

## **PUBLIC WORKS COMMITTEE**

9:00 a.m., Thursday, June 7, 2018

City Hall Conference Room

1207 Palm Boulevard

### **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 May 7, 2018
3. **Citizens' Comments**
4. **Department Reports for May 2018 – Director Pitts**  
Vehicle Maintenance and Trash Collection Tracking Reports
5. **Old Business**  
Update on Phase II Drainage project
6. **New Business**
  - A. Discussion of commercial dumpsters in Wild Dunes
  - B. Discussion of Cross Lane ditch
  - C. Discussion of characteristics/qualities/qualifications for the ideal candidate for Public Works Assistant Director for Maintenance and Facilities
7. **Miscellaneous Business**  
  
Next Meeting Date: 9:00 a.m., Thursday, July 5, 2018 in the Conference Room
8. **Executive Session in accordance with S.C. Code Section 30-4-70(a)(2) – if needed**
9. **Adjournment**

**Public Works Committee**  
9:00 a.m., Monday, May 7, 2018

The regular meeting of the Public Works Department was held at 9:00 a.m., Monday, May 7 2018 in the City Hall Conference Room, 11207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Buckhannon and Kinghorn, Chair Rice, Administrator Tucker, Public Works Director Pitts, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

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 Kinghorn moved to approve the minutes of the regular meeting of April 4, 2018 as submitted; Chair Rice seconded and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. **Departmental Report – Director Pitts**  
Vehicle Maintenance and Trash Collection Tracking Reports

Director Pitts reported that garbage was relatively flat against the same period last year and yard debris was up from last year. The primary action item for April was the installation of a valve on 19<sup>th</sup> Avenue. Personnel continue to clean the pad under the compactor when it is off island. The highlight for the month was the Hazardous Materials Collection and Shred Day despite the fact that the shredder went down at 10:30 or 11:00 a.m.; the company has offered to reschedule a Shred Day at no charge to the City since they were unable to fulfill their obligation. The most expensive item in vehicle maintenance was the replacement of six (6) tires for three thousand dollars (\$3,000).

Chair Rice asked if the white fencing adjacent to Oceanside Condominiums had been removed, and the Director replied that it had been removed and temporarily replaced with orange safety fencing.

5. **Old Business**

A. **Update on drainage issues at 32 Thirty-second Avenue**

After a location mix-up for a meeting on April 23<sup>rd</sup>, representatives from Charleston County met with Mr. Burke and his neighbor, but no City staff members were present.

According to Administrator Tucker, this problem has now come full circle. She stated that the problem has been identified as has the solution, but the County will not commit the funds of one hundred fifty to two hundred thousand dollars (\$150,000 – \$200,000) to resolve the problem. The question of who owns the easement has been answered, and it is Charleston County, and the problem still exists.

In addition, Mayor Carroll and Administrator Tucker met with Dickie Schweers, the City's representative on County Council, who agreed to look into it.

If the easement is confirmed to belong to Charleston County, Councilmember Kinghorn supported the City sending an official letter on behalf of Mr. Burke and Mr. Opoulos asking them "to do everything they can to expeditiously work with the citizens to resolve the problem."

**B. Status of Phase II Drainage Project and consideration of a change order in the amount of \$9,073.98 for the relocation of junction box to avoid conflict with SCE&G power line**

Included in the meeting packet was a letter and a drawing of the affected area; David Stevens of Civil Site Environmental stated that the junction box was not located initially, but personnel found the cable as they were digging. The piling goes to the guard house, and, to tie the existing line into the new line, a junction box must be added.

Councilmember Kinghorn asked if a light was needed at that location; he stated that he was bothered that SCE&G has seventy-five thousand dollars (\$75,000) annually in its non-standard service clause with the City that goes un-used. He said that he would like to see the City include a lighting project totaling seventy-five thousand dollars (\$75,000) in the budget every year or a more significant project every five (5) years.

Administrator Tucker reminded Councilmember Kinghorn that the non-standard service clause funds had to be spent on decorative lighting.

**MOTION: Councilmember Kinghorn moved to approve the change order for \$9,073.98; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.**

2

Since the amount of the change order was below the ten thousand dollar (\$10,000) toggle in the Procurement Code, the change order would be reported on at the Council meeting.

**C. Review of FY19 Public Works Budget**

Chair Rice reviewed the changes made to the Public Works budgets at the budget meeting as listed below:

- ½ the professional fees for the study for island-wide sewer \$ 50,000
- Drainage outfall improvements 400,000
- Assistant Public Works Director for Maintenance and Drainage 158,779

Chair Rice noted that seventy-five thousand dollars (\$75,000) had been left in the FY19 budget for drainage contingency, and she asked what could realistically be done for that amount of money.

Mr. Stevens explained that valves could be replaced for that sum since little or no professional fees would be involved.

The Chair then asked Mr. Stevens which outfall was in the worst condition based on his experience and knowledge of the island's drainage issues

Mr. Stevens responded that his plan was to start with the 41<sup>st</sup> Avenue outfall, down to the outfall at 31<sup>st</sup> and the next one (1) up for surveying, to figure out what could be done and to go upstream a little bit and identify what should be done to set the outfalls up, then engineering, permitting and surveying.

On the subject of the completion of the Phase II Drainage Project, Assistant Fragoso said that the completion would be delayed a bit more than expected since the contractor has been asked not to work on the weekends through the summer; he has also been asked to staff-up when the project reaches Palm Boulevard, which might speed up the work.

Director Pitts commented that both the flatbed Mack and the Mack garbage packer will not be delivered until FY19; therefore, they have been rebudgeted.

## **6. New Business**

### **A. Consideration of FY19 CTC requests**

Assistant Fragoso said that the Public Safety Committee was also asked to give an opinion on what projects the City should submit for consideration, and they supported re-submitting the projects requested for FY18, i.e. reconfiguration of the intersection of 14<sup>th</sup> Avenue and Palm Boulevard and regulation bike paths on both sides of Palm from 21<sup>st</sup> Avenue to 57<sup>th</sup> Avenue.

**MOTION: Councilmember Buckhannon moved to submit the same projects in the same order that were requested in FY18; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.**

### **B. Consideration of job description for Assistant Public Works Director for Maintenance and Facilities**

Director Pitts indicated that he was pleased with the job description included in the meeting packet.

Chair Rice voiced concern over one (1) of the Physical Requirements that stated:  
“Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazard.”

Councilmember Buckhannon stated that a chemical exposure could be use or contact with bleach and an electrical hazard could be as simple as plugging in an electrical tool.

Based on discussions at the Personnel Committee, the Administrator commented that, if a search firm was hired to assist in filling this position, they would want input from the Committee on what qualities the Committee would be looking for in the ideal candidate.

Assistant Fragoso asked that the Committee members mull over this issue to be able to discuss it at the June meeting.

Councilmember Kinghorn suggested that Director Pitts develop a list for the Committee’s review.

## **7. Miscellaneous Business**

Director Pitts announced that weekly recycling will return to the island the week following the week of Memorial Day, Wednesday, June 13<sup>th</sup>, and twice a week garbage collections will begin the week of Monday, June 4<sup>th</sup>.

Next Meeting Date: 9:00 a.m., Thursday, June 7<sup>th</sup> in the Conference Room.

The Committee agreed to meet on the first Thursday of the month at 9:00 a.m. for the balance of the year.

8. **Executive Session** – not needed

9. **Adjournment**

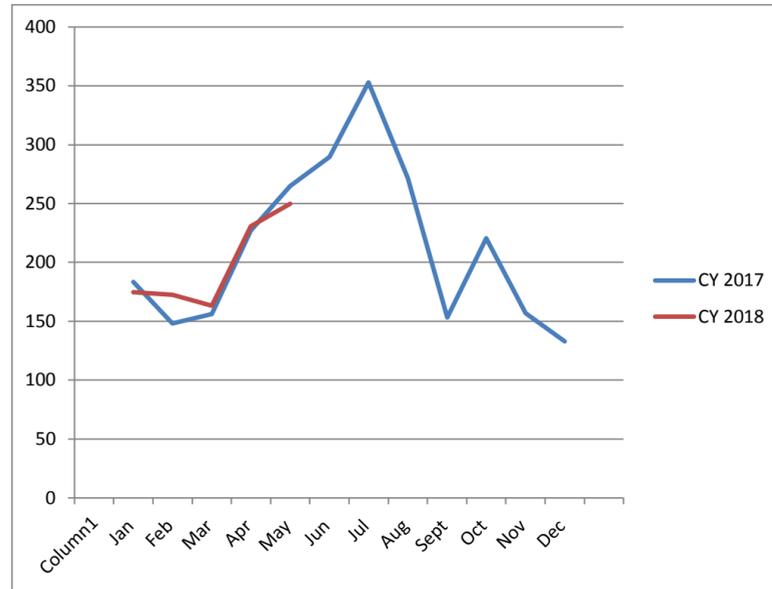
**MOTION: Councilmember Buckhannon moved to adjourn the meeting at 9:47 a.m.; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk

	CY 2017	CY 2018
Column1		
Jan	183.6	174.69
Feb	148.01	172.71
Mar	156.22	163.25
Apr	227.23	230.87
May	265.04	249.85
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:**

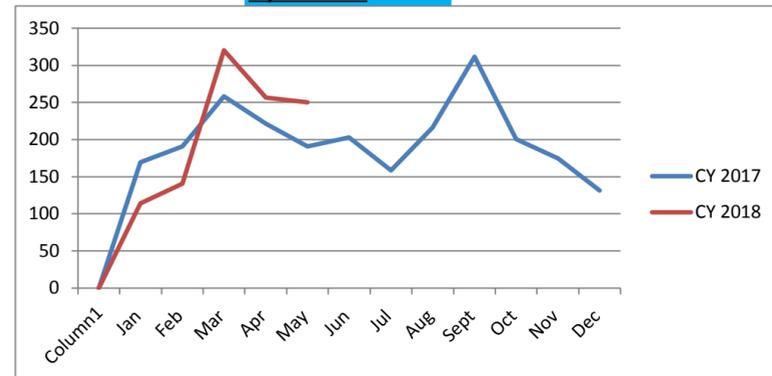
51.49 tons of C&D were transported to the Bees Ferry landfill in May.  
 Wednesday May 30 garbage collection from 30<sup>th</sup> Ave. thru Wild Dunes required overtime 2.5 h

**Landscaping/Road Maintenance:**

Serviced the pooper scoopers 4 times in May.  
 Cleaned the sidewalk from 10<sup>th</sup> Avenue to 12<sup>th</sup> Avenue.  
 Mowed the Right of Way from 21<sup>st</sup> – 41<sup>st</sup> two times in May.  
 Mowed the 41<sup>st</sup> Ave. ditch.  
 Picked up loose trash during weekdays at Municipal lots.  
 Beach sweeps for May were May 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 25<sup>th</sup>, and May 29<sup>th</sup>.  
 Pressure washed the City compactor pad 3 times in May.  
 Buried two turtles on the beach in May

	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	256.24
May	190.56	249.91
Jun	203.06	
Jul	158.62	
Aug	216.39	
Sept	311.54	
Oct	200.82	
Nov	174.33	
Dec	131.17	

**2 year debris**



**VEHICLE MAINTENANCE**

Fund 10 GENERAL FUND  
 05/01/2018 10-4620.5017 VEHICLE MAINTENANCE  
 05/08/2018 AP INV REBUILD 2 HYDRAULIC CYLINDERS 17278  
 05/09/2018 AP INV BOBCAT - TRUCK FLAT REPAIR 6863103  
 05/15/2018 AP INV HYDRAULIC CYLINDER REPAIR 17334  
 05/17/2018 AP INV PW-24 2009 MACK - DIAGNOSTICS FOR A LEAK AW19986  
 05/21/2018 AP INV PW-26 34,503 MILES (9) BFG TIRES REPLACE 6885537  
 05/30/2018 AP INV PW-24 2009 MACK DIAGNOSTICS & HVAC ASSY 6900540  
 05/31/2018 10-4620.5017

Beginning Budget	\$85,000.00
Balance 4/1/2018	18,754.03
BEG. BALANCE	70,794.24
611.88	71,406.12
172.50	71,578.62
313.58	71,892.20
678.94	72,571.14
4,083.45	76,654.59
375.66	77,030.25
<b>END BALANCE</b>	<b>6,236.01</b>
<b>Available 6/01/2018</b>	<b>7969.75</b>

**Action Items**

none to report

hours each from staff for completion.