

PUBLIC WORKS COMMITTEE

9:00 a.m., Thursday, April 4, 2019

Council Chambers

1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. Call to order and acknowledgement 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**
Regular Meeting of March 7, 2019
3. **Citizens' Comments**
4. **Department Reports for March 2019 – Director Pitts**
Vehicle Maintenance and Trash Collection Tracking Reports
5. **Old Business**
 - A. Update on Phase II Drainage project
 - B. Update on Phase III Drainage project
 - C. Update on the renovations to the Public Works workshop
 - D. Update on general ditches and drainage issues – Forest Trail area
 - E. Status of drainage improvements project on Ocean Boulevard
 - F. Discussion of the FY20 budget
6. **New Business**
 - A. Discussion of comprehensive sewer implementation
 - B. Discussion of installing solar power system to City buildings
 - C. Consideration of a change order to the Thomas & Hutton contract in the amount of \$13,000 to cover meeting expenses
 - D. Approval of an expenditure not to exceed \$7,500 for the purchase and installation of a water fountain and bottle filling station at Front Beach
 - E. Discussion of prohibiting the use of single-use – plastic bags, plastic straws and Styrofoam products on the beach
 - F. Discussion of implementing a smoking ban on the beach
7. **Miscellaneous Business**
Next Meeting Date: 9:00 a.m., Thursday, May 2, 2019 in the Conference Room
8. **Executive Session in accordance with S.C. Code Section 30-4-70(a)(2) – if needed**
Upon returning to open session, Council may take action on matters discussed in Executive Session.
9. **Adjournment**

PUBLIC WORKS COMMITTEE

9:00 a.m., Thursday, March 7 2019

The regular meeting of the Public Works Committee was held at 9:00 a.m., Thursday, March 7, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Smith, Chair Rice, Interim Administrator Fragoso, Public Works Director Pitts and City Clerk Copeland; a quorum of the Committee was present to conduct business. Councilmember Kinghorn was absent.

1. Chair Rice 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 Smith moved to approve the minutes of the regular meeting of February 11, 2019 as submitted; Chair Rice seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – Recognition of Bernard Gourdine and 18 years of service to the City

Chair Rice recognized Bernard Gourdine who would be retiring at the end of March after giving eighteen (18) years of continuous service to the City; he will be missed in the Public Works Department. The Committee wished him health and happiness in his retirement.

Jim Raih, 3904 Cameron Boulevard, said that he has been studying the 10-Year Capital Plan and opined that the City would have some difficult decisions to make in FY 21 through FY 27 with large capital expenditures anticipated in those years. He thought that the time was coming when the City was going to have to look at the capital outlay and the real costs of Public Works to continue the level of service provided today.

4. Department Reports for February 2019

Director Pitts noted that garbage was down significantly in the two (2) year comparison, while yard debris was relatively flat over two (2) years. With the extreme high tide, a breach occurred in the stormwater pipe at the marina in the underground storage tank area which filled the area where the new tanks were. The tanks did not float since they had been filled with water. The water was pumped out and the area was secured, and the breach was repaired. In addition, they found an error in the fuel exhaust pipe in the construction area; he was going to meet with Travis Stafford, the Fire Inspector, because there are regulations about exhaust within three feet (3 ft.) of electrical that could require the exhaust to be re-located from the center island to another spot at the marina. The Director was hoping that they could find a way to off-set the exhaust so that it would not have to be relocated away from the center island but be three feet (3 ft.) from electrical components. Responding to the Chair, Director Pitts thought that the project would be completed in five or six (5- 6) weeks. The work highlight for February was preparing the parking lot for the March 1 re-opening. The Director noted that he had invested a significant amount of money in the 2001 flatbed truck, but, by doing so, he opined that it had added five or six (5 – 6) years to the useful life of the truck. He added that the Public Works Department fleet of vehicles was ready for another visitors' season.

Councilmember Smith commented to the fact that the Horry County site that has been the repository for recycled materials was not accepting any more and asked if this would have an impact on the City.

Director Pitts responded that, when Horry was not accepting recycled materials, Charleston County took its material to the landfill.

5. Old Business

A. Update on Phase II Drainage project

Currently work continued on the landscaping and driveways along the route of the project. Additionally the people representing the Rural Infrastructure Grant have visited the work site and were finalizing their report. On the day the representative was on the island, it was raining and no standing water could be seen on the avenues included in the project; she went through the documents she needed from the City and found everything to be in order. The project should be completed by the end of March.

B. Update on ditches and drainage issues

Interim Administrator Fragoso had a brief update on the Burke ditch at 32 – 32nd Avenue that the crew from Charleston County would begin work this week and expect to complete the work by the end of the month.

She reminded the Committee that the City gave SCDOT a list of nine (9) small drainage projects on the island; she reported that the crews began their work on Monday, March 4 and have completed the work seven (7) of them and were working on the last two (2) projects now. The crews have been visible all over the island. The schedule for the balance of the year is that SCDOT will send seven or eight (7 – 8) crews to the island the first week of June, and again in September and December; every three (3) months crews will come here to address projects the City has identified for them.

Director Pitts also noted that Eadie's was continuing its work to clean out the ditches on the schedule for this year.

Responding to Councilmember Smith, the Director that, through research, he had discovered that the 21st Avenue was the ditch that was not a ditch, but it was visible to all who passed by. The depression could handle stormwater from low-lying areas between 21st and 22nd Avenues. The next step would be for the City to get easements before any work could be done, but Directors Kerr and Pitts did not anticipate any problems.

Director Pitts stated that the stormwater from this ditch flowed into the 21st Avenue collection box.

Once the easement has been recorded, the Interim Administrator opined that, possibly, NPDES funds could be used to cover the costs of the improvements.

C. Update on proposal from residents to install a flap gate on Tabby Lane

Proposals for the surveying, engineering and design were submitted to the City by Coastal Environmental Services (CSE) in the amount of ten thousand dollars (\$10,000) and from Thomas & Hutton for seventy-five hundred dollars (\$7,500). The staff recommendation was to award the

contract to Thomas & Hutton in an amount not to exceed seventy-five hundred dollars (\$7,500) and paid from the Drainage Contingency Fund.

MOTION: Chair Rice moved to recommend to the Ways and Means Committee the award of a contract not to exceed \$7,500 for the surveying, engineering and design for a flap gate installation on Tabby Lane; Councilmember Smith seconded,

Chair Rice noted that the residents would pay for the construction costs.

VOTE: The motion PASSED UNANIMOUSLY.

D. Update on repairs needed at Marginal Road

Chair Rice recalled that the City was waiting for a decision from Charleston County about whether they would participate in the work; she also noted that the road was sinking more rapidly than she had expected.

Director Pitts reported that he has pressed Eadie's to give him a cost to do the work; they made a second site visit and quoted him a cost of twenty-seven thousand five hundred dollars (\$27,500). Kip Eadie said that the job would require the contractor to cut across the road, to replace the joints and then to install the flap gate.

Chair Rice asked about the balance remaining in the Drainage Contingency Fund.

Interim Administrator Fragoso said that she would have confirm the number with Treasurer Suggs.

When the Chair stated that she wanted to see a ~~formal~~ ~~actual~~ quote from Eadie's, Director Pitts suggested that he would continue to press the County and SCDOT for quotes and to obtain quotes from other contractors before making a decision.

Chair Rice agreed that the Committee needed to do its due diligence, but she stressed that the work should be completed before the next king tide; she did not think that section of the road could withstand it, and the Director agreed.

MOTION: Chair Rice moved to recommend to Ways and Means an amount not to exceed \$30,000 for emergency repairs needed on Marginal Road; Councilmember Smith seconded.

Councilmember Smith asked the Director why this work would be deemed an emergency and the ramifications if the work was delayed.

The Director replied that the issue of delaying the work was that Marginal Road would collapse.

VOTE: The motion PASSED UNANIMOUSLY.

E. Consideration of Ordinance 2019-04 – An Ordinance amending Title 4, Public Works, Chapter 4, Single Use Plastic Bags

Interim Administrator Fragoso reported that the ordinance expanding the plastics bags ordinance was offered at the February City Council meeting for Second Reading and was deferred and sent back to the Committee. She reported that a meeting has been scheduled for Monday, March 4th

with the restaurant owners and managers to explain the ordinance changes and a representative of the COG would attend to report on the progress made in the public transit initiative. Additionally she reported that she and the Mayor had gone to Columbia last week to attend a Hearing where the plastic ban ordinances should be made null and void; the reasons to take this action were that they did not think the ordinances would be enforceable and that the ordinances were inconsistent from one (1) community to the next. One (1) of the inconsistent issues was the thickness of the bags; for example, the City of Charleston recently amended its ordinance to go to four (4.0) mills thickness from two point twenty-five (2.25) mills. She stated that Mount Pleasant, Sullivan's Island and the Isle of Palms' ordinances state a thickness of two point two five (2.25) mills. Another topic of discussion was to exclude as exceptions plastic drink lids and plastic condiments tubes; prior to First Reading the Committee decided to include in its ordinance the ban on plastic drink lids and plastic condiment tubes. Members of the food and beverage industry voiced concerns over this and pointed out that the Isle of Palms would be the only community to do so; they also questioned the practicality of banning these items. In an effort to be consistent with the island's neighbors, the Interim Administrator recommended that the City's ordinance should include plastic drink lids and plastic condiment packaging as exemptions in the plastics ban.

MOTION: Councilmember Smith moved to add plastic drink lids and plastic condiment packaging in the exemptions in the ordinance expanding the plastics ban; Chair Rice seconded.

Chair Rice reiterated the need to be consistent with Folly Beach, Sullivan's Island, the City of Charleston and Sullivan's Island.

VOTE: The motion PASSED UNANIMOUSLY.

After First Reading, some Councilmembers asked about banning drink lids and condiment packaging from the beach like Sullivan's Island and Folly Beach, and the Mayor thought it was worthy of evaluation.

Councilmember Smith thought that to ban these items from the beach would make enforcement easier and that it would show how seriously the City values the environment in the sea and on land. Based on the Mayor's opinion, she thought the subject should be put before the full Council for discussion.

Chair Rice agreed with the idea of Council discussing the issue, but she also wanted to hear from the public safety side.

Having reached out to Folly Beach about their ban on plastic drink lids and condiment packaging from the beach relative to enforcement, the Interim Administrator learned that their enforcement consisted of issuing warnings to people. She also learned that they were involved in public awareness and education on the problems associated with plastics in the waterways. She also remarked that Kelly Thorvelson, the Sea Turtle Rescue Program Manager for the South Carolina Aquarium, was a strong advocate for banning these items from the beach.

Councilmember Smith agreed that consistency in the beach communities was valuable and offered that possibly a public service message could be coordinated with these municipalities. She was pleased to know that polystyrene coolers would not be allowed on the beach because of its deadly impact on marina life.

6. New Business

A. Request from 48th Avenue LLC to tie into the City's drainage system

As background, Interim Administrator Fragoso stated that 48th Avenue was a private road, and, as such, was not included in the Phase II Drainage project; they contacted the City several months ago asking what the process would be if they wanted to tie-in to the new drainage project. They contracted with Dave Stevens and CSE for the engineering and design and the Interim Administrator reminded the Committee that Mr. Steven told them that he had designed the system to handle additional capacity thinking that 47th and 48th Avenue and the Citadel Beach House would likely tie-in at some point in the future. The City Attorney was drawing up an agreement stating that the responsibility for maintaining the system would fall to the 48th Avenue LLC to insure that any issue they incurred would not impact the City's overall drainage system.

Mr. Stevens reiterated that the stormwater from 48th Avenue would not be additional flow because it was taken into account in the original design. He stated that they needed a letter from the City requesting that they be allowed to tie-in to the SCDOT system because it was part of the IOP drainage system and the City was required to maintain it.

Responding the Interim Administrator's question about when construction would begin, Mr. Stevens replied that they would begin as soon as the encroachment permit was issued. He also assured the Chair that traffic on Palm would not be interrupted since this drainage would tie-in to the junction box at the corner that has already been installed.

Interim Administrator Fragoso explained that the letter of approval would also include language for the City to enter into a maintenance agreement with the LLC. In addition, she reported that she has been working on an agreement between the City and the property owners to ensure that they understand their responsibility for the maintenance of the drainage system up to Palm Boulevard.

MOTION: Councilmember Smith moved to recommend to Council the approval of the 48th Avenue LLC to tie-in to the City's drainage system at their cost and to assume the responsibility for its maintenance; Chair Smith seconded and the motion PASSED UNANIMOUSLY.

B. Discussion of Dominion Energy's 2019 tree trimming schedule for the Isle of Palms

The Interim Administrator said that the tree trimming on the length of the island was being done now in preparation for hurricane season as part of a five (5) year program, and the pruning was projected to take two (2) months. She said that she has met with them twice and asked them to hold a public meeting on the island to demonstrate what they do and they have agreed to do so. In addition, they have a thorough educational program that will involve notifying property owners by mail and by email ahead of the start. Their task is to remove tree limbs that are near power lines. She stated that she did not have a timeframe when work will begin.

Chair Rice said that it was "very horrifying" and "really alarming" what they do to trees, and she predicted that the work would generate quite an "uproar."

On the City's website will be 'before and after' pictures to inform people about what they should expect, as well as notification of the public meeting encouraging residents to attend.

7. Miscellaneous Business

Next Meeting Date: 9:00 a.m., Thursday, April 4th in the Conference Room

8. Executive Session – not needed

9. Adjournment

MOTION: Chair Rice moved to adjourn the meeting at 10:53 a.m.; Councilmember Smith seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	CITY OF ISLE OF PALMS - PUBLIC WORKS - EXPENDITURE DETAIL - ALL FUNDS																	
2	GL Number	Description	DEPT	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	BUDGET FY19	YTD As Of 12/31/2018	Jan-Dec 2018	FORECAST FY19	INCREASE/ (DECREASE) IN FY19 BUD EXP	FORECAST FY20	FORECAST FY21	FORECAST FY22	FORECAST FY23	FORECAST FY24
3																		
4		GENERAL FUND - PUBLIC WORKS																
5	10-4610.5001	SALARIES & WAGES	PW	441,912	456,161	494,318	505,434	528,155	603,167	245,406	525,244	560,033	(43,134)	621,002	636,527	652,440	668,751	685,470
6	10-4610.5002	OVERTIME WAGES	PW	4,918	3,544	7,134	14,437	17,031	13,593	4,881	9,943	10,000	(3,593)	10,999	11,274	11,556	11,845	12,141
7	10-4610.5004	FICA EXPENSE	PW	33,548	34,609	37,821	39,198	41,016	47,182	18,819	40,200	43,608	(3,574)	48,348	49,557	50,796	52,066	53,367
8	10-4610.5005	RETIREMENT EXPENSE	PW	47,484	50,671	55,656	60,179	70,131	89,800	36,442	70,362	83,119	(6,681)	9,234	10,074	10,949	11,862	12,158
9	10-4610.5006	GROUP HEALTH INSURANCE	PW	61,520	63,619	65,488	66,112	69,077	79,164	35,187	70,527	74,046	(5,118)	84,358	91,107	98,395	106,267	114,768
10	10-4610.5007	WORKMEN'S COMPENSATION	PW	14,674	17,812	28,984	31,766	29,608	41,721	17,490	30,166	37,871	(3,850)	41,093	42,120	43,173	44,253	45,359
11		Subtotal PUBLIC WKS Wages & Fringes		604,056	626,416	689,402	717,126	755,017	874,627	358,224	746,441	808,676	(65,951)	815,034	840,658	867,309	895,043	923,263
12		% Increase/(Decrease) from Prior Year			4%	10%	4%	5%	16%			7%		1%	3%	3%	3%	3%
13																		
14	10-4620.5010	PRINT AND OFFICE SUPPLIES	PW	580	849	647	587	883	3,000	179	591	1,000	(2,000)	1,500	1,500	1,500	1,500	1,500
15	10-4620.5014	MEMBERSHIP AND DUES	PW	476	55	445	462	459	500	18	460	500	-	500	500	500	500	500
16	10-4620.5015	MEETINGS AND SEMINARS	PW	-	400	-	-	-	250	-	-	-	(250)	-	-	-	-	-
17	10-4620.5016	VEHICLE, FUEL & OIL	PW	84,819	71,217	49,037	51,241	60,562	59,000	28,419	59,770	59,000	-	61,000	61,000	61,000	61,000	61,000
18	10-4620.5017	VEHICLE MAINTENANCE	PW	69,615	75,215	93,521	66,547	86,122	85,000	42,796	78,390	85,000	-	85,000	85,000	85,000	85,000	85,000
19	10-4620.5020	ELECTRIC AND GAS	PW	77,400	77,123	69,378	74,256	75,099	86,900	33,724	73,771	76,000	(10,900)	76,000	76,000	76,000	76,000	76,000
20	10-4620.5021	TELEPHONE/CABLE	PW	11,176	10,372	10,381	10,797	11,724	10,952	5,593	11,453	11,500	548	13,000	13,000	13,000	13,000	13,000
21	10-4620.5022	WATER AND SEWER	PW	2,511	781	789	1,927	7,215	8,000	5,785	11,151	12,000	4,000	12,000	12,000	12,000	12,000	12,000
22	10-4620.5025	NON-CAPITAL TOOLS & EQUIPMEN	PW	2,493	1,879	1,347	4,368	1,734	2,000	603	1,680	2,000	-	2,000	2,000	2,000	2,000	2,000
23	10-4620.5026	MAINT & SERVICE CONTRACTS	PW	1,931	2,758	3,058	2,348	7,399	9,700	2,513	4,601	8,000	(1,700)	5,000	5,000	5,000	5,000	5,000
24	10-4620.5027	MACHINE/EQUIPMENT REPAIR	PW	2,674	2,966	4,079	7,034	2,036	7,000	1,059	1,355	5,000	(2,000)	5,000	5,000	5,000	5,000	5,000
25	10-4620.5041	UNIFORMS	PW	4,952	5,989	5,902	7,161	9,072	9,000	5,099	10,429	10,880	1,880	10,880	10,880	10,880	10,880	10,880
26	10-4620.5044	CLEANING/SANITARY SUPPLY	PW	3,108	1,903	2,663	2,585	1,787	3,500	894	1,695	2,500	(1,000)	2,500	2,500	2,500	2,500	2,500
27	10-4620.5049	MEDICAL AND LAB	PW	3,343	3,661	3,600	2,774	3,306	3,500	968	3,101	3,500	-	3,500	3,500	3,500	3,500	3,500
28	10-4620.5054	STREET SIGNS	PW	-	3,550	2,142	2,444	1,703	4,000	-	-	1,000	(3,000)	2,500	2,500	2,500	2,500	2,500
29	10-4620.5062	INSURANCE	PW	21,848	12,432	25,154	31,754	38,316	39,754	22,650	42,647	39,754	-	39,754	39,754	39,754	39,754	39,754
30	10-4620.5063	RENT AND LEASES	PW	75	129	152	147	465	500	65	166	500	-	500	500	500	500	500
31	10-4620.5064	EMPLOYEE TRAINING	PW	30	63	-	-	-	300	-	-	300	-	300	300	300	300	300
32	10-4620.5065	PROFESSIONAL SERVICES	PW	1,400	1,625	1,630	1,630	1,700	2,000	-	1,700	2,000	-	2,000	2,000	2,000	2,000	2,000
33	10-4620.5066	TEMPORARY LABOR	PW	161,355	170,823	167,108	179,551	192,293	200,000	94,418	183,847	200,000	-	200,000	200,000	200,000	200,000	200,000
34	10-4620.5067	CONTRACTED SERVICES	PW	-	300	300	568	558	1,000	(558)	-	-	(1,000)	1,000	1,000	1,000	1,000	1,000
35	10-4620.5079	MISC. & CONTINGENCY EXP	PW	278	484	1,016	1,256	105	1,000	62	62	1,000	-	1,000	1,000	1,000	1,000	1,000
36	10-4620.5089	GARBAGE CART PROCUREMENT	PW	7,644	1,164	7,590	7,541	9,718	10,000	6,807	6,807	6,807	(3,193)	7,500	7,500	7,500	7,500	7,500
37		Subtotal PUBLIC WKS Operating Expense		457,708	445,736	449,939	456,979	512,254	546,856	251,094	493,676	528,241	(18,615)	532,434	532,434	532,434	532,434	532,434
38		% Increase/(Decrease) from Prior Year			-3%	1%	2%	12%	7%			3%		1%	0%	0%	0%	0%
39													-					
40		TOTAL GENERAL FUND PUBLIC WKS		1,061,764	1,072,151	1,139,341	1,174,105	1,267,271	1,421,483	609,318	1,240,118	1,336,917	(84,566)	1,347,468	1,373,092	1,399,743	1,427,477	1,455,697
41		% Increase/(Decrease) from Prior Year			1%	6%	3%	8%	12%			5%		1%	2%	2%	2%	2%
42																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	CITY OF ISLE OF PALMS - PUBLIC WORKS - EXPENDITURE DETAIL - ALL FUNDS																	
2	GL Number	Description	DEPT	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	BUDGET FY19	YTD As Of 12/31/2018	Jan-Dec 2018	FORECAST FY19	INCREASE/ (DECREASE) IN FY19 BUD EXP	FORECAST FY20	FORECAST FY21	FORECAST FY22	FORECAST FY23	FORECAST FY24
3																		
43	CAPITAL PROJECTS FUND																	
44	20-4640.5017	VEHICLE MAINTENANCE	PW	-	-	1,257	-	-	-	-	-	-	-	-	-	-	-	-
45	20-4640.5025	NON-CAPITAL TOOLS & EQUIPMEN'	PW	-	-	3,329	742	2,327	-	-	2,327	-	-	-	-	-	-	-
46	20-4640.5026	MAINT & SERVICE CONTRACTS	PW	1,343	4,594	2,747	-	6,215	82,500	-	6,215	82,500	-	7,990	7,990	7,990	7,990	7,990
47	20-4640.5065	PROFESSIONAL SERVICES	PW	-	-	-	-	-	50,000	-	-	19,300	(30,700)	-	-	-	-	-
48	20-4640.5084	CAP OUTLAY PH 2 - 5 DRAINAGE	PW	1,232	8,668	3,111	26,394	927,568	-	540,504	1,131,381	116,200	116,200	200,000	1,500,000	2,500,000	500,000	2,400,000
49	20-4640.5085	CAPITAL OUTLAY	PW	88,921	64,667	25,116	243,890	435,482	1,461,104	261,880	261,138	1,451,104	(10,000)	-	79,500	64,000	17,500	99,000
50	20-4640.5086	DRAINAGE EXPENSE CONTINGENCII	PW	104,500	159,041	104,750	77,250	143,205	657,038	438	48,559	257,038	(400,000)	254,538	268,288	257,038	254,538	268,288
51	TOTAL			195,995	236,970	140,310	348,276	1,514,798	2,250,642	802,821	1,449,620	1,926,142	(324,500)	462,528	1,855,778	2,829,028	780,028	2,775,278
52	% Increase/(Decrease) from Prior Year				21%	-41%	148%	335%	49%			27%		-76%	301%	52%	-72%	256%
53																		
54	MUNICIPAL ACCOMMODATIONS TAX																	
55	30-4620.5026	MAINT & SERVICE CONTRACTS	PW	2,287	10,147	17,456	27,244	20,021	53,750	8,264	18,346	53,750	-	29,000	29,000	29,000	29,000	29,000
56	30-4620.5054	STREET SIGNS	PW	3,067	2,850	3,042	5,207	1,834	5,000	-	1,580	2,500	(2,500)	5,000	5,000	5,000	5,000	5,000
57	30-4620.5063	RENT AND LEASES	PW	1,894	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58	30-4620.5065	PROFESSIONAL SERVICES	PW	-	-	-	-	-	25,000	-	-	-	(25,000)	-	-	-	-	-
59	30-4620.5067	CONTRACTED SERVICES	PW	47,223	52,106	50,091	56,706	54,769	-	-	28,451	-	-	-	-	-	-	-
60	30-4620.5079	MISCELLANEOUS	PW	2,771	-	5,500	5,890	5,974	5,500	-	5,974	-	(5,500)	-	-	-	-	-
61	30-4620.5085	CAPITAL OUTLAY	PW	60,935	64,667	52,981	168,677	300,058	582,102	325,595	625,653	-	(582,102)	-	31,800	25,600	7,000	39,600
62	TOTAL			118,177	129,769	129,071	263,723	382,656	671,352	333,859	680,004	56,250	(615,102)	34,000	65,800	59,600	41,000	73,600
63	% Increase/(Decrease) from Prior Year				10%	-1%	104%	45%	75%			-85%		-40%	94%	-9%	-31%	80%
64																		
65	HOSPITALITY TAX																	
66	35-4620.5026	MAINT & SERVICE CONTRACTS	PW	53,647	61,770	64,018	58,594	96,847	193,800	34,075	95,091	100,000	(93,800)	120,000	120,000	120,000	120,000	120,000
67	35-4620.5067	CONTRACTED SERVICES	PW	13,065	12,060	10,425	13,815	12,060	70,000	32,917	39,952	70,000	-	70,000	70,000	70,000	70,000	70,000
68	35-4620.5085	CAPITAL OUTLAY	PW	17,653	30,000	-	-	-	-	-	-	-	-	-	15,900	12,800	3,500	19,800
69	TOTAL			84,365	103,830	74,443	72,409	108,907	263,800	66,992	135,043	170,000	(93,800)	190,000	205,900	202,800	193,500	209,800
70	% Increase/(Decrease) from Prior Year				23%	-28%	-3%	50%	142%			56%		12%	8%	-2%	-5%	8%
71																		
72	STATE ACCOMMODATIONS TAX																	
73	50-4620.5026	MAINT & SERVICE CONTRACTS	PW	-	-	-	-	-	28,750	-	-	28,750	-	-	-	-	-	-
74	50-4620.5065	PROFESSIONAL SERVICES	PW	250	-	-	-	-	-	-	-	-	-	-	-	-	-	-
75	50-4620.5079	MISCELLANEOUS	PW	6,534	5,796	5,790	12,768	13,889	15,000	3,434	9,782	15,000	-	7,500	7,500	7,500	7,500	7,500
76	50-4620.5085	CAPITAL OUTLAY	PW	60,935	64,667	23,994	-	4,661	244,602	148,755	153,416	244,602	-	-	31,800	25,600	7,000	39,600
77	TOTAL			67,719	70,463	29,784	12,768	18,550	288,352	152,189	163,198	288,352	-	7,500	39,300	33,100	14,500	47,100
78	% Increase/(Decrease) from Prior Year				4%	-58%	-57%	45%	1454%			1454%		-97%	424%	-16%	-56%	225%
79																		
80																		
81	GRAND TOTAL PUBLIC WORKS			1,528,020	1,613,183	1,512,950	1,871,281	3,292,181	4,895,629	1,965,178	3,667,983	3,777,661	(1,117,968)	2,041,496	3,539,870	4,524,271	2,456,505	4,561,475
82	% Increase/(Decrease) from Prior Year				6%	-6%	24%	76%	49%			15%		-46%	73%	28%	-46%	86%
83																		

	S	T
1	CITY OF ISLE OF PALMS - PUBLIC WORKS - EXPENDITURE DETAIL - ALL FUNDS	
2	NOTES	
3		
4	GENERAL FUND - PUBLIC WORKS	
5	SALARIES & WAGES	FY19 forecast significantly less than budget because Asst Director position has not been filled. FY20 incls 2.5% pool for pay adjs. FY21+ forecast 2.5% annual increase.
6	OVERTIME WAGES	Includes OT provision for beach cleanup as needed. Forecast increase is 2.5% per year
7	FICA EXPENSE	-
8	RETIREMENT EXPENSE	SCRS employer contribution rates are 15.56% in FY20 and increase 1% per year until 2023
9	GROUP HEALTH INSURANCE	FY20 based on PEBA rates + 8% increase effective 1/1/20. Forecast 8% annual increase.
10	WORKMEN'S COMPENSATION	Based on current SCMIT rates and forecasted salaries
11		
12		
13		
14	PRINT AND OFFICE SUPPLIES	Includes provision for new position
15	MEMBERSHIP AND DUES	-
16	MEETINGS AND SEMINARS	-
17	VEHICLE, FUEL & OIL	Increased to cover new position
18	VEHICLE MAINTENANCE	-
19	ELECTRIC AND GAS	-
20	TELEPHONE/CABLE	Forecast increase for Asst Director mobile phone
21	WATER AND SEWER	Actual water usage has increased with the new wash station
22	NON-CAPITAL TOOLS & EQUIPMENT	
23	MAINT & SERVICE CONTRACTS	Decreased based on actual experience
24	MACHINE/EQUIPMENT REPAIR	
25	UNIFORMS	Approximately \$190/week for uniform service (increased from \$170) + \$100/yr per employee for steel-toed boots
26	CLEANING/SANITARY SUPPLY	Decreased based on actual experience
27	MEDICAL AND LAB	
28	STREET SIGNS	Covers island wide street name signs only as needed.
29	INSURANCE	This draft includes the same budget as FY19, will refine for draft 2
30	RENT AND LEASES	Covers hydrogen and acetylene tanks for welding
31	EMPLOYEE TRAINING	
32	PROFESSIONAL SERVICES	DHEC and UST testing
33	TEMPORARY LABOR	Includes provision for additional services if needed, such as right-of-way maintenance and Front Beach parking lot and compactor cleanup.
34	CONTRACTED SERVICES	Covers annual shred day service
35	MISC. & CONTINGENCY EXP	
36	GARBAGE CART PROCUREMENT	replenish roll cart inventory. New carts are sold for \$75
37		
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	S	T
1	CITY OF ISLE OF PALMS - PUBLIC WORKS - EXPENDITURE DETAIL - ALL FUNDS	
2	NOTES	
3		
43	CAPITAL PROJECTS FUND	
44	VEHICLE MAINTENANCE	
45	NON-CAPITAL TOOLS & EQUIPMENT	
46	MAINT & SERVICE CONTRACTS	FY19 budget covered Pub Wks building roof replacement and office work for new position. Both should be completed in FY19. FY20-FY24 includes provision for general building maint = 1% of insured value of Pub Works facilities.
47	PROFESSIONAL SERVICES	FY19 budget and forecasted spending relate to island wide sewer master plan. No additional expenses are forecasted.
48	CAP OUTLAY PH 2 - 5 DRAINAGE	FY19 forecast incl \$116,200 for investigative work and preliminary design associated with Phase 3 Drainage. FY20 incl \$200,000 for final design, engineering & permitting of Phase 3 drainage, FY21 incl. \$1.5 million for Phase 3 construction year 1, FY22 incl. \$2.4 million for the remainder of Phase 3 construction and \$100,000 for preliminary design on Phase 4, FY23 incl \$500,000 for final design of Phase 4 and FY24 includes \$2.4 million for year 1 of Phase 4 construction. According to this plan, at the end of FY24 there would be \$4.8 million left on Phase 4 and \$11.8 million on Phase 5.
49	CAPITAL OUTLAY	FY20-FY24 = 50% of Public Works 10 Year Capital Plan totals for non-drainage related capital expenses.
50	DRAINAGE EXPENSE CONTING	FY19 budget incl \$400,000 for drainage Phase 3 outfalls. The forecasted spending of \$116,200 against the \$400,000 budget is included in the Drainage CIP line above so that all Phase 2-5 drainage expenses are grouped together. FY19-FY24 forecasts include \$70,000 annual drainage contingency + Eadies ditch maint (3yr rotation)
51		
52		
53		
54	MUNICIPAL ACCOMMODATIONS TAX	
55	MAINT & SERVICE CONTRACTS	FY20-FY24 includes Charleston Co solid waste disposal fees on Front Beach compactor and beach trash dumpsters (\$9,000), right of way maintenance (\$6,000), beach path maint (\$2,500), additional mowing of underbrush/limbs in busy season (\$10,000) and wayfinding sign maint (\$1,500).
56	STREET SIGNS	Covers information signs in Front Beach and Beach Path areas
57	RENT AND LEASES	
58	PROFESSIONAL SERVICES	FY19 Budget was for professional fees related to Waterway multi-use path. Charleston County assisted the City at no cost.
59	CONTRACTED SERVICES	
60	MISCELLANEOUS	Provision for pooper scooper supplies moved to Police Dept Animal Control
61	CAPITAL OUTLAY	FY20-FY24 = 20% of Public Works 10 Year Capital Plan totals for non-drainage related capital expenses.
62		
63		
64		
65	HOSPITALITY TAX	
66	MAINT & SERVICE CONTRACTS	City-wide landscaping contract = approx \$70,000/year (base price). Add'l provision provides avail funds for improved landscaping/irrig. This line item will be managed by the new Asst Public Works Director
67	CONTRACTED SERVICES	Covers street sweeping contract (Connector, Ocean Blvd, Palm Blvd) + commercial dumpster service. Prior to FY19, the dumpster service was paid for out of the Muni Atax fund.
68	CAPITAL OUTLAY	FY20-FY24 = 10% of Public Works 10 Year Capital Plan totals for non-drainage related capital expenses.
69		
70		
71		
72	STATE ACCOMMODATIONS TAX	
73	MAINT & SERVICE CONTRACTS	FY19 provision for roof replacement, etc. This project should be completed in FY19
74	PROFESSIONAL SERVICES	
75	MISCELLANEOUS	Annual provision for beach trash cans. Prior to FY20, this line included pooper scooper expenses that are now included in Police Dept Animal Control in the Muni Atax fund.
76	CAPITAL OUTLAY	FY20-FY24 = 20% of Public Works 10 Year Capital Plan totals for non-drainage related capital expenses.
77		
78		
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81		
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83		

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		City of Isle of Palms 10-Year Capital Plan											
2		Expenditures for assets or special projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**											
3				Total Needs from All Funds									
5	Total		FY 20										
6	Fleet		DEPARTMENT		FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
7			REQUESTS										
117		Public Works Department											
119	1	1998 Mack (PW14) (currently used for miscellaneous work, will not be replaced when it fails)											
120	1	Replace 2006 Mack w/ 20yd Packer (PW2)			170,000								
121	1	Replace 2008 Mack w/ 31yd Loadmaster Packer (PW22)							255,000				
122	1	Replace 2009 Mack w/ 31yd Loadmaster Packer (PW24)										270,000	
123	1	Replace 2014 Mack w/ 30yd Packer (PW26) in FY30											
124	1	Replace 2016 Mack w/ 30yd Packer (PW16) in FY31											
125	1	Replace 2018 Mack w/ 30yd Packer (PW28) in FY33											
126	1	Replace 2006 Caterpillar trash loader						158,000					
127													
128	1	2002 Mack Flatbed (PW 18) (keep as spare to help with yard debris, re-evaluate before replacing)											
129	1	Replace 2003 Mack Flatbed (PW 21)			110,000								
130	1	Replace 2018 Mack Flatbed (PW 27) (repl in approx FY33)											
131	1	Replace 2008 F250 4x4 (currently used as a spare, need to evaluate before replacing)			34,000						35,000		
132	1	Replace 2018 4x4 pickup truck							35,000				
133	1	Replace 2014 F150 4x4	34,000							35,000			
134	1	Replace 2016 Ford F350 4x4 with hopper				48,000						50,000	
135	1	Replace 2017 Ford F250 with hopper					35,000						
136	1	Add Ford F150 for Asst Director	-							35,000			
137		Radio Replacements - replace w/ failure using old PD/FD radios	-										
138		Replace four 4-in flood water pumps as needed				20,000							
139		Replace z-track mower for rights of way			15,000						20,000		
140		Replace Skid Steer purchased in FY16				60,000							
141		Replace Fuel management system purchased in FY12						40,000					
142		Repl front beach trash compactor purchased in FY15									60,000		
143		Building maintenance contingency - per PWD Director, the major components of the Hill Report will be addressed in FY19. Calculated as 1% of Public Wks Building insured value - will refine this approach as the budget progresses.	7,990		7,990	7,990	7,990	7,990	7,990	7,990	7,990	7,990	7,990
144	17	Subtotal Capital	41,990		166,990	135,990	212,990	205,990	297,990	77,990	122,990	327,990	7,990
145													
146		Special Projects											
147		General drainage contingency for small projects	70,000		70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
148		Small drainage projects as prioritized by Thomas & Hutton	500,000										
149		Repeat drainage work based on 3-year maintenance rotation	184,538		198,288	187,038	184,538	198,288	187,038	184,538	198,288	187,038	184,538
150		Phase 3 Drainage	1,700,000		2,400,000	-	-	-	-	-	-	-	-
151													
152		Subtotal Special Projects	2,454,538		2,668,288	257,038	254,538	268,288	257,038	254,538	268,288	257,038	254,538
153													
154		Assign Fund Balance for Future Expenditures											
155		- In past years the City has "saved" for future large Public Works Truck purchases. No provision in FY20-FY29 given cash needs for other projects - need to discuss this approach as budget progresses.											
156		Subtotal Assignment of Fund Balance	-		-	-	-	-	-	-	-	-	-

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City of Isle of Palms 10-Year Capital Plan												
2	Expenditures for assets or special projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**												
3				Total Needs from All Funds									
4													
5	Total		FY 20		FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
6	Fleet		DEPARTMENT										
7			REQUESTS										
8													
158		Grand Total Public Works Department	2,496,528		2,835,278	393,028	467,528	474,278	555,028	332,528	391,278	585,028	262,528
159													
160		Building Department											
161													
162	1	Replace pickup truck purchased in FY18						35,000					
163		Building maintenance contingency to proactively address issues as needed - calculated as 1% of City Hall building insured value. Refine this approach as budget progresses. Split 50/50 Gen Govt/Building	12,163		12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
164													
165	1	Subtotal Capital	12,163		12,163	12,163	12,163	47,163	12,163	12,163	12,163	12,163	
166													
167		Special Projects											
168													
169		Subtotal Special Projects	-		-	-	-	-	-	-	-	-	
170													
171		Grand Total Building Department	12,163		12,163	12,163	12,163	47,163	12,163	12,163	12,163	12,163	
172													
173													

CITY OF ISLE OF PALMS


South Carolina



DEPARTMENT OF BUILDING, PLANNING AND LICENSING

MEMORANDUM

TO: Desiree Fragoso, Interim City Administrator

FROM: Douglas Kerr, Director of Building and Planning 

RE: Change orders to Thomas and Hutton Phase 3 Drainage Outfall Project

DATE: March 1, 2019

Attached are two proposed change orders to the Thomas and Hutton contract for their work on the Phase 3 Drainage Outfall Project.

The total budget proposed for task 11 of the RFP, which is project administration and meetings, is \$37,220. The budget that was approved by Council did not include any funds for this task and their request is that \$13,000 of this task be paid during the first phase of the project and the remaining \$24,220 be paid in subsequent phases. This oversight was discovered during the execution of the contract. The hours and charges appear to be justified by the expectation of meetings that this phase will require.

The second change is for an additional \$23,300 and would cover an expansion of their services to allow them to analyze the drainage basins that connect to the outfalls and identify high value projects that could be undertaken in the upcoming fiscal year. This expansion of services assumes that the budget currently being considered by Council will be modified to include additional funding for drainage construction projects within the upcoming fiscal year. Additionally, it should be noted that these fees do not include actual design work, which will be determined when the projects are identified and agreed upon.



REQUEST FOR PROPOSALS 2018-02 FOR PHASE 3
DRAINAGE OUTFALL DESIGN AND PERMITTING
ISLE OF PALMS, SC

In agreement with the City of Isle of Palms, Thomas & Hutton has prepared a revised project scope for the Phase 3 Drainage Outfall Design and Permitting project. The revised scope is structured around the scope of services outlined in the Request for Proposals and has been modified to meet the needs of the City.

Our revised scope of services is as follows:

- Existing Data Collection and Analysis (City Scope of Work Item 1) - **Included**
- Survey (City Scope of Work Item 2) - **Included**
- Study, Alternatives Analysis and Recommended Outfall Improvements (City Scope of Work Items 3 and 4) - **Included**
- Engineering Design and Plans Preparation (City Scope of Work Item 5) - **Excluded**
- Permitting (City Scope of Work Item 6) - **Excluded**
- Opinion of Probable Construction Cost (City Scope of Work Item 7) - **Included (Partially)**
 - Revised to provide only conceptual opinions of probable costs for the alternatives developed in the study phase (Task 3 above).
- Funding Assistance (City Scope of Work Item 8) - **Excluded**
- Project Phasing Plan (City Scope of Work Item 9) - **Excluded**
- Project Schedule Development (City Scope of Work Item 10) - **Excluded**
- Project Administration and Meetings (City Scope of Work Item 11) - **Included (Partially)**
 - Revised to include a kick-off meeting, one presentation to the City's boards, and at least two other meetings.
- Bid Phase Services (City Scope Alternate #1) - **Excluded**
- Construction Phase Services (City Scope Alternate #1) - **Excluded**

Per this addendum, our revised fee and fee structure are attached. The proposed fees are broken down by the tasks (or services) listed in the City's request for qualifications.



City of Isle of Palms - Phase 3 Drainage Outfall Design and Permitting
Proposed Fee Breakdown
December 6, 2018

Description	Type of Fee	Fee
Base Project		
Existing Data Collection and Analysis (City Scope of Work Item 1) - Included	Lump Sum	\$12,500
Survey and Wetlands/Critical Area Delineations (City Scope of Work Item 2) - Included	Lump Sum	\$26,900
Study, Alternatives Analysis and Recommended Outfall Improvements (City Scope of Work Items 3 and 4) - Included	Lump Sum	\$55,700
Engineering Design and Plans Preparation (City Scope of Work Item 5) - Excluded	Lump Sum	-
Permitting Phase (City Scope of Work Item 6) - Excluded	Time & Expense	-
Opinions of Probable Construction Costs (City Scope of Work Item 7) - Included (Partially)	Lump Sum	\$5,700
Funding Assistance (City Scope of Work Item 8) - Excluded	Time & Expense	-
Project Phasing Plan (City Scope of Work Item 9) - Excluded	Lump Sum	-
Project Schedule Development (City Scope of Work Item 10) - Excluded	Lump Sum	-
Project Administration and Meetings (City Scope of Work Item 11) - Included (Partially)	Lump Sum	\$13,000
TOTAL BASE PROJECT FEE		\$113,800
Alternates		
Bid Phase Services (City Scope Alternate #1) - Excluded	Time & Expense	-
Construction Phase Services (City Scope Alternate #2) - Excluded	Time & Expense	-
TOTAL ALTERNATES FEE		\$0

SIMILAR PRODUCTS

Elkay LK4430BF1M, Tri-Level Outdoor

Item # WRB729408

Not Yet Rated



\$5,023.00

Elkay LK4420BF1UDB, Tri-Level Outdoor

Item # WRB729414

Not Yet Rated



\$4,599.00

Elkay LK4420BF1UBLU, Bi-Level Outdoor

Item # WRB2221790

Not Yet Rated



\$3,289.00

Elkay LK4430BF1U, Tri-Level Outdoor

Item # WRB729407

Not Yet Rated



\$5,150.00

Elkay LK4420BF1LDB, Tri-Level Outdoor

Item # WRB729415

Not Yet Rated



\$4,749.00

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Water Refilling Stations & Retrofit Kits

Elkay® Out



prev [See all 12 items in product family](#) next

Elkay LK4420BF1UDB, Tri-Level Outdoor Pedestal Tubular W/Pet Fountain, Upper Water Refilling Station

Item #: WRB729414

Email

Print

Ships same day.

0 reviews | [Write a review](#)

List Price: ~~\$7,338.00~~ Save up to 37%

Price: \$ 4,599.00

Frequently Purchased Together



Elkay EZH2O LZS8WSLK
Filtered Water Bottle

(8)

Add

\$1,009.00



Elkay EZH2O LZS8WSSK
Water Bottle Refilling Station

(10)

Add

\$1,049.00



Elkay EZS8WSLK Water
Refilling Station, Non

(4)

Add

\$967.00

Product Information

Customer Review

Product Q&A

Accessories

Elkay LK4420BF1UDB, Tri-Level Outdoor Pedestal Tubular W/Pet Fountain, Upper Water Refilling Station

Outdoor Bottle Filling Stations ideal for educational campuses and recreational areas. Powder-coated exterior over a corrosion-resistant stainless steel type-316 base material to provide protection from the elements.

Features:

Corrosion-resistant base material provides the ultimate protection from the elements.

Heavy-gauge construction with tamper-resistant screws that resist stains and corrosion.

Vandal-resistant bubblers feature chrome-plated integral hood guard to prevent contamination from other users, airborne deposits and tampering.

Laminar flow provides clean fill with minimal splash.

Pet fountain features slow drainage for easy drinking.

Freeze-resistant options available.

Available in 12 stunning finishes.

Ideal for outdoor use.

Product Specifications

BRAND	Elkay
MANUFACTURERS PART NUMBER	LK4420BF1UDB
COLOR FINISH	Evergreen
FILTER	No
REFRIGERATED	No
WIDTH INCHES	29
DEPTH INCHES	26
HEIGHT INCHES	64
GALLONS PER HOUR	—
ADA CERTIFIED	Yes
INSTALLATION TYPE	Floor
FOR OUTDOOR USE	Yes
WATER SUPPLY INCHES	3/8
COOLER/FOUNTAIN ACTIVATION	Push Button
PET STATIONS	1
OUTLET	1-1/2
WATER REFILLING STATIONS	1
CONSTRUCTION	Heavy Duty Steel
STANDARD BUBBLER STATIONS	1
WATER REFILLING LOCATION	Upper
NUMBER OF STATIONS	3

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