

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #175-15/16– Setting the street opening fees for FY 2017. Passage requires majority vote.

Position:

This item is brought forward to set the street opening permit administrative/inspection fee charges for FY 2017 effective July 1, 2016 to June 30, 2017. This process is required annually pursuant to Chapter 23, "Streets and Sidewalks" §23-45 (b) which states:

Sec. 23-45. Permit fee; street and sidewalk opening fees.

(b) All fees shall be enacted annually by order of the City Council. The City's Administrator shall notify currently licensed excavators in advance of annual fee revisions necessary to reflect costs of program administration, permanent pavement restoration, annual excavator's license fee, and other applicable charges.

The proposed fee for FY 2017 is \$322.00. This represents a \$10.00 increase over last year's fee of \$312.00.

This fee is based on the present program cost divided by the total permits issued averaged at 315 permits per year (average FY13-FY15).

$$\$101,605/315=\$322$$

Attached to and part of the order is a copy of the proposed fee schedule which includes the calculation used to arrive at the \$322.00 figure.

All appropriate excavation permit holders have been notified of this change.

Requested Action:

Council passage of ORDER #175-15/16.


City Manager



CITY OF SOUTH PORTLAND

THOMAS E. BLAKE
Mayor

JAMES H. GAILEY
City Manager

EMILY F. CARRINGTON
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

IN CITY COUNCIL

ORDER #175-15/16

ORDERED, that the City Council hereby sets the Street Opening Permit Administrative/Permanent Pavement Restoration Fees as shown on the attached schedule effective July 1, 2016 to June 30, 2017.

Fiscal Note: \$101,605

Dated: June 20, 2016

District One
CLAUDE V. Z. MORGAN

District Two
PATRICIA A. SMITH

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE R. BEECHER

At Large
THOMAS E. BLAKE

CITY OF SOUTH PORTLAND
Street Opening Permit Administrative/Inspection Fees

The following data is used to develop the Street Opening Permit Administrative/Inspection Fee. It does not include the pro-rated costs of several City staff who assist the Engineering Inspector and Assistant Code Enforcement Officer with the Street Openings Program.

DESCRIPTION	FY 2017
HOURLY	\$49,224
OVERTIME	\$727
MAINE STATE RETIREMENT	\$4,746
SOCIAL SECURITY	\$3,822
WORKERS COMP	\$1,041
HEALTH INSURANCE	\$12,913
ADVERTISING	\$200
TELEPHONE	\$696
MOTOR VEHICLE MAINTENANCE	\$3,500
CONTRACTED SERVICES	\$1,200
CONTRACT SRVCES-ENGINEERING	\$6,000
TRAINING	\$2,300
OFFICE SUPPLIES	\$600
GAS & OIL	\$828
TIRES	\$800
ENGINEERING SUPPLIES	\$500
HIGHWAY MAINTENANCE	\$10,400
OTHER EQUIPMENT	\$2,000
TRANSFERS OUT	<u>\$108</u>
TOTAL	\$101,605

Average # of Permits per Year

Calendar 2013	358
2014	297
2015	<u>291</u>

Average per last 3 years **315**

Street Permit Fee Calculation

Proposed Street Opening Budget	\$101,605
Average # of permits per year (÷)	<u>315</u>
Proposed FY2017 Annual Fee	\$322

The permanent pavement restoration fee for moratorium streets is based on the following:

Minimum length:

By ordinance there is a 10' separation of utilities installed to a site. The permanent pavement repair requires grinding 20' on either side of the trench. The minimum length would be 50'.

CITY OF SOUTH PORTLAND
Street Opening Permit Administrative/Inspection Fees

Assume the width of a new local street: 30'.

Costs:

Milling: \$ 10/square yard

Asphalt: \$ 80/ton

Calculations: (square yard = square feet divided by 9)

50' X 30' = 1500 ft²/ 9 = 166.67 square yards

Milling costs: 166.67 square yards X \$ 10/ square yard = **\$ 1, 666.70 rounded to \$ 1,667.00**

Asphalt costs: Assume you need 1 ¾" of loose material to be compacted down to 1 ½" thickness

Formula: Tons of asphalt = Length X Width X Thickness of application X 110 pounds per inch
Divided by 18,000.

50' X 30' X 1.75 X 110/ 18,000 = 16.05 Tons

16.05 Tons X \$ 80/Ton = **\$ 1,284.00**

1,667.00 + 1,284.00 = 2,951.00

\$ 2,951.00/167 = 17.67 rounded to \$ 18.00/ square yard.