



Proposed Methodology for Implementing the Police Station Fee

November 3, 2021



Today's Agenda



Monthly billing based on the Equivalent Dwelling Unit (EDU) approach; definition and historical applicability



Analysis of existing and estimated EDUs in St. Helens



Work plan for a billing start date of January 1, 2022



Next steps



Council questions

Introduction



Equivalent Dwelling Units – Definition and Applicability

- Definition - Equivalent Dwelling Unit or "EDU" means a unit of measurement for water service, sewer service, or surface water management service. This **language could** be inserted into section 13.02.010 of your municipal code.
 - ✓ **Water EDU defined** - For water service, one EDU shall be equivalent to a ¾-inch meter and is also typically considered to be equivalent to **XXXX** gallons per day (gpd) for planning purposes.
 - ✓ **Sewer EDU defined** - For sewer service, one EDU shall be **XXXX** gallons per day (gpd) of residential strength wastewater defined as having a maximum concentration of 220 milligrams per liter (mg/l) biochemical oxygen demand (BOD) and 220 milligrams per liter (mg/l) suspended solids.
 - ✓ **Stormwater EDU defined** - Drainage Residential Unit (DRU). One drainage residential unit is the impervious surface area which is estimated to place approximately equal demand on the public storm water system as that placed by an average residential dwelling unit. One DRU equals **2,500 square feet** of impervious surface. Note: this is already defined in St. Helens Municipal Code 13.20.020.
- Applicability – The City currently charges the monthly Community Recreation and Parks Fee (SMC 13.03.030) on the EDU basis. You will not be breaking new ground by charging the Police Station fee on the same basis.

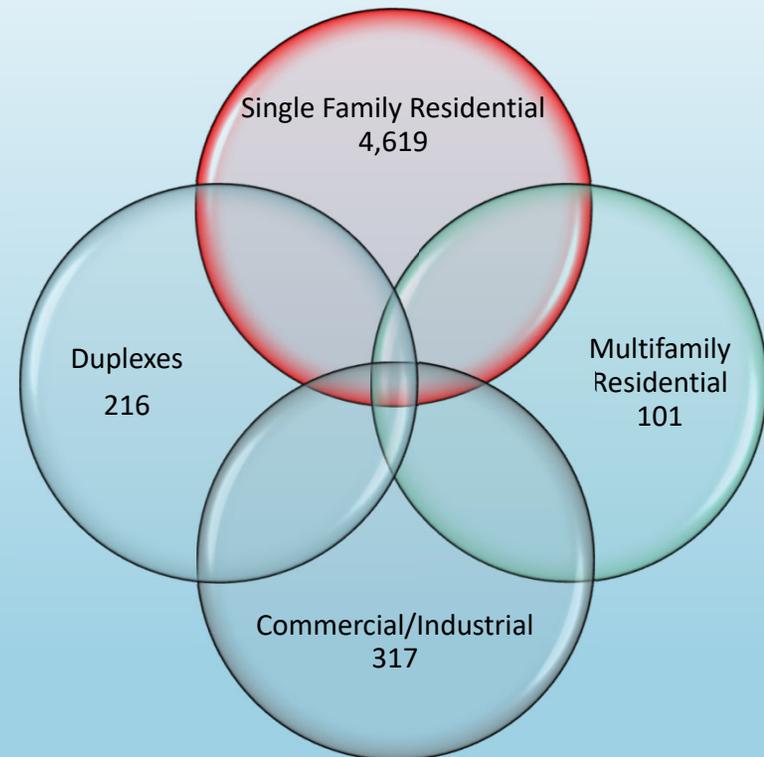
EDUs



Analysis of Existing and Estimated EDUs

- 88% (4,619) of all active utility accounts are single family residential; i.e., 1 account = 1 EDU
- 12% of all active utility accounts are distributed as follows:
 - Duplexes 216
 - Multi family residential 101
 - Commercial/Industrial 317
 - Total non single family 634**
- Staff will focus on the 634 identified non-single family residential accounts
 - EDUs will be assigned to each account

5,253 Active Accounts



Analysis of Existing and Estimated EDUs - Continued

Customer Class Description	Accounts	EDU Assignment
Single Family Residential	4,619	1 EDU
Duplex	216	2 EDUs if master metered otherwise 1 EDU per dwelling unit
Multi Family Residential	101	1 EDU per dwelling unit if master metered.
Commercial/Industrial	317	Based on measured EDU equivalence



Work Plan for a Billing Start Date of January 1, 2022

ID	Task Name	Start	Finish	2021		2022	
				Nov	Dec	Jan	Feb
1	City Council work session on police station billing methodology	11/3/2021	11/3/2021	★			
2	Utility Billing staff starts EDU assignments to active utility accounts	11/8/2021	12/30/2021	██			
3	Prepare modifications to St. Helens municipal code to define EDUs	11/15/2021	12/1/2021	████████			
4	City Council implements police station fee via resolution	12/1/2021	12/1/2021	★			
5	Staff completes EDU assignments to active utility accounts	12/31/2021	12/31/2021		★		
6	Prepare and verify customer bills	12/2/2021	1/31/2022	██			
7	Update City Council on billing status (first meeting in January)	1/5/2022	1/5/2022		★		
8	Update City Council on billing status (second meeting in January)	1/19/2022	1/19/2022			★	
9	Implement water rate and SDC changes (if recommended)	2/1/2022	2/1/2022				★

★ Intermediate milestone ★ Project completion milestone



Next Steps

Start

If Council agrees, Staff will start making modifications to the Incode utility billing system to accept EDU assignments to active utility accounts.

Prepare

Prepare draft resolutions to modify the municipal code section 13.02.010 to define EDUs for water and sewer.

Note: Stormwater Drainage Residential Unit (DRU) already defined in section 13.20.020.

Prepare

Prepare draft resolution to establish and implement the Police Station fee on January 1, 2022.

Report back

Report back to the Council on progress/status at the next City Council meeting.





Council Questions

