



City Council Report

Date: March 6, 2017
To: Audit, Finance & Enterprise Committee
Through: Kari Kent, Deputy City Manager
From: RJ Zeder, Transportation Director
Gordon Haws, Deputy Transportation Director – Field Operations
Subject: Traffic Signal and Streetlight Equipment Deposit and Loan Fees
Citywide

Purpose and Recommendation

The Transportation Department is recommending modifying Traffic Signal and Streetlight Equipment Deposit and Loan Fees to be based on the cost of the equipment currently in-stock, rather than a set fee schedule. This will allow the deposit and loan fees to reflect the current cost of the equipment to the City.

Background

In an effort to help maintain schedules for the City's Capital Improvement Projects (CIP) or private development projects, the City's Transportation Department occasionally lends ("loans") the contractor or developer the traffic signal or streetlight equipment that the department has in stock (that the contractor or developer cannot acquire in a timely manner) and requires the contractor or developer to replace the item in the department's stock with an identical item as soon as practical. The City charges the contractor or developer a "loan deposit" (hereafter referred to as "deposit", which is refundable) and a separate "loan" fee (nonrefundable) for the equipment.

Discussion

As mentioned above, both a deposit and a loan fee are required.

Deposit: The deposit charged to the contractor or developer is set at an amount equal to two times the current cost of the equipment as available through the City's warehouse or other City contract. The deposit is fully refunded if the item is re-stocked. Only if the contractor or developer fails to return the item to the City's inventory would the City not refund the deposit. Doubling the purchase cost encourages the contractor or developer to re-stock the item and helps cover the cost of the equipment and City staff time necessary to purchase additional equipment if the item is not re-stocked.

Loan Fee: The loan fee is set at ten (10) percent of the current cost of the

equipment as available through the City's warehouse or other City contract. The loan fee is nonrefundable and helps to cover the staff costs in coordinating these activities with the contractor or developer.

In previous iterations of the attached fee schedule as approved by Council, actual dollar values (which were based on the same percentages of the City's warehouse and contract prices as proposed herein) were shown for the deposit and loan fees. Given that the price of the equipment will change from year-to-year and may even change during the year, staff recommend revising the fee schedule to set these two fees as a percentage of the pricing available to the City through its warehouse or other City contract, rather than citing specific dollar values. Adopting a fee schedule that sets these two fees relative to current City warehouse or other City contract pricing avoids the need for Council action each time such prices are revised.

Alternatives

City Council can choose to take no action, in which case, the signal and streetlight equipment deposit and loan fees currently in place will remain in effect. This is not recommended since the fees currently in place are not reflective of current pricing available through the City's warehouse or other City contract pricing.

City Council may also direct staff to include actual dollar values on the fee schedule in lieu of setting the deposit and loan fees as a percentage of the pricing available through the City's warehouse or other City contract. This is not recommended since the cost of the equipment may vary from year-to-year or even change within a given year, requiring Council action each time to revise the fees.

Fiscal Impact

The signal and street light equipment deposits are refundable and are not a revenue source. Thus, revising this deposit has little anticipated financial impact on the City.

The signal and street light equipment loan fees are nonrefundable and are used to cover staff costs associated with coordinating the loan. The fiscal impact of the recommended Council action would be to set the loan fees as a percentage of current City warehouse and contract pricing versus a set dollar value, with little change in the actual dollar value and minimal fiscal impact on the City. The significance of the change is only that it will keep the fee current with the City's current pricing without the need for further City Council action.

Coordinated With

This report and recommendation have been coordinated with the Office of Management and Budget and the City's Attorney's Office.

SCHEDULE OF FEES AND CHARGES

Department: Transportation

Date Last Reviewed: January 2017
Contact: Elisa Gin, (480) 644-3824

RJ Zeder, Transportation Department Director

| Description of Services: | FY 16/17 Fee/Charge | FY 17/18 Revised Fee/Charge | Date Last Revised | Notes |
|--|------------------------|-----------------------------------|----------------------|--|
| Signal & Street Light Equipment Loan Deposits | | | | |
| Traffic Signal Equipment | | See Note 1 | 7/1/2017 | Revise Fee Schedule to reflect current cost of equipment |
| — Pole, Pedestrian or Type A | \$1,060.00 | | | |
| — Pole, Type J, K, Q, or R | \$5,148.00 | | | |
| — Pole, type L, S | \$11,828.00 | | | |
| — Arm, luminaire or mast, 20' or less | \$1,536.00 | | | |
| — Arm, mast, 25' to 30' | \$1,904.00 | | | |
| — Arm, mast, 35' to 50' | \$3,654.00 | | | |
| — Arm, mast, 55' | \$5,220.00 | | | |
| — Signal head | \$1,615.00 | | | |
| — Controller cabinet with controller, complete | \$22,282.00 | | | |
| — Controller | \$6,000.00 | | | |
| — Other miscellaneous signal equipment | \$600.00 | | | |
| Street Light Equipment | | See Note 1 | 7/1/2017 | Revise Fee Schedule to reflect current cost of equipment |
| — Pole, type P-203, 210 | \$4,862.00 | | | |
| — Pole, Type P-205, 206, 207 | \$1,550.00 | | | |
| — Pole, Type P-204, 304, 305 | \$2,402.00 | | | |
| — Pole, Type P-301, 302, 307 | \$2,682.00 | | | |
| — Pole, type P-306, 308, 309 | \$2,828.00 | | | |
| — Pole, Type P-310, 311, 313 | \$3,262.00 | | | |
| — Pole, Type P-401 - 413 | \$1,004.00 | | | |
| — Pole, Type P-414 - 418 | \$1,298.00 | | | |
| — Pole, Type P-419, 420 | \$1,506.00 | | | |
| — Pole, Type P-501, 502 | \$2,736.00 | | | |
| — Arm, Type TS-101, TS-102, TS-103, TS-104 | \$876.00 | | | |
| — Arm, 15', 18', or 20' for 200 Pole Series, Not Listed Elsewhere | \$760.00 | | | |
| — Arm, 6' or 8' for 100 Pole Series | \$232.00 | | | |
| — Luminaire, Cobra Head | \$460.00 | | | |
| — Luminaire, Decashield | \$738.00 | | | |
| — Lighting Control Cabinet | \$1,340.00 | | | |
| — Other miscellaneous street light equipment | ** | | | |
| Note 1: Deposit equal to two times the current cost of the equipment as available through the City's warehouse or City contract. Deposit is refundable when the item is re-stocked to the City. | | | | |
| Signal & Street Light Equipment Loan Fee | | | | |
| Traffic Signal Equipment | | See Note 2 | 7/1/2017 | Revise Fee Schedule to reflect current cost of equipment |
| — Pole, Pedestrian or type A | \$106.00 | | | |
| — Pole, type J, K, Q, or R | \$514.80 | | | |
| — Pole, type L, S | \$1,182.80 | | | |
| — Arm, luminaire or mast, 20' or less | \$153.60 | | | |
| — Arm, mast, 25' to 30' | \$190.40 | | | |
| — Arm, mast, 35' to 50' | \$365.40 | | | |
| — Arm, mast, 55' | \$522.00 | | | |
| — Signal head | \$161.50 | | | |
| — Controller cabinet with controller, complete | \$2,228.20 | | | |
| Signal & Street Light Equipment Loan Fee (Cont.) | | | | |
| — Controller | \$600.00 | | | |
| — Other miscellaneous signal equipment | \$60.00 | | | |
| Street Light Equipment | | See Note 2 | 7/1/2017 | Revise Fee Schedule to reflect current cost of equipment |
| — Pole, type P-203, 210 | \$485.00 | | | |
| — Pole, Type P-205, 206, 207 | \$155.00 | | | |
| — Pole, Type P-204, 304, 305 | \$240.00 | | | |
| — Pole, Type P-301, 302, 307 | \$270.00 | | | |
| — Pole, type P-306, 308, 309 | \$285.00 | | | |
| — Pole, Type P-310, 311, 313 | \$325.00 | | | |
| — Pole, Type P-401 - 413 | \$100.00 | | | |
| — Pole, Type P-414 - 418 | \$130.00 | | | |
| — Pole, Type P-419, 420 | \$150.00 | | | |
| — Pole, Type P-501, 502 | \$275.00 | | | |
| — Arm, type TS-101, TS-102, TS-103, TS-104 | \$90.00 | | | |
| — Arm, 15', 18', or 20' for 200 pole series, not listed elsewhere | \$75.00 | | | |
| — Arm, 6' or 8' for 100 pole series | \$25.00 | | | |
| — Luminaire, Cobra Head | \$45.00 | | | |
| — Luminaire, Decashield | \$75.00 | | | |
| — Lighting Control Cabinet | \$135.00 | | | |

SCHEDULE OF FEES AND CHARGES

Department: **Transportation**

Date Last Reviewed: January 2017

RJ Zeder, Transportation Department Director

Contact: Elisa Gin, (480) 644-3824

| Description of Services: | FY 16/17 Fee/Charge | FY 17/18 Revised Fee/Charge | Date Last Revised | Notes |
|---|------------------------|-----------------------------------|----------------------|-------|
| —Other miscellaneous street light equipment | \$60.00 | | | |
| Note 2: The loan fee is assessed at 10% of the current cost of the equipment as available through the City's warehouse or City contract and is non-refundable. | | | | |