

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #173-13/14– Setting the street opening fees for FY 2015. Passage requires majority vote.

Position:

This item is brought forward to set the street opening permit administrative/inspection fee charges for FY 2015 effective July 1, 2014 to June 30, 2015. 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 2015 is \$313.00. This represents a \$53.00 decrease over last year's fee of \$369.00.

This fee is based on the present program cost divided by the total permits issued averaged at 311 permits per year (average FY11 – FY13).

$$\$97,558/311=\$313$$

Attached to and part of the order is a copy of the proposed fee schedule which includes the calculation used to arrive at the \$313.00 figure.

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

Requested Action:

Council passage of ORDER #173-13/1





CITY OF SOUTH PORTLAND

GERARD A. JALBERT
Mayor

JAMES H. GAILEY
City Manager

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

SUSAN M. MOONEY
City Clerk

IN CITY COUNCIL

ORDER #-173-13/14

District One
MICHAEL R. POCK

District Two
PATRICIA A. SMITH

District Three
MELISSA E. LINSOTT

District Four
LINDA C. COHEN

District Five
GERARD A. JALBERT

At Large
MAXINE R. BEECHER

At Large
THOMAS E. BLAKE

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, 2014 to June 30, 2015.

Fiscal Note: \$97,558

Dated: June 16, 2014



Executive Department

**James H. Gailey
City Manager**

MEMORANDUM

TO: City of South Portland Street Opening Permittees
FROM: James H. Gailey, City Manager
SUBJECT: Street Opening Permit Fees for FY 2015
DATE: June 13, 2014

At its June 16th meeting, the South Portland City Council will be reviewing the annual adjustment to the Street Opening Permit Administrative Fee. This change is pursuant to Chapter 23, §45(b) of the City's Code of Ordinances which states: *(b) All fees shall be enacted annually by order of the City Council.*

The proposed Street Opening fee will be in effect from July 1, 2014 through June 30, 2015.

It is proposed to decrease the current rate of \$369 to \$313. This is due in part to an increase in the three-year rolling average number of street opening permits per year. A copy of the proposed fee calculation is enclosed.

As it has been for several years, the permanent pavement restoration fee for moratorium streets is \$18/sq. yd.

You are welcome to attend this meeting. It will be held on June 16th, 2014, beginning at 7:00 p.m. in the City Council Chambers at City Hall, 25 Cottage Road.

Enc.

P. O. Box 9422 - 25 Cottage Road
South Portland, ME 04116-9422
Telephone (207) 767-7606 • Fax (207) 767-7629
jgailey@southportland.org

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 with the Street Openings Program.

DESCRIPTION	AMOUNT
HOURLY	\$46,486
OVERTIME	\$727
MAINE STATE RETIREMENT	\$3,683
SOCIAL SECURITY	\$3,612
WORKERS COMP	\$902
HEALTH INSURANCE	\$12,080
ADVERTISING	\$200
TELEPHONE	\$660
MOTOR VEHICLE MAINTENANCE	\$3,500
CONTRACTED SERVICES	\$1,800
CONTRACT SERVICES- ENGINEERING	\$6,000
TRAINING	\$2,300
OFFICE SUPPLIES	\$600
GAS & OIL	\$1,200
TIRES	\$800
ENGINEERING SUPPLIES	\$500
HIGHWAY MAINTENANCE	\$10,400
OTHER EQUIPMENT	\$2,000
TRANSFER OUT	\$108
 TOTAL	 \$97,558
 Average # of Permits per Year	
Calendar 2011	262
2012	313
2013	<u>358</u>
Average per year	311
 Street Permit Fee Calculation	
Proposed Street Opening Budget	\$97,558
Average # of permits per year (÷)	<u>311</u>
Proposed FY2015 Fee	\$313

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.