



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
Fax: (541) 582-0937 • website: cityofrogueriver.org

REGULAR COUNCIL MEETING THURSDAY, MAY 22, 2025 6:00 P.M.

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

Dial-in using your phone:

1-978-990-5207

Enter Access Code: 2145898

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION – Dr. BOB FARMER, GRACE BAPTIST CHURCH

ROLL CALL

AGENDA

APPROVAL OF MINUTES:

April 24, 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*

NEW BUSINESS:

- 1 **Oath** Administer Oath of Office to Patrol Officer Chad Mathews.
- 2 **OLCC** Consider providing a recommendation of 'approval', 'denial', or 'no comment' regarding a temporary OLCC license for Taqueria La Guacamaya.
- 3 **Resolution** Consider approving Resolution 25-1448-R, a Resolution re-certifying reserve funds for the 2025-2026 fiscal year for the City of Rogue River.
- 4 **Resolution** Consider approving Resolution 25-1449-R, a Resolution certifying municipal services provided by the City of Rogue River for the 2025-2026 fiscal year.



CITY COUNCIL MEETING PACKET

We are an AA/EEO and comply with Section 504 of the Rehabilitation Act of 1973

MAY 22, 2025

"Home of the National Rooster Crowing Contest"



- 5 **Resolution** Consider approving Resolution 25-1450-R, a Resolution declaring the City's election to receive state revenue sharing funds for the 2025-2026 fiscal year.
- 6 **Resolution** Consider approving Resolution 25-1451-R, a Resolution authorizing funds used in the financial management of the City of Rogue River for the 2025-2026 fiscal year.
- 7 **Resolution** Consider approving Resolution 25-1452-R, a Resolution adopting the budget, making appropriations, and levying taxes for the City of Rogue River for the 2025-2026 fiscal year.
- 8 **Resolution** Consider approving Resolution 25-1453-R, a Resolution approving updated job descriptions for all Police Department Positions.
- 9 **Resolution** Consider approving Resolution 25-1454-R, a Resolution increasing business license fees to generate revenue for continued Police Services.
- 10 **Ordinance** Consider adopting Ordinance 25-437-O, an Ordinance changing the business license term from a fiscal year term to a rolling calendar year term.
- 11 **Contract** Consider approving a contract with Axon Enterprises, Inc. in the amount of \$94,696.80 (to be paid over the next six years) for records systems software services for the Police Department.

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 the 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.*

Meeting Violation: *Written grievances regarding violations of provisions of Public Meeting Law (ORS 192.610 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.*

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 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, May 22 – 6:00 P.M.

ORDER	EXHIBIT	PAGE #
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9	Resolution 25-1454-R, Increasing Business License Fees	47-48
10	Ordinance 25-437-O, Changing Business License Term	49-50
11	Contract with Axon Enterprises, Inc for Police Record System	51-55
	Notice of Canceled Tree City Committee Meeting, May 8, 2025	56

REGULAR COUNCIL MEETING MINUTES

THURSDAY, APRIL 24, 2025

6:00 P.M.

CALL TO ORDER: 6:02 PM

PLEDGE OF ALLEGIANCE

INVOCATION – Larry Brons, Grace Baptist Church

ROLL CALL Barb Gregory, Barb Hilty (on-line), Mark Minegar, Sherrie Moss, Sharie Davis, and Mayor, Pam VanArsdale.

ABSENT Grace Howell

STAFF PRESENT City Administrator Ryan Nolan, and City Recorder Diane Oliver

PRESS: Brian Mortensen with the Rogue River Press

AGENDA

APPROVAL OF MINUTES:

Moved by Councilor Moss, seconded by Councilor Gregory to approve minutes of March 27th, 2025. No discussion on the motion.

Vote: All ayes, none opposed, minutes of March 27th, 2025, are approved.

COMMITTEE REPORTS:

Community Relations: Councilor Barb Hilty reports no meeting.

Community Relations: Councilor Barb Gregory reports that she was not able to attend due to the meeting being re-scheduled however the Food and Friends raised their prices on meals, at the Community Center which is still very affordable.

Emergency Communications Mayor Pam VanArsdale attended in Ryan Nolan absence, but reports there was not a quorum.

Finance Committee Councilor Sherrie Moss reports that between March 21st and April 22nd 2025, the finance committee met four times, issuing a total of eighty-two checks and three electric payments totaling \$252,483.62.

Planning Commission Liaison Councilor Gregory reports that the last Planning Commission meeting was on Planned Unit Developments (PUD) and looking at the possibility of Clusters instead. The Commission will be looking at updating this language in our code. Onnie Heater will get more information on what other jurisdictions are doing. The Commission also voted yes, on sending their recommendation on the sign code language for the council to adopt with

CITY COUNCIL MEETING PACKET

MAY 22, 2025

special attention to non-conforming signs and billboards.

Rogue Valley Area Commission on Transportation Councilor Sharie Davis reports there was no meeting.

Rogue Valley Council of Governments The mayor reports there was a meeting, Unfortunately, there could be no business decisions made due to not having a quorum. There was a presentation from the financial advisor Royal Stanley who is managing the Food and Friends' endowment showing everyone where they are financially regarding the stock market. He presented a great finance report that shows they are doing good financially. They have not Found a place for the commercial kitchen, but there are a couple of possibilities they are looking at.

Rogue Valley Metropolitan Planning Organization Mayor Pam VanArsdale reports that they did meet where there were a couple of changes to the 2024-2027 TIP (Transportation and improvement plan) they are pushing out the project on the Interstate-5 freeway the East Evans Creek bridge, and the bridge over Depot Street for a couple more years due to funding. They added the Grants Pass signal upgrades to the TIP. Grants Pass is looking for other funding for their Water Plant. We imagine there will be a major rate increase to keep the project going.

PUBLIC INPUT: None

NEW BUSINESS:

Park Request Move to approve a Palmerton Park Reservation Request. Motion by Councilor Moss, seconded by Minegar, no discussion on the motion.
Vote, all ayes, none opposed, motion carries-

OLCC Permit Move to approve a local government recommendation regarding a temporary event OLCC license from Rogue Pub-N-Putt for Rooster Crow Weekend. Motion by Gregory, seconded by Davis. No discussion on the motion.
Vote, all ayes, none opposed, motion carries-

Added Agenda Item

OLCC Permit Move to approve a local government recommendation regarding a temporary event OLCC license from Bar 108 Depot for Rooster Crow Weekend. Motion by Gregory, seconded by Davis. No discussion on the motion.
Vote, all ayes, none opposed, motion carries-

Ordinance Adopt, Ordinance **24-433-O**, an Ordinance adopting FEMA BiOp standards in the City's Development Standards.

Discussion regarding the pending lawsuits and some actions taken by our county commissioner

and others at the State level, hoping to get changes from the federal Government, Ryan Nolan strongly recommends that we continue this item for another two months to see if things change by then.

Move to continue this Ordinance **24-433-O**, an Ordinance adopting FEMA BiOp standards in the City's Development Standards to June 26th, 2025, at 6:00PM. Motion by Councilor Gregory, seconded by Councilor Moss, discussion on the motion.

Roll Call Vote: Minegar yes, Gregory yes, Moss yes, Hilty yes, Davis yes, unanimous vote to continue Ordinance **24-433-O**, an Ordinance adopting FEMA BiOp standards in the City's Development Standards motion passes, this item will be continued until June 26th, 2025, City Council meeting at 6:00PM

Committee Move to accept April 10, 2025, Tree City USA Committee minutes. Motion by Councilor Moss, seconded by Councilor Gregory.

Vote: All ayes, none opposed, motion carries- Tree City committee minutes of April 10, 2025 are approved. Tomorrow at 12:45PM will be the Arbor Day celebration in Palmerton Park.

OTHER BUSINESS:

Barb Gregory will be gone for two months but is anticipating attending all meetings on video. May 8th is our budget meeting here at 10:00AM with lunch to follow. Our next workshop is on May 18th.

Ryan Nolan reported that we did well at the State Presentation requesting additional funding from the treasury department. Ryan is grateful that they agreed to fund that project for us because it's an important thing.

The recent medical trip Ryan took with his wife was important for them, but it was a great experience to see some of the revolutionary war history and some of the things we saw in Connecticut like going to Yale University and seeing manuscripts that are thousands of years old. It made Ryan appreciate Rogue River again, and he appreciates our Country. He thanked the Council for all that they do!

Councilor Moss thanked the mayor for the work she did getting us green waste containers.

ADJOURN: Move to adjourn this meeting, motion by Councilor Gregory, seconded by Councilor Moss

Vote: All ayes, none opposed, this meeting is adjourned at 6:36PM

ATTEST:

Mayor Pam VanArsdale _____ Date _____

Diane Oliver, City Recorder _____

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

**Local Government Recommendation – Special Event License****Section 1 – Submission - To be completed by Applicant:****License Information**

Applicant Name(s): TAQUERIA LA GUACAMAYA

☐ Annual Licensee

Event Name: ROOSTER CROW

Event Address: 9001 ROGUE RIVER HWY

Ste:

City: GRANTS PASS

County: JACKSON

Zip: 97527

License Type: TEMP USE OF LISCENCE

☒ At Existing Licensed Premises**Application Contact Information**

Contact Name: JULIO ROMERO

Phone: 5414419998

Mailing Address: 9001 ROGUE RIVER HWY

City: GRANTS PASS

State: OR

Zip: 97527

Email Address: LAGUACAMAYA01@GMAIL.COM

Event Details

Event Dates: 06/27-06/29

Event Times: FRIDAY-SATURDAY 10-9PM SUNDAY 10-8PM

Expected Daily Attendance: 200

Peak Expected Attendance: 200

To the best of your knowledge, is this the only special event application for this event? Y/N? Y

Please check all that apply to your proposed event:

Off-Premises Sales:

☐

Beer/Wine/Cider

☐

Distilled Spirits

Tastings only:

☐

Beer/Wine/Cider

☐

Distilled Spirits

On-Premises Consumption:

☐

Beer/Wine/Cider

☐

Distilled Spirits

☒ Indoor Consumption☒ Outdoor Consumption

Food Service Available: FULL MENU

☐ Proposing to Allow Minors**Section 1 Continued on next page**



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: TAQUERIA LAGUACAMAYA

Event Name: ROOSTERCROW

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

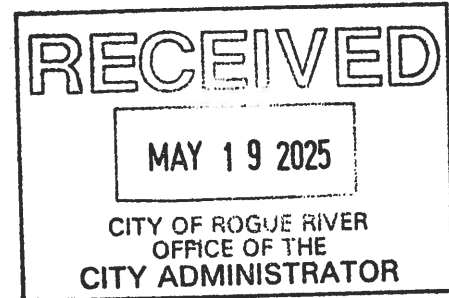
Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Rogue River* Optional Date Received Stamp

Date Application Received: *5/19/25*

Received by: *Ryan L. Nolan*



- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

RESOLUTION NO. 25-1448-R

A RESOLUTION TO VERIFY AND RE-CERTIFY RESERVE FUNDS FOR THE ACCUMULATION OF FINANCIAL RESERVES WITHIN THE CITY'S ANNUAL BUDGET.

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

WHEREAS, Oregon Revised Statutes, Chapter 280, outlines specific requirements for the accumulation of reserve funds; and

WHEREAS, current ORS requires that a City review reserve funds at least every 10 years in order to determine whether to continue or abolish the fund; and

WHEREAS, the City has identified improvements to both the Water System and Wastewater Treatment Plant that will be required for continued operation and future expansion of both systems.

NOW, THEREFORE, BE IT RESOLVED, the City of Rogue River does hereby verify and recertify the following reserve funds within the City's Annual Budget FY 25/26:

- Water Improvement Reserve Fund (for future expansion of the water system); and
- Sewer Improvement Reserve Fund (for future expansion of the wastewater treatment plant).

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1449-R

A RESOLUTION CERTIFYING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF ROGUE RIVER, OREGON, FOR THE 2025-2026 BUDGET YEAR.

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

WHEREAS, ORS 221.760 provides as follows:

SECTION 1. the Officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a City located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the City provides four or more of the following services:

- 1) Police protection
- 2) Street construction, maintenance, and lighting
- 3) Sanitary sewer
- 4) Storm sewers
- 5) One or more utility services
- 6) Planning, zoning, and subdivision control; and,

WHEREAS, the City Council recognizes the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Rogue River hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- 1) Police protection
- 2) Street construction, maintenance and lighting
- 3) Sanitary sewer
- 4) Storm sewers
- 5) Water and sewer utility services
- 6) Planning, zoning and subdivision control.

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1450-R

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FOR THE CITY OF ROGUE RIVER, OREGON, FOR THE 2025-2026 BUDGET YEAR.

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

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to annually pass a Resolution requesting State Revenue Sharing money; and,

WHEREAS, the law mandates public hearings be held by the City, hearings were held on May 8, 2025 during the Budget Committee meeting and on May 22, 2025 during the City Council meeting giving citizens an opportunity to comment on the use of State Revenue Sharing; and,

WHEREAS, the City has levied for property taxes in the preceding year.

NOW, THEREFORE, BE IT RESOLVED, the City of Rogue River hereby elects to receive State Revenues for the 2025-2026 budget year.

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1451-R

A RESOLUTION AUTHORIZING FUNDS TO BE USED IN THE FINANCIAL MANAGEMENT OF THE CITY OF ROGUE RIVER, OREGON, FOR THE 2025-2026 BUDGET YEAR.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGUE RIVER, OREGON, that the following funds be authorized, established, and used to record the financial affairs of the City of Rogue River, Oregon, in accordance with applicable laws and administrative rules of the State of Oregon.

GOVERNMENTAL FUNDS

General Fund: The General Fund is the City's general operating fund, and it accounts for the administrative, police protection, municipal court, park and building department service functions of the City. Principal sources of cash consist of license and permit fees, franchise fees, fines and forfeitures, intergovernmental revenue, investment income and the tax base levy.

Administration is funded from franchise fees, licenses, permit fees, liquor tax, marijuana tax, cigarette tax, grant funds, and investment income. Major expenses are salary related.

Police protection is funded from tax base revenues, transient room tax, public safety fees and grant funds. Major expenses are salary related.

Parks are funded from state revenue sharing, intergovernmental revenue, transient room tax and lease income. Major expenditures are salary related.

Building Department is partly funded from building permit fees. Major expenditures are salary and contract service related.

Special Revenue Funds: These funds account for the proceeds from specific revenue sources that are legally restricted to expenditures for specified purposes.

The Street Fund accounts for the City's share of the State of Oregon's special gas tax revenues. This revenue is restricted to street related maintenance and repair, including sidewalks and storm drains.

The System Development Fund is used to account for all system development charges related to supply, treatment, and distribution of water; collection, transmission, and disposal of wastewater; drainage and flood control; transportation; in accordance with state law.

The Water Improvement Reserve Fund was established to reserve funds for water

related capital projects and debt repayment. The revenue in this fund is derived from water connection permits and system maintenance fees as well as a portion of the monthly water sales revenue which is earmarked for system improvements.

The Sewer Improvement Reserve Fund was established to reserve funds for future expansion of the wastewater treatment plant and for wastewater related capital projects. The revenue in this fund was derived from sewer connection permits and system maintenance fees and Interfund Transfers from the Sewer Fund.

Governmental Debt Service Fund: The Governmental Debt Service Fund was established to account for bond and interest transactions on the following General Obligation loan debt currently outstanding for Loans under the Oregon Transportation Infrastructure Bank Fund in the amount not to exceed \$1,600,000. Two loans make up this amount, #2013A is in the amount of \$196,618 at 1% interest. The other #2013B is for \$830,414 at an interest rate of 3.09%. Both are 20-year terms. The loans were obtained to pay for repairs to the City's street system.

The proceeds to repay these loans will come from property tax revenue and will be accounted for in the Governmental Debt Service Fund.

Water and Sewer Revenue Bond Debt Service Fund: The Water and Sewer Revenue Bond Debt Service Fund was established to account for a Loan under the Oregon Cities Financing Pool held by U.S. Bank in the amount of \$1,235,000. This 3.25% interest loan was a refinance of loans and bonds used to pay for the City's Wastewater Treatment Facility and 1.2 Million-gallon Water Reservoir.

The proceeds to repay this loan will come from user fees and will be accounted for in the Water and Sewer Revenue Bond Debt Service Fund.

PROPRIETARY FUNDS

Utility Funds: These funds account for the operations of the City that are financed and operated with the intent that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The Water Fund accounts for operating the water system of the City. Revenue is derived from charges for services to water users. Primary expenditures are related to salaries and operation costs.

The Sewer Fund accounts for operating the sewer system and treatment facility. Revenue is derived from charges for services, and primary expenditures are related to salaries and operation costs.

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1452-R

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND LEVYING TAXES FOR THE CITY OF ROGUE RIVER, OREGON, FOR THE 2025-
2026 BUDGET YEAR.**

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

WHEREAS, the City Council hereby adopts the budget approved by the Budget Committee of the City of Rogue River, Oregon, on May 8, 2025, now on file in the office of the City Administrator/Budget Officer; and,

WHEREAS, the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Total General Fund - Administration	\$ 379,678.00
Total General Fund - Police	\$ 1,353,800.00
Total General Fund - Park Maintenance	
Total General Fund - Building Department	
Capital Outlay	\$ 110,000.00
Contingency	\$ 344,630.00
Total General Fund	<hr/> \$ 2,591,443.00

STREET FUND

Total Street Fund - Maintenance	\$ 723,190.00
Interfund Transfers	\$ 100,000.00
Capital Outlay	\$ 395,500.00
Contingency	\$ 214,410.00
Total Street Fund	<hr/> \$ 1,433,100.00

SYSTEM DEVELOPMENT FUND

Interfund Transfers	\$ 600,000.00
Capital Outlay	\$ 185,000.00
Contingency	\$ 33,510.00
Total System Development Fund - Non- Departmental	<hr/> \$ 818,510.00

WATER IMPROVEMENT RESERVE FUND

Interfund Transfers	\$ 66,344.00
Capital Outlay	\$ 65,000.00
Contingency	\$ 6,000.00
Total Water Improvement Reserve Fund	\$ 137,344.00

SEWER IMPROVEMENT RESERVE FUND

Capital Outlay	\$ 334,000.00
Contingency	\$ 40,000.00
Total Sewer Improvement Reserve Fund	

WATER AND SEWER REVENUE BOND DEBT SERVICE FUND

Debt Service	\$ 135,200.00
Total Sewer Revenue Bond Debt Service Fund	

GOVERNMENTAL DEBT SERVICE FUND

Debt Service	\$ 99,437.00
Total Governmental Debt Service Fund	\$ 99,437.00

WATER FUND

Total Water Fund - Production and Distribution	\$ 7,980,480.00
Interfund Transfers	\$ 150,000.00
Debt Service	\$ 286,944.00
Contingency	\$ 416,777.00
Total Water Fund	\$ 8,834,201.00

SEWER FUND - COLLECTION AND TREATMENT

Total Sewer Fund - Collection and Treatment	
Inter-fund Transfer	\$ 632,550.00
Contingency	\$ 382,552.00
Total Sewer Fund	\$ 2,066,857.00

TOTAL APPROPRIATIONS **\$16,490,092.00**

TOTAL UNAPPROPRIATED AND RESERVE

GRAND TOTAL 2025-2026 BUDGET

\$19,700,954.00

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2025-2026 upon the assessed value of all taxable property within the district: at the rate of \$3.1492 per \$1,000 of assessed value for the permanent rate tax; and in the amount of \$134,400 for general obligation bonds

BE IT RESOLVED that taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	General Government	Excluded from Limitation
PERMANENT RATE TAX	\$3.1492 / \$1,000	
GENERAL OBLIGATION DEBT SERVICE		\$134,400

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1453-R

A RESOLUTION AMENDING RESOLUTION NO. 06-1118-R, ADOPTING UPDATED JOB DESCRIPTIONS FOR THE POLICE DEPARTMENT OF THE CITY OF ROGUE RIVER, OREGON.

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

WHEREAS, the City Council has determined that a need exists to adopt updated job descriptions for the police department as described in Exhibit “A” to this resolution.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 06-1118-R, is hereby amended to add Exhibit “A” for the position of Police Chief, Patrol Corporal, Patrol Officer, and Police Support Specialist as attached hereto.

PASSED by the Common Council of the City of Rogue River on this 22nd day of May, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

POLICE CHIEF**GENERAL STATEMENT OF DUTIES:**

The Police Chief is the departmental authority in all matters of enforcement of policy, procedures, operations and discipline. The Chief shall devote full time to the discharge of the duties of the office, and shall exercise all lawful powers of that office to issue such orders as are necessary to assure the effective operation and performance of the department. The Chief is responsible for seeing that order is maintained, laws and ordinances are enforced, thereby protecting the lives and property of the public.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

An employee in this classification is responsible for: ensuring that order is maintained, and laws and ordinances are enforced, thereby protecting the lives and property of the public; for the actions and conduct of all departmental personnel; for the selection, training, assignment, activities, supervision and discipline of personnel in the department; recommends hiring, promotion, and discipline of department personnel; does related work as required.

SUPERVISION RECEIVED:

Work's under the general administrative direction of the City Administrator.

SUPERVISION EXERCISED:

The Police Chief, in the performance of duties, shall have the power to prescribe, promulgate and enforce rules and regulations for the selection and supervision of the members and employees of the department which shall, however, not be inconsistent with the Charter, Ordinances, or personnel rules of the City, and the Laws of the State of Oregon. Such rules shall include selection criteria for all initial departmental applicants and promotional candidates comprised of written and oral examinations, physical strength, endurance and agility tests, personal background checks, and pre-employment substance abuse screening. Through the department, the Police Chief is responsible for supervising the enforcement of all laws and ordinances coming within its legal jurisdiction.

KEY PERFORMANCE AREAS:

1. Shall cause the public peace to be preserved and enforce all applicable laws. Assign personnel and equipment to such duties and uses as required, in order

POLICE CHIEF

to maintain law and order in the City of Rogue River.

2. Conducts performance evaluations of department employees. Recommend all appointments, promotions and discharges within the Police Department to the Personnel Committee.
3. Formulates orders and regulations governing activities of the police department. Shall have the authority to review and revise the departmental manual subject to the approval of the City Council, including selection and promotion criteria established in accordance with O.R.S. 181.610 and DPSST regulation 259-10-015.
4. Takes measures to prevent crime and to protect lives and property by planning the activities, training, assignment, supervision and discipline of personnel in the department. Shall serve or cause to be served, all writs and legal processes as directed by the Court.
5. Prepares and administers the departmental budget. Shall formulate an annual budget estimate and control budget expenditures. Shall keep such records and books as may be specifically required for the proper operation of the department. Shall inventory and assume charge of all property of the City used in connection with the Police Department. Shall submit monthly reports to the City Council on departmental activity and shall give such other information to the City Council as may be required.
6. Directs the departmental in-service training activities; is responsible for the initial and continued training of all members and employees of the department to improve their competency, utilizing the most effective concepts and technologies.
7. Cooperates with county, state and federal officers in the apprehension and detention of wanted persons. Establishes and maintains cooperative working relations with peace officers in other jurisdictions, confers with attorneys in connection with the prosecution of criminal complaints.
8. Plans and supervises the enforcement of traffic and safety regulations.
9. Maintains departmental records, oversees preparation of correspondence and reports, and reports to the City Council and the public. Develops effective public and community relations programs, resolving difficult problems through correspondence and personal involvement of self and other members of the department; meets with members of the public and

POLICE CHIEF

various officials in furthering the effectiveness and public relations of the department.

10. Must perform all duties and functions of Patrol Officer as necessary.

RECRUITING REQUIREMENTS:**EDUCATIONAL AND TRAINING REQUIREMENTS:**

High School diploma/GED; preference given to Associate's or Bachelor's degree in law enforcement or related field from an accredited college or university; combination of experience/education may substitute.

EXPERIENCE:

At least eight years of progressively responsible experience in the law enforcement field, preferably including four years management experience in some aspect of law enforcement.

KNOWLEDGE OF:

Principles and practices of organization, personnel, management, and finance administration related to the police department; working knowledge of police equipment, modern police administration techniques and practices; working knowledge of the geography of the city and location of important buildings; working knowledge of federal, state and local laws and ordinances which are to be enforced by the police department.

SKILL IN:

Operation of an automobile; evidence gathering, forensic analysis, and related specialized equipment used in the performance of duties; initial and continued training of all employees of the department to improve staff competency, utilizing the most effective concepts and technologies.

NECESSARY SPECIAL REQUIREMENTS:

Possession of, or the ability to obtain without further training, an "Advanced Certificate" from DPSST; possession and maintenance of a valid driver's license; physically capable of performing the duties of a Police Officer; must successfully complete screening examinations and background checks conducted by the Department.

POLICE CHIEF**ABILITY TO:**

Plan, assign and supervise the work of police reserves; plan, initiate and carry out long-term programs in police department; understand and execute oral and/or written instructions; be courteous but firm with the public, to handle firearms and apply reasonable physical force only when necessary; react quickly and calmly under emergency conditions; assign and evaluate work of all departmental employees; establish and maintain effective working relationships with employees, outside agencies, and the public in general.

ESSENTIAL FUNCTIONS:

Planning, directing, coordinating, controlling, staffing, performing and supervising all activities of the department for its continued efficient operation; ensuring that order is maintained, laws and ordinances are enforced, thereby protecting the Constitutional rights, lives and property of the public.

PRE-EMPLOYMENT REQUIREMENTS:

Background check, drug screen, bondable, educational and experience verification. Demonstrate the ability to perform essential functions.

COMPENSATION TYPE: Semi-monthly

FLSA EXEMPTION STATUS: Exempt

JOB GRADE: Entry level through Step 5

POLICE CHIEF**MENTAL APTITUDES TABLE**

Designated Function	%Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	20	1	
REASONING	100	1	
MATHEMATICS	25	2	
VERBAL	60	1	

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	1
TASTE	1
SMELL	1

Note: Acuity/aptitude levels are: High = 1 Medium = 2 Low= 3

Acuity/aptitude levels are established **after** reasonable accommodations are provided.

POLICE CHIEF**POSITION FUNCTIONAL REQUIREMENTS**

Dept: Police Department
 Job Title: Police Chief
 Reports To: City Administrator

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
DRIVING	18			25
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		2	50	5
REACHING		3		5
SITTING				60
WALKING				10
RUNNING		250		5
STOOPING				3
STANDING				10
DRIVING				25
TYPING	12			5
COMPUTER ENTRY	18			5

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

PATROL CORPORAL**GENERAL STATEMENT OF DUTIES:**

Serves as a line supervisor of the department, assists in supervising all police personnel as directed by the Police Chief in his/her absence, in their conformance to standards and procedures established within the department.

Performs a variety of duties related to law enforcement and crime prevention through patrol and investigation. These duties include traffic control through enforcement of City and State traffic laws, and enforcement of Federal and State laws, City Ordinances, and all other applicable regulations, accomplished through the use of accepted police policies and practices. The Patrol Corporal serves as the acting Police Chief in case of the absence or unavailability of the Police Chief, and does related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

In the absence of the Police Chief, the Corporal makes decisions that accomplish the objectives of the department. To function effectively the Patrol Corporal is required to meet the following overall objectives:

1. Maintain positive public relations at all times;
2. Maintain effective working relationships with other law enforcement agencies;
3. Maintain positive working relationships with all City employees;
4. Follow established City of Rogue River policies at all times;
5. Requires considerable knowledge of laws, rules, and regulations pertaining to the Rogue River Police Department;
6. Insure that all City Ordinances, state and federal laws are enforced firmly and fairly upon all persons living in or visiting our City;
7. Develop professionally through formal and informal training, and membership in professional organizations.
8. Sets the standard for safety within the police department. Leads by example and sets the tone of safety first.

SUPERVISION RECEIVED:

Work is performed under the direct supervision of the Police Chief.

SUPERVISION EXERCISED:

Supervision of Line Level Patrol Officers is a normal responsibility of the Patrol Corporal, who, in addition, will assume all supervisory responsibility for the Police Department in the event of the absence or unavailability of the Police Chief. The Patrol Corporal's responsibilities include supervising all Police Reserves, and directing the activities of subordinate officers during investigations conducted at crime scenes.

KEY PERFORMANCE AREAS:

1. Evaluates the deployment of available personnel according to the expected needs and workloads, by area, time and day of week when requested by the Police Chief.
2. Directs and supervises the activities of personnel engaged in an assigned shift.
3. Pre-reviews and directs distribution of reports filed by the patrol officers.
4. Insures that the investigation of major crimes is carried to the proper point.
5. Inspects the person, equipment, and appearance of personnel assigned, taking whatever action is necessary to insure that high standards are maintained.
6. All duties of a patrol officer.
7. Keeps informed on current crime problems, vigorously directing his personnel toward solving these problems.
8. Counsels personnel assigned.
9. Assists patrol officers in meeting department standards and procedures.
10. Assists the Police Chief.
11. Patrolling roads, highways, business and residential areas of the City and enforcing traffic and criminal laws and ordinances; conducting building security and vacation checks; investigating suspicious persons and vehicles;
12. Preliminary investigations of crimes and other offenses, and completion of investigations begun by others;

PATROL CORPORAL

13. Responding to a wide variety of radio calls with appropriate action;
14. Investigating traffic accidents and criminal complaints, making arrests and issuing citations when required; booking, handling and transporting prisoners to other jurisdictions;
15. Preparing full and comprehensive reports on all activities which require written reports;
16. Performing minor first aid at accident scenes, and directing traffic as necessary;
17. Assisting in the development of crime prevention programs and other community relations activities; may be called upon to make presentations to groups of citizens;
18. Appearing in Court as a witness;
19. Assisting the Fire Department and Emergency Medical Technicians as needed;
20. Assisting the public as requested;
21. Attending all training sessions conducted or required by the Police Chief;
22. Assisting, when requested, in planning and implementation of Police Department training programs;
23. Relieving the Police Chief of routine administrative duties as directed, including maintaining departmental records, preparing reports, shift scheduling, etc.

PATROL CORPORAL**EMPLOYMENT STANDARDS****EDUCATIONAL QUALIFICATIONS:**

Any combination of education and experience equivalent to a high school diploma, preference given to Associate's Degree in law enforcement or closely related field from an accredited institution, and three years of full time, paid experience as a law enforcement officer.

REQUIRED EXPERIENCE AND TRAINING:

Experience in civilian or military police work and training in a basic police academy. Minimum of three (3) years experience as a law enforcement officer; possession of the Department of Public Safety Standards and Training (DPSST) Intermediate Certificate at the time of appointment. Prior supervisory experience preferred. Possession and maintenance of a valid Oregon Driver's license.

KNOWLEDGE OF:

All phases of the patrol officer's job description; sound application of supervisory skills; applicable federal, state and local laws and ordinances; principles and techniques of modern law enforcement investigation work.

ABILITY TO:

Direct others in criminal investigations; fulfill the responsibility for decision making; identify problems and present solutions. Carry out investigations, evaluate pertinent facts and draw conclusions when all facts have been analyzed; obtain information through interviews, interrogations and observations; prepare clear and comprehensive reports based on information obtained; operate assigned equipment, included vehicles, skillfully, safely and in conformance with applicable laws and regulations; physical strength, agility and endurance sufficient to perform all duties of the position.

SKILL IN:

Supervision; criminal investigations; proficiency in the use and application of firearms, tear gas, and other weapons used in law enforcement. Handling of toxic or hazardous materials. Communicating orally with the public; establishing and maintaining working relationships with other employees, both within the City and the department and maintaining open channels of communication and cooperation with other law enforcement agencies, public officials and citizens by dealing firmly, yet courteously with them.

PATROL CORPORAL**ESSENTIAL FUNCTIONS:**

Writing detailed and concise reports; proficient use of duty weapons, vehicles and equipment. Understanding and executing oral and/or written instructions; remaining courteous but firm with the public; handling of firearms and application of physical force in emergency situations. Maintaining law and order, through equitable enforcement of federal, and state laws, and local ordinances. Could be required to work off set hours (work shifts) and holidays.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, criminal record check, bondability, educational and experience verification. Demonstrated ability to perform essential functions by passing a written examination, and oral interview, as proscribed by the City which shall serve to evaluate the potential success of the individual candidate in the position of Corporal. In the case of a candidate already being a member employee of the department, the pre-employment requirements with the exception of the written exam and oral interview may be waived.

COMPENSATION TYPE: Semi-monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	20	1	
REASONING	70	1	
MATHEMATICS	25	2	
VERBAL	50	1	

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	1
TASTE	1
SMELL	1

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity and aptitude levels are established after reasonable accommodations are provided.

PATROL CORPORAL

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Police Department
 Job Title: Patrol Corporal
 Reports To: Police Chief

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
DRIVING	18			50
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	50	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
RUNNING		250		5
WALKING				10
OTHER*		3		5
WORD PROCESSING	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

*e.g., pushing/pulling, stooping, operating radio, reaching above shoulder level.

GENERAL STATEMENT OF DUTIES:

Police Officer is charged with the responsibility of fulfilling the police mission at the primary level of execution; may train Reserve Officers. Protects life and property through enforcement of laws and ordinances; does other related work as required and assigned.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Prevents and represses crime through patrol activity; enforces the City ordinances, state and federal laws, apprehends offenders and secures compliance in lesser non-criminal matters; performs other related activities peripheral to basic police duties in the area of community services.

SUPERVISION RECEIVED:

Works under the general and special instructions of the Corporal, who reviews work methods through personal inspection and discussion.

SUPERVISION EXERCISED:

May exercise occasional supervision as a senior officer on special or relief duty.

KEY PERFORMANCE AREAS:

1. Operates a mobile radio patrol unit in an assigned area, engaging in routine patrol activity, traffic enforcement and responds to requests for police service.
2. Makes preliminary investigations of crimes and other offenses, completing the investigation in certain categories.
3. Investigates traffic accidents and other traffic matters.
4. Conducts field interviews where necessary in areas and at times dictated by current criminal activity.
5. Carries out miscellaneous non-operational procedures, dispatching and courtroom duties.
6. Remains informed on current crime problems and engages in tactical operations as directed; is constantly aware of possible vice or narcotic

violations, reporting such conditions immediately to the department.

7. Understands the role of a city employee and is alert to non-police problems and hazards in the community, taking whatever action is necessary to correct the problems.
8. Represents the department and the City in public relations activities, educational programs and in daily contact with the public.
9. May train and supervise Reserves.
10. Checks parking violations in congested areas, issues citations for moving and non-moving violations in traffic patrol.
11. Makes arrests for violations of laws and ordinances; serves writs, warrants, and subpoenas.
12. Directs traffic and patrols area for parades, athletic events, fires or other occasions of a special or emergency nature.
13. Investigates accidents, makes reports and arrests if necessary, renders first aid to accident victims.
14. Makes investigations concerning various types of crimes, interviews witnesses and suspects, takes photographs and fingerprints.
15. Appears in court and presents evidence and testimony against alleged violators.
16. Participates in departmental meetings and attends in-service training classes and schools.
17. On relief duty as desk officer, receives complaints from the public, takes telephone or radio calls and relays information to patrol cars and other law enforcement agencies.
18. Books in prisoners, act as jailer and transports prisoners when necessary.
19. Maintains general files of the department.
20. Keeps arrest records and various records and reports; conducts follow-up investigations.

21. Renders assistance to the public when any citizen is in distress.
22. Maintains the laws of confidentiality.
23. Perform other duties as assigned or directed.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

High School diploma/GED; Preference given to associate's degree in law enforcement or closely related field, from an accredited institution.

EXPERIENCE AND TRAINING:

Prefer one-year current experience with a civilian or military Police Department and the ability to obtain a "Basic Certificate" from the Oregon Board on Police Standards and Training within one year of appointment; or two years current experience with the City Police Department as an active Reserve Officer.

PRE-EMPLOYMENT REQUIREMENTS:

United States citizen; must be at least 21 years of age, and physically capable of performing the duties of a Police Officer. Must successfully complete screening examinations, tests, and background checks conducted by the Department. Must be certified by DPSST within 18 months from date of initial hire. Drug screen, bendable, educational and experience verification. Possession of a valid Oregon driver's license; excellent mental condition; good physical condition; good moral character. Demonstrated ability to perform essential functions.

KNOWLEDGE OF:

Pertinent federal, state and local laws; proper use of force; police department policies and procedures and code of conduct; location and geography of City and environs; limits and scope of police authority.

ABILITY TO:

Act independently and without supervision in the professional performance of all duties and responsibilities. Obtain a "Basic" certification from DPSST within 18 months of employment; establish and maintain professional working relationships; accurately communicate with others; accurately assess situations and apply the

appropriate solution. React quickly, properly, and calmly under emergency conditions; apply CPR and EMT skills in emergency situations.

ESSENTIAL FUNCTIONS:

Writing detailed and concise reports; proficient use of duty weapons, vehicles and equipment. Understanding and executing oral and/or written instructions; remaining courteous but firm with the public; handling of firearms and application of physical force in emergency situations; operating all-terrain vehicles and other specialized equipment in the performance of duties. Ensuring that order is maintained, laws and ordinances are equitably enforced, thereby protecting the Constitutional rights, lives and property of the public. Assign and evaluate work of Reserve Officers. Must be able to work in all types of weather. Could be required to work off set hours (work shifts) and holidays.

COMPENSATION TYPE: Semi-monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

Designated Function	%Time	Aptitude Level	
WRITING	10	2	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	20	1	
REASONING	50	1	
MATHEMATICS	25	2	
VERBAL	20	2	

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	1
SMELL	1

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low= 3

Acuity and aptitude levels are established after reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Police Department
Job Title: Patrol Officer
Reports To: Corporal

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
DRIVING	18			75
FILING	18			2
KNEELING				2
LIFTING		3	50	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
RUNNING				5
WALKING				10
OTHER*		3		5
COMPUTER ENTRY	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

*e.g., pushing/pulling, stooping, operating radio, reaching above shoulder level.

POLICE SUPPORT SPECIALIST**GENERAL STATEMENT OF DUTIES:**

Position functions in support of the Police Department as a receptionist, desk clerk, typist, records technician, computer operator, and LEDS representative in support of the Police Department.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Represents the department in the majority of initial contacts between the department and the public; processes requests for police services, dispatches police units/equipment or makes other referrals; accesses and enters information to Law Enforcement Data Systems; responsible for many other service functions, including the preparation of reports, indexing and filing of administrative crime reports and recording of statistical data.

SUPERVISION RECEIVED:

Work under the direct supervision of the Police Chief.

SUPERVISION EXERCISED:

Supervision is not a normal responsibility of this position; temporary and volunteer workers, however, may be overseen by the Police Support Specialist.

KEY PERFORMANCE AREAS:

1. Answers emergency and non-emergency calls for service; makes referrals to appropriate locations or agencies; provides general customer service;
2. Updates business and residential alarm files;
3. Enters and retrieves needed police information using computer information systems, such as: LEDS, CAD, CentralSquare, case/citation files, and other files as needed;
4. Maintains a daily, monthly, quarterly, and an annual bulletin of reports covering Police Department activity; reproduces, indexes and distributes various police reports;
5. Understands the role of a city employee and is alert to non-police problems and hazards in the community, taking whatever action is necessary to correct the problems;
6. Assists Justice Court and District Attorney's office by coordinating and preparing copies of required case reports, citations, property and other evidence for prosecution;

POLICE SUPPORT SPECIALIST

7. Organizes and maintains general files; types correspondence and memos assigned by the department;
8. Maintains daily contact with the Police Chief or duty officer;
9. Maintains LEDS training/documentation for all LEDS certified employees;
10. Attends all departmental training sessions to maintain or improve skills.

EDUCATIONAL AND TRAINING REQUIREMENTS:

Possess minimum High School graduate or equivalent; preference given to post-secondary secretarial science or legal aid training.

EXPERIENCE:

One year of experience involving responsible clerical/secretarial work, preferably with public safety exposure sufficient to demonstrate knowledge of Crime Prevention procedures, and public safety record keeping requirements.

KNOWLEDGE OF:

Operate modern office procedures and equipment; record keeping and reporting; police and 9-1-1 communication equipment; and, proper telephone procedures.

SKILL IN:

Use of modern office procedures, computers and equipment; record keeping and reporting; use of police and 9-1-1 communications equipment; typing 60-wpm; understanding and speaking the English language; and, general clerical aptitude for basic record keeping.

ABILITY TO:

Type 60 wpm, file, and write letters; perform simple computations and tabulations accurately and with reasonable speed; understand and follow detailed oral and written instructions; learn clerical tasks readily, adhering to prescribed departmental routines.

POLICE SUPPORT SPECIALIST**NECESSARY SPECIAL REQUIREMENTS:**

Be a United States citizen; minimum of 18-years of age; good physical health; excellent mental condition; and, good moral character. Requires willingness to acquire necessary certification or licenses to operate computer systems; and, any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the herein described duties.

ESSENTIAL FUNCTIONS:

Maintaining detailed records and preparing statistical reports; typing 60-wpm; remaining calm in stressful and emergency situations; referring emergency and non-emergency calls; understanding and speaking the English language; and, proper telephone procedures.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, background check, bondable, educational and experience verification. Demonstrate ability to perform essential functions. Submit to background investigation and finger printing. No felony or serious misdemeanor arrest record.

COMPENSATION TYPE: Semi-monthly

FLSA EXEMPTION STATUS: Non-exempt

JOB GRADE: Entry level through Step 5

POLICE SUPPORT SPECIALIST**POSITION FUNCTIONAL REQUIREMENTS**

Division/Department: Police Department

Job Title: Police Support Specialist

Reports To: Police Chief

The functions and abilities for successful performance in this position include, but may not be limited to:

MENTAL APTITUDES TABLE

Note: Acuity and aptitude levels are: High = 1 - Medium = 2 - Low= 3

Designated Function	%Time	Aptitude Level
Writing	10	2
Reading	20	1
Reasoning	50	1
Mathematics	25	2
Verbal	20	1

Designated Function	Acuity Level
Vision	1
Hearing	1
Touch	2
Taste	3
Smell	2

Acuity and aptitude levels are established after reasonable accommodations are provided.

PHYSICAL JOB FUNCTIONS

Designated Function	Reach (inches)	Distance (feet)	Weight (pounds)	Time (%)
Collating		3		2
Dialing	18			5
Filing	18			2
Kneeling				2
Lifting		3	25	5
Reaching		3		5
Sitting				80
Sorting	18			10
Stooping				3
Standing				10
Typing	12			5
Walking				10
Computer Entry	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

RESOLUTION NO. 25-1454-R

A RESOLUTION ESTABLISHING A BUSINESS AND OCCUPATION TAX FEE SCHEDULE FOR ROGUE RIVER MUNICIPAL CODE 5.05 AND 5.15 AND RESCINDING RESOLUTION NO. 23-1417-R.

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

WHEREAS, the City Council determined that annual business license fees needed to be adjusted as they hadn't been altered in quite some time; and,

WHEREAS, the City Council is aware that Police Service costs have increased, and revenue needs to be generated to provide continued Police Services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rogue River, Oregon, that pursuant to Rogue River Municipal Codes 5.15 and 5.15 the fee scheduled be adopted as follows:

Section 1. Business License Fees:

BUSINESS AND OCCUPATION

SCHEDULED FEE

Base rate for business located inside the City limits

\$150.00 plus an additional \$10.00 for each additional person in excess of two (2) people

Base rate for business located outside the City limits

\$200.00 plus an additional \$10.00 for each additional person in excess of two (2) people

Liquor License Fees:

Original Application

\$100.00

Change of Ownership, Location or

Privilege application

\$75.00

Temporary application

\$35.00

Renewal application

\$35.00

Mini-Storage Units \$150.00 plus \$20.00 for each additional unit in excess of ten (10) units

Outdoor Market, Craft/Vendor Market, Circus, Carnival, or Special Event \$150.00 plus \$20.00 for each booth/tent space (requires site plan, generally CUP)

Mobile Vendor / Food Truck Site \$150.00 (sites may have multiple spaces, requires CUP)

Mobile Vendor / Food Truck \$150.00 for each vendor / truck

Single Day of Operation \$25.00 per day

RENTALS

SCHEDULED FEE

Rental Property \$150.00 (covers two rental units) plus \$20.00 for each additional unit (no charge if only one rental unit)

Section 2. Effective date: The Council has chosen to make these new rates effective July 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogue River, Oregon, that the business license fees described herein shall be effective July 1, 2025.

BE IT FURTHER RESOLVED that Resolution No. 23-1417-R is hereby rescinded.

PASSED by the Common Council of the City of Rogue River on this 22nd day of May 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver, City Recorder

ORDINANCE NO. 24-437-O

AN ORDINANCE AMENDING ROGUE RIVER MUNICIPAL CODE SECTION 5.05.090 – THE BUSINESS LICENSE FEE - TERM SECTION OF THE CODE FOR THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the City Council finds that new processes available at City Hall allow for a more flexible and convenient business license term; and,

WHEREAS, the City Council seeks to more fairly charge those business who open for business on a day other than July 1st.

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

SECTION 1. Amends Section 5.05.090 Fee-Term to read as follows:

A. The occupational tax term shall be a full 12-month period beginning on the date the business license is first issued. Business licenses are due, and shall be obtained, by the first date of operation of business. Any person filing for license renewal after the due date, herein described, shall be charged a 10 percent penalty in addition to the regular fees.

B. Failure to pay the occupational tax license fee within 10 days after a business operates or failure to pay the license fee within 10 days of the date the license is due for renewal will result in a 10 percent penalty in addition to the regular fees. An additional 10 percent penalty will be applied for each delinquent month.

C. The occupational tax fee for any business taxed pursuant to this chapter shall be set by resolution adopted by the city council. Said resolution shall be attached hereto and shall be kept on file with the city recorder and may be amended from time to time as the council deems appropriate. For the purposes of this section, the term “employee” means and includes:

1. A person who is employed 40 or more hours per week and who is regularly employed by, and under the supervision and control of, the owner in the course of the business activities; or
2. A natural person having an ownership interest in the business, who actively works in and for the business on a full-time basis;
3. Any person who is not subject to state and federal employment and withholding taxes by the business shall not be deemed an employee under this chapter;

4. A “part-time employee” is a person defined under subsections (C)(1) and (2) of this section who works 20 hours or less per week. Two part-time employees shall equal one full-time employee for the purposes of this chapter.

SECTION 2. Effective Date Clause. Whereas, the City of Rogue River, Oregon, finds that the current code should be in effect until a new fee resolution goes into effect on July 1, 2025, this Ordinance shall also have an effective date of July 1, 2025.

SECTION 3. 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 22nd day of May 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of May 2025.

Pam VanArsdale
Mayor

ATTEST:

Diane Oliver
City Recorder



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-684862-45762JC

Issued: 04/15/2025

Quote Expiration: 08/31/2025

Estimated Contract Start Date: 07/01/2027

Account Number: 112594

Payment Terms: N30

Mode of Delivery: UPS-GND

SHIP TO	BILL TO
Rogue River Police Dept. - OR 1433 Broadway St Rogue River, OR 97537-9521 USA Email:	Rogue River Police Dept. - OR PO Box 1137 Rogue River OR 97537-1137 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Chandler Smith Phone: 480 - 716 - 7245 Email: chasmith@axon.com Fax:	David Rash Phone: (541) 582-4931 Email: drash@rogueriverpolice.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$94,696.80
ESTIMATED TOTAL W/ TAX	\$94,696.80

Discount Summary

Average Savings Per Year	\$122,118.55
TOTAL SAVINGS	\$610,592.76

Payment Summary

Date	Subtotal	Tax	Total
Jul 2027	\$32,589.76	\$0.00	\$32,589.76
Jul 2028	\$16,839.76	\$0.00	\$16,839.76
Jul 2029	\$16,839.76	\$0.00	\$16,839.76
Jul 2030	\$14,213.76	\$0.00	\$14,213.76
Jul 2031	\$14,213.76	\$0.00	\$14,213.76
Total	\$94,696.80	\$0.00	\$94,696.80

Quote Unbundled Price: \$705,289.56
 Quote List Price: \$705,289.56
 Quote Subtotal: \$94,696.80

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Software									
73638	AXON STANDARDS - LICENSE	8	60		\$10.85	\$10.85	\$5,208.00	\$0.00	\$5,208.00
73681	AXON RECORDS	8	60		\$42.31	\$42.31	\$20,308.80	\$0.00	\$20,308.80
A la Carte Services									
100946	AXON - MULTI-YEAR SWS TECHNICAL ACCOUNT MANAGER	1	36		\$18,040.91	\$218.83	\$7,878.00	\$0.00	\$7,878.00
73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1			\$30,000.00	\$15,750.00	\$15,750.00	\$0.00	\$15,750.00
85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1			\$300.00	\$45,552.00	\$45,552.00	\$0.00	\$45,552.00
Total							\$94,696.80	\$0.00	\$94,696.80

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	73638	AXON STANDARDS - LICENSE	8	07/01/2027	06/30/2032
A la Carte	73681	AXON RECORDS	8	07/01/2027	06/30/2032

Services

Bundle	Item	Description	QTY
A la Carte	100946	AXON - MULTI-YEAR SWS TECHNICAL ACCOUNT MANAGER	1
A la Carte	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1
A la Carte	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	133 Broadway St	Rogue River	OR	97537-9521	USA

Payment Details

Jul 2027					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Year 1	100946	AXON - MULTI-YEAR SWS TECHNICAL ACCOUNT MANAGER	1	\$2,626.00	\$2,626.00
Year 1	73638	AXON STANDARDS - LICENSE	8	\$1,041.60	\$1,041.60
Year 1	73681	AXON RECORDS	8	\$4,061.76	\$4,061.76
Year 1	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	\$15,750.00	\$15,750.00
Year 1	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	\$9,110.40	\$9,110.40
Total				\$32,589.76	\$32,589.76

Jul 2028					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Year 2	100946	AXON - MULTI-YEAR SWS TECHNICAL ACCOUNT MANAGER	1	\$2,626.00	\$2,626.00
Year 2	73638	AXON STANDARDS - LICENSE	8	\$1,041.60	\$1,041.60
Year 2	73681	AXON RECORDS	8	\$4,061.76	\$4,061.76
Year 2	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	\$9,110.40	\$9,110.40
Total				\$16,839.76	\$16,839.76

Jul 2029					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Year 3	100946	AXON - MULTI-YEAR SWS TECHNICAL ACCOUNT MANAGER	1	\$2,626.00	\$2,626.00
Year 3	73638	AXON STANDARDS - LICENSE	8	\$1,041.60	\$1,041.60
Year 3	73681	AXON RECORDS	8	\$4,061.76	\$4,061.76
Year 3	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	\$9,110.40	\$9,110.40
Total				\$16,839.76	\$16,839.76

Jul 2030					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Year 4	73638	AXON STANDARDS - LICENSE	8	\$1,041.60	\$1,041.60
Year 4	73681	AXON RECORDS	8	\$4,061.76	\$4,061.76
Year 4	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	\$9,110.40	\$9,110.40
Total				\$14,213.76	\$14,213.76

Jul 2031					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Year 5	73638	AXON STANDARDS - LICENSE	8	\$1,041.60	\$1,041.60
Year 5	73681	AXON RECORDS	8	\$4,061.76	\$4,061.76
Year 5	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	\$9,110.40	\$9,110.40
Total				\$14,213.76	\$14,213.76

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Ryan Nolan

From: jmdixon1775@gmail.com
Sent: Tuesday, May 6, 2025 2:21 PM
To: deecopley@live.com; lljonesrr@gmail.com; helga@doneandtodo.com; jmdixon1775@gmail.com
Cc: Ryan Nolan; Diane Oliver; Mike Bollweg; Mayor; 'Loree Pryce'
Subject: Tree City USA meeting canceled 5.8.2025
Importance: High

Hello all,
I regret to inform you that our Tree City USA meeting scheduled for May 8 is canceled due to lack of quorum. Our other scheduled activities will continue.
Thank you,
JoAnn Dixon