

REAL PROPERTY COMMITTEE

4:00 p.m., Tuesday, April 10, 2018

The regular meeting of the Real Property Committee was held at 4:00 p.m., Tuesday, April 10, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Ferencz and Ward, Chair Bell, Administrator Tucker, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Bell called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Ferencz moved to approve the minutes of the regular meeting of March 8, 2018 as submitted; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Shane Ziegler, owner of Barrier Islands EcoTours, introduced himself and stated that he has operated his business at the IOP Marina since 1997; he invited members of the Committee who have not taken one (1) of his tours to do so to gain an understanding of the educational aspect of the tours. He noted that parking was the biggest issue at the Marina and that he tries to operate his business in such a way as not to contribute to the problem. He stated that approximately twelve thousand (12,000) students in South Carolina take the tours each year and some teachers have been bringing their classes for ten (10) years. Members of his staff are highly trained; some have master's degrees in marine biology. The tours are typically done during the week in the months that the schools are in session, so the buses do not contribute to the parking problems. In addition, he does not provide camping shuttles from March through October, and, on the weekends in the season, he runs one (1) Capers tour on Saturday morning from 9:00 a.m. to 12:30 p.m. and, on Sunday, one sunset tour. He has learned that Council has decided not to allow parking on Waterway Boulevard and 41st Avenue and opined that any reduction in parking would make the situation worse. Since the defeat of the Marina referendum, he has felt that Council does not support the businesses at the Marina; he thought that parking could be improved and modified at the Marina in inexpensive ways to accommodate more cars. He suggested that the Marina business owners and Councilmembers come together to brainstorm ideals for bettering the parking at the Marina.

4. Comments from Marina Tenants

Jay Clarke, owner of Morgan Creek Grill (MCG), asked that, preferably, a member of this Committee facilitate and attend a meeting of the Marina tenants to work together to devise an interim parking solution for the coming season; he offered the restaurant as a meeting location.

MOTION: Chair Bell moved to re-order the Agenda to address New Business Item B at this time; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

6. New Business

B. Discussion of Boating Infrastructure Grant Tier 1 funds awarded to the City for the replacement of aged Marina fueling infrastructure

Administrator Tucker noted that the City currently has no contractual agreement with ATM; she asked that Kirby Marshall attend this meeting to assist with the explanation of the terms of the grant and to attend at no charge to the City.

Mr. Marshall stated that last fall ATM had applied, on behalf of the City, for a Tier 1 Boating Infrastructure Grant to cover some of the fuel system infrastructure upgrades that were needed; included in the application were the fuel lines from the new underground storage tanks down under the dock and onto the fuel dock along with the new dispensers, hose reels, and the fuel dock itself and a portion of the hut. The matching grant award was in the amount of approximately seventy thousand dollars (\$70,000); SCDNR contacted ATM as the grant application agent to know what the status of the grant was. The DNR representative said that the permits would need to be in-place before U.S. Fish and Wildlife would commit the funds for the project.

Councilmember Ferencz stated that the total project cost was estimated at two hundred seventy-five thousand dollars (\$275,000), and the portion eligible for the Boating Infrastructure Grant (BIG) was one hundred forty-one thousand dollars (\$141,000) with a fifty-one percent (51%) local match.

Based on ATM's prior experience with U.S. Fish and Wildlife, Mr. Kirby noted that the grant application included a different configuration from what is there now, but, from reading the minutes of the last meeting, he learned that the Committee was considering replacement in-kind. He noted that Fish and Wildlife would accept that degree of flexibility and that the funds would be available since the same level of amenities would be provided. The City has three (3) years from the start of the last federal fiscal year, October 1, 2017, to obligate the funds, i.e. sign a contract with SCDNR and Fish and Wildlife, to get the plan together and get the permit(s) in-place for either a construction permit or replacement in-kind permit.

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Councilmember Bell asked Marina Manager Berigan about the condition of the fuel docks in comparison with other docks in need of repair or replacement.

Mr. Berrigan responded that all of the docks were "in bad shape," and he did not think the fuel dock would last three (3) years.

Mr. Marshall recalled from ATM's assessment of the docks two (2) years ago, the "docks on Morgan Creek were in similarly poor condition," and Mr. Berrigan agreed. Mr. Marshall added that, in his opinion, the fuel dock should be a priority because of the impact its loss would have on the Marina in general.

Mr. Berrigan recalled that the Morgan Creek docks were constructed over thirty (30) years ago to different construction standards and are unsafe because they are narrow and long. He, therefore, asked that the Committee look at alternatives to replacing as-is.

Mr. Marshall informed that Committee that the cost of reconfiguring versus the cost of replacing in-kind would be very similar.

Administrator Tucker confirmed that the three (3) years started October 1, 2017; therefore, the permitting had to be applied for and secured before October 1, 2020, and that the estimated time

between filing the permit application and receipt of the permit would be approximately one (1) year.

Mr. Marshall said that she was correct. He also stated that the permitting agencies would want to see a comprehensive plan and that they were opposed to “piece-mealing.” He suggested that the Committee, generally, decide what they want to do; the plan they submit does not have to be perfect. Receipt of the permit would not obligate the City to do everything in the plan it submitted; the permit would be good for five (5) years and could be extended for another five (5) years.

The Administrator noted that the Committee needed to count back to determine what the drop dead date would be for submitting the permit application for budgeting purposes; she stated that the FY19 budget does not contain a provision for matching funds or funds for planning or permitting.

Councilmember Ferencz stated that, with the cost considerations for the Morgan Creek docks, Council needed to decide if a grant of seventy thousand dollars (\$70,000) was worth the time constraints for a two hundred seventy-five thousand dollar (\$275,000) project.

Mr. Marshall reiterated his earlier comment that the cost to replace in-kind the Morgan Creek docks was going to be very comparable to the cost to reconfigure them.

When Councilmember Ferencz commented that the City would not gain any income from the money spent on docks at the Marina, the Administrator stated that the City’s liability would be dramatically reduced. She added that the City would be required to come into compliance with ADA regulations as soon as any work begins, and that will be true whether the docks are replaced in-kind or reconfigured.

Chair Bell said that the City might be looking at a referendum aimed strictly at specific things at the Marina or a loan; he opined that the City would need to have some creative financing to do what needs to be done at the Marina.

5. Old Business

A. Discussion of Marina site parking as related to current leases and City ordinances for the 2018 season

Chair Bell volunteered to be the City Council representative to work with the Marina tenants to devise a parking plan with which all could be comfortable; he also took note of the fact that Council has further compounded the problem with restrictions to trailer parking on Waterway and resident only trailer parking on 41st to Frank Sotille. The Chair said that Council must find a way to balance the interests of the businesses, the community and the overall picture. He indicated that he would contact Mr. Clarke, Mr. Berrigan and other tenants to schedule a meeting to develop a workable plan for the season.

Councilmember Ferencz pointed out that ATM had developed a parking plan that could be used as a baseline for a plan for the season.

The Chair voiced the opinion that the starting point should be the four (4) leases the City has that spell out the parking assigned to each. He expressed lingering confusion over who is in-charge of the common area parking at the Marina, and, in his opinion, the governing documents were the leases and the City Code. He noted that no answer has come forth about the overflow parking

that was sent to the Rec Center on 27th Avenue; he paraphrased the Marina lease saying that “employee parking is to be contained within the Marina site.” He commented that there are a significant number of businesses operating out of the Marina, and he questioned that it was sustainable.

B. Discussion of Marina Manager’s report of the “business count” of total site leases and agreements that occupy and/or operate on City Marina property with a view of understanding capacity impact on 5.123 acre site

Mr. Berrigan introduced the Dock Master Mike Pickett who compiled the information for the Committee. For Mr. Berrigan, the first question was where to put the employees; he stated that, when the restaurant opens, forty (40) cars are on-site and are a problem, and his business employs another twenty (20) persons. He said that a shuttle had run last summer and that it had helped. Mr. Pickett distributed a color-coded map of the Marina site identifying the parking assignments. (A copy is attached to the historical record of the meeting.)

In the list of businesses, Mr. Berrigan noted that the fishing guides had been segregated from the other businesses because some of the fishing guides might dock at the IOP Marina, but it was not their primary place of business and did not bring cars or people into the Marina site. The number of fishing guides in 2018 was nine (9), but was eleven (11) in 2016.

Councilmember Ward asked if Mr. Berrigan ever ran charters out of the Marina, and Mr. Berrigan replied that he did. Mr. Berrigan also acknowledged that some boats come to the Marina specifically to pick up people; although he did not know if they had IOP business licenses, he said that they did pay a pickup fee.

Although some of the fishing guides have a different primary business location, they were required to have IOP business licenses.

Looking at the list of businesses, Councilmember Ward asked how many businesses and fishing guides were operating out of the Marina ten (10) years ago.

Mr. Berrigan answered that the number ten (10) years ago was eleven (11), and the number today was nine (9).

To the follow-up question, Mr. Berrigan replied that the number of business tenants was more than are there now.

Greg Taylor, Mr. Berrigan’s attorney, stated that, over the years, the number of allowable uses at the Marina has been reduced in the lease.

Responding to Councilmember Ferencz, Mr. Berrigan stated that the sub-leases do not have parking for their employees or customers in the terms of their leases with Mr. Berrigan.

Chair Bell wanted to re-open discussions with the IOP Water and Sewer Commission about parking on their property on Waterway Boulevard for Marina employees; he noted that the space would accommodate the employees leaving the Marina site available to paying customers.

Councilmember Ferencz thought that the Water and Sewer Commission would have the same issues today that they had before, and she did not think they would change their minds.

Administrator Tucker stated that any member of Council or any resident could attend meetings of the Water and Sewer Commission and the City could submit another appeal for use of the space. She recalled that the issues had been that the Marina employee parking had to be segregated from the facility, lighting had to be added for security reasons and a separate entrance would be necessary; anticipating that these measures could be accomplished, funds were included in the budget for that year. She also reminded the Committee that City Council has leverage with the Commission since they cannot borrow money without Council's approval.

According to Chair Bell, the consensus of Council was that use of the Water and Sewer property for Marina employee parking was the solution to the problem and that overflow parking from the Marina was a community problem and the Water and Sewer Commission was a part of the community. The use of this space would make a significant dent in the parking problems at the Marina.

When the question was asked about how many employees the Marina businesses employed, no one had a good answer; the Administrator stated that, at peak times, Morgan Creek Grill had eighty (80) people working.

According to the Administrator, the City could reach out to the people who manage the Yacht Harbor Property Owners Association parking lot and the Water and Sewer Commission.

Mr. Berrigan mentioned that the Citadel Beach House has a big, empty parking lot, and it was much closer than the municipal parking lots.

Chair Bell posed the following questions to the Marina tenants:

- What are all of the options?
- Are they exploring all of the options?

MOTION: Councilmember Ward moved for the City Administration to explore options concerning available sites for off-site parking for Marina employees and to report to the Committee at its May meeting; Chair Bell seconded and the motion PASSED UNANIMOUSLY.

Chair Bell remembered from the ATM parking plan stated that the Marina could have one hundred forty-four (144) parking spaces.

Based on the fact that Morgan Creek Grill needs eighty (80) spaces at its peak times, Councilmember Ferencz estimated that off-site parking would need to accommodate one hundred fifty (150) vehicles.

Marina Manager Berrigan reiterated his support for the need for a reception gate, of some description, to control ingress and egress from the Marina. The majority of marinas in the area have such ingress and egress control.

Mr. Pickett suggested a ticketing system similar to those found in the parking garages in downtown Charleston; the driver gets a ticket upon arrival, inserts it upon leaving to know how much is owed and pays with a credit card. Everything would be automatic, including the opening and closing of the gate; golf carts would have a separate entrance/path that allows them to bypass the vehicular entrance. These systems have been installed at Patriots Point and the Charleston City Marina if any Committee members would like to see one (1) in operation.

MOTION: Councilmember Ward moved to pursue an automatic ticketing system to control access at the Marina; Chair Bell seconded and the motion PASSED UNANIMOUSLY.

Councilmember Ferencz quoted from the Agenda “with a view to understand capacity impact on 5.123 acre site” and commented that she has not gotten that understanding from the discussion thus far.

Chair Bell said that, if he looked at the parking requirements of the Marina businesses as stated in the ATM evaluation as follows:

Marina store	23
Morgan Creek Grill	102
Marina	19
Trailers	84
TOTAL	228

The Chair then commented that this number does not consider the tenants with leases with Mr. Berrigan.

C. Consideration of Marina Manager’s 2018 plans for residential and non-residential launch fees and seasonal launch passes and for resident slip availability.

The Chair voiced the opinion that the Marina’s launch fees were “ridiculously low” and that he realized that the City could not dictate to Mr. Berrigan what the fees should be. He also recalled that last year resident launch decals were discontinued because of the lack of trailer parking, and the clarification was made that residents were not guaranteed a parking space at the Marina. The Chair hoped that Mr. Berrigan would exercise the control he has under the Marina lease to reduce demand; he added that he believes that the launch fee structure and the sale of non-residential annual launch passes “have a huge impact on the number of people coming and going from the Marina.”

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Mr. Berrigan explained that last year’s problem was that residents with launch decals were complaining that they came to the Marina and could not find a place to park their vehicle; he, therefore, stopped selling the resident decals. He stated that he regrets having done it and will not do it in the future.

Mr. Berrigan confirmed that he was selling non-resident launch passes, but he planned to cap the number sold.

Mr. Berrigan explained that Council’s current actions were forcing the operator to send residents to 41st Avenue to park and to sell the Marina spaces to non-residents at forty dollars (\$40).

D. Discussion of Police Department’s proposal to alleviate traffic control issues relative to the use of the IOP Marina site

Captain Usry reported that she and the Chief had met and discussed this issue with the police sergeants, and the consensus was that they were not seeing issues with ingress and egress; they were not experiencing any backups, only parking issues as cars move into the neighborhoods. These problems were handled as they were seen or called into the Department. If the Police

Department was to come in to assist, officers would do what Manager Berrigan is doing, when the spaces are full, the lot is full; they would keep the Marina business inside the footprint of the Marina and not let it migrate onto Waterway or 41st Avenue. The Captain stated that the best idea she has heard was the controlled ingress and egress. She also made it clear that, if the Police Department were to be made responsible for parking at the Marina, they would need to hire additional personnel.

Councilmember Ferencz said that her concerns were the safety inside the Marina between vehicles, boats, golf carts, children and other pedestrians.

Mr. Berrigan urged the Councilmember to take another look at the parking plan in the ATM Marina Enhancement Plan; it segregated traffic immediately – boaters were sent one (1) way, cars going to the Marina store took another route and cars going to the restaurant had another route. He acknowledged that it was not a perfect plan, but a start in the right direction.

Councilmember Ferencz thought there was a way to mimic the ATM segregated plan without spending a million dollars (\$1,000,000). She asked that efforts be made to segregate traffic as much as possible for this boating season to make it safer.

E. Update on Marina Bulkhead Rehabilitation Project

Assistant Fragoso reported that the work was wrapping up and that the last of the concrete was to be poured today; the last major piece will be the installation of the jet filters. She also foreshadowed that the engineer was reviewing a change order in the amount of two to three thousand dollars (\$2,000 – 3,000) from the contractor that was associated with additional unforeseen problems.

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F. Update on Front Beach walkover and restroom renovations

Director Kerr reported that the contractor expected to complete the work in three (3) weeks.

G. Update on Beach Restoration Project

Administrator Tucker announced that all of the construction work has been completed; the one (1) remaining task was the removal of the last of the sub-line pipe.

The next piece of the project was the planting of plants on the new dunes to promote dune formation; Coastal Science and Engineering has recommended plants over sand fencing. The Administrator indicated that she would like to organize a volunteer effort to accomplish this work, and, rather than have the staff be the impetus behind it, she suggested contacting the Wild Dunes Community Association to coordinate the volunteer effort, and the City would buy the plants. The Committee agreed that the Administrator's idea was a good one (1).

MOTION: Chair Bell moved to authorize a balance not to exceed funds remaining in the budget, or \$26,400, to purchase plants for the dunes in the project area; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

6. New Business

A. Review of FY19 Budget for the Marina and Front Beach for additions and deletions for consideration at the April 11th Budget Meeting

The Administrator pointed out that Marina revenues were expected to be relatively stable in FY19 with a small increase of twenty thousand dollars (\$20,000) projected, along with Transfers In from the State ATAX Fund paying seventy-five percent (75%) of the Marina debt service and a Transfer In from the Hospitality Tax Fund for one third ($\frac{1}{3}$) of the cost to replace the underground storage tanks at the Marina.

New expense items in the category of Professional Services for the Marina were the Spill Prevention Control Counter Measure required for the UST replacement at forty-five hundred dollars (\$4,500).

Once the bulkhead was rehabilitated, the engineers recommended that it be painted, and that expense was estimated at sixty thousand dollars (\$60,000).

Councilmember Ward noted that depreciation on the Marina was budgeted at eighty-five thousand dollars (\$85,000) for FY19; he also noted that depreciation was a non-cash expense.

Another budget that falls under the purview of the Real Property Committee was the Front Beach District that included the restrooms, the kiosks, and parking meters and lots; items included for FY19 are two hundred fifty thousand dollars (\$250,000) for the repair/replacement/addition of a dune walkover, forty thousand dollars (\$40,000) to replace one (1) section of the white fencing around the parking lot, seventy thousand dollars (\$70,000) to replace five (5) parking kiosks and thirty thousand dollars (\$30,000) for mobi-mat for beach access paths, plus seventy-five thousand dollars (\$75,000) for the reserve to replace the Front Beach infrastructure.

A third budget under the Real Property's purview is the Beach Restoration and Monitoring that includes two hundred thousand dollars (\$200,000) for post-project monitoring for the 2018 project, seventy-five thousand dollars (\$75,000) for the monitoring of the entire shoreline and two hundred fifty thousand dollars (\$250,000) for post-storm emergency berm restoration, if needed.

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The Isle of Palms Marina Fund budget also includes one hundred fifty thousand dollars (\$150,000) to go into reserves for Marina maintenance and improvements.

The expenses related to the landscape contract fall under the purview of both the Real Property Committee and the Public Works Committee, and the contract appears in the Hospitality Tax budget.

C. Hill Report expense alignment to the current fiscal year expenses and FY19 budget

Administrator Tucker commented that a copy of the Hill Report was included in the meeting packet primarily for the benefit of the new Council members; the items from the Hill Report, building repairs, were included in the FY19 budget, and they appear, primarily, in the pages dedicated to Capital Projects expenditures.

Councilmember Ferencz reported hearing from island residents that the plan of saving for future purchases was an action of the old Council and that they would prefer to see those savings spent on the top three (3) priorities identified at the forums in February.

D. Discussion of Business Licenses

Chair Bell stated that he added this to the Agenda in relation to non-lease tenants at the Marina, and Mr. Berrigan addressed his concerns to his satisfaction earlier in the meeting. He stated that it was an enforcement issue, but he did not want to keep charter boat people from making a living for a very small amount of business licenses.

Since the City has chosen not to have decals to distribute to purchasers of business licenses and since the island is experiencing a lot of construction, Chair Bell did not know how anyone could know whether a contractor has an IOP business license or not. He thought that the only way for the City to ensure that it was getting the revenue that it should would be to do as Sullivan's Island and to issue decals to contractors and businesses when they purchase their business license each year.

Administrator Tucker expressed the opinion that the Committee did not have sufficient information on which to base a decision. She thought the Committee should know more about the cost and whether the local businesses would find it burdensome; she suggested that, possibly, only certain classes of business licenses would be given decals to display on their vehicles.

Mr. Berrigan asked what the City would do about the business license holder who had multiple vehicles.

E. Discussion of Marina Site Charleston County Property Tax

Chair Bell stated that he put this item on the Agenda because the property tax recommendations presented to Council were from the County and presented as such, with the exception of the Intracoastal docks that were distributed by the City in what was considered to be a fair and equitable manner. When the City was advised to appeal the taxes, the Chair had voiced concern over the possibility that the County would decide to come back to the City and/or the tenants to re-assess the site and go back three (3) years to charge taxes for those years. He told the City Administrator and City Treasurer that, if the City was going to appeal, he wanted the City protected from the appeal because the bill was the responsibility of the tenants. In addition, he wanted it to be on record that the City would not be responsible for anything above the roughly seventy-nine thousand seven hundred dollars (\$79,700) shown on the tax bill received for the calendar year 2017. The next questions were whether the taxes were equitably distributed between the tenants and whether any tenant objected to the distribution of the taxes. He also noted that the City was appealing on the behalf of the tenants.

The Administrator stated that, in fact, the City was appealing the tax bill.

Michael Fiem, Tidal Wave Watersports, said that the County could not go back three (3) years to retroactively bill taxes for those years; he stated that it was like the Marina was grandfathered.

The Chair stated that the County could come back to re-assess the value of the property relative to the businesses operating there.

Administrator Tucker stated that, if the worst scenario happened, the leases make the tenants responsible for the payment of property taxes.

According to Assistant Fragoso, the appeal was based upon "the improper valuation method they applied to the bill."

Chair Bell stated that not all of the tenants wanted the City to appeal the tax bill because they worried that it would backfire.

Jay Clarke of Morgan Creek Grill said that the restaurant would pay its share in a timely fashion, but he would like the Real Property Committee to look at the distribution among the tenants to, possibly re-distribute. He informed the Committee that he contacted a commercial appraisal company to look at businesses and give an opinion on the distribution.

Councilmember Ferencz expressed concern that the City should hire a real estate attorney, and the Administrator stated that the City attorney has been conferring with real estate attorney Ben Boone of the McNair firm.

7. Miscellaneous Business

Tenant Rents Report – The Administrator reported that all tenants were current.

Next Meeting Date: 4:00 p.m., Wednesday, May 2, 2018 in the Conference Room

8. Executive Session – not needed

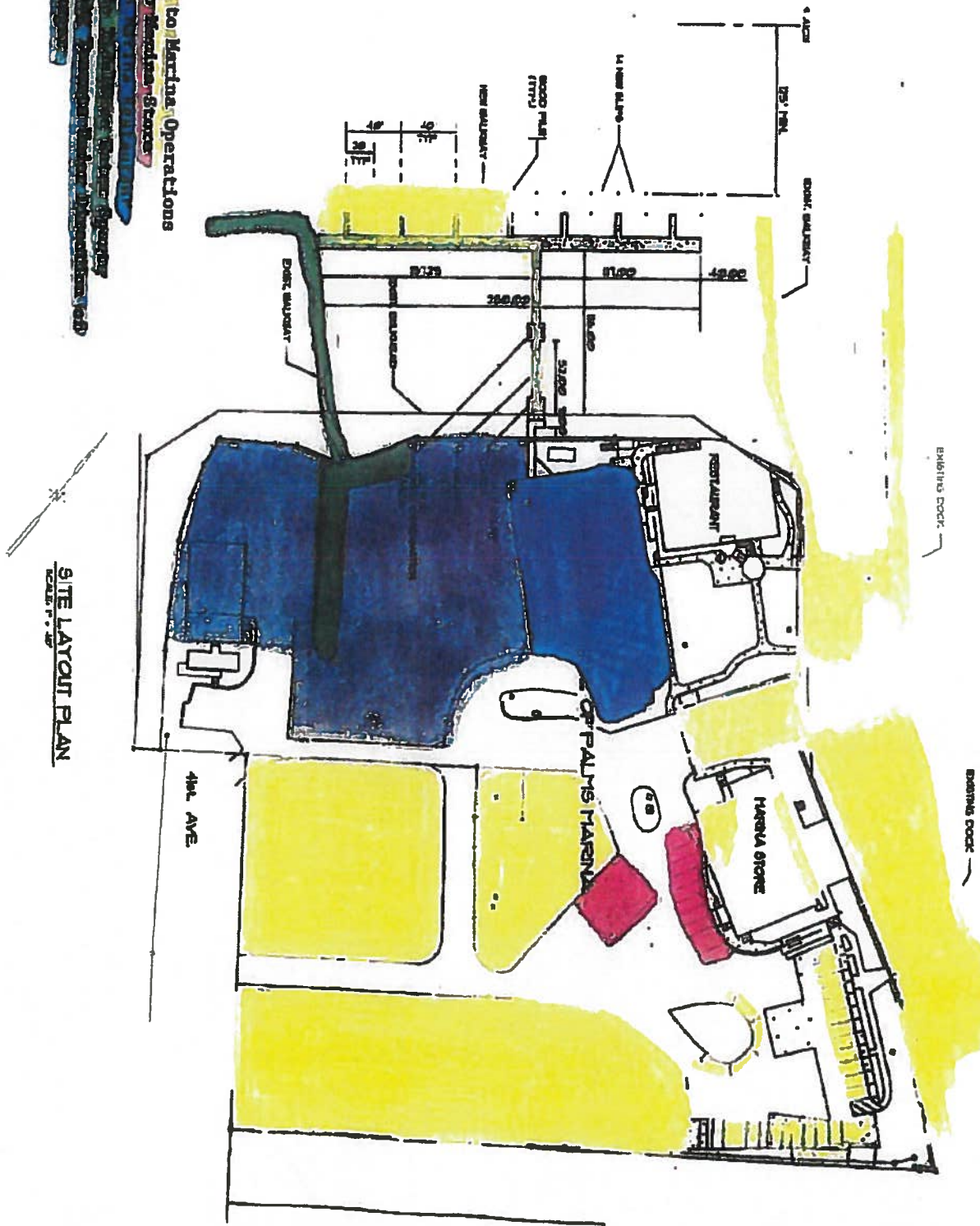
9. Adjournment

MOTION: Chair Bell moved to adjourn the meeting at 6:30 p.m.; Councilmember Ward seconded, and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

EXHIBIT I
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Business Tenants

- Marina Joint Ventures, Inc (Marina Operations)
- Marina Outpost, LLC (Marina Market)
- Saltworks Dockside Deli, LLC (Market Deli)
- Barrier Island Eco-Tours
- Lowcountry Boat Rentals, Inc (Marina Boat Rentals)
- Osprey Partners, LLC (M/V "Osprey")
- Coastal Expeditions, Inc (Kayak Rentals)
- Ocean Fitness, LLC (SUP Rentals)
- Water Toys, LLC (Tidal Wave Water Sports)
- Barrier Isle, LLC (Morgan Creek Grill)

Fishing Guides

- Aqua Adventures (Chuck Griffin)
- Shore Thang Charters Inc (Mark Phelps)
- Charleston Fish Finder (Ben Floyd)
- Fish Call Charters (JR Waits)
- Adventure Outdoors (Fritz VonKolnitz)
- Saltwater Charters LLC (Peter Brown)
- Captain Lee Taylor
- Headshaker Charters (Legare Leland)
- Lowcountry Strike Zone (Chris Condon)

04/10/18

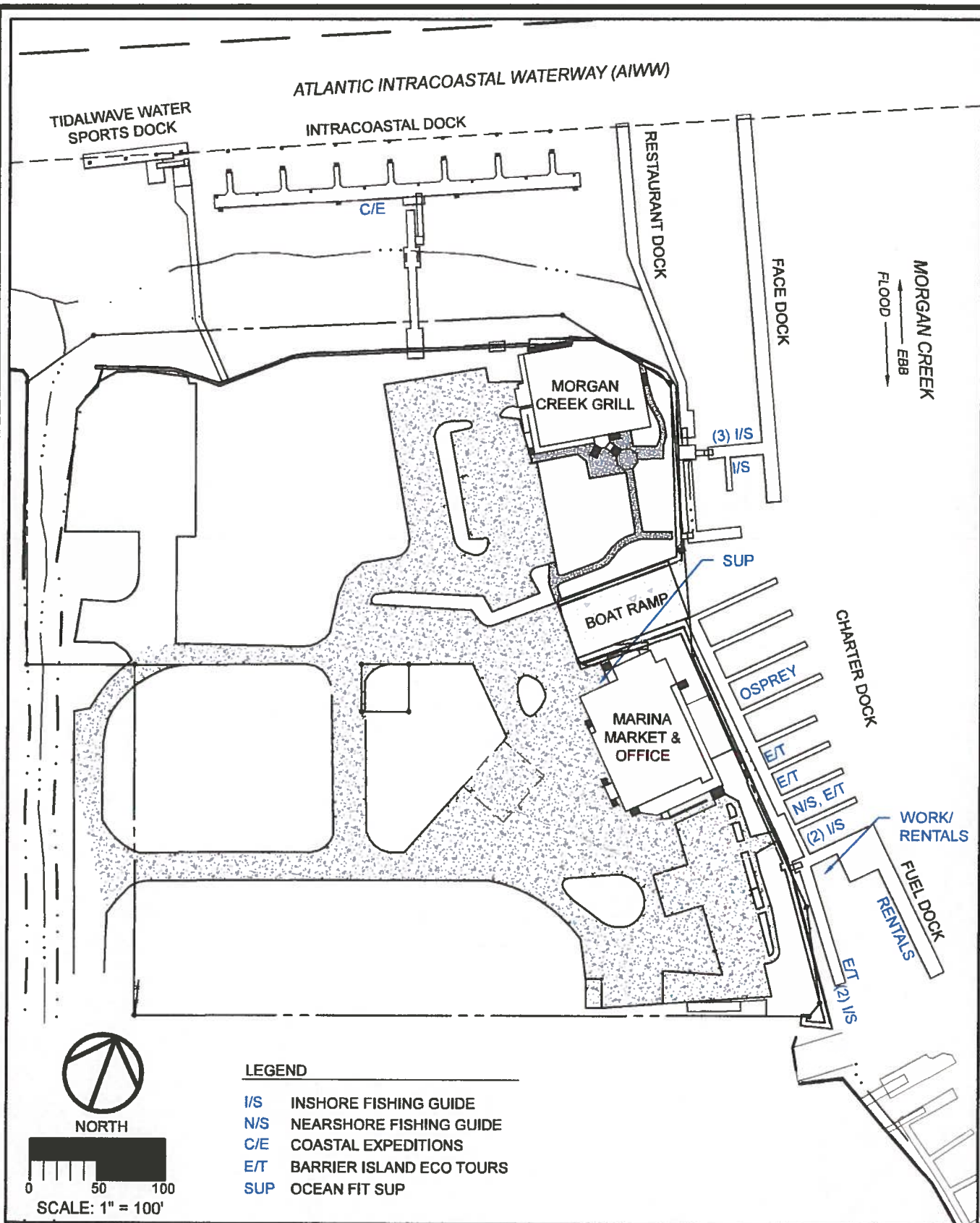
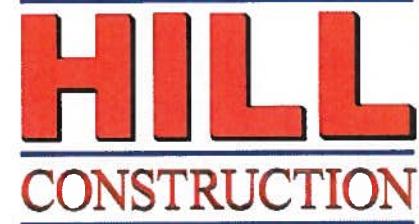


FIGURE 1

TENANT LOCATION PLAN
ISLE OF PALMS MARINA

Building Inventory General Condition Assessment
City of Isle Of Palms
Includes City Staff Adjustments in BLUE
Sorted by Time Frame and then Location



LEGEND:

Budget

1: > 50,000

3: < 10,000

2: 10,000 - 50,000

4: Maintenance

Time Frame

A: Immediate

C: 3-5 years

B: 1-2 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
1	1	City Hall	Generator appears to be in excellent condition, but could not find a tag indicating how old it was. Staff should verify that regular maintenance and "bumping" the generator is occurring. City should bundle all generator for an annual service agreement. Budget is just for generator at City Hall.	\$ 2,000	A		
1	1	City Hall	Review compatibility or age on Automatic Transfer Switch. Generator was recently replaced, but not the ATS.	\$ 1,000	A		
1	1	City Hall	Clean all grilles, register and diffusers.	\$ 500	A		
1	1	City Hall	Be careful of overloading storage rooms from a floor loading standpoint.	\$ 500	A		
1	1	City Hall	The IT room should be cleaned up and a cord management system added to ensure systems stay operational.	\$ 200	A	Subtotal City Hall	\$ 4,200
2	1	Public Safety Building	There are multiple roof leaks all around the building that need to be addressed and require affected ceiling area replacement. <i>Hill budget changed from \$250,000 to \$499,000 to reflect full replacement per the Palmetto Craftsmen proposal of 2/2/17.</i>	\$ 499,000	A		

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	Rusting metal decking, columns and concrete needs to be cleaned and treated with non-corrosive coating. Suggest manufacturer's paint rep or Phillips Industrial take a look at this and come up with a permanent dehumidification solution for first floor mechanical room. Appears that inflation points from the exterior have been sealed up.	\$ 85,000	A		
2	1	Public Safety Building	The building is in need of power washing, recaulking and repainting after siding attachment issues are resolved.	\$ 55,000	A		
2	1	Public Safety Building	Cementitious siding appears to have attachment concerns in many areas, but particularity on the roof. Manufacturer's Rep should be contacted for inspection and a course of action developed for either repair or replacement. Moisture, especially windblown rain, could be allowed in the envelope system through the buckles and gaps.	\$ 35,000	A		
2	1	Public Safety Building	There was an oil leak on the roof, causing absorbent material to be placed on roof to soak it up. That material needs to be cleaned up immediately and the section of roof should be	\$ 15,000	A		

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Time Frame

A: Immediate

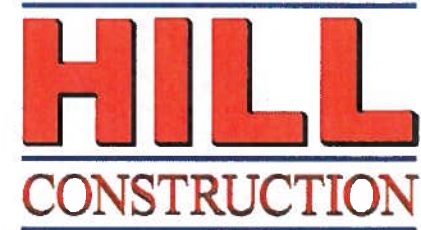
B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	Have high-bay door manufacturer service the doors with grease and inspect.	\$ 12,000	A		
2	1	Public Safety Building	Stored dehumidifiers in fire department sleeping quarters. City should contact building environmental engineer to assess corrective measures ASAP. We understand this consultant is already on board.	\$ 7,500	A		
2	1	Public Safety Building	Repair to exposed rebar in the police department garage needs to be made. Consulting engineer should be brought in to advise of proper repair. Budget \$5,000 for evaluation and developing a scope and then develop strategy to fix that.	\$ 5,000	A		
2	1	Public Safety Building	It was observed that all the overflow pans have extremely low height on the pans and none of them have float switches to shut of the systems. This is very dangerous. Fire Station #2 does have them as shown (Photo 3-25).	\$ 5,000	A		
2	1	Public Safety Building	Ensure that glycol is being changed out every two years to floor drains.	\$ 3,500	A		
2	1	Public Safety Building	Ensure gas heaters are being properly maintained.	\$ 3,000	A		
2	1	Public Safety Building	The fuel oil piping system to the generator is showing signs of rusting at the joints.	\$ 2,500	A		

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Time Frame

A: Immediate

B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	Follow maintenance on mini-split systems. Confirm how the make-up air systems is supplying the sleeping quarters. Should already be in operating budget.	\$ 2,500	A		
2	1	Public Safety Building	Sheet metal ductwork outside the fire department rear personnel door needs to be reworked to not allow blowing rain and water infiltration.	\$ 2,000	A		
2	1	Public Safety Building	Ballast are burned out in many lights.	\$ 2,000	A		
2	1	Public Safety Building	There are some lights that don't appear to work, probably due to bad ballasts.	\$ 2,000	A		
2	1	Public Safety Building	Downspout is missing from beach side of building.	\$ 1,750	A		
2	1	Public Safety Building	Lights were not working in the meeting room when we were there.	\$ 1,500	A		
2	1	Public Safety Building	Testing of Flood panels annually is necessary to ensure they work properly when needed.	\$ 1,500	A		
2	1	Public Safety Building	HVAC equipment on roof needs to maintained at least four times a year. When replacing units, make sure all condensers have factory applied Seacoast protection.	\$ 1,500	A		
2	1	Public Safety Building	There is a leaking drain line in the garage high-bay.	\$ 1,500	A		

Building Inventory General Condition Assessment
City of Isle Of Palms
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Sorted by Time Frame and then Location



LEGEND:

Budget

1: > 50,000

2: 10,000 - 50,000

3: < 10,000

4: Maintenance

Time Frame

A: Immediate

B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	Replace cover for one of the mini-split systems in the sleeping quarters.	\$ 750	A		
2	1	Public Safety Building	Pipe bollards should be secured with additional concrete.	\$ 500	A		
2	1	Public Safety Building	Cap unused conduits to prevent infiltration.	\$ 250	A		
2	1	Public Safety Building	Maintain batteries to all keyless door lock. Change regularly so they don't run out.	\$ 250	A		
2	1	Public Safety Building	Loose nails and other debris should be removed from all roofs.	\$ 200	A		
2	1	Public Safety Building	Pipe condensate drains directly into floor drains.	\$ 100	A		
2	1	Public Safety Building	Clean all miscellaneous debris of the roofs.	\$ 100	A		
2	1	Public Safety Building	Add door stop.	\$ 75	A		
2	1	Public Safety Building	Testing of the Kitchen hoods seems to be occurring annually. Maintain that schedule. Should already be in operating budget.	\$ 1	A		

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Time Frame

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D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	There is significant water infiltration in evidence lock-up room, leaving one row of shelving unusable. Part of overall Building repair plan. Very expensive. <i>Hill budget does not include a figure for this repair since it is included in the work under litigation. City budget also does not include any provision for repair.</i>	\$ 1	A		
2	1	Public Safety Building	There are roof leaks everywhere that need attention. Part of overall building repair plan. Very expensive to fix. <i>City budget for FY18 includes full roof replacement.</i>	\$ 1	A		
2	1	Public Safety Building	Moisture showing up on numerous walls, including this bathrooms. Part of overall building repair.	\$ 1	A		
2	1	Public Safety Building	Damaged caulking indicates air and moisture infiltration around fire cabinetry. Tied to total building repair.	\$ 1	A		
2	1	Public Safety Building	Fitness rooms needs an environmental engineer to assess humidity issues and repairs. Part of overall building repair.	\$ 1	A	Subtotal PSB	\$ 745,981
3	1	Fire Station 2	Entire building needs to be repainted.	\$ 25,000	A		
3	1	Fire Station 2	Many of the louvers and exhaust fans are damaged or gone, so they are letting outside air into the building with little to no resistance at stairwells.	\$ 15,000	A		

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
3	1	Fire Station 2	All the trim on the building was designed without batten strips to cover the joints. The building badly needs to be caulked and repainted to prevent moisture and air infiltration.	\$ 12,500	A		
3	1	Fire Station 2	Galvanized guard rail at low roof is rusted and needs sandblasting and re coating.	\$ 8,500	A		
3	1	Fire Station 2	Building needs power washing. (including boom lift). Staff could do it for less with ladder truck.	\$ 5,000	A		
3	1	Fire Station 2	Service high bay doors from manufacturer's approved company.	\$ 4,000	A		
3	1	Fire Station 2	There was a water leak during Matthew in sleeping quarters window. Check window sill, and if necessary, remove, reflash and replace.	\$ 3,500	A		
3	1	Fire Station 2	Ensure gas heater are properly maintained in high bay area.	\$ 1,500	A		
3	1	Fire Station 2	Repair sill flashing that has lifted up on window adjacent to high-bay area.	\$ 1,250	A		
3	1	Fire Station 2	Backflow preventers sitting in the island very close to parking spots and driveway. Add protection to prevent getting damaged.	\$ 1,250	A		

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
3	1	Fire Station 2	There is an oil and water separator that cannot be located in the rear of the building. Call Roto-Rooter to locate with camera.	\$ 800	A		
3	1	Fire Station 2	Repair condensate line with permeant solution.	\$ 500	A		
3	1	Fire Station 2	Provide escutcheon around shower head to prevent moisture infiltration.	\$ 125	A	Subtotal FS#2	\$ 78,925
4	1	Recreation Center	Building caulking needs to be considered at for re-application at all control joints, windows, doors and light fixture. <i>Hill budget of \$7,500 not included since Rec Dept maintenance personnel can address this issue within the FY17 Budget.</i>	\$ -	A		
4	1	Recreation Center	Gym walls could be repainted as gaps have developed over the years in 3 areas. <i>Hill budget of \$3,500 not included as Rec maintenance personnel can address this issue within the FY17 budget.</i>	\$ -	A		
4	1	Recreation Center	Monitor height of mulch along building line. In some cases, it has covered up weep hole lines. <i>Hill budget of \$2,000 not included as Rec maintenance personnel have addressed this issue in the FY17 budget.</i>	\$ -	A		

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D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
4	1	Recreation Center	Entire building should be power washed, but especially the north side. Led to believe staff does this annually. <i>Hill budget of \$1,250 not included as Rec maintenance personnel will address this issue within the FY17 budget.</i>	\$ -	A		
4	1	Recreation Center	Soffit in one location on cupola needs to be repaired or "sucked" back down and fastened to prevent insect infiltration. <i>Hill budget of \$1,250 not included as Rec maintenance personnel will address this issue within the FY17 budget.</i>	\$ -	A		
4	1	Recreation Center	Re-inspect and confirm gas tank is secured to ground. <i>Hill budget of \$500 not included as Rec Dept has contacted Carolina Gas to make sure tank is secure.</i>	\$ -	A		
4	1	Recreation Center	Adjust exit sign attachment. <i>Hill budget of \$250 not included as Rec maintenance personnel completed this work.</i>	\$ -	A		
4	1	Recreation Center	Old electrical service could be removed, not required. <i>Hill budget of \$75 removed as Rec maintenance personnel can perform this work.</i>	\$ -	A	Subtotal Rec	\$ -

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Time Frame

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
5	1	Public Works Department	Overall, the entire facility needs a major clean-up and purging of stored material. This affects overall cleanliness and causes deterioration of building components.	\$ 25,000	A		
5	1	Public Works Department	The entire building should be either repainted (\$25,000) or should have new roof and siding put on the frame (\$100,000). <i>Hill budget of \$25,000 not included as \$100,000 for full replacement of the roof and siding are included in section C work.</i>	\$ -	A		
5	1	Public Works Department	On a related note, the park outside the Public Works and adjacent to the employee parking area needs a good maintenance day or two, especially given its visibility. <i>Hill budget of \$5,000 not included as this work is included in the City's landscape maintenance contract.</i>	\$ -	A		
5	1	Public Works Department	Repair air vents along ridgeline.	\$ 2,500	A		
5	1	Public Works Department	Toilets and urinal are not working properly. Replace ASAP. <i>Hill budget of \$2,250 as Public Works employees were able to replace toilets within the FY17 budget.</i>	\$ -	A		

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LEGEND:

Budget

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2: 10,000 - 50,000

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4: Maintenance

Time Frame

A: Immediate

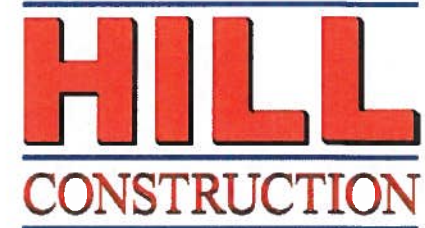
B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
5	1	Public Works Department	The generator needs to be serviced and all of the cover panels need to be put back on.	\$ 2,000	A		
5	1	Public Works Department	The gate operator and key pad entry need to be on a regular maintenance program to ensure long term sustained use.	\$ 1,250	A		
5	1	Public Works Department	Schedule regular maintenance of ice machine. Locate inside if possible to extend life.	\$ 575	A		
5	1	Public Works Department	There is a piece of equipment that appears to have been in the truck bay for a while. Oil that leaked out should be cleaned up. Oil can damage and leak through the concrete.	\$ 500	A		
5	1	Public Works Department	All vines should be stripped off the building, they are causing damage to the painted surface of the metal siding. <i>Hill budget of \$250 not included as Public Works employees have completed this work.</i>	\$ -	A		
5	1	Public Works Department	Pipe bollards need to be added at fuel pumps. Subsequently found out entire pump system and canopy are being replaced. Make sure bollards are part of new work.	\$ 1	A	Subtotal PWks	\$ 31,826

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Time Frame

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B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
6	1	Front Beach Public Restrooms	Gutters and downspouts are in desperate need of repair. <i>\$30,000 Hill budget was removed since this work is already contemplated in the budget for the Front Beach Restroom renovations</i>	\$ -	A		
6	1	Front Beach Public Restrooms	If new water line from the street is run and if interior piping is not at least 1-1/2" diameter, then interior piping may need to be run as well. <i>Hill budget of \$15,000 not included. City had Liollo assess the water supply needs and the current system is deemed adequate for the renovated restrooms.</i>	\$ -	A		
6	1	Front Beach Public Restrooms	Staff stated that toilets don't always flush properly. All the toilets are controlled with flush valves. The main water feed to the building from the street seems undersized for flush valve usage. City should consider running new line from street. <i>Hill budget of \$12,500 not included per Liollo assessment.</i>	\$ -	A		
6	1	Front Beach Public Restrooms	All exhaust grilles and hand dryers should be replaced. <i>Hill budget of \$10,000 not included as this work is already contemplated in the Front Beach Restroom Renovation budget.</i>	\$ -	A		

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LEGEND:

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
6	1	Front Beach Public Restrooms	Door frames to all toilet stalls are rusted out due to the presence of flat water. City should consider cutting them off above the floor and welding on end plates and touch up paints. <i>Hill budget of \$8,500 not included as this work is already contemplated in the Front Beach Restroom Renovation budget.</i>	\$ -	A		
6	1	Front Beach Public Restrooms	Ceiling fans should be replaced with more industrial, exterior grade models.	\$ 6,000	A		
6	1	Front Beach Public Restrooms	Repaint wood trim. <i>Hill budget of \$1,500 removed as this work is included in the restroom renovation budget.</i>	\$ -	A		
6	1	Front Beach Public Restrooms	Attendant's office could be painted and cleaned up, but is generally orderly and clean. Could use a new window air conditioner. <i>Hill budget of \$1,200 not included as this work will be addressed in the restroom renovation project.</i>	\$ -	A		
6	1	Front Beach Public Restrooms	Reinstall street numbers on building to comply with municipal ordinances. <i>Hill budget of \$350 not included as this will be done as part of the restroom renovation.</i>	\$ -	A	Subtotal RstRms	\$ 6,000
			TOTAL FY18	\$ 866,932			\$ 866,932

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LEGEND:

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Time Frame

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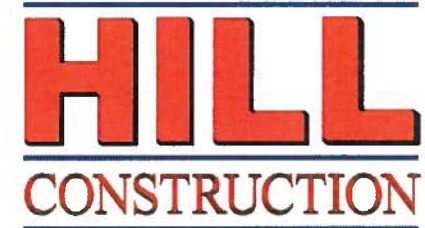
B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
1	1	City Hall	Plan on replacing the two older HVAC split systems in the upcoming years. Use Seacoast protection \$12,500 each.	\$ 25,000	B		
1	1	City Hall	Develop a regular scheduled maintenance program (maybe every 2 years?) for the automatic storm shutters to ensure proper working order. Check with vendor. Budget is an estimate.	\$ 10,000	B		
1	1	City Hall	VCT in first floor bathrooms should be replaced within three years.	\$ 1,600	B	Subtotal City Hall	\$ 36,600
2	1	Public Safety Building	Need to repaint first floor bathrooms. Should get manufacturer's representative from local store to advise regarding efflorescence coming through walls.	\$ 7,500	B		
2	1	Public Safety Building	All grilles, registers and diffusers need to be vacuumed and cleaned.	\$ 4,500	B		
2	1	Public Safety Building	The trellis at the public entrance needs resealing and cleaning as well.	\$ 3,500	B		
2	1	Public Safety Building	Please review and probably replace all exterior sprinkler heads.	\$ 2,500	B		
2	1	Public Safety Building	The exterior shower appears like it either needs to be removed or improved. The design did not allow for proper use and the water has an easy path to infiltrate the sill flashing. Same applies for Fire Station #2.	\$ 1,500	B		

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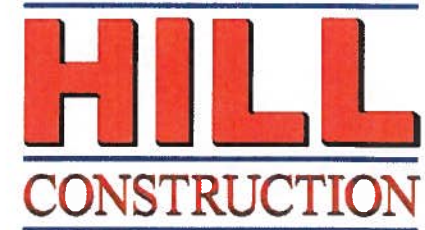
B: 1-2 years

C: 3-5 years

D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
2	1	Public Safety Building	Security camera supports need to be replaced with a non-wood product that will not break.	\$ 500	B		
2	1	Public Safety Building	Provide access to the gas valve behind the stove	\$ 500	B	Subtotal PSB	\$ 20,500
3	1	Fire Station 2	Consult an engineer on air intakes that have no dampers on them. Outdoor air enters freely into the room. Needs to be corrected.	\$ 2,500	B		
3	1	Fire Station 2	Repair damaged ductwork insulation/tape.	\$ 350	B		
3	1	Fire Station 2	Station 2 has float switches at all the drip pans. Test to confirm they still work.	\$ 250	B	Subtotal FS#2	\$ 3,100
4	1	Recreation Center	New gym floor should be budgeted for 3-5 years.	\$ 75,000	B		
4	1	Recreation Center	Coordinate same lamps during re-lamping.	\$ 250	B	Subtotal Rec	\$ 75,250
5	1	Public Works Department	The entire yard needs to be stripped of asphalt, regraded, and repaved. It is more effective to use concrete as the new surface, given the site and weight of the trucks and the high heat during the summer months.	\$ 200,000	B		
5	1	Public Works Department	The overhead doors all have minor damage to them, should be scheduled for replacement as soon as funds are available, but no later than 3-5 years.	\$ 12,500	B		

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Time Frame

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D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
5	1	Public Works Department	Water heater is due for replacement.	\$ 2,500	B	Subtotal PWks	\$ 215,000
6	1	Front Beach Public Restrooms	An epoxy floor should be considered for the flooring as the concrete is starting to show	\$ 40,000	B	Subtotal RstRms	\$ 40,000
			TOTAL FY19	\$ 390,450			\$ 390,450
1	1	City Hall	Plan to replace carpet and paint office after five years on the 2 nd floor. The first floor was recently completed.	\$ 30,000	C	Subtotal City Hall	\$ 30,000
2	1	Public Safety Building	Hot water heaters are 6 years old. Budget for new ones in 3-5 years.	\$ 17,500	C		
2	1	Public Safety Building	There is a motion detector for men's room lighting that needs to be reinstalled depending on the desire to do so. Also re-secure thermostat.	\$ 600	C	Subtotal PSB	\$ 18,100
3	1	Fire Station 2	Lights at top of stairwell are virtually impossible to change. Need better access, relocate or change lights.	\$ 2,500	C	Subtotal FS#2	\$ 2,500
4	1	Recreation Center	Remaining split systems for the 2004 part of the building are being regularly maintained and appear to be in decent shape. Condensers/Rooftops will need to be replaced in the next 3-5 years. Seacoast protections should be used on new units.	\$ 85,000	C		

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Time Frame

A: Immediate

B: 1-2 years

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D: > 5 years

Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
4	1	Recreation Center	The VCT floors in the children's rooms are showing excessive scratching, but are well maintained and waxed. Figure on replacement in 5 years.	\$ 7,200	C		
4	1	Recreation Center	Counters in the children's rooms are showing wear and tear, but still in good shape.	\$ 3,500	C		
4	1	Recreation Center	Consider permanently filling in the old exhaust louvers.	\$ 1,250	C		
4	1	Recreation Center	Roll up door attached to gym is dented, but still fully functional.	\$ 1,200	C	Subtotal Rec	\$ 98,150
5	1	Public Works Department	The entire building should be either repainted (\$25,000) or should have new roof and siding put on the frame (\$100,000).	\$ 100,000	C		
5	1	Public Works Department	When the siding and roof are replaced, the insulation should be replaced on the frame (most of the building is not insulated).	\$ 25,000	C		
5	1	Public Works Department	The employee parking lot should have minor regrading and new crushed stone added to the entire area to improve performance and reduce damage during rainy and wet times of the year.	\$ 10,000	C	Subtotal PWks	\$ 135,000

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
6	1	Front Beach Public Restrooms	Flat roof appears to be in good condition, but will need to be replaced soon. May want to consider adding a little more slope.	\$ 8,000	C	Subtotal RstRms	\$ 8,000
			TOTAL FY20	\$ 291,750			\$ 291,750
1	1	City Hall	While not required to do so by code, the City may want to consider bringing first floor and second floor restrooms up to ADA accessibility code. First floor restroom upgrade may include closing one of the two pairs of doors to council chambers to allow for both restrooms to be brought up to code.	\$ 75,000	D	Subtotal City Hall	\$ 75,000
2	1	Public Safety Building	Cracks in the fire department driveway should be monitored. Potential replacement should be considered in five years. <i>Hill Time Frame rank corrected from A to D per Hill description of issue.</i>	\$ 75,000	D	Subtotal PSB	\$ 75,000
3	1	Fire Station 2	There are HVAC condensers that are due for replacement. Systems should be purchased with new refrigerant and be purchased with Seacoast protection. Also, galvanized guard rail needs replacing.	\$ 62,500	D	Subtotal FS#2	\$ 62,500
			TOTAL FY21	\$ 212,500			\$ 212,500

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Site	Bldg #	Building	Issue	Budget	Time Frame Rank	Column1	Column2
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Grand Total	\$ 1,761,632
Divide by 4 Years = required savings' replenish	440,408
Grand Total rounded	1,800,000
Divide by 10 yrs for estimate of ongoing need	180,000

<i>Tie-in to Hill Report</i>	
Total this schedule	\$ 1,761,632
Less add'l cost for full roof replacement at PSB	(249,000)
Add back expense for items removed based on current conditions. These are identified in blue notes (see explanation supporting removal in each individual line).	127,875
Total Original Hill Report	\$ 1,640,507