

City of Shady Cove Agenda Staff Report

City Council Meeting Date: November 20, 2025

Report Provided By: Dale Shaddox, City Administrator pro tem

Subject: Application of Public Safety Fees

Discussion: At your November 6, 2025 regular meeting the City Council appointed an ad hoc committee of Kathy Knuckles, Jeff Vanier and John Edwards to meet with City staff about the current status of applying the monthly Public Safety Fee. The committee met with staff on Wednesday, November 12. After considerable discussion the consensus reached are as follows:

- There are relatively few residential and non-residential fees being currently charged that require adjustment to bring our billing process in compliance with Ordinance 299 and Municipal Code.
- Mobile Home Parks have already been discussed and the decision by Council was to charge each mobile home (including manager residence) as one residential unit at the current \$29/month.
- For motels the committee agreed that Ordinance 299 requires that the \$29/month residential fee be charged for each unit occupied for 30 days or more, and rooms occupied for less than 30 days are subject to Transient Lodging Tax only. Such property would be charged \$29 for the manager unit.
- For RV Parks the committee agreed that Ordinance 299 requires that the \$29/month fee be charged to each space that was occupied for 30 or more days. Those spaces occupied for less than 30 and paying a Transient Lodging Tax for the previous month would not be charged a Public Safety Fee. This is to be monitored by staff through review of the monthly reports, periodic contact and inspection, probably semi-annually. Such property would be charged \$29 for the manager unit
- For **residential properties** it was concluded that the definitions of residential unit and dwelling unit in Ordinance 299 and our Municipal Code are sufficient for us to review and make changes accordingly at the staff level. This will result in consistent application of the fee confirmed by the Council's November 6 decision on an appeal. Our intent here is that the determination whether there is more than one Residential unit will be based on whether there is more than one street address to the property, what the previous billing was based on, and any additional/new information is presented. If we have increased the fee based entirely on the new RVSS approach without multiple street addresses our intent is to rollback the fee to

what was charged before the RVSS change. We have no other reasonable way to verify whether to charge for additional residential/dwelling units.

- The actual approach to refunding fees paid is also an important decision. In discussions with staff we hope that we could go the easier way with credits to each account and credited back slowly over time. However, if the Council decides to issue refund checks then it will be a huge effort to do so. We will of course act with haste if Council directs that approach. Issuing checks also provides another opportunity to include a letter further explaining the circumstances and inviting feedback (including appeals) on any residual concerns.

Conclusion/Recommendation

- The committee determined that good progress can be made by a comprehensive review of all accounts considering the standards of application described above.
- Doing this work to correct our billing practices does not require any revisions to Ordinance 299 or Municipal Code. We can take action now that would result in revised fees, refunds and collection of outstanding payments by the January billing cycle. The January billing cycle should be preceded by a letter announcement and website postings as FYI and avoid confusion. The letters and postings should include background information on how important law enforcement is, and the budgetary/financial need to impose Public Safety Fees.
- Revisions to Ordinance 299 and relevant Municipal Code sections should be considered later to better align words, phrasing and definitions in these documents.

Requested City Council Action:

It is recommended that City Council consider the recommendations of the committee and by motion approve the recommendations authorizing and directing city staff to implement changes as a top priority for the January, 2026 billing cycle.

Suggested Motion:

I move to approve the recommendations from the Council ad hoc Committee on Public Safety Fees, and direct city staff to implement the recommendations in the January billing cycle, with advance information letters and website postings to advise the citizens of the pending changes.