- C. Order of Payments. Non-designated 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. The Director, when in the Director's discretion determines that it will be in the best interest of the city, may specify that a different order of payment credit should be followed with regard to a particular tax or factual situation. The Director may establish shorter reporting periods for any operator if the Director deems it necessary to ensure collection of the tax, and the Director may require further 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 pursuant to this chapter shall be held in trust for the account of the city until payment is made to the Director. A separate trust bank account is not required in order to comply with this provision.

3.35.060 Penalties and Interest

- A. Any operator who fails to remit any portion of any tax imposed by this chapter within the time required shall pay a penalty of ten percent (10%) of the amount of the tax, in addition to the amount of the tax.
- B. Any operator who fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of ten percent (10%) of the amount of the tax, in addition to the amount of the tax and the penalty first imposed.
- C. If the Director determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of 25 percent of the amount of the tax shall be added to the penalties stated in subsections A. and B. of this section.
- D. In addition to the penalties imposed, any operator who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- E. Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the tax required to be paid.
- F. All sums collected pursuant to the penalty provisions in subsections A., B., and C. of this section shall be distributed to the General Fund to offset the costs of auditing and enforcement of this tax.
- G. The Director may waive penalties and interest provided they are shown to be in error.

3.35.070 Failure to Collect and Report Tax - Determination of Tax by Director

If any operator should fail to make, within the time provided in this chapter, any report of the tax required by 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 by this chapter. In case such determination is made, the Director shall give a 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. Such operator may make an appeal of such determination as provided 3.35.080. If no appeal is filed, the Director's determination is final and the amount is immediately due and payable.

3.35.080 Appeal

Any operator aggrieved by any decision of the Director with respect to the amount of such tax, interest, and penalties, may appeal to the City Council by filing a written

appeal with the Director within 20 days of the serving or mailing of the tax notice or decision of the Director. The City Council shall hear and consider any records and evidence presented bearing upon the Director's determination of amount due, and make findings affirming, reversing, or modifying the determination. The findings of the City Council shall be final and conclusive. Any amount found to be due shall be immediately due and payable.

3.35.090 Records

It shall be the duty of every operator liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of three years, all such records as may be necessary to determine the amount of such tax. The Director shall have the right to inspect all records at all reasonable times.

3.35.100 Refunds

- A. Whenever the amount of any tax, interest, or penalty has been overpaid or 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 claim, in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Director within one year of the date of payment. The claim shall be on forms furnished by the Director.
- B. The Director shall have 20 days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Director shall notify the claimant in writing of the Director's determination. Such notice shall be mailed to the address provided by claimant on the claim form. In the event a claim is determined by the Director to be a valid claim, an operator may claim a refund, or take as credit against taxes collected and remitted, the amount overpaid, paid more than once, or erroneously or illegally collected or received in a manner prescribed by the Director. The operator shall notify Director of claimant's choice no later than 15 days following the date Director mailed the determination. In the event claimant has not notified the Director of claimant's choice within the 15-day period and the operator is still in business, a credit will be granted against the tax liability for the next reporting period. If the operator is no longer in business, a refund check will be mailed to claimant at the address provided in the claim form.
- C. No refund shall be paid under the provisions of this section unless the claimant established the right by written records showing entitlement to such refund and the Director acknowledged the validity of the claim.

3.35.110 Actions to Collect

Any tax required to be paid by any operator under the provisions of this chapter shall be deemed a debt owed by the operator to the city. Any such tax collected by an operator which has not been paid to the city shall be deemed a debt owed by the operator to the

city. Any person owing money to the city under the provisions of this chapter shall be liable to an action brought in the name of the City of Newport for the recovery of such amount. In lieu of filing an action for the recovery, the City of Newport, when taxes due are more than 30 days delinquent, can submit any outstanding tax to a collection agency, provided that the city has complied with the provisions set forth in ORS 697.105. In the event the city turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of \$50.00 or 50 percent of the outstanding tax, penalties, and interest owing.

3.35.120 Violations

A. It is a violation of this chapter for any operator or other person to:

1. Fail or refuse to comply as required herein;
2. Fail or refuse to furnish any return required to be made;
3. Fail or refuse to permit inspection of records;
4. Fail or refuse to furnish a supplemental return or other data required by the Director;
5. Render a false or fraudulent return or claim;
6. Fail, refuse or neglect to remit the tax to the city by the due date.

B. A violation of any provision of this chapter is a civil infraction, with a maximum civil penalty of \$500.00. If a person commits a further violation within 24 months of a judgment that the person has violated this chapter, the maximum civil penalty shall be \$1,000.00. The penalty is in addition to all other remedies, including but not limited to late charges, penalties, and the requirement to pay interest on late payments.

C. Each day during which a violation shall continue shall constitute a separate infraction. If more than one provision of this chapter is violated, each violation of each separate provision shall constitute a separate infraction.

3.35.130 Confidentiality

Except as otherwise required by law, it shall be unlawful for the city, any officer, employee, or agent to divulge, release, or make known in any manner any financial information submitted or disclosed to the city under the terms of this chapter. Nothing in this chapter shall prohibit:

- A. The disclosure of the names and addresses of any person who is operating a restaurant;

- B. The disclosure of general statistics in a form which would prevent the identification of financial information regarding an individual operator;
- C. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim or an appeal for amount due the city under this chapter;
- D. The disclosure of information when such disclosure of conditionally exempt information is ordered under Oregon public records law procedures;
- E. The disclosure of records related to a business's failure to report and remit the tax when the report or tax is in arrears for over six months or the tax exceeds \$5,000.00, if it is determined that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.345(5).

3.35.140 Examining Books, Records, or Persons

The city, for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due, may examine or cause to be examined by an agent or representative designated by it for that purpose, any books, papers, records, or memoranda, including copies of the operator's state and federal income tax return, bearing upon the matter of the operator's tax return.

3.35.150 Termination of Tax

This chapter shall expire on July 1, 2027, unless extended by a vote of the electorate of the City of Newport.