



Town of James Island
Annual Report
2014-2015



From the Mayor

We have compiled an Annual Report for our residents and stakeholders. This is the 2nd Annual Report the Town has presented since the Town's 4th incorporation in 2012. We have included more information than the previous year, and hope to build upon this report each year so that we can provide a yearbook of the Town's activities. Within this report, we reflect upon the Town's financial state as well as take a look into each department to see the major accomplishments of the year. We also use this document to set goals for upcoming years, and so this document helps us to look back each year to see where we've been, where we're going, and how we're going to get there.

From July of 2014 to June of 2015, the Town took great strides and experienced growth of our existing services. Since 2012, I along with our Council, have prioritized Town infrastructure projects and this year we were able to see the fruits of our labor. In November of 2014, the Town completed its first sidewalk project and in the early summer of 2015, the Town finished its first paving project. We also invested funds this fiscal year in many more infrastructure projects to include engineering work for more sidewalks, drainage easements, paving projects, and conceptual plans to create a better quality of living for our residents. We have much more to do, and we're looking forward to completing many more public works projects in the years ahead.

This year also saw an expansion of our Island Sheriff's Patrol program. By amending our budget and funding more deputies within the Town, we're ensuring safer streets and neighborhoods which is a top priority for James Island. We also expanded services in the Town and brought residential planning and zoning in-house. This means more convenience for our residents which is a goal we always try to achieve. We sought to strengthen our relationships with local businesses and conducted grand openings and ribbon cuttings for entrepreneurs along our commercial corridor.

We're continuously seeking new ways to reach out to our residents and address concerns that they share. One need our residents have voiced is critical repairs to housing. We reached out to Sea Island Habitat for Humanity and developed a program to fix homes for those in need. We're excited about getting the Repair Care Program underway!

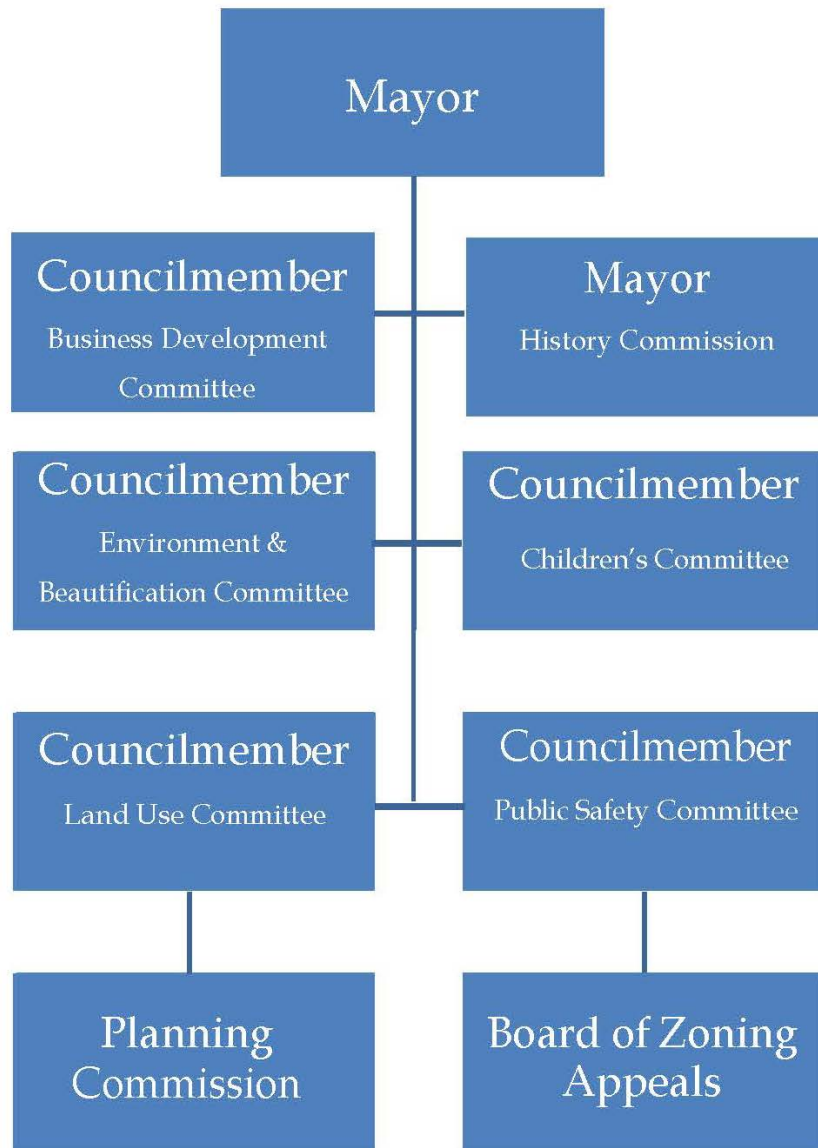
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and initiatives that we've set for ourselves for the coming year. We had a great year, and look forward to what the future holds.

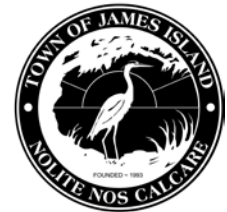
Sincerely,

Mayor Bill Woolsey

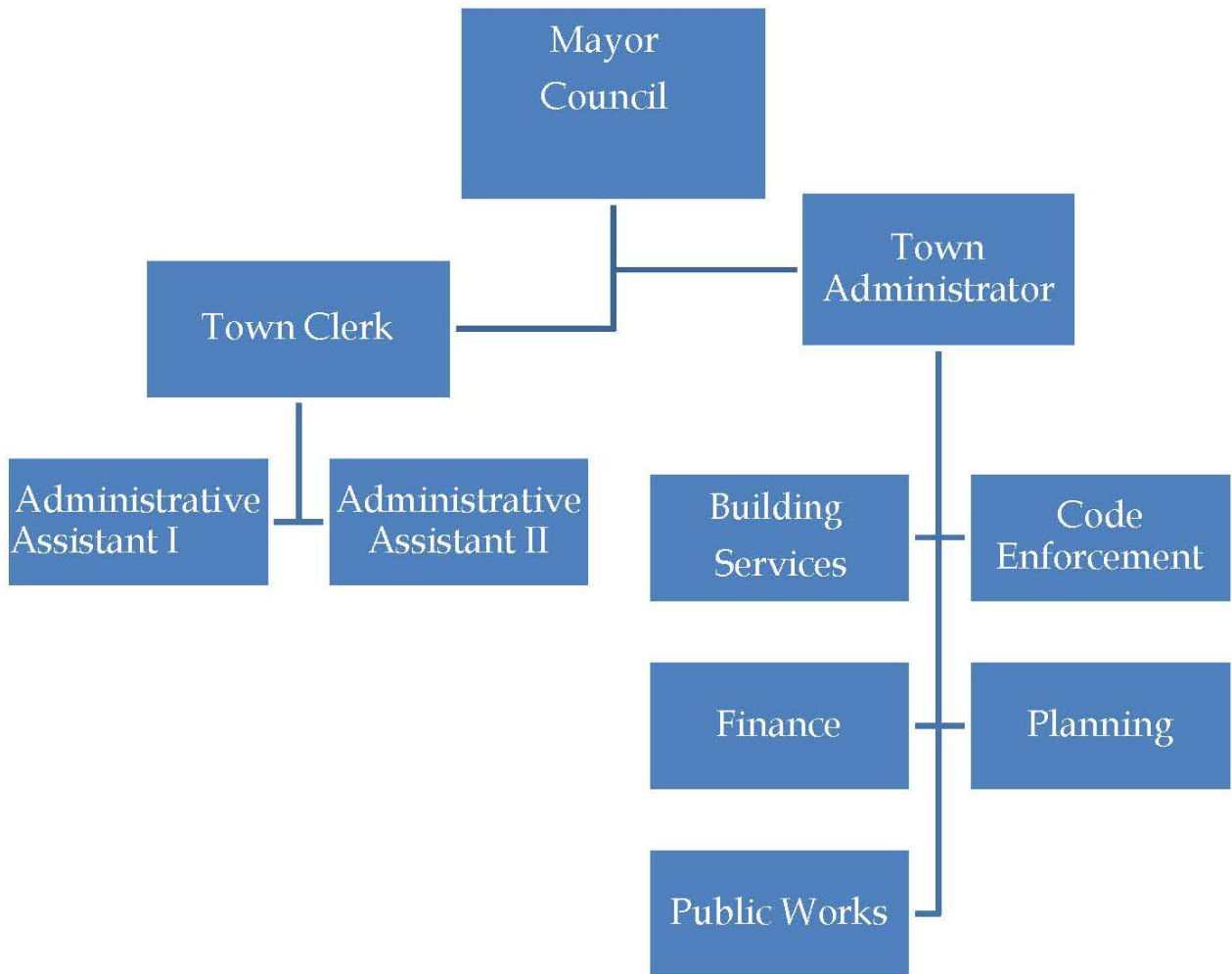


Organizational Charts





Organizational Charts





Budget Discussion & Analysis

Overview

James Island operates on a July 1st to June 30th Fiscal Year, the same as Charleston County and the State of South Carolina. The Town's operating budget consists of a General Fund; there are currently no Enterprise Funds. Each year, Town Council participates in a budget workshop where departmental budget requests are presented and discussed. Departments include Administration, Building Services, Code Enforcement, Planning and Zoning, and Public Works. A formalized Draft Budget is then presented to Town Council whereupon it must be passed by two Ordinance readings and approved by a majority vote.

Revenues

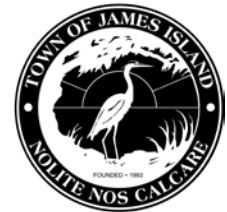
The Town receives revenue from many different streams. It's vital to keep funding sources varied since the Town currently does not collect revenue from property taxes. The Town's General Fund revenues include income from the State of South Carolina, Franchise Fees, Insurance Tax collection program, Business Licenses, and Permit Fees. The Town also receives Local Options Sales Tax (LOST) revenue, and 29% of those funds is allocated as municipal revenue and the remaining 71% of the LOST funds are allocated as property tax credit funds.

Major Revenues in the General Fund are as follows (amounts reflect the 2014/2015 Amended Budget):

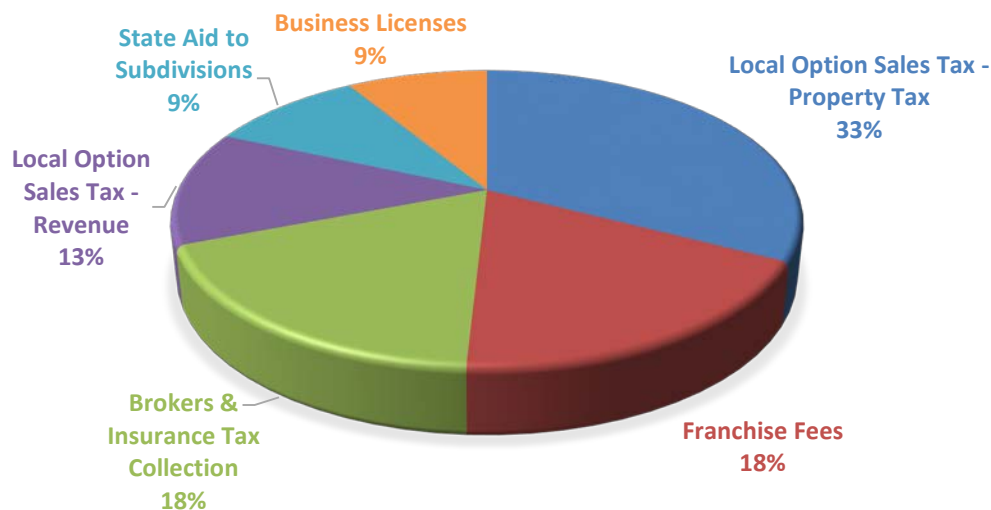
Local Option Sales Tax – Property Tax	\$841,060	Liquor Licenses	\$7,000
Franchise Fees	\$420,500	Planning & Zoning Fees	\$4,100
Brokers & Insurance Tax Collection	\$356,300	Building Permits	\$10,000
Local Option Sales Tax – Revenue	\$327,080		
State Aid to Subdivisions	\$256,060		
Business Licenses	\$190,000		

The Revenue amounts below reflect 2014/2015 Actuals, with the percentage they are to budget. As you can see reflected in these numbers, the Town met or exceeded its budgeted amount of revenue in almost all categories:

Local Option Sales Tax – Property Tax	\$856,684 - 102%	Liquor Licenses	\$11,500 – 164%
Franchise Fees	\$478,856 – 123%	Planning & Zoning Fees	\$9,498 – 230%
Brokers & Insurance Tax Collection	\$477,949 – 134%	Building Permits	\$7,210 – 72%
Local Option Sales Tax – Revenue	\$331,297 – 101%		
State Aid to Subdivisions	\$252,256 – 99%		
Business Licenses	\$228,587 – 120%		



The Following Chart displays by percentage the Major Revenue Sources, 2014/2015 Actuals:



Expenditures

The General Fund is the Town of James Island’s general operating fund and is used to account for the transactions the Town processes. The Town operates under a balanced budget, and the expenditures are budgeted based upon reoccurring costs, project timelines, departmental needs, and new policy initiatives set by Council. Personnel costs account for the majority of outlays, and other large expenditures include the Island Sheriff’s Patrol payments, public works projects, street light payments, and the Town’s leased space.

The expenditure budget is broken up mainly by department. Below is break-down of the 2014/2015 Amended Budget Amounts:

General Government	\$408,550	Elected Officials	\$93,680
Codes & Safety	\$244,590	Planning	\$67,445
Facilities & Equipment	\$233,990	Building Inspection	\$91,990
Public Works	\$866,255	Parks & Recreation	\$43,500
Capital Outlay	\$92,600	Community Service	\$40,000

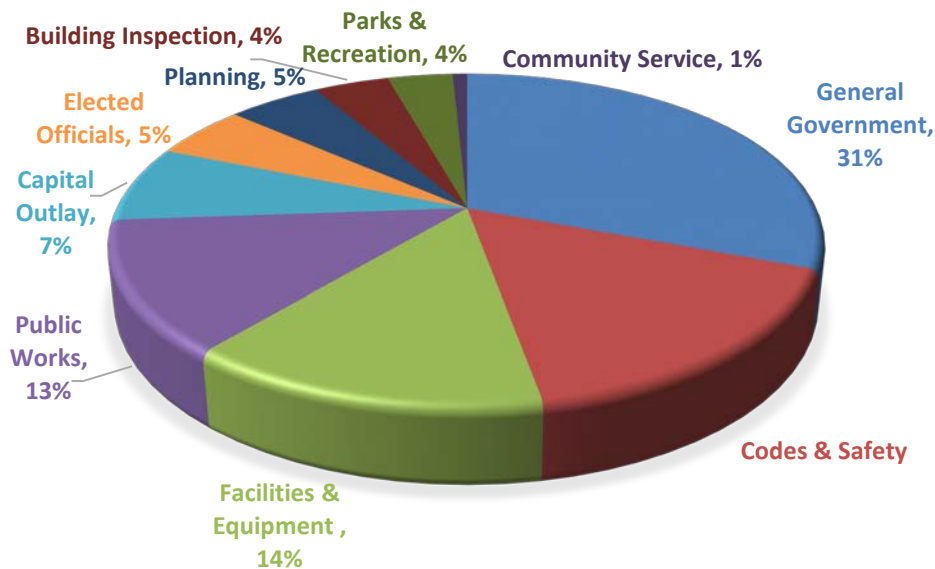
The Expenditure amounts below reflect 2014/2015 Actuals, with the percentage they are to budget. The Town spent below the budgeted amounts except in two areas we came just slightly over – capital outlay and Parks and Recreation. Capital Outlay includes expenditures that are added to the Town’s fixed assets. This year those included the Town’s new welcome signage and Foxcroft sidewalk. Some areas that came significantly under budget may reflect where the Town overstated the budget amount or there was reason



funds weren't expended. In Public Works, the actual amount reflects only those projects that were able to be completed within this budget cycle. In Community Service, additional funds were budgeted for the Repair Care program. The Repair Care program experienced a delayed start and those expended funds will be reflected in upcoming fiscal years.

General Government	\$390,709 – 96%	Elected Officials	\$66,174 – 71%
Codes & Safety	\$207,496 – 85%	Planning	\$64,224 – 95%
Facilities & Equipment	\$176,974 – 76%	Building Inspection	\$51,922 – 56%
Public Works	\$161,704 – 19%	Parks & Recreation	\$45,148 – 104%
Capital Outlay	\$94,053 – 102%	Community Service	\$10,000 – 25%

The Following Chart displays by percentage the Major Expenditures, 2014/2015 Actuals:



Administrative Department

Town Administrator

The Town Administrator is responsible for overseeing the day to day operations of the Town. Reporting directly to the Mayor, the Town Administrator supervises all departments and manages all functions of the Town. The Administrator is the Town's Personnel Director and sets forth personnel policies, as well as being charged with executing policies and procedures set forth



by Town Council and ensure they are properly adhered by all departments and employees. Responsibilities also include advising the Mayor and Council on issues affecting the Town's business, and reporting to them the activities of all departments.

Budgeting is a top priority for the Town Administrator. It is this position's role to develop a sound and fiscally responsible budget each year and present it to the Mayor and Council for adoption. Monitoring the annual budget throughout the year is a key factor in maintaining the Town's finances, and adjusting the budget through amendments presented for Council approval is a way in which this is accomplished. The Administrator also oversees the auditing process of the Town's finances and reports accordingly.

One of the most important roles of the Town Administrator is upholding positive public relations between the Town and its citizens, other government entities, various boards and commissions, and community organizations. Engaging the public and sharing information is essential, as is representing the Town responsibly in all matters. The Town Administrator often engages in special projects for the Town to help it move forward.

Achievements:

Began the Repair Care Program, a joint venture with Sea Island Habitat for Humanity to perform critical needs repair work on eligible residences within the Town.

Upgraded Town IT infrastructure by engaging a consultant that transitioned our network into a hosted desktop environment.

Secured a Charleston County Greenbelt Grant Award for the purchase of Pinckney Park.

Implemented a Comprehensive Emergency Management Plan by engaging a consultant and also established the James Island Emergency Planning Committee.

Installed Welcome Signage along Folly and Harborview Roads, and new Signage at Town Hall.

Goals:

Purchase a site for the Town Hall and make significant strides to completing the final design of the new facility.

Identify a consultant to work on a Master Plan for Pinckney Park and complete necessary work to ensure the park is open to the public in the Spring of 2016.



Continue evolving the Town's Emergency Management Plan and performing training exercises for Town staff and officials.

Monitor any state-wide issues and legislation that could affect James Island and its residents and advise elected officials accordingly.

Identify more grant and funding resources for capital and infrastructure projects.



Unveiling of the Folly Road Welcome Sign

Town Clerk

The Office of the Clerk is one of the oldest offices in government. The primary role of the Town Clerk is to record the proceedings of the Town's legislative body and attest to and affix the Town Seal on official documents.

The Town Clerk attests to all laws enacted by the Town, legislation desired by and affecting the Town that requires action from other entities. The Town Clerk is responsible for keeping the transcripts of the proceedings of Town Council and its Boards (Planning Commission and Board of Zoning Appeals) preparing minutes, retaining leases and deeds of Town property, grants, agreements, bonds, tax notes, and other forms of obligations of the Town. The Town Clerk also retains the executive and administrative orders of the Mayor, appointments to Boards, and oaths of office taken on behalf of the Town. The Town Clerk is the custodian of the Town Seal.



In addition to these duties, the Town Clerk prepares agendas and meeting notices for Town meetings in compliance with the Freedom of Information Act (FOIA), notifies the media, the public and interested parties of meetings through the Town's advertising methods, handles job related needs of Town Council and the Administrative Department, maintains a monthly calendar and posts on Town website meetings of Town Council and events, serves as the Benefits Coordinator offered through the Town, and supervises the front office administrative staff.

Achievements:

Codification of Town Ordinances: Coordinated the efforts with American Legal Publishing to develop the first Code of Ordinances for the Town of James Island. This was a year-long process whereby all of the Town's Ordinances were outlined in a codified manner and compliance with the SC Code of Law. The Code of Ordinance is now available on-line on the Town's website for the public's use.

Public Relations: Serve as public relations liaison for the Town by promoting press releases for grand opening events for new businesses in the Town. Press Releases were done for: Wild Blue Ropes, Folly Consignments, Sherwin-Williams, White Duck Taco, Town Recreation and Youth Program with the City of Charleston, the Break Family Bar and Grill, and National Night Out.

Staff Wellness & Training: Continue to seek and offer quality health, wellness and staff training through the State Employee Benefit Authority (PEBA) and local health care providers for employees. Offered an Anti-Stress Seminar with a local chiropractor who gave mini-massages to the staff; Deferred Compensation (Empower Retirement) representative met with staff to advise them of the benefit of enrolling in a Deferred Compensation Program that would enhance their goals towards retirement by providing additional income. Worked with representative from Omaha Insurance Company to obtain information to offer a supplemental insurance policy for staff that includes disability, cancer, accident, and life under as one insurance provider.

Assist with the coordination of Town related functions: Toys-for-Tots, and Employee Appreciations

Goals:

Working on developing a Standard Operating Procedures for Town Clerk position

Continue to learn new techniques to enhance Town Clerk duties

Continue to offer lunch and learn seminars that are beneficial to staff



Continue to obtain knowledge in health insurance and retirement benefits

Continue to update and use relevant knowledge to keep up-to-date technically and apply new knowledge to the job.

Continue to stay abreast of legislation changes that affect healthcare through the Employee Insurance Program; i.e., Affordable Care.



Sweetgrass Creek Erosion Control Project

Administrative Assistant II

The Administrative Assistant II for the Town of James Island provides office services to the staff, community and constituents. Implements administrative projects, processes business licenses, reports, and provides information to residents by answering questions, following up on requests, and addressing other various concerns.

The Administrative Assistant II provides office support for all staff. Duties include fielding phone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, filing, faxing, and posting events and public notices on the Town's website, FaceBook, and email listings. Ensures the office is equipped with supplies by ordering of supplies while comparing costs by vendor, maintains office equipment: downloads postage, copier and postage machine.

Provide input to management about office technology to enhance the workflow of the front office staff. Maintain inventory and update of supplies, verifies receipt of supplies received.



Achievements:

Successfully fostered great working relationship with Charleston County Revenue Collections to efficiently process business licenses for Town of James Island businesses.

Joined the Municipal Association of South Carolina's Business License Official Association and completed training session 1 of 3 to earn MASC's Business Licensing accreditation.

Enhanced the Town's social media connections through a more robust Facebook presence.

Goals:

Continue to maintain a professional and technical knowledge by receiving additional training.

Continue to review professional publications and periodicals to keep abreast of new techniques in the administrative field to enhance job performance.

Continue to be a team player and help other staff members realize their goals.

Goals:

Continue to enhance the ability to put information on the website

Continue to provide quality service to our residents and non-residents with resourceful information.

Continue to be a team player to the staff and Town Council



Taste of James Island 2015 – Winner of Best Decorated Table

Receptionist / Administrative Assistant I

The Receptionist / Administrative Assistant I for the Town of James Island provides service to the public by greeting via telephone and in person; welcoming and directing guests to the office appropriately to the correct point of contact. This position provides clerical support to the staff. The duties of this position include, but are not limited to, receiving and routing incoming calls, greeting and directing office visitors, processing and filling completed business licenses, maintaining the Town's schedule and calendar for public meetings, processes incoming and outgoing mail, and maintaining a clean and safe reception area.

Achievements:

Displayed growth in all aspects of the receptionist position. Showed proficiency in telephone etiquette and clientele relations. Displayed growth in time management skills and gained knowledge in the area of business license processing, office equipment and assistance to staff and management.

Goals:

Continue to grow proficiently in all areas, Support staff and management in various projects. To be viewed as a capable individual with the capacity and wherewithal to learn new tasks and skills and become proficient with those tasks. To be beneficial to the Town to help it accomplish its vision and leadership in the community.



Arbor Day 2014

Finance Clerk

The position of Finance Clerk involves maintaining the financial accounting system under the direction of the Town Administrator, assuring the integrity of financial records, including financial statements, reconciliation of bank accounts, monthly budget preparation and reporting, payroll, payroll tax returns, accounts payable, and Municipal revenue tracking. Other responsibilities include handling all accounting issues within the Town's records, provision of data and financial information to outside CPA firm, maintain reporting to the State's retirement system, Ad Hoc reports as needed by Administration, and reporting budget data at monthly Town Council meetings.

Achievements:

Successfully received a clean audit report for the Fiscal Year 2013 / 2014.

Jane Hale retired from this position in the Spring of 2015 and Merrell Roe was hired.



Goals:

To continue to maintain financial records of an excellent quality, readability and usefulness to Administration and our Citizens.

To continue good organization and filing of sensitive financial data and employee data by keeping good source document records and filing them promptly.

To continue to maintain our reliability and good standing with the Vendors we are associated with by being aware of our Accounts Payable status, paying vendors promptly and establishing a payee/payer relationship with new vendors.

To continue pursuing up-to-date Financial Accounting knowledge, adhering to GAAP principles.

To continue to maintain financial records of an excellent quality, readability and that are meaningful to Administration and our Citizens.

Research and implement a Document Management Software system to organize, file, and archive financial and employee data.



MEOC Training Exercise



Building Services Department

Building Inspector

The Building Services Department of the Town of James Island assures compliance with the International Building, Residential, Plumbing, Mechanical, Fuel Gas, Fire, the Energy Conservation Code, the National Electrical Code and other construction related, federal, state and local laws. The purpose of the codes are to establish the minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

The vision of the Building Services Department is to work collaboratively with the other Town Departments to ensure the built environment in the Town is safe and attractive for people who live, work, and visit so that investments will not only be maintained, but will also grow. The Building Inspector is responsible for the enforcement of the building codes related to new residential construction, repairs, alterations, additions, rehabilitation, and demolition projects. Functions of this department include:

- Building Code Enforcement; responding to building code requests
- Review plans for new construction and rehabilitation projects
- Building, electrical, mechanical, plumbing, safety, and sign inspections
- Certificate of occupancy inspections
- Issuance of construction related Permits
- Contractor Licensing
- Finalizing permits
- Special investigations - in-progress work being done without building permits.

Achievements:

Passing the Residential Building Inspector exam.

Passing the Residential Mechanical and Plumbing Inspector exams.

Goals:

Complete all required inspector certifications.



Implement the Town's access to the County's EnerGov system - enabling issuance of permits and contractor licenses from Town Hall.

Provide all required single family inspections for work performed in the Town.

Increase investigations of work being done without permits

Develop statistics on all construction activity in the Town.

Complete all required inspector certifications.



James Island Employee Appreciation Night at the Joe 2015



Code Enforcement Department

Code and Safety Officer

The Code Enforcement Officer is responsible for the enforcement of the Town's ordinances including the Zoning and Land Development Regulations Ordinance, Business License, and any livability or health and safety issues. All cases handled are considered *criminal violations* and are subject to appearance in Charleston County Magistrate's Court if the violation is not abated within the time or to the degree set forth in the Ordinance. When appropriate, the Code Enforcement Officer works in conjunction with the property owner to develop an abatement plan to avoid a summons and court hearing while allowing for a successful conclusion. This option may be offered on a case by case basis.

The duty of the Code Enforcement Officer is to help those to meet abatement of their violation(s) and to come into compliance. This position requires a broad knowledge of the Town's Ordinances, and the ability to discern civil and criminal issues.

The Code Enforcement Officer is also the liaison to the Island Sheriff's Patrol (ISP). The ISP is partnership the Town has entered into with the Charleston County Sheriff's Office in which the Town funds additional officers dedicated to policing Town streets and neighborhoods. Sargent Shawn James leads this group of deputies and reports on law enforcement matters to the Town.

Achievements:

Revised filing system for previous Town Code Enforcement Cases.

Implemented digital system for new Town Code Enforcement Cases.

Completed Municipal Emergency Operations Center Training.

James Hackett was hired for this position in the Spring of 2015.

Goals:

Complete England Enterprises CBO Code Enforcement Training Seminar.

Continue to learn and practice new techniques improving the effectiveness as a Code Enforcement Officer



Continue to improve ways of approaching and redirecting difficult situations for the betterment of all parties involved.



2014 Officer of the Year Deputy Corey Sheldon

Zoning/Planning Department

Planning Director

The Planning & Zoning Department is comprehensive in that it touches on almost every aspect of local government. The primary role of the Planning Director is to oversee the implementation and enforcement of regulations and ordinances as set forth in the *Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR)*.

The Planning Director works with developers to ensure compliance with Town standards and the ZLDR when new development or re-development occurs. Commercial development and re-development must comply with the ZLDR in multiple areas; the Planning Director must ensure compliance when dealing with sign regulations, tree surveys, site plan reviews, site improvements, special events and proper buffering. In addition to commercial development, the Planning & Zoning Department assists residents with planning and zoning related inquiries and issues such as home occupations, grand tree removal permits, accessory structures and plat reviews.

In addition to the above mentioned duties, the Planning Director acts as a liaison to the Planning Commission and Board of Zoning Appeals by advising these groups on planning and zoning-related issues by preparing staff reviews, posting notices, formulating member packets, creating



reports and preparing presentations for variances, special exceptions, appeals of administrative decisions, reconsiderations, zoning and land development regulations text amendments and zoning map amendments.

Achievements:

Member of the Riverland Drive Corridor Management Study Plan Steering Committee. The Plan that was successfully adopted by the Town's Planning Commission and Town Council.

Member of the *Rethink Folly* Steering Committee for the Folly Road Complete Street Corridor Study and Engineering Report with the goal to remake Folly Road a state-of-the-art, multi-modal corridor which is scheduled for jurisdictional adoption in the Fall of 2015.

Took on the residential aspects of planning and zoning, with limited consultation from Charleston County Zoning and Planning, including new construction, plat reviews and minor subdivisions.

Steered the Planning Commission through the review and adoption of Town of James Island Comprehensive Plan.

Began the process for the Town of James Island's first Planned Unit Development (PUD) zoning district.

Goals:

Continue to work with Charleston County Building Services and Zoning & Planning to streamline the application process for building permits.



Grand Opening of Sherwin Williams

Public Works Department

Public Works Coordinator

The Public Works Department is charged with maintaining roads, stormwater drainage systems and traffic control/way-finding signage in the Town. The Public Works Department maintains the public rights of way and easements, the Town's Park and recreation facilities and Town facilities. Working with Charleston County, the City of Charleston and the South Carolina Department of Transportation (SCDOT), the Town of James Island Public Works Department manages and supports the transportation and drainage of the Town.

The Town of James Island has an Intergovernmental Agreement with Charleston County Public Works in which the County maintains our roads. The Town is allotted a budget each year depending on funding and the Town's need to ensure our Public Works infrastructure is well-maintained. The Public Works Coordinator is charged with submitting Work Orders when necessary to either Charleston County, SCDOT, or the City of Charleston, depending upon the jurisdiction. The Town works to improve its infrastructure to ensure paving projects are undertaken where needed, and based on citizen request, works to pave or improve earth roads. Stormwater drainage on James Island is also managed by Charleston County. The Town hosts quarterly meetings at Town Hall of the James Island Stormwater Management Committee. Here all entities charged with Stormwater and drainage issues on James Island can meet and discuss cooperative efforts to alleviate concerns.



The Public Works Coordinator is also responsible for improving and expanding the Town's program for pedestrian activity, including sidewalks, bike paths and/or walking trails. Primary roads of focus in the Town are Fort Johnson, Camp, and Dills Bluff Roads. The Town works with Charleston County, The City of Charleston, and the Department of Transportation to facilitate projects and works to provide matching funding when possible. Another area of responsibility is traffic concerns. The Town monitors traffic on roads within its jurisdiction to address concerns by the residents. The Town strives to alleviate concerns through a variety of traffic control methods.



Groundbreaking of the Ben Road paving project

Achievements:

Using Transportation Sales Tax (TST) funding and with the assistance of Charleston County Transportation Development, paved Ben Road using pervious asphalt pavement.

Using Charleston County Transportation Committee (CTC) funding, completed the engineering work to construct the Jerdone Bypass sidewalk.



Combined the sidewalk project on Camp Road from Fort Johnson to Dills Bluff road and then up Dills Bluff Road to Fort Johnson Road with the Fort Johnson Sidewalk Project and began engineering work on this project.

Continued engineering work to extend a sidewalk on Camp Road from Dills Bluff to Secessionville Road and completed concept drawings for sidewalk on Camp to continue to Riverland Drive and the James Island County Park.

Completed the Sweetgrass Erosion Control project and the Foxcroft sidewalk project.

Became certified to conduct Stormwater Plan Reviews in house.

Conducted numerous neighborhood traffic studies and implemented traffic calming measures ranging from increased law enforcement to lowered speed limits.

Began several engineering design projects such as paving for Rembert Road, Quail Drive Sidewalk and Lighthouse Boulevard sidewalk.

As part of the intergovernmental partnership, began construction on improvements to Harbor View Road.

Goals:

Continue to work to improve the drainage on the Island, increase our inventory of sidewalks, bike lanes and multi-use paths and improvements to the traffic flow on the Island.

Continue cooperation with SCDOT, Charleston County and the City of Charleston to establish a foundation of mutual assistance on issues that face James Island.

Continue to increase and improve communication and cooperation between the Town of James Island and the Public Service District on projects affecting residents of the Town of James Island.

Develop inspection devices and methods for data collection to provide more timely and cost effective services to our residents.

Develop an engineering intern program that provides hands-on experience for college level engineering students during the school year. Provide a summer engineering program for high school level juniors and seniors who are interested in a career in civil engineering.

Continue to connect to Charleston County Public Works project and work order tracking systems and develop methods to efficiently track projects and work orders with other agencies. Acquire



hardware, software and training to generate and track work orders and projects on different devices and from the field, office or other remote locations.

Develop an inventory of signage within the Town to include street signs, traffic signs and other informational signage on the public right of way. Develop a system to identify type of sign, location and condition and to track the life cycle of signs.

Develop a system to provide residents with small scale services at competitive prices that our intergovernmental agreements cannot address in a timely or cost efficient manner. Explore use of outside contractors and service providers.



Ribbon Cutting for Foxcroft sidewalk

Town Committees

Business Development Committee

The purpose of the James Island Business Development Committee is to improve our local business environment, encourage private and public sectors to partner in projects and activities, and to help improve our community and to conduct business education activities. Councilman Joshua Stokes is the Council liaison for this committee.



Children's Committee

The purpose of the James Island Children's Committee is to promote children's welfare, including recreation and education, and to provide community programs, activities and events. The Committee advises the Mayor and Council regarding children's issues. The Committee is made up of representatives of James Island schools and are nominated by the school principal. Councilman Joshua Stokes is the Council liaison for this committee and Susannah Sheldon serves as the Chairperson. In December of 2014, the Children's Committee hosted its first Annual Tree Lighting event at Town Hall.



Tree Lighting Ceremony 2014

History Commission

The purpose of the James Island History Commission is to promote the preservation of the Town's historical and cultural attributes. Mayor Bill Woolsey is the Council liaison for this commission and Paul Hedden serves as the Chairperson. This new commission was organized in 2015. In its first year, the commission has been working to identify sites to place historical markers.



James Island Emergency Preparedness Committee

The Emergency Preparedness Committee was designed to coordinate emergency management and response-related issues island wide by bringing together all entities. Organizations included on this committee include the Town, City, County, Department of Transportation, Public Service District, Sheriff's Department, EMS and utilities such as SCE&G. The group met for the first time in the fall of 2014 where many issues were discussed including coordination of debris removal. The committee decided it would be to the public benefit for this group to meet on a biannual basis.

James Island Pride

James Island Pride is a citizens committee of the Town of James Island. Its goal is to keep James Island beautiful, particularly by keeping our roadways, marshes, and parks free of litter. Councilman Garrett Milliken is the Council liaison for this committee and Grant Scurry serves as the Chairperson. The group also has organized a Helping Hands initiative that assists needy residents with yard work. James Island Arts, the Arts and Culture division of James Island Pride seeks to enhance arts and culture on the Island by promoting the awareness of James Island artists, their work, and support for art education on the island. They host an annual Art Auction in February of each year with proceeds going to local art teachers.



JCHS participating with a JI Pride sponsored litter pick-up

Land Use Committee

This Committee works with the Town's Planning Director in the Comprehensive Land Use Plan, zoning and land use regulations, and other planning and zoning issues. Councilman Leonard Blank is the Council liaison for this committee. The Committee steered the adoption of the Town of James Island Comprehensive Plan in 2015.



Neighborhood Council

The James Island Neighborhood Council is comprised of representatives from the neighborhoods in the Town. The Neighborhood Council provides an opportunity to share neighborhood concerns, provide input to the Mayor and Town Council, encourages the development of crime watch and emergency preparedness. Councilman Troy Mullinax is the Council liaison to the James Island Neighborhood Council and Alan Laughlin serves as the Chairperson.



Neighborhood Council Yard of the Month Program