

SPECIAL PUBLIC WORKS COMMITTEE

8:00 a.m., Thursday, March 1, 2018

The regular meeting of the Public Works Committee was held at 8:00 a.m., Thursday, March 12, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Buckhannon and Rice, Chair Kinghorn, Administrator Tucker, Assistant Administrator Fragoso, Public Works Director Pitts and Human Resources Officer DeGroot; a quorum was present to conduct business.

1. Chair Kinghorn 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. Purpose

Consideration of staffing needs in the Public Works Department

A. Maintenance and Facilities Supervisor

B. Full-time, part-time Administrative Assistant

Officer DeGroot stated that the staff proposal was to add two (2) positions to the Public Works Department, i.e. full-time, part-time Administrative Assistant and Maintenance and Facilities Supervisor; the need for the positions, the estimated costs, respective job descriptions and the resulting organization chart were included in meeting packets.

Councilmember Rice opined that the maintenance and Facilities Supervisor should be someone who can be thoroughly trained to assume the Director's duties if he was unexpectedly absent for a period of time; she also voiced concern that a person with such a variety of skills could be found.

In Director Pitts' mind, the maintenance side of the job would be more flexible, but the top two (2) priorities would be drainage and the underground storage tanks; he thought that anyone could be taught how to do the general maintenance.

For the part-time position, Councilmember Rice asked if the Director expected this person to field calls and then do whatever was necessary plus handle paperwork.

The Director said that he expected this person to do purchase orders, maintain maintenance logs and preventative maintenance schedules for the vehicles, which he does currently; he commented that BS&A has helped with tracking daily maintenance and staying within budget although an aging fleet generally requires more maintenance. The Vehicle Maintenance budget was increased by five thousand dollars (\$5,000) when the incinerator closed and the trucks were forced to go to Bees Ferry; he stated that the fleet averages eighteen (18) years in service.

Chair Kinghorn inquired if the Director would be seeking additional funding in the FY19 budget other than personnel.

Responding to Councilmember Rice's concern, Director Pitts stated that the Public Works Building would need to be re-designed to accommodate the additional employees.

As for the current Assistant Director of Public Works, the Director anticipates that his title would stay the same, and he further explained that the position has evolved into one (1) of a working foreman now with duties he once did not have, such as beach cleaning, assisting with miscellaneous debris, etc. Therefore, the office would become that of the new Maintenance and Facilities Supervisor.

Chair Kinghorn commented that since hiring personnel typically leads to recurring and unknown costs, it is a sensitive subject; additionally some on Council believe that the City needs less oversight and “more worker bees.” He asked if the Director anticipated that that operational side of the Public Works’ budget would increase. He also asked whether it would be practical to bring the beach recycling and trash removal in-house when Mr. Schupp no longer provides that service.

Director Pitts opined that to bring that service in-house would be more costly than hiring a contractor because the job requires swinging shifts coordinating with the tides and can require double shifts in a day at times.

Councilmember Rice requested more specifics about renovating the existing Public Works building.

Director Pitts explained that Assistant Washington’s office would go to the Maintenance and Facilities Supervisor, a wall added near the front door to make an office for the part-time position and to open the wall from the eating area creating one (1) door for all three (3) offices. According to the Director, this appeared to be the simplest way to create three (3) offices.

Director DeGroot noted that the renovation cost includes HVAC to improve the air quality, revamping the eating area to make the interior more aesthetically pleasing, as well as the typical office equipment and furnishings.

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Councilmember Buckhannon agreed that Councilmembers tend “to get heartburn” when the addition of employees is discussed. On the other hand, one (1) of the biggest citizens’ concerns at the forums was drainage and what and how to tackle it. Director Pitts added that the City must become more proactive on drainage, and to institute a public education program about illegal dumping of things that the Public Works will not pick up or dispose of, such as tires, batteries, etc.

According to Chair Kinghorn, another of the top four (4) concerns was sewer – despite the fact that Council again deferred taking action some preliminary steps toward island-wide sewer.

Although this person’s responsibility would primarily be sewer, Councilmember Rice asked if he would also deal with septic tank issues, and the Director responded that was not included presently.

MOTION: Councilmember Buckhannon moved forward to City Council the recommendation for two (2) new positions, a full-time part-time Administrative Assistant and a Maintenance and Facilities Supervisor for inclusion in the FY19 budget; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

Chair Kinghorn commented that other members of the Committee might have seen Director Pitts’ dashboard report for February and stated that he thought it was a good start. He said that it was geared to reduce the work for the Director and detail provided to policy-makers.

As a point of order, Chair Kinghorn stated that the Committee had made a mistake in electing him Chair, which he has recognized and will step down for Councilmember Rice to become Chair and Councilmember Buckhannon to become Vice Chair. He stated that his “position [would] be to support good government and support staff, . . .but better to do it from the side than as Chair.”

3. Adjourn/Conclusion

MOTION: Councilmember Buckhannon moved to adjourn the meeting at 8:23 a.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

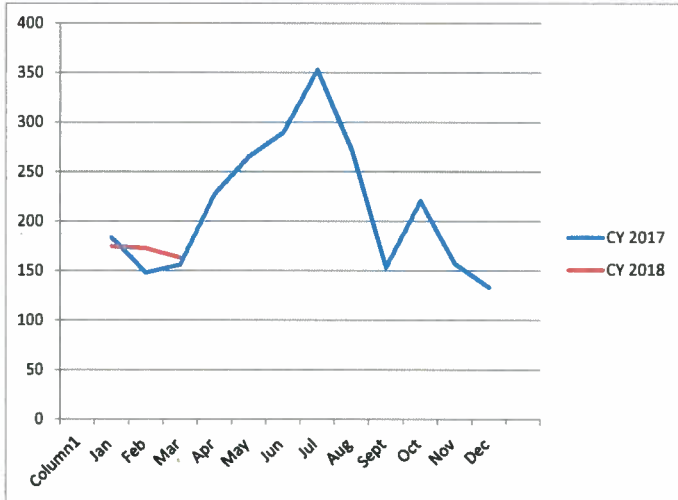
Respectfully submitted:

Marie Copeland
City Clerk

DRAFT

	CY 2017	CY 2018
Column1		
Jan	183.6	174.69
Feb	148.01	172.71
Mar	156.22	163.25
Apr	227.23	
May	265.04	
Jun	289.5	
Jul	352.94	
Aug	271.61	
Sept	153.44	
Oct	220.48	
Nov	157.03	
Dec	132.96	

2 year Garbage



General duties

Sanitation:

54.86 tons of C&D were transported to the Bees Ferry landfill in March

Landscaping/Road Maintenance:

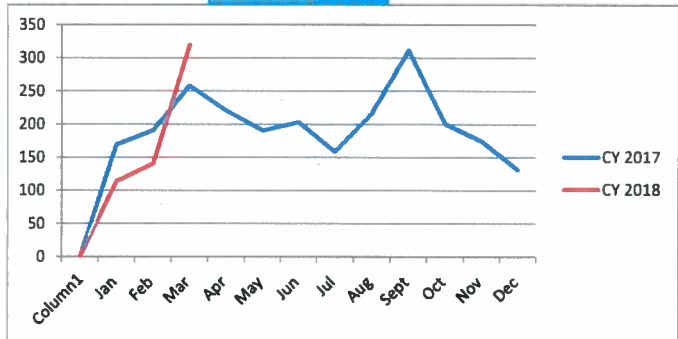
Serviced the pooper scoopers 3 times in March
 Cleaned the IOP connector of heavy debris
 Repaired the pot holes in parking of City lot from by-product of SCDOT contractor
 Pressure washed the Compactor pad 3 times
 SCDOT clearing obstructions/cleaning the sidewalk on Palm B and between 21st Ave. and 41st Ave. On March 15 and March 21st.
 Cleaned the grass intrusion on Palm Blvd between 21st Ave. and 41st Ave.
 Provided daily garbage service for the Methodist Church Tea Room the week of March 19-23

Storm Water:

SCDOT completed the construction of the stormwater system extension of an open ditch on Waterway Blvd at 31st Ave.

	CY 2017	CY 2018
Column1		
Column7		
Column8		
Jan	169.15	114.3
Feb	190.72	140.72
Mar	258.13	320.2
Apr	221.28	
May	190.56	
Jun	203.06	
Jul	158.62	
Aug	216.39	
Sept	311.54	
Oct	200.82	
Nov	174.33	
Dec	131.17	

2 year debris



Action Items

- Storm water**
Met with David Stevens and Eadies Drain & Vac. At 32nd Ave. ditch
Met with the City Administrator and SCDOT on specific concerns on the rights of way on Palm Blvd
- Continuity**
Met with Human Resources continuing the future organization and changes within the department

VEHICLE MAINTENANCE

Beginning Budget \$85,000.00

04/02/2018 GL ACTIVITY REPORT FOR CITY OF ISLE OF PALMS
 FROM 10-4620.5017 TO 10-4620.5017
 TRANSACTIONS FROM 03/01/2018 TO 03/31/2018
 Balance 3/1/2018 20,649.44

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 10 GENERAL FUND							
03/01/2018			10-4620.5017 VEHICLE MAINTENANCE	BEG. BALANCE			64,450.66
03/01/2018	AP	INV	TOW FROM BEES FERRY TO WW WILLIAMS PW	107798	275.00		64,725.66
03/01/2018	AP	INV	WIRING HARNESS FOR TRANSMISSION	1225822	278.00		65,003.66
03/02/2018	AP	INV	FILTERS/WIPERS/OIL FOR PM PW23 2012 FOR	4973292875	106.77		65,110.43
03/07/2018	AP	INV	MESH TARP FOR PW21	92727902	121.23		65,231.66
03/19/2018	AP	INV	FLAT TIRE/SERVICE CALL	6755225	988.17		66,219.83
03/22/2018	AP	INV	CREDIT FOR DUPLICATE PAYMENT OF INVOICE	CREDIT CK#50276		92.65	66,127.18
03/22/2018	AP	INV	REELED HOSE ASSY - PWD	477133-001	86.80		66,213.98
03/23/2018	AP	INV	OTR BRAKE CHAMBER PW2	93084465	31.99		66,245.97
03/31/2018			10-4620.5017	END BALANCE	1,887.96	92.65	66,245.97

Balance 4/1/2018 18,754.03



Isle of Palms Position Description

Position Title: **Public Works Maintenance & Facilities Supervisor**
Department: Public Works
Reports To: Public Works Director
Employment Status: Full -Time / Exempt
Date: July 2018

General Summary:

The Maintenance and Facilities Supervisor is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential Job Functions: *

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

Educational and Experience Qualifications:

Bachelor’s degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver’s license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Physical Requirements:

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name



**Isle of Palms
Position Description**

Position Title: **Public Works Administrative Assistant**
Department: Public Works
Reports To: Public Works Director
Employment Status: Part-Time / Non-Benefited (Under 30 hours per week)

Date: July 2018

General Summary:

Under limited supervision, this position is responsible for performing a wide variety of complex administrative support work for the Director that requires interpretation and judgment to include creating spreadsheets, forms, reports, questionnaires, budget preparation and monitoring and preparation of regulatory reports; makes travel arrangements and prepares travel reports for the department and coordinates functions for the department. Performs Plans, coordinates and prepares memos and special projects; maintains the Director's calendar and coordinates and schedules meetings; manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments.

Essential Job Functions: *

- Coordinates the administrative operations and workflow for the Director's Office
- Plans, coordinates and prepares memos and special projects
- Maintains the Director's calendar and coordinates and schedules meetings
- Manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments
- Greets visitors to the office and directs them to appropriate individual. Screen calls and visitors; responds to complex requests for information
- Serves as the departmental liaison with Human Resources for preparing and processing Family Medical Leave Act (FMLA); coordinates with Human Resources and provides work direction related personnel actions for the department
- Coordinates all incoming and outgoing mail
- Performs a variety of administrative and clerical tasks associated with the operation of the Department including; ordering supplies and equipment for the office by preparing requisitions and purchase orders, and interacting with vendors regarding specifications and availability of supplies and equipment
- Collects fees; enters and posts on computer ledger; and completes deposit slips
- Maintains departmental training records

- Develops, maintains and monitors records and files; follows-up on due dates, assignments, responses, replies, and other actions; performs other monitoring functions to ensure timely completion of work
- Collects information from a variety of sources pertinent to area of assignment; compile data as necessary and prepare routine reports as required
- Supports the Public Works Director in dealing with the public, the City Council and staff, including verbal and written communications. Maintains confidentiality as required.
- Recommends and assists in the implementation of goals and objectives; establish schedules and methods for office operations; implement office policies and procedures
- Coordinates Federal and State-required reports
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Knowledge of city legal and procurement procedures and practices;

Knowledge of office systems, practices, procedures and administration;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Ability to lead by example and demonstrate the highest level of ethics;

Knowledge of general office equipment and personal computers to include word processing, spreadsheets, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy;

Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology;

Considerable knowledge of principles and processes for providing excellent customer service;

Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations;

Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions;

Excellent ability to communicate complex ideas and proposals effectively so others will understand;

Excellent ability to listen and understand information and ideas presented verbally and in writing;

Accounting - Ability to perform arithmetic, algebraic, and statistical applications;

Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

Educational and Experience Qualifications:

Requires an Associate's Degree and 5 - 7 years of progressively responsible administrative support experience including 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and National Incident Management System (NIMS) Certifications preferred.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

PHYSICAL REQUIREMENTS:

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES:

Essential functions are typically performed without exposure to adverse environmental conditions. Occasional exposure to adverse environmental conditions may be necessary.

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I have read and accept the responsibilities outlined above.

Signature

Date

Printed name