

PUBLIC WORKS COMMITTEE

4:00 p.m., Thursday, April 7, 2011

The regular meeting of the Public Works Committee was held at 4:00 p.m. on Thursday, April 7, 2011 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Stone, Chair Duffy, City Administrator Tucker, Public Works Director Pitts, Assistant to the Administrator Dziuban and City Clerk Copeland. A quorum was present to conduct business, and Councilmember Thomas' absence was excused.

1. Chair Duffy 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 Stone moved to approve the minutes of the regular meeting of March 2, 2011 a submitted: Chair Duffy seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. Departmental Reports for March 2011

According to Director Pitts the highlight of March was that the testing for UST A/B Operator for the City's operator's license was successfully completed for all City underground storage systems. With the Caterpillar still undergoing repairs, debris had to be picked up by hand and took considerably more time; the Director anticipates repairs being completed in seven to ten (7-10) days. Vehicle maintenance continues to track under budget for FY11. Director Pitts stated that Eadie's Drain and Vacuum division was re-organizing as a results of a death, so little work was done on the island,. The Director provided Committee members with information on the collections of hazardous materials; the County has reported that fewer cars came through, but the volume of materials wad greater than last year. Director Pitts said he would relay the volume of shredding and an inventory of the TVs, computers, monitors, etc. as soon as the information was provided to him.

On Friday, Recreation Department staff and other volunteers will coat the yellow trash barrels with rustoleum paint in hopes of extending the life beyond one (1) season; Director Pitts said that he expected to contact the IOP Garden Club Friday about painting the palm trees on the barrels.

5. Old Business

Update on Drainage Projects

Administrator Tucker reported that progress is being made on the 53rd to 57th Avenue Drainage Project; work has begun on Racquet Club moving toward Marsh Island. The area at The Villages is not completely covered, but landscaping has begun; Wild Dunes has moved all check-ins to the Boardwalk Inn.

6. New Business

A. Review of Capital and Operating Budgets for FY 2011-2012

Administrator Tucker informed the Committee that, since the Ways and Means Committee meeting, she, Treasurer Suggs and department managers analyzed the operating budgets using five (5) years of audited financial statements. When any line item in the FY12 budget was five hundred dollars (\$500) greater than the five (5) year average, the details of that line were carefully scrutinized and were adjusted accordingly. The budget before the Committee is the result of that work, and a copy is attached to the historical record of the meeting.

Budget lines 160 through 166 are all compensation-related and were not changed; the following are the cost adjustments made:

Vehicle fuel and oil	92,000
Reduced by \$4,400 because the Public Works Department fleet has been reduced	
Non-capital tools and equipment	1,750
Reduced by \$250 based on analysis	
Maintenance and service contracts	4,930
Reduced by \$1,000 based on analysis	
Rents and leases	-0-
Reduced by \$500 based on analysis	
Employee training	500
Reduced by \$500 based on analysis; training can be done in-house	
Professional services	1,500
Reduced by \$1,500 based on one (1) testing of underground storage tanks	

Director Pitts noted that, if one (1) of the City's underground storage tanks is found to have a leak, all tanks would be locked out until the test is passed; the second testing would put this line item over budget. With that in mind, Chair Duffy suggested that the notes be expanded to say "assumes 1 test."

Reductions to the Public Works operating budget totaled nine thousand fifty dollars (\$9,050).

Administrator Tucker commented that the only change to the capital budget was the presentation of the expenses with the funding sources. The Administrator informed the Committee that the ATAX Committee had delayed the approval of their budget awaiting the results of the budget workshop; ATAX funds are the proposed source of funds for the repair/replacement of dune walkovers.

A brief discussion was held on the subject of the early payoff of equipment leases; Administrator Tucker reminded the Committee members that staff had distributed a schedule of the City's debt with payout terms at the March Ways and Means meeting. She requested that Councilmembers be mindful of supporting the Capital Projects Fund while considering the possibility of early debt payoff.

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

7. Miscellaneous Business

Next Meeting Date: 4 p.m., Monday, May 2, 2011 in Council Chambers.

8. Adjourn

**MOTION: Councilmember Stone moved to adjourn the meeting at 4:35 p.m.;
Chair Duffy seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk