

PUBLIC WORKS COMMITTEE

5:00 p.m., Tuesday, April 10, 2012

The regular meeting of the Public Works Committee was held at 5:00 p.m. on Tuesday, April 10, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Carroll and Loftus, Chair Buckhannon, City Administrator Tucker, Public Works Director Pitts, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Buckhannon called the meeting to order and acknowledged that the public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Loftus moved to approve the minutes of the regular meeting of March 7, 2012 as submitted; Councilmember Carroll seconded and the motion **PASSED UNANIMOUSLY.**

3. **Citizens' Comments** – None

4. **Department Reports for March 2012** – Director Pitts

A. Maintenance Reports

Director Pitts reported that the emphasis for March had been preparing the beach and beach accesses by replacing mobi mat where needed. In addition, personnel assisted with the removal of sand bags as they surfaced in the shoal management area.

No major vehicle expenses were incurred in the month

Responding to Councilmember Loftus' question about the number of bags removed, the Director said that, the first day, they removed about forty (40), but only a handful on other days.

B. Trash Collection Tracking Reports

Both trash and debris collections were up for the month of March, but no trucks went to 4B in the month.

Chair Buckhannon asked how well island residents were responding to the switch to paper bags for yard debris. The Director explained that he has instructed his crews not to pick up plastic bags, and, when the resident calls to know why his garbage is still in front of his home, Director Pitts explains that a crew will come, rip the bags open and get the debris and, in the future, to use paper bags or containers to be emptied for yard debris.

C. Report on Hartnett Boulevard Drainage Improvement

Administrator Tucker explained that an area along Hartnett Boulevard has voids where the drainage line has been compromised; at Director Pitts' request, both Charleston County and Eadie's have looked at the area. Charleston County will make the necessary repairs with

money from the NPDES fund for twenty-nine hundred twenty dollars and ninety-cents (\$2,920.90), which is the cost of materials; the Administrator added that she has signed off on Charleston County doing the work. Eadies' quote for the work was fifteen thousand two hundred dollars (\$15,200), a figure that includes both labor and materials.

5. Old Business

A. Review of FY13 Capital and Operating Budgets

Administrator Tucker reviewed the items that are global to all departmental budgets, i.e. a three percent (3%) merit pool, a state mandated increase to retirement, insurance increase from SMIRF, and fuel at four dollars and a quarter (\$4.25) per gallon.

General Fund Expenditures

Temporary Labor	\$ 169,335
This number is evaluated each year.	

Councilmember Loftus asked why five hundred dollars (\$500) was being budgeted for meetings and seminars and for employee training when little or nothing was spent in FY11 and nothing has been spent year-to-date. The Administrator explained that this is a place holder should new regulations/requirements be passed that require the Director get additional training and/or education to implement.

Based on actuals, Councilmember Loftus thought that the street signs line could be reduced to three thousand dollars (\$3,000); Director Pitts remarked that he has actually spent one thousand dollars (\$1,000). The Administrator commented that the version of the budget that will be available for the budget workshop will have nine (9) months of actual data, but she stated that she thought that this budget line needed to be increased based on what is happening with the parking management discussions.

Director Pitts reported that he will be under budget for the garbage cart procurement line; since he has forty (40) roll-out carts on hand, he will not be ordering in FY12.

Capital Projects

Public Works Construction in Progress	126,750
---------------------------------------	---------

Originally the design and engineering for 42nd to 52nd Avenue drainage project was split evenly between FY12 and FY13, but it appears that only twenty-five percent (25%) of the work will be completed this year.

Public Works Capital Outlay	56,500
Includes a re-budget of \$44,000 for the 1207 and 1301 Palm project because work will be delayed by the project SCE&G is planning	

Chair Buckhannon recalled that fifteen thousand dollars (\$15,000) had been budgeted each to 1207 and 1301 Palm Boulevard; Administrator Tucker stated that a good bit of those funds have been spent and the amount being re-budgeted is from the project budget.

Councilmember Loftus asked that the fence along 13th Avenue at Public Works does not appear to need to be replaced; Director Pitts noted that the replacement was on the ten-year plan and was deferred last year.

Municipal Accommodations Fee Fund Expenditures

Public Works Capital Outlay	\$ 25,000
Mobi Mat material to stabilize sand beach accesses, addition to inventory of the material	

Hospitality Tax Fund Expenditure

Public Works Maintenance and Service Contracts	56,000
Annual City-wide landscaping service	

Councilmember Loftus noted that the monthly landscaping expense through eight (8) months is averaging four thousand dollars (\$4,000), or forty-eight thousand dollars (\$48,000) annually; the budgeted amount represents a seventeen percent (17%) increase over the actual amount spent in FY11. Administrator Tucker noted that the annual contract is for fifty-six thousand dollars (\$56,000) and provides for four (4) color changes per year and pine straw; she opined that the fluctuation is from the provisions for additional activities that are requested by the City. The budget amount assumes the worst case scenario with all provisions included, but the Administrator agreed to check the contract.

State Accommodations Tax Fund Expenditures

Capital Outlay	165,290
Includes a re-budget for the Front Beach restroom walkover replacement and another dune walkover in FY13 at \$80,000	

Councilmember Loftus asked which dune walkover was to be replaced in FY13; Administrator Tucker stated that the one at Sea Cabins was most in need. Councilmember Loftus asked whether the City could skip a year and use the funds for another purpose. The Administrator stated that she understood the money earmarked last year as the beginning of a process to have money annually to tend to the beach accesses and beach paths; she noted that no maintenance was done for several years resulting in some accesses being in poor condition and some walk-overs would not meet code today. The Administrator expresses the opinion that budgeting money for the upkeep of the walkovers and accesses was a sensible thing for the City to do; some grant funds are available that are fifty-fifty (50-50) matching grants.

Additionally, Administrator Tucker commented that the delay in completing the dune walkover in FY12 was caused by researching the new material, which was time well spent for an access with a longer life and with considerably less maintenance. Ultimately the use of the concrete-based material will mean that money will not have to be budgeted in the future on an annual basis.

MOTION: Chair Buckhannon moved to send the budget as presented to Ways and Means; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.

B. Delay in Resurfacing Schedule

The list of streets on the schedule included in meeting packets was identified by the Charleston County computer program and substantiated by a site visit as being in need of resurfacing in 2012, and the IOP Water and Sewer Commission has a capital improvements plan that involves some of the same streets. To avoid tearing up newly resurfaced roads, the City has asked that resurfacing be delayed for Palm Boulevard from 42nd Avenue to 57th Avenue and 57th Avenue; they will be included in the 2013 resurfacing plan.

C. Continued Discussion Related to Site Improvement to 1207 and 1301 Palm Boulevard

In light of the program SCE&G is initiating, Administrator Tucker recommended that any action on these properties be delayed.

6. New Business

A. Discussion of Boardwalk Donation on Ocean Boulevard

Administrator Tucker announced that the property owner at 106 Charleston Boulevard would like to finance an elevated dune walkover along the access between 108 and 110 Ocean Boulevard. This beach path is not like the Ocean Boulevard paths located on street extensions, but is private property with an easement for beach access. (Photographs are attached to the historical record of the meeting.) The easement language says no structures; the Administrator believes that the intent of the language is no houses, garages, sheds, etc., but it may complicate the ability to do this. The property owner's intention is to convey the walkover to the City, and the City would assume responsibility for maintenance.

Chair Buckhannon noted that the walkover as proposed would be wooden, which the City is trying to get away from because wooden walkovers require more maintenance and do not have a long life.

The Administrator had an aerial picture of the easement and path of the beach access that clearly shows the length of the path and the way the path wanders onto private property. The person who actually wants to make the donation lives across the street at 106 Charleston Boulevard.

Administrator Tucker explained that she was seeking input from the Committee that, if a legal work-around to the language of the easement that is satisfactory to be able to put a constructed walkover there, is the City interested in accepting it as a donation and taking over the maintenance.

When Chair Buckhannon questioned the phrase "legal work-around," Assistant Dziuban related that the City Attorney has found conflicting or contradictory language in the easement document.

Councilmember Carroll questioned that the donor had spoken with the property owners on either side of the easement; Assistant Dziuban expressed the opinion that he had not and that his first step had been to find out if the City was interested.

Councilmember Carroll was also concerned about an OCRM permit and any interests the Beach Company may have since it created the easements/beach accesses. The Administrator agreed that this person would have to get an OCRM permit for the area that falls under their jurisdiction. The Administrator noted that she did not think the Beach Company had any standing since they granted the easements. On the subject of liability, Administrator Tucker stated that the City would have liability once the walkover was conveyed to the City.

Elements of the ensuing dialogue referenced the length of the path, the expense to replace it when the time arose and limited traffic.

Councilmember Loftus asked what the downside of accepting the donation was to the City; the Administrator stated that the primary downside was the maintenance and potential liability. Voicing her personal opinion, the Administrator stated that she thought it was better to have walkovers through the dunes than to have people trampling through the dunes.

Councilmember Carroll remarked that pilings are driven into sections of the existing path; Director Pitts stated that the pilings are the remains of a sunken bulkhead.

Administrator Tucker was seeking a recommendation from the Committee either to pursue the donation or to tell the property owner that the City would not be interested in accepting the donation.

Councilmember Carroll expressed the opinion that the adjoining property owners must agree to the construction of the path between their homes.

Chair Buckhannon stated that, with the attempts being made to spread out parking, to build an access path that makes it easier for people to use that section of the beach is worthwhile.

Councilmember Loftus said that he was in favor of accepting the donation despite the fact that to do so will grandfather an expense for future City Councils to deal with; he also wanted to be assured that all of the stakeholders were supportive of the walkover's construction. The Chair commented that the neighbors would have an opportunity to support or to object to the walkover in the permitting process with OCRM.

The consensus of the Committee was to pursue the donation.

B. Status of Procurement – Fuel Management System

Administrator Tucker mentioned that this item could have been on the agenda as a “contract in excess of \$10,000.”

Assistant Dziuban stated that the fuel management system currently in place is not operational; now a clipboard is at the fueling station for employees to record the date, vehicle number and fuel pumped. The City needs a system that will generate reports for the City Treasurer, can be managed by the Public Works Director, and is accessible by Department Heads to track fuel usage in each department.

Solicitations were sent to four (4) vendors, and two (2) vendors, Gas Boy and Fuel Force Fuel Management, responded with quotes. The Assistant stated that Gas Boy quote was not considered to be a strong quote for the City because it is filled with conditions and the vendor did not make a site visit to fully understand what they would be working with. The quote from Fuel Force did perform a site visit; their quote was for thirty-six thousand one hundred eighteen dollars and fifty-three cents (\$36,118.53) for the software and replacement of the hardware. Assistant Dziuban noted that the final cost could be less if any hardware currently in place is salvageable.

Director Pitts has been tasked with contacting other users of the Fuel Management system prior to the Ways and Means Committee meeting to determine their level of satisfaction; Charleston County uses this system.

Included in the Public Works Capital Budget each year is twenty-five thousand dollars (\$25,000) for drainage contingency; since no money has been spent out of that line in FY12, it could be the source of funds for the amount over the thirty thousand dollars (\$30,000) budgeted for this purchase.

Director Pitts explained that the system being recommended includes a ring adapter for each vehicle; gasoline cannot be pumped into a vehicle that does not have this ring installed. The City currently has sixty-three (63) vehicles in the fleet, including watercraft.

Councilmember Loftus asked what the annual maintenance costs would be; Assistant Dziuban reported that they would be five hundred forty dollars (\$540) for wireless data transfer.

Councilmember Loftus asked how much rings would cost for new vehicles purchased each year; Director Pitts explained that the rings are transferable by a qualified technician.

MOTION: Councilmember Carroll moved to recommend the award of a contract to Petroleum Equipment and Services, Inc. for a fuel management system in the amount of \$36,118.53 from Capital Projects; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY.

C. Consideration of Contracts in Excess of \$10,000 – None

7. Miscellaneous Business

Request for Drainage Services – 16 Twenty-fifth Avenue

Administrator Tucker related that the resident at 16 Twenty-fifth Avenue has requested drainage assistance; both the City and the County have made repairs to the ditch in that area. Director Pitts stated that he would inspect the site, but he indicated that the problem is that, at 25th and Waterway, the ditch goes from a huge ditch to a fifteen (15) inch piped ditch; the constriction causes the water to back up.

Councilmember Loftus reported that a resident had approached him saying that the NO PARKING signs were very boring and suggested that the City become more creative and have signs with palm trees or turtles or surf boards, etc. on them to be more unique and beach-oriented.

Chair Buckhannon explained that SCDOT has regulations for signs in their right-of-way.

Councilmember Loftus commented that debris left in the right-of-way takes up valuable parking areas on Palm Boulevard on the weekends, and he suggested that the Public Works Department should make a Friday afternoon runs to clear the rights-of-way. Director Pitts stated that Palm Boulevard is serviced twice a week, the second being on Friday mornings between 7:30 a.m. and 10:00 a.m. The Director explained that all trucks have to leave the island by 11 a.m. in order to get to Bees Ferry to unload and get back by 3:30 p.m. to be cleaned and readied for Monday.

Next Meeting Date: 5:00 p.m., Monday, May 7, 2012 in the Conference Room.

8. Adjourn

MOTION: Councilmember Loftus moved to adjourn the meeting at 6:15 p.m.; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk