

PUBLIC WORKS COMMITTEE

5:30 p.m., March 11, 2014

The regular meeting of the Public Works Committee was held at 5:30 p.m., Tuesday, March 11, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle, of Palms, South Carolina. Attending the meeting were Councilmembers Ferencz and Loftus, Chair Ward, Administrator Tucker, Director Pitts, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ward called the meeting to order and acknowledged that the press and 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 January 14, 2014 as submitted; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. Departmental Reports for January – February 2014 – Director Pitts

Director Pitts stated that the overtime in January was attributable to the ice storm, and, in February, the work focus was on cleaning the beach paths on the island.

Responding to Councilmember Ferencz, the Director said that there are groups that will do beach sweeps periodically, and he often uses the young people who have been given community service through the court system for cleaning the debris from the beach paths.

Garbage collection continues to trend downward; Councilmember Loftus added that he thought the weather played a part in January collections.

Councilmember Ferencz questioned the wide difference in "C&D" between January and February. Director Pitts explained that C&D is non-traditional debris; he indicated that he uses the truck to store these materials and the difference is a matter of when the truck gets full or a matter of timing.

MOTION: Chair Ward moved to re-order the Agenda to discuss the recycling bin at the marina immediately after the pilot recycling program; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.

5. Old Business

A. Charleston County Pilot Recycling Program on the Beach

Administrator Tucker introduced Hal Crawford, who works for Charleston County in the Environmental Division. The introduction of single-stream recycling has changed some recycling habits for island residents, and the City has had requests for recycling on the beach. Charleston County is offering the City the opportunity to be the demonstration project for a pilot program of recycling on the beach. The way this program is contemplated for this upcoming

beach season, beginning on Memorial Day, the County will place the bins on the beach and is recommending that the City amend Bill Schupp's contract to include emptying the recycling bins. The City would look to Charleston County for reimbursement on the cost of this amendment; assuming the plan is successful, Charleston County will likely contract with Mr. Schupp for this service in future years.

Director Pitts noted that the blue, rollout recycling carts cannot be serviced on the beach; therefore, the recycling containers on the beach will be blue fifty-five (55) gallon drums.

There will be a collection point for the recycled materials for the County to pick up and take off the island.

The Administrator sees this as an opportunity to start recycling on the beach in the area since Charleston County has not reached out to any other beach community in the area.

Mr. Schupp confirmed that he would make two (2) beach sweeps, i.e. one to collect garbage from the yellow barrels and a second for the recycling.

Administrator Tucker stated that there should be no cost to the City since Charleston County is supplying the recycling bins and is going to reimburse the City for the increase in Mr. Schupp's contract. Chair Ward asked if the County had agreed to reimburse the City; the Administrator said that, once she got solid figures from Mr. Schupp, she would make sure the County is agreeable to it and move forward.

Councilmember Loftus asked Mr. Crawford how they planned to educate the public about recycling on the beach; Mr. Crawford responded that the County has an education staff that could produce whatever materials for the City wanted, as well as visit the rental companies.

According to Mr. Crawford, the target date to start the program is Memorial Day weekend.

Councilmember Ferencz asked if there would be recycling bins at each beach access, and Director Pitts commented that, from 7th Avenue south, there are no barrels because there is no beach, and the same is true from Ocean Club to Dewees Inlet. Administrator Tucker remarked that the heavily used beach accesses have more than one (1) trash barrel. If the City decides to proceed with this program, the Director would look to strategically place the recycling bins where the probability of success is the highest; the Director expects more contaminated recycling in the commercial district.

The Administrator explained that there is no need for Committee action since there is no money involved; she also stated that the City will know pretty quickly whether the program is working or not.

Mr. Crawford said that they get contamination in the single-stream recycling now, but they have automatic equipment to sort out the non-recyclable material.

MOTION: Councilmember Loftus moved to proceed with the pilot program for recycling on the beach; Chair Ward seconded.

Mr. Schupp said that he worked up a figure earlier in the day, and it is three hundred dollars (\$300) per run for sixty (60) barrels; he added that it would be vital to the success of the program for Charleston County come onto the island every day to remove the recycling collected.

Administrator Tucker said that she would get back with the County to finalize the details.

VOTE: The motion PASSED UNANIMOUSLY.

Additionally, the Administrator told the Committee that she is in the talking stages with Charleston County Recycling about changing the recycling pickup day to Monday; to do so would mean moving a lot of things around within the County system, but it would probably eliminate a great deal of confusion on the island. If the collection is moved to Monday, it would mean taking both garbage and recycling on the same day for half of the island, and it would make recycling easier for rentals that change hands on the weekend.

C. Recycling Bin at the Marina

Administrator Tucker reported that the Real Property Committee has been discussing the marina site a lot relative to parking and designs for future enhancements; taking up needed parking spaces are two (2) large recycling bins.

The Administrator explained that Mr. Crawford had gotten this graphic for her showing that the introduction of single-stream recycling to the island has greatly reduced the volume of material being put into the bins at the marina. (A copy of the graph is attached to the historical record of the meeting.) Staff believes that the introduction of single-stream recycling has impacted the volume of materials dropped at the marina.

Currently there is a recycling bin in Wild Dunes behind the Sweetgrass Pavilion and another in the small parking lot on Front Beach.

Charleston County is getting into commercial recycling and can place alternate recycling containers at the businesses at the marina; with these in place, the City could have the two (2) large containers removed from the marina site. Mr. Crawford has agreed that he could increase the servicing of the remaining ones in Wild Dunes and Front Beach.

In addition, the Real Property Committee also discussed alternate sites for the containers at the marina; the Administrator reported that she had met with George Gross of the IOP Water and Sewer Commission earlier in the day about possibly housing them on the Commission's property at 41st Avenue and Waterway Boulevard.

From the Real Property Committee meeting, the tenants indicated that they supported removing the recycling containers from the marina.

Councilmember Loftus expressed the opinion that the rental houses are generating the recycling going into the marina bins and that there have been reports of the cleaning

crews taking the recycling out of the cart and putting it with the garbage. He then asked Mr. Crawford if, during peak season, the island could have a weekly pickup of recycled materials, and Mr. Crawford responded that the County does not have the equipment needed for weekly pickup.

Councilmember Loftus suggested that each rental property have two (2) recycling bins, and Director Pitts said that there were rentals on the island with as many as six or eight (6-8) recycling bins.

Councilmember Ferencz inquired about who uses the bins at the marina and thought that it was likely boat owners, but the Administrator recalled that there are recycling bins on the docks for boaters.

Chair Ward asked what the Administrator's recommendation was and Administrator Tucker replied that she would like to see them removed, the placement of individual bins at the businesses and a campaign of public education of recycling drop-off points on the island. The people that the Administrator thought might balk at having the recycling bins removed would be residents of Goat Island.

MOTION: Councilmember Loftus moved to remove the large recycling bins at the marina and to place individual recycling containers at the businesses; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Councilmember Loftus voiced concern over public education, and Administrator Tucker stated that she would reach out to both the community association and the resort, as well as put information on the City's website and tap into the education resources available at Charleston County.

B. Update on Front Beach Lighting

Administrator Tucker noted that the issue of the Front Beach being dark has also come up at the ATAX Committee, and, for now, the City will get some advantage from the time change. The Administrator stated that the LED lights are more environmentally friendly, but do not produce as much light. As the result of a trip-and-fall last year, the City has installed a light at the Seaside Inn that is not aesthetically pleasing; if this type of light were to be placed on every tree, the cost would be approximately eighty-five hundred dollars (\$8,500). The Administrator suggested getting the assistance from a landscape planner who is familiar with lighting areas to give the City ideas about what could be done to improve the lighting at Front Beach, but also be attractive and environmentally friendly.

Councilmember Loftus expressed concern about crime and stated that the Number One deterrent to crime is good lighting. He stated that he did not want more lights like the one at the Seaside Inn, but he did have three (3) ideas:

1. Wind the small lights that are encased in heavy duty plastic around the base of the trees;

2. String lights on industrial strength wiring under the ball of the palm trees from tree to tree in an arc on both sides of the street; or
3. Use money from the Plant-A-Palm fund to plant live oaks at the end caps at Front Beach and use the lights like on Coleman Boulevard.

Administrator Tucker thanked him for his ideas and assured him that staff would research each.

Councilmember Ferencz asked if there were electrical plugs available; Director Pitts said that there are none on the ocean side, but otherwise yes.

Chair Ward added that he thought adding Front Beach lighting would be a good use of ATAX and Hospitality taxes.

6. New Business

A. Review of FY15 Revenue Projections

Administrator Tucker said that, since these were reviewed at Ways and Means in February, she did not plan to re-visit them unless someone has a question.

B. Review of FY15 Operating and Capital Budgets

The Administrator stated that no new personnel are contemplated for Public Works; she remarked that the Personnel Committee is evaluating the pros and cons of hiring a mechanic to service the entire City fleet; if that is approved, the expense of that new person would fall under Public Works. The next five (5) lines of the operating budget are functions of payroll and are increased accordingly.

Other line items that have increased for FY15 are:

Vehicle fuel and oil	\$101,120
Increased based on actual year-to-date; may be adjusted downward	
Electricity and gas	76,000
Increased based on actual	
Telephone and cable	10,000
Increased based on actual	
Cleaning and sanitary supplies	3,000
Increased based on actual	
Insurance	28,879
Current rate plus 5%	

The Public Works operating budget increases by four percent (4%)

Councilmember Loftus questioned the six percent (6%) merit pool; he understood the action taken in this fiscal year to be a one-time event. Administrator Tucker said that her impression was that the City did not want to get into the circumstance it was in last year by having the pool so small that it was not keeping pace with salaries in the region; therefore, the merit pool should

keep pace with other local governments in the area. Councilmember Ferencz also stated that her understanding was the change was on-going.

The Administrator noted that other local municipalities regularly have compensation studies done, and, when they do, they increase salaries - that is what causes the City to fall behind. The Isle of Palms does not have a pattern of having these studies done and then adopting their recommendations from the study. Administrator Tucker added that the Personnel Committee is in the initial stages of reviewing wage ranges for all City positions and looking at ones that may be out-of-line with other local governments, but it will be several months before the Committee will be ready to make recommendations to City Council.

Capital Projects expenditures for the Public Works Department include the following:

Construction in Progress	718,500
Remaining engineering/design & 50% of estimated construction cost of Phase II Drainage Project	
Capital outlay	253,333
1/3 cost of garbage packer; replace privacy fence, access and safety improvements, required improvements for stormwater compliance plan design and construction	
Drainage contingency	25,000
Annual contingency	
Drainage – Eadies	88,400
Per drainage maintenance plan	

Administrator Tucker indicated that half of the expense of the Phase II Drainage – seven hundred eight thousand five hundred dollars (\$708,500) – is included in this budget, but she noted that the City does not have that amount of money on-hand to initiate the program and get half way through it in the coming year; therefore, that number must be refined down. In FY15, the recommendation from staff may be to continue to save for this project. The design engineer has been asked if there is a significantly smaller piece of the work that the City could do in the coming year. The City saved two hundred thousand dollars (\$200,000) last year and received the one hundred thousand dollars (\$100,000) from Charleston County for a total reserve of three hundred thousand dollars (\$300,000).

Chair Ward commented that two hundred eighty-one thousand dollars (\$281,000) was budgeted in capital outlay for FY14 and nothing appears to have been spent; he asked if this was part of the City's surplus at year end. The Administrator said that it would have been a piece of the total; she added that these positive net results are from receiving more revenue than anticipated and from not accomplishing certain tasks during the year.

For the stormwater improvements, Charleston County has been doing the design work and Kelly Messier is due to come back with a new plan at the end of the week, so work is on-going. The City is out of compliance with the NPDES and the work must be done.

In Chair Ward's opinion, the fact that the City has large surpluses year after year is a sign that the City is not doing a good job with the budget. Administrator Tucker recalled that Council had been given the detail on exactly what made up the positive net gain for the last couple of years.

When asked how much of the stormwater project would be completed in the coming year, Director Pitts said that a lot of the work is based on the engineering being done by the County and marrying that work to Kelly Messier's landscape work. Administrator Tucker assured that Committee that, if enough work can be accomplished in the next couple of months to narrow down these figures, the reduced estimates will be included in the budget.

Responding to Councilmember Loftus' questions about the increase to the Eadie's contract, Director Pitts explained that the amount was driven by the number of linear feet of ditches to be cleaned which changes every year.

From discussions at the Real Property Committee, Councilmember Loftus asked whether the 41st Avenue ditch got additional attention from Eadie's; the Director stated that the City does not provide extra attention, but the fact that it is DOT's means that it get additional general maintenance.

The only change to expenditures for the Public Works Department from Municipal Accommodation Fee is one third ($\frac{1}{3}$) the cost of the new garbage packer.

Hospitality Taxes are planned to fund the replacement of the garbage compactor in the small municipal parking lot listed at seventy-five thousand dollars (\$75,000). The compactor is in bad condition, so Director Pitts moved it from FY16 to FY15 for replacement, but the cost can be reduced to thirty thousand dollars (\$30,000). The original cost was used for the replacement, but the original installation involved the pad and other work that will remain in place.

The costs for pooper-scooper bags and stations, the beach trash cans and the remaining third ($\frac{1}{3}$) of the new garbage packer are budgeted to be paid from State Accommodations Taxes.

In reviewing the ten-year capital plan, Councilmember Loftus asked if there was a specific date in 2017 by which the underground storage tanks have to be replaced; he suggested postponing the replacement until FY18. Director Pitts has a date when the new tanks have to be in-service that he would have for the Ways and Means Committee meeting.

Chair Ward pointed out that forty-four thousand dollars (\$44,000) has been in the budget for a couple of years for parking and safety improvements to 1301 and 1303 Palm Boulevard. The Administrator said that the City has been waiting for SCE&G to complete their work on the site before proceeding, and they have been unable to give the City a completion date.

Administrator Tucker concluded with a review of the new budgetary tool for Council that spreads a department's expenses to the funding sources and shows what percentage of the overall number is supported from said funds. In FY15, eighty-six percent (86%) of the Public Works budget is coming from the General and Capital Projects funds and fourteen percent (14%) from tourism funds. The knowledge that one-third ($\frac{1}{3}$) of the IOP residences are short-term rentals justifies assigning temporary labor expenses to tourism funds.

C. Consideration of Re-surfacing Alleys between 42nd and 43rd Avenues and between 44th and 45th Avenues

The Administrator remarked that the IOP Water and Sewer Commission has been doing infrastructure work in the vicinity on the connecting streets between the finger streets, and their work plan is to repair only the scars that they have made. The two (2) alleys referenced are in poor condition, and Eadie's is in the area working now; they have issued a quote for re-surfacing these alleys. Director Pitts had photographs of the alleys for the Committee.

Councilmember Loftus asked if these were City-owned streets; the Administrator responded that they are not DOT roads, but she found no indication that they are private. Director Pitts confirmed that these are indeed public roads with public rights-of-way.

Director Pitts also noted that he has received a letter from a resident of the alley between 42nd and 43rd Avenue asking what improvements could be made.

When asked by the Chair about a source of funds for the project, the Administrator stated that staff's recommendation was the drainage contingency fund that has a remaining balance of ten thousand dollars (\$10,000).

MOTION: Chair Ward moved to recommend approval for \$6,800 to resurface the alleys between 42nd and 43rd Avenues and between 44th and 45th Avenues; Councilmember Ferencz seconded.

Explaining the use of drainage contingency funds, Director Pitts pointed to the photos that show stormwater standing in the roadway; he added that infrastructure is in place. Because the road is flat, the water cannot drain into the inlet.

Councilmember Ferencz asked how many other streets are on the island like these, and Director Pitts responded that there is one (1) between 56th and 57th Avenues.

In addition, Councilmember Ferencz asked if there were private streets on the island outside of Wild Dunes and the Administrator replied that the City has two (2) streets that the City knows are private because of a friendly court case where the judge ruled them to be private.

Councilmember Loftus asked why Charleston County was not doing the work when they are here on the island doing other paving. Administrator Tucker said that she would ask, but she does not think it will happen as part of the other repaving project, but possibly they will make it a part of a smaller project, or they could tell the City to wait until the next round of CTC money.

Chair Ward withdrew his motion in favor of asking Charleston County to do the work, and Councilmember Ferencz withdrew her second to his motion.

Councilmember Loftus suggested that the resident contact Charleston County for assistance.

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

7. Miscellaneous Business

Streets to be Re-surfaced with 2013 CTC Funds

Administrator Tucker directed attention to the bottom the page included in meeting packets for the list of the streets on the island to be paved to be paved in the fall; she noted that only the section of Palm Boulevard between 41st and 57th Avenues will be re-surfaced.

Councilmember Loftus asked when the south end of Palm was scheduled for re-surfacing; he remarked that there are half a dozen potholes. The Administrator indicated that she has been fussing at Director Pitts who is, in turn, fussing at SC DOT.

Director Pitts, who attended a meeting, informed the Committee that SC DOT will pave no additional linear feet. It is bid out at the beginning of the County's budget, and there is no money for extra linear feet, which means that they will not re-surface the alleys as suggested earlier.

Next Meeting Date: 5:30 p.m., Thursday, April 20, 2014 in the Conference Room

8. Adjourn

MOTION: Councilmember Ward moved to adjourn the meeting at 7:15 p.m.; Chair Ward seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk