



# CITY OF ROGUE RIVER

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## REGULAR COUNCIL MEETING THURSDAY, JANUARY 23, 2025 6:00 P.M.

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/rogueriver>:

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION – Pastor Dale Schaffner, Rogue River Assembly of God Church

### ROLL CALL

## AGENDA

### APPROVAL OF MINUTES:

December 19, 2024

January 2, 2025

### COMMITTEE REPORTS:

Community Relations: Chamber of Commerce Liaison  
Community Relations: Community Center Representative  
Emergency Communications of Southern Oregon  
Finance Committee  
Planning Commission Liaison  
Rogue Valley Area Commission on Transportation  
Rogue Valley Council of Governments  
Rogue Valley Metropolitan Planning Organization

(City Councilor Barb Hilty)  
(City Councilor Barb Gregory)  
(City Administrator Ryan Nolan)  
(City Councilor Sherrie Moss)  
(City Councilor Barb Gregory)  
(City Councilor Sharie Davis)  
(Mayor Pam VanArsdale)  
(Mayor Pam VanArsdale)

### PUBLIC INPUT: *Speakers will be allowed three (3) minutes*

### OLD BUSINESS:

- 1 **Ordinance** Adopt, Ordinance 24-434-O, an ordinance amending the City's off-street parking standards to implement mandated parking reform standards.
- 2 **Resolution** Approve Resolution 25-1442-R, a resolution establishing a policy regarding the conversion of underutilized on-street parking spaces for the City of Rogue River in conformance with State parking reform measures.



**NEW BUSINESS:**

- 3 **Audit** Accept the audit report and communication with those charged with governance from SENSIBA, LLP regarding the Cities 2023-2024 financial statements.
- 4 **Resolution** Approve Resolution 25-1443-R, a resolution proposing corrective action related to the 2023/2024 fiscal audit report.
- 5 **Resolution** Approve, Resolution 25-1444-R, a resolution establishing a fee schedule as provided in Ordinance No. 98-275-O, also known as RRM Title 13.10, the City of Rogue River Sewer Ordinance, and rescinding Resolution No. 24-1424-R.
- 6 **Resolution** Approve Resolution 25-1445-R, a resolution establishing a fee schedule as provided in Ordinance No. 97-241-O, also known as RRM Title 13.15, the City of Rogue River Water Ordinance, and rescinding Resolution No. 24-1425-R.
- 7 **Goal Setting** Adopt goals for the 2025 year.
- 8 **Committee** Accept the January 9, 2025 Tree City Committee minutes.

**OTHER BUSINESS:**

**ADJOURN**

**Public Participation:** Members of the public are welcome to attend Council meetings unless otherwise noted. Public participation by testimony or comment is only permitted on certain matters, the order and length of which shall be regulated by the Council's presiding officer. Any member of the public who fails to comply with the Council's rules of conduct or who causes a disturbance shall be asked to leave, and upon failure to do so, becomes a trespasser. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted.

**Access Assistance:** City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Administrator, Ryan Nolan, in person, Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at [rnolan@cityofrogueriver.org](mailto:rnolan@cityofrogueriver.org).

**Meeting Violation:** Written grievances regarding violations of provisions of Public Meetings Law (ORS 192610 to 192.705) may be submitted to City Administrator, Ryan Nolan, in person, Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at [rnolan@cityofrogueriver.org](mailto:rnolan@cityofrogueriver.org).

**Invocation Policy:** Any invocation that may be offered before the official start of the City Council meeting is the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution No. 23-1408-R. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Council or the City of Rogue River. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or his or her right to actively participate in the public meeting.

If you wish to speak regarding an agenda item, please sign in before the start of the meeting.



**CITY OF ROGUE RIVER  
CITY COUNCIL  
MEETING  
PACKET**

**Thursday, January 23 – 6:00 P.M.**

ORDER	EXHIBIT	PAGE #
	December 19, 2024 Minutes	4-8
	January 2, 2025 Minutes	9-11
1	Parking Reform Ordinance	12-22
2	Parking Reform Resolution	23
3	Audit: Communication with those charged with governance	24-29
4	Accept Audit / Approve Corrective Action Resolution	30-34
5	Sewer Fees Resolution	35-37
6	Water Fees Resolution	38-41
7	2025 Goals	42-47
8	January 9, 2025 Tree City Committee Minutes	48-49

# City of Rogue River City Council Minutes

THURSDAY, DECEMBER 19, 2024

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

**CALL TO ORDER** The Regular Council meeting which was called to order by Mayor Pam VanArsdale at 6:00 p.m.

**INVOCATION** None

**PLEDGE OF ALLEGIANCE** Mayor Pam VanArsdale led the Council and audience in the Pledge of Allegiance

**QUORUM** **COUNCIL MEMBERS PRESENT:**

City Councilor Barb Gregory  
City Councilor Sherrie Moss  
City Councilor Barb Hilty  
City Councilor Grace Howell  
City Councilor Sherrie Davis  
Mayor Pam VanArsdale

**STAFF PRESENT:**

City Administrator, Ryan Nolan  
City Recorder, Diane Oliver  
Public Works Director, Michael Bollweg  
Police Chief, David Rash

**MEDIA PRESENT:**

Rogue River Press, Brian Mortensen

Jackson County Commissioner Colleen Roberts, and Mom!

SOS Representative, Trent Carpenter

A quorum was present, and due notice has been published.

**APPROVAL OF MINUTES:**

Moved (Moss) Seconded (Gregory) to approve the minutes of November 21<sup>st</sup>, 2024. All Ayes, none opposed, minutes approved.

## **COMMITTEE REPORTS:**

**Community Relations: Chamber of Commerce Liaison** Barb Hilty reports that there wasn't a meeting in December, however they had a very successful Christmas tree lighting and program the first Saturday of December.

**Community Relations: Community Center Representative** Barb Gregory reports that the Christmas dinner is tomorrow night December 20<sup>th</sup> at 5:00 PM with ham and all the fixings. The center is busy with the Christmas Partner Project. There are 13 Evans Valley families and 42 families from Rogue River, and we desperately need volunteers to transport and put together boxes @ 11:00AM Friday to deliver on Saturday where we will meet at the Assembly of Gods gymnasium. Sherill still is out on medical leave but doing well. The center received a \$25,000 dollar grant to help with upgrades to the building.

**Emergency Communications of Southern Oregon:** Ryan Nolan reports he attended a board meeting last week where Chief Hammond was elected to the board which is good for our city. The radio tower project is making progress to be on track to be finished by spring and they're working with all agencies to make sure they purchase the equipment that's needed so that it can be operational by the summer of 2026.

**Finance Committee:** Councilor Moss reports that the finance committee met four times between 11-21-24 and 12-12-24, issuing a total of seventy-four checks and 1 electronic payment totaling \$165,522.69.

**Planning Commission Liaison:** Barb Gregory reports that the last meeting was 12-10-24 at 10:00AM primarily going over the sign code and comparing the model code to ours in hopes to help guide us in the update. Onnie Heater City Planner from RVCOG will help us with this. The Planning Commission met on 12-10-2024 and approved a conditional use permit modification for Nicole Murphy's Growers Market proposal to allow a temporary tent for the winter months allowed for six months, when she then plans to build a new 3,700 Square Foot building there on the property.

**Rogue Valley Area Commission on Transportation:** Councilor Davis reports that there was no meeting in December.

**Rogue Valley Council of Governments:** Mayor Pam VanArsdale reports that there was a meeting in December where there was a family estate donation given to the Food and Friends program in the amount of \$ 296, 416.14. They discussed how the money would be used.

**Middle Rogue Metropolitan Planning Organization:** Mayor Pam VanArsdale reports their meeting this afternoon was adding things to the transportation

improvement plan. They approved adjusting a project in the TIP for the Josephine County transit because they never know how much money will be received in federal grant money, so they make the appropriate changes for the amount they did receive. ODOT added a project for a Regional Truck Parking Information Management System. This system will be throughout the entire West Coast, which will inform truckers where available parking is at various truck stops which was purchased with federal grant money in the amount of eight million dollars. The program called STBG, which is the Surface Transportation Grant, is going away, which is how we received money for sidewalk projects. It is being replaced by a gas tax funding. The decision was made that money will be allocated at a \$25,000.00 base, and the rest based on population. Over a three-year period in 2028, 2029, and 2030 Rogue River will see \$44,114.00 each of those years.

**PUBLIC INPUT:** None

**NEW BUSINESS:**

- 1 Ordinance** Adopt, Ordinance 24-434-O, an ordinance amending the City's off-street parking standards to implement mandated parking reform standards.

MOVED (Gregory) SECONDED (Howell)

Discussion on the motion about receiving comments from DLCD needing more information. Ryan Nolan explained what information they still need.

MOTION TO CONTINUE THIS PUBLIC HEARING TO THE JANUARY 23<sup>RD</sup> 2025 CITY COUNCIL MEETING AT 6:00PM  
NO FURTHER DISCUSSION

VOTE: ALL AYES, NONE OPPOSED

MOTION PASSES ORDINANCE 24-434-O IS CONTINUED, AND WE CAN DISCUSS THIS IN OUR WORKSHOPS.

- 2 Ordinance** Adopt, Ordinance 24-435-O, an ordinance adopting a Franchise Agreement with Southern Oregon Sanitation approving a Franchise Agreement for Solid Waste Hauling.

MOVED (Moss) SECONDED (Gregory) that we Adopt Ordinance 24-435-O, an ordinance adopting a Franchise Agreement with Southern Oregon Sanitation approving a Franchise Agreement for Solid Waste Hauling.

SOS Representative, Trent Carpenter answered questions from Councilor Davis about glass pickup, the fee schedule, and yard debris pickup.

No further discussion on the motion

**Roll call vote:** Davis, yes.  
Howell, yes  
Hilty, yes  
Moss, yes  
Gregory, yes

Motion is passed, Ordinance 24-435-O, an ordinance adopting a Franchise Agreement with Southern Oregon Sanitation approving a Franchise Agreement for Solid Waste Hauling is approved.

**City Administrator Nolan** thanked Trent Carpenter for answering the questions for us this evening.

**3 Election** Approve canvass of votes of November 5, 2024, General Election.

MOTION TO APPROVE THE CANVESS OF VOTES OF THE NOVEMBER 5<sup>TH</sup> 2024 GENERAL ELECTION

Moved by (Hilty) Seconded by (Gregory)

VOTES, ALL AYES, NONE OPPOSED, MOTION PASSES

**4 Agreement** Approve Task Orders for City Engineer involving Water Reservoir Design Project, Fire Hydrant Upgrade Project, Water Treatment Plant Geotechnical Services

MOTION TO APPROVE TASK ORDERS FOR CITY ENGINEER INVOLVING WATER RESERVOIR DESIGN PROJECT, FIRE HYDRANT UPGRADE PROJECT, WATER TREATMENT PLANT GEO-TECHNICAL SERVICES

Moved by (Moss) Seconded by (Howell)  
No discussion on the motion

**Roll call vote:** Davis, yes.  
Howell, yes  
Hilty, yes  
Moss, yes  
Gregory, yes

Task Orders for City Engineer involving Water Reservoir Design Project, Fire Hydrant Upgrade Project and Water Treatment Plant Geotechnical Services is approved.

**5 Committee** Accept the December 12th, 2024, Tree City Committee minutes.

No minutes due to not having a quorum on December 12<sup>th</sup>, 2024, Tree City Committee meeting.

**OTHER BUSINESS:**

For our January 2<sup>nd</sup>, 2025, meeting we will have a SMAC (Small Municipalities Advocacy Coalition) representative Sean Tate join us.

**ADJOURN** THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL  
AND UPON A MOTION DULY MADE (Howell), SECONDED (Hilty) AND CARRIED,  
THE MEETING ADJOURNED AT 6:47 P.M.

Next Special Council Meeting: Thursday January 2nd, 2025, at 10:00 AM.

**ATTEST:**

Mayor Pam VanArsdale \_\_\_\_\_ Date \_\_\_\_\_

Diane Oliver, City Recorder \_\_\_\_\_



**SPECIAL COUNCIL MEETING MINUTES**  
**THURSDAY, JANUARY 2, 2025**  
**10:00 A.M.**

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/rogueriver>:

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**CALL TO ORDER 10:00AM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Gregory, Moss, Hilty, Howell, Davis, and Mayor VanArsdale

**STAFF:** City Administrator, Ryan Nolan, City Recorder, Diane Oliver, and Police Chief David Rash

**PRESS:** Brian Mortensen Rogue River Press

**AGENDA**

**PUBLIC INPUT:** None

**NEW BUSINESS:**

**Message** Mayor VanArsdale presents the 2025 State of the City Message.

**Appointments** **Approve** the Mayor's Committee Appointments and Council Assignments. For the record Administrator *Nolan made a correction that the Community Center is a representative, not a liaison.*

Motion by Gregory, seconded by Howell.

No discussion on the motion

**Vote:** All ayes, none opposed, the mayors committee appointments are approved

**Oath of Office** City Recorder Oliver administered the Oath of Office to: Mayor Pam VanArsdale, Councilor Grace Howell, Councilor Barb Hilty, and Councilor Barb Gregory.

**Mayor Pro Tem** City Council to choose a mayor pro tem

Motion by Moss to nominate Barb Hilty as mayor pro tem, seconded by Howell

No discussion on the motion, Barb Hilty is happy to accept the nomination.

**Vote:** All ayes, no one opposed, Barb Hilty will continue as our mayor pro tem

**Acknowledge** All Councilors signed the annual acknowledgement and are aware of council rules.

**Presentation** SMAC (Small Municipalities Advocacy Coalition), representative Sean Tate, discusses an existing intergovernmental agreement helping several small cities in Oregon represent small cities at the legislature.

**6 Staff Reports** Police Chief- Our department will be doing a refresher course on DUI drivers to be eligible for a grant on January 15. We are already planning for a National Night Out in 2025, so any ideas you have would be great. Officer Nick Holland is back for the holiday and his work has been impressive. On Monday he will return to training for another six weeks. The police department had a quiet New Year holiday with little to no complaints. Chief Rash will be out of town next week for a police conference, so corporal Darr will be acting in his place. Our accreditation is almost done, the qualifications are being reviewed now, and we hope to be accredited by the chief's conference in April of 2025, which will mean we will be a Northwest accredited agency in law enforcement.

Public Works Director- No report, however our Public Works department is terribly busy with the recent rainfall. There were several sanitary sewer overflows, a couple of issues at the wastewater treatment plant, and streets on the west side of town where the storm drain system was not functioning correctly and not keeping up. The public works department has notified DEQ, and the public works department has been working around the clock working on the lift station and the treatment plant trying to catch up and keep up.

City Administrator- We have a couple of training courses coming up for the elected officials, the first one on January 7<sup>th</sup>. January 14<sup>th</sup>, we have an open house here in the chambers for the Greenway planning process, and all councilors are encouraged to come. On January 15<sup>th</sup>, the councilors have a meeting in Phoenix. On February 6<sup>th</sup> we can watch the mandatory reporting video at our 10:00 workshop. RVCOG will give their annual presentation on February 20<sup>th</sup> at our workshop. The Planning Commission is working on the parking code review after receiving comments from the DLCD, we will work on getting this adopted. We did receive a grant from DLCD to help pay for the work to get the parking reform finished, so once we are done, and it is adopted, we will receive \$8,500 back. The Planning Commission is also working on updating the sign code with the help of Planner Onnie Heater. At the January 16<sup>th</sup> workshop we should hear from our auditor who will present our audit report and their recommendations. We will also be looking at rate increases regarding our fee schedule to help with the reservoir, and our future goals for 2025. We will look at the public safety fee as well as the annual survey we sent out to the citizens so we can get things accomplished for the future of Rogue River.

**OTHER BUSINESS:** Barb Hilty mentioned that the Chamber is having their mixer tonight at 5:30pm at Rogue Pub-N-Putt

The mayor congratulated all our newly elected, here's to four years of good representation for the city of Rogue River

Motion to adjourn the meeting, motion by Grace Howell, seconded by Barb Gregory  
No discussion on the motion, vote all ayes, none opposed-motion passes,

**ADJOURN** at 11:20AM

**ATTEST:**

Mayor Pam VanArsdale \_\_\_\_\_ Date \_\_\_\_\_

Diane Oliver, City Recorder \_\_\_\_\_

## **ORDINANCE NO. 24-434**

### **AN ORDINANCE AMENDING ROGUE RIVER MUNICIPAL CODE 17 - ZONING MANDATED PARKING REQUIREMENTS FOR THE CITY OF ROGUE RIVER, OREGON, AND DECLARING AN EMERGENCY.**

**WHEREAS**, a text amendment to Title 17 of the City of Rogue River Municipal Code to accommodate mandated changes to the City's parking standards in line with the Department of Land Conservation and Development (DLCD) rules interpreting the Governor's Climate Friendly Area Execution Order; and,

**WHEREAS**, the City of Rogue River received an exemption from parts of OAR chapter 660 division 12 (Transportation Planning Rules) from the Director's Office of the Oregon Department of Land Conservation and Development to include specific exemptions from compliance with; OAR 660-012-0405(1)(a), OAR 660-012-0405(1)(b), OAR 660-012-0405(5), and OAR 660-012-0440; and,

**WHEREAS**, the Rogue River Planning Commission on it's own motion voted during a public meeting to recommend a text amendment altering the City's parking standards in accordance with the Rogue River Municipal Code Title 17 - Zoning; and,

**WHEREAS**, the Rogue River Planning Commission recommended that the City Council approved a text amendment to the Rogue River Municipal Code officially labeled Text Amendment 2024-03 to incorporate mandated parking reforms into the City's Municipal Code; and,

**WHEREAS**, the Rogue River Planning Commissions decision was made pursuant to the findings in the staff report, the full testimony heard in the public meeting, and the information provided in the meeting packet, all of which are hereby fully incorporated herein by reference, and their recommendation dated November 26, 2024; and,

**WHEREAS**, the City Council held a legislative public meeting to hear public comment to consider the recommendation of the Rogue River Planning Commission.

**THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON, ORDAINS AS FOLLOWS:**

#### **SECTION 1. Amends Section 17.05.030 Definitions by adding the following:**

"Unbundled parking" means a requirement that parking spaces for each unit in a development be rented, leased, or sold separately from the unit itself. The parking space(s) must be rented, leased, or sold at market rates for comparable local off-street parking. The renter, lessor, or buyer of the unit must be allowed to opt out of renting, leasing, or buying the parking space.

**SECTION 1. Amends Section 17.15.080 Garage requirement to read as follows:**

**Garage standards.**

Garages fronting on the street side yard of a corner lot shall be set back a minimum of 20 feet from the property line.

**SECTION 2. Amends Section 17.15.090 Driveway to read as follows:**

All single-family dwelling construction, manufactured dwelling units, the replacement of any existing dwelling unit or major remodeling (50 percent or more of the replacement cost of existing dwelling unit) shall have a durable surface driveway suitable for maneuvering beginning from a city-maintained street to the parking space(s) serving the dwelling unit(s). It shall also be required to pave the portion of the public right-of-way being used as ingress/egress to the property. Any private road beginning from a city-maintained street shall also have a durable surface suitable for vehicle maneuvering.

**SECTION 3. Amends Section 17.20.070 Garage requirement to read as follows:**

**Garage standards.**

Garages fronting on the street side yard of a corner lot shall be set back a minimum of 20 feet from the property line.

**SECTION 4. Amends Section 17.20.090 Driveway to read as follows:**

All single-family dwelling construction, manufactured dwelling units, the replacement of any existing dwelling unit or major remodeling (50 percent or more of the replacement cost of existing dwelling unit) shall have a durable surface driveway suitable for maneuvering beginning from a city-maintained street to the parking space(s) serving the dwelling unit(s). It shall also be required to pave the portion of the public right-of-way being used as ingress/egress to the property. Any private road beginning from a city-maintained street shall also have a durable surface suitable for vehicle maneuvering.

**SECTION 5. Amends Section 17.25.100 Garage requirement to read as follows:**

**Garage standards.**

Garages fronting on the street side yard of a corner lot shall be set back a

minimum of 20 feet from the property line.

**SECTION 6. Amends Section 17.25.110 Driveway as follows:**

All single-family and multiple-family dwelling construction, manufactured dwelling units, the replacement of any existing dwelling unit or major remodeling (50 percent or more of the replacement cost of existing dwelling unit) shall have a durable surface driveway suitable for maneuvering beginning from a city-maintained street to the parking space(s) serving the dwelling unit(s). It shall also be required to pave the portion of the public right-of-way being used as ingress/egress to the property. Any private road beginning from a city-maintained street shall also have a durable surface suitable for vehicle maneuvering.

**SECTION 7. Amends Chapter 17.70 Title to read as follows:**

OFF-STREET PARKING, LOADING, AND ACCESS

**SECTION 8. Amends Section 17.70.020 Off-street parking to read as follows:**

**17.70.020 Off-street parking.**

A. Off-street parking spaces shall be provided for any expansion or new building, structure or use in accordance with the requirements herein.

B. Downtown Parking District (DPD). The City designates the following tax lots as the Downtown Parking District. New uses are not required to provide off-site parking in this district as it is a historically developed commercial area with limited potential for additional parking. The City has made efforts to provide public parking near this downtown area to off-set the lack of available private parking. The tax lots included in the Downtown Parking District include:

STREET ADDRESS	MAP AND TAX LOT NUMBER
109 Main Street	36-4W-15CC TL 9600
111 E. Main Street	36-4W-15CC TL 9601
117 E. Main Street	36-4W-15CC TL 7700
205 Main Street	36-4W-15CC TL 7601
207 E. Main Street	36-4W-15CC TL 7600
211 Main Street	36-4W-15CC TL 4801
213 Main Street	36-4W-15CC TL 4400
111 Broadway Street	36-4W-15CC TL 4500
210 Main Street	36-4W-22BB TL 2000
108 Gardiner Street	36-4W-22BB TL 2001

<b>STREET ADDRESS</b>	<b>MAP AND TAX LOT NUMBER</b>
120 Gardiner Street	36-4W-22BB TL 2100
202 Arbor Street	36-4W-22BB TL 2800
109 Depot Street	36-4W-22BB TL 3600
Depot Street	36-4W-22BB TL 3500
115 Depot Street	36-4W-22BB TL 3400
201 Gardiner Street	36-4W-22BB TL 3000
125 Depot Street	36-4W-22BB TL 3200
119 Depot Street	36-4W-22BB TL 3300
122 Depot Street	36-4W-22BB TL 4700
108 Depot Street	36-4W-22BB TL 4600
122 E Main Street	36-4W-22BB TL 3900
100 Depot Street	36-4W-22BB TL 3901
Main Street	36-4W-22BB TL 4000
112 E Main Street	36-4W-22BB TL 4100
110 E Main Street	36-4W-22BB TL 4200
104 E Main Street	36-4W-22BB TL 4300
1 Pine Street	36-4W-22BB TL 4500

C. Number of Parking Spaces Required. The number of off-street parking spaces required shall be as set forth in the following schedule:

1. Residential.

<b>USE</b>	<b>PARKING SPACES REQUIRED</b>
1. Single Dwelling Unit	Two off-street spaces per dwelling unit
2. Duplex	One off-street parking spaces per dwelling unit
3. Triplex	One off-street parking spaces per dwelling unit
4. Multiple Unit Dwelling Complex	One off-street parking spaces per dwelling unit
5. Residential units smaller than 750-square	Zero off-street parking spaces

USE	PARKING SPACES REQUIRED
feet	
6. Single-room occupancy home	Zero off-street parking spaces
7. Affordable housing as defined in OAR 660-039-0010	Zero off-street parking spaces
8. Publicly supported housing as defined in ORS 456.250	Zero off-street parking spaces
9. Rooming or boardinghouses, bed and breakfast establishment, residential hotel, and other short-term rentals	One space for each guest accommodation plus one additional space for the owner/operator

## 2. Commercial Residential.

USE	PARKING SPACES REQUIRED
1. Hotel and motel	One space per guest room or suite plus one additional space for the owner or manager
2. Club, lodge	Spaces to meet the combined requirements of the uses being conducted such as restaurants, auditoriums, etc.
3. Bed and breakfast establishment	One space for each guest accommodation plus one additional space for the owner/operator

## 3. Institutions.

USE	PARKING SPACES REQUIRED
1. Correctional institutions	One off-street space per five beds for inmates
2. Facilities and homes designed to serve people with psychosocial, physical, intellectual or developmental disabilities, including but not limited to a residential care facility, residential training facility, residential treatment facility, residential training home, residential treatment home, and conversion facility as defined in ORS 443.400	Zero off-street parking spaces
3. Domestic violence shelters	Zero off-street parking spaces



<b>USE</b>	<b>PARKING SPACES REQUIRED</b>
4. Emergency and transitional shelters	Zero off-street parking spaces

#### 4. Places of Public Assembly.

<b>USE</b>	<b>PARKING SPACES REQUIRED</b>
1. Childcare facility not operated by a school district, political subdivision of this state, or governmental agency, or other criteria defined in ORS 329A.250	Zero off-street parking spaces
2. Library, reading room, museum, art gallery	One space per 400 square feet of floor area
3. Preschool, nursery, kindergarten	Two spaces per teacher
4. Elementary or junior high school	Three spaces per classroom
5. High school	Eight spaces per classroom
6. Business, dancing, trade, technical or similar schools, classrooms or training centers	Two spaces per each teaching station plus one space for every two students of design capacity
7. Auditorium or other place of public assembly	One space per four seats or eight feet of bench length. If no other seats are provided, one space per 100 sq. ft. of floor area
8. Recreation hall within apartment complex or planned unit development	One space per 200 sq. ft. of floor area

#### 5. Commercial Amusement.

<b>USE</b>	<b>PARKING SPACES REQUIRED</b>
1. Stadium, arenas, theater	One space per four seats or eight feet of bench length
2. Bowling alley	Eight spaces per lane
3. Dance hall, skating rink	One space per 100 sq. ft. of floor area

USE	PARKING SPACES REQUIRED
4. Golf course	Five spaces per hole

6. Commercial.<sup>1</sup>

USE	PARKING SPACES REQUIRED
1. Retail store (except as provided in row 2 of this table)	One space per 200 sq. ft. of floor area
2. Retail store exclusively handling bulky merchandise such as automobiles, mobiles, furniture and large appliances	One space per 600 sq. ft. of floor area
3. Service or repair shop	One space per 300 sq. ft. of floor area
4. Bank, office (except medical and dental)	One space per 300 sq. ft. of floor area
5. Medical or dental office	Three spaces per each practitioner plus one for each two employees
6. Mortuary	12 spaces plus four spaces for each room in excess of two which can be used as a parlor or chapel
7. Eating or drinking establishment	One space per three seats or one space per 100 sq. ft. of floor space, whichever is greater
8. Open air market, used car sales lot	One space for 1,500 sq. ft. of land area
9. Mini-storage facilities	One space for every 1,000 sq. ft. of storage area plus one space for every 200 feet of office area
10. Mobile vendor/food truck site	Two spaces for each approved mobile vendor or food truck, or one space per three seats if seating is provided, whichever is greater

1. Property within the downtown parking district (DPD) is exempt from the off-street parking requirements related to the required number of parking spaces per associated use. However, any parking provided shall comply with design standards found in 17.70.030.

7. Industrial.

USE	PARKING SPACES REQUIRED
1. Manufacturing establishment	Two spaces for every three employees on the two adjacent shifts or one space for every 500 sq. ft. of floor area, whichever is greater

USE	PARKING SPACES REQUIRED
2. Wholesale establishment, warehouse, freight depot	Two spaces for every three employees on two adjacent shifts or one space for every 1,000 sq. ft., whichever is greater

8. Other uses not specifically listed above shall furnish parking as required by the planning commission. In determining the off-street parking requirements for said uses, the planning commission shall use the above requirements as a general guide and shall determine the minimum number of parking spaces required to avoid undue interference with the public use of streets and alleys. The planning commission may consider individual business models and unique parking needs when determining if proposed parking plans are adequate to minimize undue interference and conflict with existing traffic and parking patterns.

C. More Than One Use. Where more than one use is included within any one building or on any single parcel, the parking requirements shall be the sum total of the requirements of the various uses; provided, however, where the operation of these different uses is such that the hours of operation or uses complement each other insofar as the parking demand is concerned, the planning commission may authorize a reduction in these requirements.

D. Shared parking may be utilized to provide required parking spaces, provided that the total number of parking spaces provided meets the total number of required parking spaces required (for all uses).

E. Areas needed to meet the parking requirements of a particular building or use shall not be transformed or changed to another type of use, or transferred to meet the parking requirements of another building or use until the parking required for the original user of said parking area is provided at another location.

F. Where it can be shown that sections of current parking areas are underused and are not necessary to meet current parking requirements the City shall allow the conversion of exiting underused parking areas to other uses appropriate for the zone.

G. Multi-unit residential buildings with five or more residential dwelling units, and new mixed-use buildings consisting of privately owned commercial space and five or more residential dwelling units, shall provide electrical service capacity to power potential electric vehicle charging stations. Electrical service capacity shall be provided to include 40 percent of all vehicle parking spaces to allow for potential future electric vehicle charging stations. For this purpose, electric vehicle charging capacity is defined in ORS 455.417. Regardless of residential unit inclusion all privately owned commercial development shall provide electrical service charging capacity for 20% of spaces for privately owned commercial development as outlined in ORS 455.417(3)(a)(A).

H. Multi-unit residential developments must provide unbundled parking upon lease creation, lease renewal or sale. This does not apply to townhouse or rowhouse developments.

I. Parking spaces serving leased commercial developments must be unbundled parking upon lease creation or renewal.

J. Required parking spaces may be provided off-site, within 2,000 feet pedestrian travel of a site. If any non-loading parking is provided on site, all required parking for people with disabilities shall be on site. If all parking is off-site, parking for people with disabilities must be located within the shortest possible distance of an accessible entrance via an accessible path and no greater than 200 feet from that entrance.

H. Reduction of parking mandates. The number of required parking spaces may be reduced in accordance with the following table provided certain amenities are provided.

REDUCTION OF PARKING SPACES	AMENITY REQUIRED
1. One off-street space for each	Three kilowatts of capacity in solar panels or wind power that will be provide in a development
2. One off-street space for each	Dedicated car-sharing parking space in a development. (car-sharing parking spaces shall count towards required parking)
3. Two off-street spaces for each	Electric vehicle charging station provided in a development. (electric vehicle charging station parking spaces shall count towards required parking)
4. One off-street space for every	Two units in a development that are fully accessible to people with mobility disabilities.

Parking reductions are cumulative and shall not be capped by the City.

I. Any building or use requiring five-tenths or more of a parking space shall be deemed to require the full space.

J. Parking spaces for rented or leased commercial or residential uses shall be unbundled from the commercial or residential use upon lease creation or renewal. Rental, lease, or sales agreements for commercial or residential uses may not include parking spaces as part of the agreement. Parking may be provided free of charge for the lessor, renter, or buyer. However, if parking for fee is desired by a property lessor, the fee for parking shall be listed as a separate line item within the lease or shall be subject to a separate rental or lease agreement. The minimum unbundled parking rate shall not be less than \$10 per standard parking space per month. The renter, lessor, or buyer of a commercial or residential use must be allowed to opt out of renting, leasing, or buying any associated parking spaces as part of the rental, sales, or lease

agreement.

**SECTION 9. Amends Section 17.115.090(l) to read as follows:**

I. An internal pedestrian system of sidewalks or paths shall provide connections to parking areas, entrances to the development, transit stops, accessible parking spaces, and open space, recreational, and other community facilities associated with the development.

**SECTION 10. Amends Section 17.140.060 Parking lot landscaping to read as follows:**

**17.140.060 Parking lot landscaping.**

All of the following standards shall be met for parking lots. If a development contains multiple parking lots, then the standards shall be evaluated separately for each parking lot:

A. Parking Landscape Area Standards. A minimum percentage landscape coverage is required. Coverage is measured based on the size of plants at maturity or after two years of growth, whichever comes sooner. The minimum required landscaping is 10 percent of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas.

B. Such landscaping shall consist of broad-canopied deciduous shade trees with shrubs and/or ground cover plants evenly distributed throughout the parking area. "Evenly distributed" means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy. The trees shall be planted so that they provide a partial canopy cover over the parking lot within five years. At a minimum, one tree per 12 parking spaces on average shall be planted over and around the parking area.

C. Any use or development proposing an off-street surface parking area of more than one-half acre (21,780 square feet) shall be required to show that the parking lot landscaping will achieve a tree canopy covering at least 40 percent of the new parking lot area at maturity but no more than 15 years after planting. New surface parking area shall be measured based on the perimeter of all new off-street parking spaces, maneuvering lanes, and maneuvering areas, including driveways and drive aisles. Development of a tree canopy plan in accordance with this standard shall be done in coordination with the local electric utility, including pre-design, design, building and maintenance phases.

D. All parking areas with more than 20 spaces shall provide landscape islands with trees that break up the parking area into rows of not more than 12 contiguous parking spaces. Landscape islands and planters shall have dimensions of not less than 48

square feet of area and no dimension of less than six feet, to ensure adequate soil, water, and space for healthy plant growth.

E. All required parking lot landscape areas not otherwise planted with trees must contain a combination of shrubs and groundcover plants so that within two years of planting, not less than 50 percent of that area is covered with living plants.

F. Wheel stops, curbs, bollards, or other physical barriers are required along the edges of all vehicle maneuvering areas to protect landscaping from being damaged by vehicles. Trees shall be planted not less than two feet from any such barrier.

G. Trees planted in tree wells within sidewalks or other paved areas shall be installed consistent with minimum standards identified in the 2021 American National Standards Institute A300 standards. Trees planted to meet these standards will be planted and maintained to maximize root health and chances for survival, including having ample high-quality soil, space for root growth, and reliable irrigation according to the needs of the species. Off-street parking areas of more than one-half acre shall comply with the standards found in 17.115.090(I).

**SECTION 11. Emergency Clause.** Whereas, the City of Rogue River, Oregon, finds time being of the essence, and an emergency is hereby declared to exist in the interest of the public peace, health, and safety of the City of Rogue River and the inhabitants thereof, and this ordinance may be introduced and placed upon all of its readings and final passage at any one meeting of the City Council and shall be in full force and effect from and after its passage by the City Council and approved by the Mayor.

**SECTION 12. Severability Clause.** If any portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

**ADOPTED** by the Common Council of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

\_\_\_\_\_  
Pam VanArsdale  
Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Oliver  
City Recorder

## RESOLUTION NO. 25-1442-R

**A RESOLUTION ESTABLISHING A POLICY REGARDING THE CONVERSION OF UNDERUTILIZED ON-STREET PARKING SPACES FOR THE CITY OF ROGUE RIVER.**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON:**

**WHEREAS**, Oregon's Governor has mandated that cities in metropolitan planning areas adopt parking standards that serve to help the State reach climate pollution reduction goals; and

**WHEREAS**, the Department of Land Conservation & Development (DLCD) and the Oregon Land Conservation and Development Commission (LCDC) developed a Climate-Friendly and Equitable Communities program outlined in Oregon Administrative Rules (OAR) to more clearly define the Governor's mandated reforms; and

**WHEREAS**, OAR 660-012-0405(2) states that cities and counties shall adopt policies for on-street parking and land use regulations for off-street parking that allow and encourage the conversion of existing underused parking areas to other uses; and

**WHEREAS**, the City of Rogue River is required to comply with the Climate-Friendly and Equitable Communities program and the associated Oregon Administrative Rules.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Rogue River formally adopts a policy declaring that any underutilized on-street parking spaces shall be considered for conversion to the following uses: bike corrals, parklets, landscaping, bioswale or other storm detention use, or other use deemed beneficial by the City of Rogue River.

**PASSED** by the Common Council of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

ATTEST:

\_\_\_\_\_  
Pam VanArsdale  
Mayor

\_\_\_\_\_  
Diane Oliver,  
City Recorder



City Council and Management  
City of Rogue River

We have audited the financial statements of the City of Rogue River as of and for the year ended June 30, 2024, and have issued our report thereon dated December 23, 2024. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated April 25, 2024, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP). Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City of Rogue River (the City) solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

We obtained an understanding of internal controls to assess the impact on determining the nature, timing and extent of audit procedures, and we have established an overall materiality limit for audit purposes. We conducted formal discussions among engagement team members to consider how and where the financial statements might be susceptible to material misstatement due to fraud or error.

We used this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provided us with parameters within which to design the audit procedures for specific account balances and classes of transactions.



Our risk assessment process at the account-balance or class-of-transactions level consisted of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We then determined the nature, timing and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit was based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence. Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Sensiba LLP is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Sensiba LLP and requires audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

### **Significant Risks Identified**

Under auditing standards, a significant risk is defined as an identified and assessed risk of material misstatement that, in the auditors' professional judgment, requires special audit consideration. As part of the risk assessment process, we are required to determine whether any risks identified are significant risks. In exercising this judgment, we exclude the effects of identified controls related to the risk, and consider the following area: risk of fraud; whether the risk is related to recent significant economic, accounting, or other developments and, therefore, requires specific attention; the complexity of transactions; whether the risk involves significant transactions with related parties; the degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of measurement uncertainty; and whether the risk involves significant unusual transactions

We identified the following significant risks:

- Payroll: one of the largest expenditures for the City, payroll is complex and subject to errors due to that complexity.
- Charges for services in the water and wastewater funds: areas where cash may be coming into the accounting system are higher risk due to their potential for fraud.
- Management override of internal controls is a presumed significant risk.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City are included in Note 1 to the financial statements. There have been no changes in significant accounting policies or their application during the year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- The proportionate share of the net pension obligation unfunded actuarial liability related to the City's participation in the Oregon PERS system, including estimated deferred inflows and outflows expected to be included in pension expense in future periods.

Management's estimate of the pension obligation is based on an actuarial valuation provided by Oregon PERS and audited by independent auditors engaged by Oregon PERS. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to the Oregon PERS unfunded pension liability, an estimate described above.

### **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions as a result of our audit procedures.

### **Identified or Suspected Fraud**

We have not found any fraud involving senior management or other fraud that causes a material misstatement of the financial statements, no illegal acts came to our attention and there were no disagreements with management or other serious difficulties encountered in performing the audit.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Correct an overstatement of payroll liabilities, \$25,984.
- Allocate investment income among the funds based on their year end allocation of pooled cash, \$285,544
- Reduce compensated absences in the enterprise funds, \$16,176
- Record an allowance for potentially uncollectible customer balances (>120 days past due), \$29,148

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Circumstances that Affect the Form and Content of the Auditor's Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No such circumstances were identified.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the letter dated December 23, 2024.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

### **Communication of Internal Control Deficiencies**

We have communicated certain internal control deficiencies identified during the course of our audit to management and board in our report in accordance with *Governmental Auditing Standards* dated December 23, 2024.

### **Other Information Included in Annual Reports**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information, and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors, and management of the City of Rogue River and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink that reads "Sensiba LLP". The signature is written in a cursive, flowing style.

Sensiba LLP  
Bend, OR  
December 23, 2024

## **RESOLUTION NO. 24-1443-R**

**A RESOLUTION ACCEPTING THE ANNUAL FINANCIAL REPORT (FOR THE YEAR ENDING JUNE 30, 2024) AND CORRECTIVE ACTION PLAN FOR THE CITY OF ROGUE RIVER, OREGON.**

**WHEREAS**, the State of Oregon requires all local governments to have their annual financial reports audited and submitted to the Secretary of State's Office by December 31 annually, and;

**WHEREAS**, the City of Rogue River has completed its annual financial report for the year ending June 30, 2024, and;

**WHEREAS**, the firm of Sensiba, LLP has completed the required audit of the City's annual financial report, and;

**WHEREAS**, the Annual Financial Report for the year ending June 30, 2024 is attached to this Resolution as Exhibit A, and;

**WHEREAS**, the audit of the City's annual financial report noted several deficiencies related to internal control weaknesses, and;

**WHEREAS**, the City has prepared a corrective action plan in response to the deficiencies attached to this Resolution as Exhibit B.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON, RESOLVES AS FOLLOWS:**

Section 1: To accept the City of Rogue River Annual Financial Report for the year ending June 30, 2024.

Section 2: To adopt the corrective action plan in order to design, implement, and maintain proper internal controls in order to clarify segregation of duties and to outline effective processes to ensure limited opportunities for error, fraud, or misstatement related to the City's financial processes.

**PASSED** by the Common Council of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

ATTEST:

\_\_\_\_\_  
Pam VanArsdale  
Mayor

\_\_\_\_\_  
Diane Oliver, City Recorder



# CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

Fax: (541) 582-0937 • website: cityofrogueriver.org

January 23, 2024

Oregon Secretary of State  
Audits Division  
255 Capitol St. NE, Suite #180  
Salem, OR 97310

## Plan of Action for Rogue River

Rogue River respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2024. The audit was completed by the independent auditing firm Senseba, LLP and reported the deficiencies listed below. The plan of action was adopted by the members of the governing body at their meeting on January 23, 2024, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1
  - a. Significant Deficiency (Auditor Comments)

*Criteria:* Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

*Condition and context:* During the planning of our audit, we noted the City does not have a process for review of credits placed on customer utility accounts. Because the staff is small, payments on account may be taken and processed by most of the front desk and finance staff, and there are few limitations placed on the ability to credit amounts off of a customer's account.

*Cause:* The City has not implemented such controls over customer utility account credits.

*Effect:* Customer accounts could be fraudulently credited to cover up the theft of customer payments on account.

*Recommendation:* The City should implement controls over the process of customer account credits. If possible, a preventative control should be considered, where user access controls are set up within the system to prevent customer account credits for those who have custody of customer payments. If preventative controls are not considered to be cost-beneficial, a detection control, such as monthly review of all credits by the City Administrator, should be implemented. For this detection control



to be effective, the City Administrator should run the report from the utility system independently, rather than relying on a report generated by finance staff.

- b. Document the plan of action - The City Administrator plans to secure contract services from a CPA with Municipal Experience to develop and assist with implementation of new internal control processes to ensure secondary review and segregation of duties related to the handling of utility account credits in order to limit the potential for fraud or misappropriation of utility account credits.
- c. Timeframe for (or date of) implementation - The City Administrator will contract with a CPA by January 31<sup>st</sup>. Process controls will be compiled in a standard operating procedure document by March 31<sup>st</sup>. New accounting processes will be in place by April 30<sup>th</sup>.

## 2. Deficiency #2

### a. Significant Deficiency (Auditor Comments)

*Criteria:* Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

*Condition and context:* During the planning of our audit, we noted the City does not have a process for review of manual journal entries.

*Cause:* The City has not implemented such controls over manual journal entries.

*Effect:* Journal entries could be used to obscure fraud or errors in the financial statements.

*Recommendation:* The City should implement controls over both access and review controls over the process of posting manual journal entries. Access controls include software access controls limiting the employees who have the authority to record journal entries. Review controls include the City Administrator performing a monthly review of journal entries, including examination of documentation supporting the reason for the manual journal entry.

- b. Document the plan of action – The City Administrator plans to secure contract services from a CPA with Municipal Experience to develop and assist with implementation of new internal control processes to ensure appropriate access controls are in place in the City’s accounting software related to journal entries and to create a practice of a monthly secondary review of all journal entries.
- c. Timeframe for (or date of) implementation - The City Administrator will contract with a CPA by January 31<sup>st</sup>. Process controls will be compiled in a standard operating procedure document by March 31<sup>st</sup>. New accounting processes will be in place by April 30<sup>th</sup>.



### 3. Deficiency #3

#### a. Significant Deficiency (Auditor Comments)

*Criteria:* Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

*Condition:* During our fieldwork, we noted several instances where the City's support for account balances did not agree to amounts that were recorded in the trial balance provided to us for audit. This support included documentation for significant accounts including payroll liabilities, accounts payable, and accounts receivable. We also note that the City pools cash among the funds and invests those funds to earn interest.

*Context:* The City was able to provide support for accounts payable and accounts receivable after requests from our team, however we note an internal adjustment was provided to us to reconcile the accounts payable balance to agree to the support, and our review of the accounts receivable documentation indicated significant past due amounts meriting an allowance against the balance for these potentially uncollectable accounts. The payroll liability account was adjusted to agree to the support provided. The interest was not properly allocated to individual funds based on their average balances, resulting in significant amounts over allocated to the general fund, while a significant amount should have been allocated to the SDC fund, which holds a large balance of pooled cash.

*Cause:* The City appears to have in place financial closing processes, however they do not appear to be operating effectively to prevent or detect misstatements in the financial statements in a timely manner.

*Effect:* Financial statements include balances which are materially misstated, absent proposed adjustments resulting from our audit procedures.

*Recommendation:* We recommend the City incorporate a more robust financial closing process which includes checklists and verification of support to account balances at the end of each month. We also recommend the City monitor utility account balances which have exceed >60 days past due and consider implementing a process where these accounts are turned over for collection or written off if collection is considered unlikely.

- b. Document the plan of action – The City Administrator plans to secure contract services from a CPA with Municipal Experience to develop and assist with implementation of new internal control processes to update closing procedures to incorporate a more robust checklist process as well as outline a more timely and deliberate process for reviewing and acting upon outstanding accounts receivables.
- c. Timeframe for (or date of) implementation – The City Administrator will contract with a CPA by January 31<sup>st</sup>. Process controls will be compiled in a standard operating procedure document by March 31<sup>st</sup>. New accounting processes will be in place by April 30<sup>th</sup>.

<b>Finding</b>	<b>Person Responsible</b>	<b>Action</b>	<b>Management Response</b>	<b>Timeline</b>
Finding 2024-001 Lack of adequate review of utility account credits, and need for additional secondary review.	City Administrator	Administrator will contract with Municipally Experienced CPA to develop and implement improved internal control process to include secondary review	Concur	CPA to be contracted by January 31, process control plan to be approved by March 31, new processes to be in place by April 30th
Finding 2024-002 Lack of adequate review of manual journal entries.	City Administrator	Administrator will contract with Municipally Experienced CPA to develop and implement improved internal control process to include access controls and secondary review process	Concur	CPA to be contracted by January 31, process control plan to be approved by March 31, new processes to be in place by April 30th
Finding 2024-003 Lack of robust financial closing process, appropriate segregation of interest earnings, and process for review of passed due receivables	City Administrator	Administrator will contract with Municipally Experienced CPA to develop and implement improved internal control process to include financial closing process checklists, a process for correctly segregating interest earnings, and an efficient process for review and action regarding passed due receivables	Concur	CPA to be contracted by January 31, process control plan to be approved by March 31, new processes to be in place by April 30th

\_\_\_\_\_  
Governing Body Chair, typed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Another Board Member, typed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Superintendent, Mayor, or another Executive,  
typed name and title

\_\_\_\_\_  
Signature

## **RESOLUTION NO. 25-1444-R**

**A RESOLUTION ESTABLISHING A FEE SCHEDULE AS PROVIDED IN ROGUE RIVER MUNICIPAL CODE 13.10 THE CITY OF ROGUE RIVER SEWER ORDINANCE, AND RESCINDING RESOLUTION NO. 24-1424-R.**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.**

**WHEREAS**, Ordinance No. 98-275-O, adopted by the Common Council on June 23, 1994, also known as RRMC 13.10, as amended, provides that all fees, rates and charges for services shall be set by resolution; and,

**WHEREAS**, the City has determined that the average monthly usage per equivalent dwelling unit or EDU is five-hundred-eighty-seven point seven (587.7) cubic feet, based upon the average water used by residential users from November 1995 through April 1996; and,

**WHEREAS**, the City has established EDU equivalents for existing commercial customers based upon their water usage from November 1995 through April 1996 as shown on the Rogue River User Fee Analysis; and,

**WHEREAS**, the City Council has determined that the sewer rates shall be adjusted to continue the effective operation and maintenance of the system; and,

**WHEREAS**, the Engineering News Record (ENR) Construction Price Index for November 2024 equaled to nine tenths (.09%) of a percent; and,

**WHEREAS**, the City is required to charge an average monthly rate per EDU as a condition of approval on the City's loan and grant funds from Rural Development.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rogue River, Oregon, that pursuant to Ordinance No. 98-275-O, the schedule of fees, rates and charges be adopted as follows:

### **Section 1. Monthly Sewer Service Charges:**

**A. Residential Service:** For residences, multiple dwellings (per unit), trailers and mobile homes (per space) and used as residences, the basic minimum monthly charge shall include up to three hundred (300) cubic feet of water used, and an additional usage charge shall apply for every hundred (100) cubic feet of water used over three hundred (300) cubic feet. During the months of May through October, the charge for monthly sewer service will not exceed the average monthly charge for that user during the preceding months of November through April, except that the incremental rate increases will apply.

Basic minimum charge per EDU:               \$ 36.10  
Additional usage charge                         \$ 2.35

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee as follows until a winter usage history has been established:

Basic minimum charge per EDU:               \$ 42.05

**Section 2. Commercial Service:** For commercial, business and professional establishments, including churches and fraternal community organizations, schools, laundromats, hotels and motels, and all other commercial establishments, the basic minimum monthly charge shall apply for each EDU and shall include up to three-hundred (300) cubic feet of water used per EDU, and an additional usage charge shall apply for every one-hundred (100) cubic feet of water used over three-hundred (300) cubic feet allowed per EDU. During the months of May through October, the charge for monthly sewer service for a user will not exceed the average monthly charge to that user during the preceding months of November through April, except that the incremental rate increases will apply. For existing commercial customers, the EDU equivalents have been established based upon their water usage from November 1995 through April 1996, as shown on the Rogue River User Fee Analysis.

Basic minimum charge per EDU:               \$ 36.10  
Additional usage charge:                         \$ 2.35

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee per EDU as follows based upon DEQ guidelines for on-site facilities, until a winter water usage history has been established.

Basic minimum charge per EDU:               \$ 42.05

**Section 3. Recreational Vehicle Spaces:** A recreational vehicle space is defined as a space for rent for a period of less than thirty (30) consecutive days by a vehicle with or without motive power, which is designed for human occupancy and to be used temporarily for recreational, seasonal or emergency purposes at a rate of 75% of the basic minimum residential fee.

Basic minimum charge per space:             \$ 27.05  
Additional usage charge:                         \$ 2.35

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee as follows until a winter usage history has been established at a rate of 75% of the basic minimum residential fee:

Basic minimum charge per space:             \$ 31.55

**Section 4. Users Outside of the City Limits:** The charge for sewer users outside of the corporate limits of the City of Rogue River shall be twice the amount charged like users within the City limits.

**Section 5. Deposit on Service:** New accounts for sewer service shall pay, in advance, a deposit \$ 84.10. The customer's deposit will be applied to the account after one (1) year of continuous service provided the customer has maintained good credit with the sewer department for twelve (12) consecutive months. If the customer's account becomes delinquent after the deposit has been applied, the sewer department or its authorized representative may demand a new deposit to reestablish credit.

**Section 6. Re-evaluation of Commercial EDU's and rates:** The City will re-evaluate the average monthly usage per EDU and the EDU values assigned to each commercial account annually and adjust the rates and EDU assignments accordingly. Based upon the winter water usage analysis, new rates will be implemented effective November 1st of each year.

**Section 7. Annual Increase:** In February of this year an annual adjustment from the November Engineering New Record (ENR) by averaging Construction Costs, Building Costs and Materials Cost will be implemented. If the ENR results in a negative amount, no adjustment will be made.

**BE IT FURTHER RESOLVED** that Resolution No. 24-1424-R dated January 25<sup>th</sup>, 2024, is hereby rescinded.

**PASSED** by the Common Council of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

\_\_\_\_\_  
Pam VanArsdale  
Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Oliver  
City Recorder

## **RESOLUTION NO. 25-1445-R**

**A RESOLUTION ESTABLISHING A FEE SCHEDULE AS PROVIDED IN ORDINANCE NO. 97-241-O, ALSO KNOWN AS ROGUE RIVER MUNICIPAL CODE TITLE 13.15, THE CITY OF ROGUE RIVER WATER ORDINANCE, AND RESCINDING RESOLUTION NO. 24-1425-R.**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.**

**WHEREAS**, the City Council has determined that the water rates shall be adjusted to continue the effective operation and maintenance of the system; and,

**WHEREAS**, the Engineering News Record (ENR) for November 2024 equaled to nine tenths (.09%) of a percent; and,

**WHEREAS**, the City Council has determined that it is essential that funds be set aside for future water capital improvements; and,

**WHEREAS**, the City Council has determined that twenty (20%) percent of the revenue from water sales shall be set aside to pay the Safe Drinking Water Revolving Loan Fund Project payment with the remainder to the Water Improvement Reserve Fund for future Water Capital Projects.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rogue River, Oregon, that pursuant to Ordinance No. 94-241-O, also known as Rogue River Municipal Code 13.15, the schedule of fees, rates and charges be adopted as follows:

### **Section 1. Monthly Water Service Charges:**

#### **A. Residential:**

##### **1. Single Family Dwellings:**

a. For water served to single family dwellings using five hundred (500) cubic feet per month or less, \$23.35 month.

b. For water served to single family dwellings using more than five hundred (500) cubic feet per month, \$23.35 per month plus an additional \$3.50 or each hundred (100) cubic feet or portion thereof used in excess of five hundred (500) cubic feet.

**2. Multiple Family Dwellings:** For water served to duplexes, apartment houses, mobile home parks, or other multiple family dwellings, the following applicable minimum charge for the first dwelling unit:

<b><u>Service Size:</u></b>	<b><u>Minimum Charge:</u></b>
3/4" water meter	\$ 23.35
1" water meter	\$ 37.25
1½" water meter	\$ 52.25
2" water meter	\$ 67.25
3" water meter	\$ 99.90
4" water meter	\$ 127.50
6" water meter	\$ 186.90
8" water meter	\$251.45

and an additional charge of \$23.35 for each unit in excess of the first unit and an additional charge of \$3.50 for each hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five hundred (500) cubic foot minimum.

**Section 2. Commercial and Industrial:** For water served to commercial and industrial establishments, the applicable minimum charge for the first unit of business:

<b><u>Service Size:</u></b>	<b><u>Minimum Charge:</u></b>
3/4" water meter	\$ 29.70
1" water meter	\$ 37.25
1½" water meter	\$ 52.25
2" water meter	\$ 67.25
3" water meter	\$ 99.90
4" water meter	\$127.50
6" water meter	\$186.90
8" water meter	\$251.45

and an additional charge of \$29.70 for each unit in excess of the first unit and an additional charge of \$3.50 for each hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five hundred (500) cubic foot minimum.

**Section 3. Hotel and Motel Units; Recreation Vehicle Spaces:** A hotel and motel unit is defined as a rental unit that is designed for occupancy by transients for lodging or sleeping for a period of less than thirty (30) consecutive days; and a recreational vehicle space is defined as a space for rent by a vacation trailer or other vehicular or portable unit that is either self-propelled or towed or is carried by a motor vehicle intended for human occupancy and is designed for vacation or recreational purposes, but not residential use. For water served to hotel and motel units and recreational spaces, the following applicable minimum charge for the first unit or space:

<b><u>Service Size:</u></b>	<b><u>Minimum Charge:</u></b>
3/4" water meter	\$ 29.70
1" water meter	\$ 37.25
1½" water meter	\$ 52.25
2" water meter	\$ 67.25
3" water meter	\$ 99.90
4" water meter	\$ 127.50
6" water meter	\$ 186.90
8" water meter	\$ 251.45

and an additional charge of 75% of the residential fee equaling \$17.51 for each unit in excess of the first unit and an additional charge of \$3.50 each hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five hundred (500) cubic foot minimum. For any space rented for more than thirty (30) consecutive days, an additional charge of \$23.35 for each unit in excess of the first unit and an additional charge of \$3.50 for each hundred (100) cubic feet will be charged.

**Section 4. Deposit for Service:** A deposit of \$92.75 shall be charged for each unit served by the water department. The deposit will be applied to the account after one (1) year of continuous service provided the customer has maintained good credit with the water department for twelve (12) consecutive months. If the customer's account becomes delinquent after the deposit has been applied, the water department or its authorized representative may demand a new deposit be collected to reestablish credit.

**Section 5. Users Outside the City Limits:** For water service users outside of the city limits of the City of Rogue River, the charge shall be twice the amount charged to users within the city limits.

**Section 6. Re-connection Fees:** In all instances where water has been turned off because of delinquent accounts, a service charge of \$50.00 shall be imposed for the restoration of service.

**Section 7. Annual Increase:** In February of this year an annual adjustment from the November Engineering New Record (ENR) by averaging Construction Costs, Building Costs and Materials Cost will be implemented. If the ENR results in a negative amount, no adjustment will be made.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rogue River, Oregon, that the minimum monthly water charges described herein shall apply to all property connected to the City water system. Vacancies shall not affect the minimum monthly charge.

**BE IT FURTHER RESOLVED** that Resolution No. 24-1425-R dated January 25, 2024, is hereby rescinded.



**PASSED** by the Common Council of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 23<sup>rd</sup> day of January 2025.

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Pam VanArsdale  
Mayor

**ATTEST:**

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Diane Oliver  
City Recorder

**City of Rogue River  
2024-2025 Goals and Policies**

**COMMUNITY VISION**

Rogue River is a unique community where different generations live, learn, have fun and support each other.

Rogue River is a community with an inviting vibrant downtown that serves as its core, where people can shop, live, dine, work, recreate, and just be together.

Rogue River is a community where new growth blends with the existing community and reflects a traditional rural atmosphere.

Rogue River is a community that values and preserves the natural resources: trees, open space, clean water, fish and the river.

Rogue River is a community that feels like family where people know and support each other.

**MISSION STATEMENT**

The City of Rogue River strives to provide its citizens with a safe, comfortable and stable economic environment for the benefit of all its citizens. This will be accomplished by careful management of budget resources, which will help ensure the highest quality of life at all economic levels, as well as safe neighborhoods, well-maintained facilities, and clean commercial and industrial development.

**POLICY GOALS AND OBJECTIVES**  
**Infrastructure**

**The City will strive to expand and improve the water, wastewater, street, storm drain and park systems through the implementation of approved scheduled public improvement projects in accordance with the City's Capital Improvement Programs.**

1. To provide for additional water capacity and plan for other scheduled capital improvements.

Rationale: The City will plan for projected growth to provide adequate services for the community.

2. To actively pursue and support approval of additional freeway access, which was the subject of Phase I of the Interstate-5 Corridor Study conducted by the Oregon Department of Transportation.

Rationale: The single freeway access to Interstate-5 is complicated by a railroad crossing and a major intersection. An additional freeway access would improve traffic flow.

3. To implement the Transportation Plan solutions to improve traffic flow and intersection congestion.

Rationale: Traffic flow is a major concern of the community. Traffic flow has continued to increase steadily because construction has continued at a steady pace. This traffic flow depends upon Rogue River's traffic circulation patterns and its ability to access Interstate-5 efficiently.

4. To pursue alternative solutions to improve traffic flow at high traffic intersections, such as the Depot and Pine Street intersection.

Rationale: Intersections have been targeted as problem traffic areas.

5. To propose and implement additional revenue streams to help fund street maintenance.

Rationale: Growth brings added burdens to existing streets and additional funding is needed to adequately maintain them.

## **Environment**

**The City will make every effort to protect and conserve all components of the environment.**

1. To monitor and maintain the wastewater facility to ensure it operates at a level in conformance with the standards established by the National Pollutant Discharge Elimination System Permit.

Rationale: The citizens have made a major investment in this facility, and the City must ensure the continued maintenance and efficient performance of the system.

2. To maintain community pride in our Tree City, USA, by continuing to find means to protect and maintain our urban forest by regulating the planting, maintenance, protection, and control of trees and removal of dead, diseased and noxious trees.

Rationale: Trees reduce soil erosion, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife. They are a renewable resource giving us paper, wood for building our homes, fuel for heating our homes and countless other wood products. They increase property values, enhance the economic vitality of business areas, and beautify our community.

3. To promote recycling by supporting recycling efforts and further educating the public.

Rationale: As the area grows, it is more important than ever to continue to work together to meet the ever expanding recycling needs of our community. We accomplish this goal in partnership with our sanitation company, local businesses and our citizens.

4. To promote clean air by maintaining our leaf pickup program and burn day requirements.

Rationale: Our leaf pickup and composting program, which is offered to the public at no charge, has significantly improved the air quality of the City.

5. To promote clean water by implementing the City's Storm Water Management Plan.

Rationale: The City's relationship and dependency on the rivers and streams in our area demand that action be taken to prevent opportunities that would negatively impact aquatic habitat, diminish recreational opportunities, and increase the likelihood of flooding.

## **Public Safety and Crime Prevention**

**The City will strive to foster a safe community.**

1. To provide security for the citizens in the form of adequate regulation, law enforcement and emergency preparedness.

Rationale: A sense of well-being is enhanced by a feeling of order and safety.

2. To continue to support the education, enforcement and recovery of drug abuse created problems that impact our community, state, and nation through empathic, though thorough, policing efforts.

Rationale: Drug abuse impacts the very core of communities and families, as such we will thoroughly educate and enforce drug laws to protect our community and the families of Rogue River.

Rationale: The drug problems that plague the nation, as well as our own community, must be combated constantly, and we must strive to attack this situation with vigilance.

3. To strive to cooperate and coordinate with other governmental agencies in an effort to provide maximum services to the citizens of Rogue River.

Rationale: Law enforcement agencies at the local, county, and state levels are operating with limited resources. A cooperative and carefully coordinated relationship between agencies will assure that they operate with maximum efficiency.

4. To promote crime prevention through education and community programs such as the Neighborhood Watch Program, and National Night Out.

Rationale: Police-citizen cooperation directly results in more control over crime and maintains peace and order. The community must be an active partner. Through greater citizen responsibility, and by providing citizens with an opportunity to contribute individually and collectively to public safety, we can improve the quality of life for our residents.

## **Quality of Life**

**The City strives to maintain a high quality of livability for the residents of the City.**

1. To deliver the finest municipal services available in the most cost effective and efficient manner.

Rationale: The City constantly faces the struggle to provide quality municipal services and meet unfunded state and federal mandates with limited and declining resources.

2. To promote parks, open space and recreation activities for youth and adults.

Rationale: Parks, open space and recreation opportunities are valued highly by citizens of our community. The City is over one square mile in size and currently owns six and maintains seven parks within the City limits. The City currently provides 8.5 acres of park land for every 1,000 residents. With a national average of 10.8 acres of park land per 1,000 people per park district (ie. city, county, park and recreation district), the City should undergo careful planning to assure that an adequate amount of open space is preserved as our population increases. A goal of 10 acres of park land per 1,000 people is an appropriate target for preservation of public open space.

3. To encourage and support downtown retail and entertainment activities.

Rationale: The future of the downtown area is of major concern to the City. Emphasis must be placed on this area to ensure that it develops into a vibrant core of the community. In partnership with business leaders, the City encourages and supports downtown activities and improvements in an effort to maximize the economic benefit to the community and improve the amenities available to the citizens.

4. To update the Comprehensive Plan.

Rationale: To meet the needs and desires of the community and to assure that growth takes place in a manner consistent with statewide planning goals and blends with the desires of the community as outlined in our Strategic Plan.

5. To increasingly use computerization and technology to obtain and maintain available information for management, policy decision making, and the public.

Rationale: Technology is an asset in this information age of higher demands and dwindling resources.

6. To continue to review and update land use rules, regulations, and Ordinances relating to development.

Rationale: It is imperative that comprehensive development rules, regulations and Ordinances be in place in order to properly process land division development applications. Managed and orderly growth will protect the quality of life and the traditional rural atmosphere of the City.

7. To continue close cooperation between the City, School District, Fire District, and other community and volunteer groups within the City.

Rationale: Cooperation and teamwork within the community leads to a stronger sense of closeness with one another with positive results to the citizens.

8. To continue to review and update the City's Charter, operational policies and procedures.

Rationale: In order for the City to continue to operate effectively and efficiently, these policies and procedures need to be updated periodically.

9. To seek communication methods that will keep the community informed of City activities and projects.

Rationale: In order to keep the community informed of City activities, communication lines need to be broadened which will result in a better informed community and increase community involvement.

## BUDGET AND FINANCIAL POLICIES

**Financial management policies shall maintain a balanced relationship between debt service requirements and current operation costs, manage growth of the tax base, actively seek alternative funding sources, minimize interest costs, and maximize investment returns.**

1. Assure that current operating revenue is sufficient to support current operating expenditures, while giving high priority to funding capital assets with one-time revenues.

Rationale: Utilizing one-time revenues such as grants to fund on-going expenditures results in incurring annual expenditure obligations which may be unfunded in future years. Using these one-time revenues to fund capital assets better enables future administrations to cope with the financial problems when these revenue sources are discontinued.

2. Provide adequate contingency reserve appropriations not less than ten (10%) percent of the General Fund and ten (10%) percent of the Water, Sewer and Street Funds to allow for unforeseen expenditures.

Rationale: Adequate contingency appropriations provide the City with the ability to address unforeseen expenditures.

3. Use grant funds as much as possible to provide for future capital improvements, allowing revenue to build reserves and avoid increasing indebtedness.

Rationale: Every effort must be made to plan and provide for necessary capital improvement projects. With careful thought and planning, many projects can be funded with development fees, grant funds, intergovernmental revenues, user fees and excess revenues to avoid the incurrence of debt.

4. Annually review fee schedules to assure that revenues adequately support the full cost of providing the service.

Rationale: Fees should grow at a rate that keeps pace with the cost of providing the service.

5. Actively pursue state and federal grants to provide additional resources.

Rationale: Utilizing outside revenue sources whenever possible relieves the local citizens of some of the financial burden and improves the local economy.

6. Reserve a minimum of twenty-percent (20%) of the revenue received from water sales for future capital improvements and debt repayment.

Rationale: The City's water rights are inadequate. Purchasing water rights from Lost Creek and an upgrade to the City's water treatment plant will increase fire protection and provide for additional reserve as the City continues to grow.

## **ROGUE RIVER TREE CITY USA COMMITTEE**

Minutes of January 9, 2025 Meeting

Called to Order: 11:12 a.m.                      Adjourned: 12:30 p.m.

Present: JoAnn Dixon, Helga Bush, Laura Jones

Guest: Jane Lockie

For the benefit of our guest, a discussion took place regarding what the Tree City USA committee is, and some of our interests, including the Urban Lumber Program (Urban Forestry).

One of our Rogue River area residents, Alexandria Dorsaneo, is a member of the Audubon Society and donated two bird boxes that she helped to construct. They are for Palmerton Arboretum to replace some old ones. Another Rogue River resident, Sharon Daly, donated two safety vests. Our appreciation goes out to both of them for their donations.

### **OLD BUSINESS**

1.     Discussion of Annual Plan for 2025.

Certain items are to be tracked diligently during the year, including the pruning of the trees. Although we lightly prune trees on workdays, those trees to be pruned “for the health of the tree” are to be done by an arborist. We will also track tree planting and initial care cost, tree removal cost, volunteer hours, and other costs.

2.     Wollemia nobilis and Cedar of Lebanon.

We can now set dates to plant.

3.     Tree ID markers.

Project is ongoing, but close to being finished.

4.     Replacement of granite plaque for Steven Bush.

Redline Engraving to be contacted.

5.     Irrigation System.

Eslama Irrigation is working on the map of the system.

### **NEW BUSINESS**

1.     Arborist Work Needed.

We will contact the arborist with an updated list of work to be done.

2.     Workdays.

Our next workday will be Wednesday, January 22, 2025 from 12-3 pm.

3,     Volunteer Registration Form.

The form provided by City Hall is to be used to register volunteers.



4. Topsoil at Plaza Park.

Public Works is to be contacted for needed topsoil to cover exposed roots adjacent to the sidewalk.

By Laura Jones 01.15.25