



Town of James Island
Annual Report
2016-2017



From the Mayor

We have compiled an Annual Report for our residents and stakeholders. This is the 5th Annual Report the Town has presented since the Town's 4th incorporation in 2012. Within this report, we reflect upon the Town's financial state as well as look into each department to see the major accomplishments of the year. We also use this document to set goals for upcoming years, giving us a tool to look back each year to see where we have been, where we are going, and how we are going to get there.

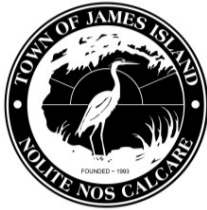
This year we saw much progress with our two large Capital Projects; Pinckney Park and the New Town Hall. Our Masterplan for Pinckney Park was finalized and Phase I was bid out for construction and completed before the end of our fiscal year. We also finalized our New Town Hall design and completed the land acquisition. This project was also bid out for construction before we closed out the fiscal year. The greatest challenge we faced this year was Hurricane Matthew. Short on the heels of the 1,000-year flood from the previous year, coastal communities including James Island were hit up and down the East Coast by a category 1 Hurricane. This was the first time the Town Hall staff and Council evacuated for a storm and worked remotely to carry out emergency operations. While it was a challenging time, there was minimal damage to James Island and it was good practice for everyone involved. Fortunately, despite this major weather event the Town was able to make headway on other important infrastructure projects, including the completion of the Ft. Johnson sidewalk connector along Dills Bluff, as well finalizing design for Dills Bluff Phase I and the Seaside Lane sidewalk project. We also made headway with our drainage easement acquisition projects.

The Town continued to focus its resources on other priorities as well, including the safety and protection of our residents through the Island Sheriff's Patrol program. We also completed several new emergency rehab projects with the Repair Care Program, a partnership with Sea Island Habitat for Humanity. In addition, the Town's new Hospitality Tax went into effect at the beginning of this fiscal year and with continued planning effort of ReThink Folly Rd., investing these tax dollars into safety and infrastructure improvements along our commercial corridor is increasingly important.

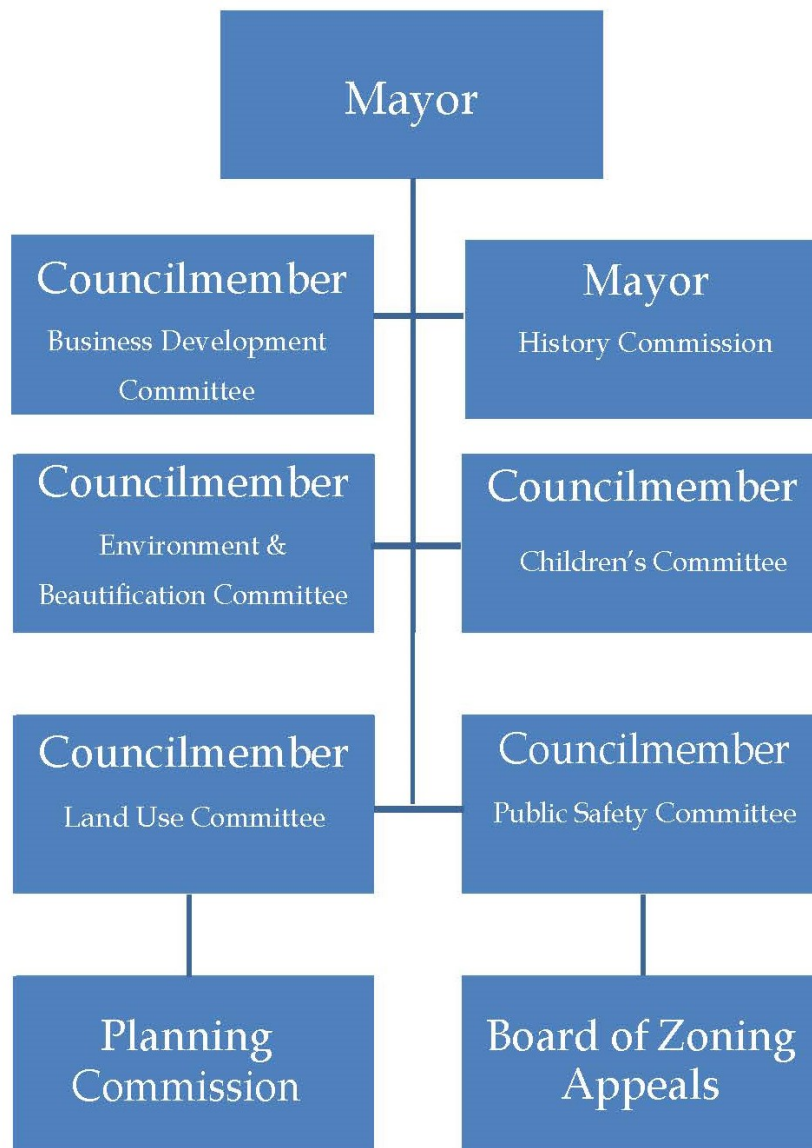
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and initiatives that we've set for ourselves for the coming year. We had an exciting year full of challenges and new opportunities, and look forward to serving our residents in the future.

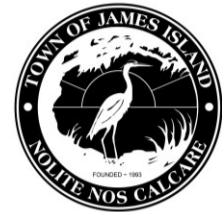
Sincerely,

Mayor Bill Woolsey

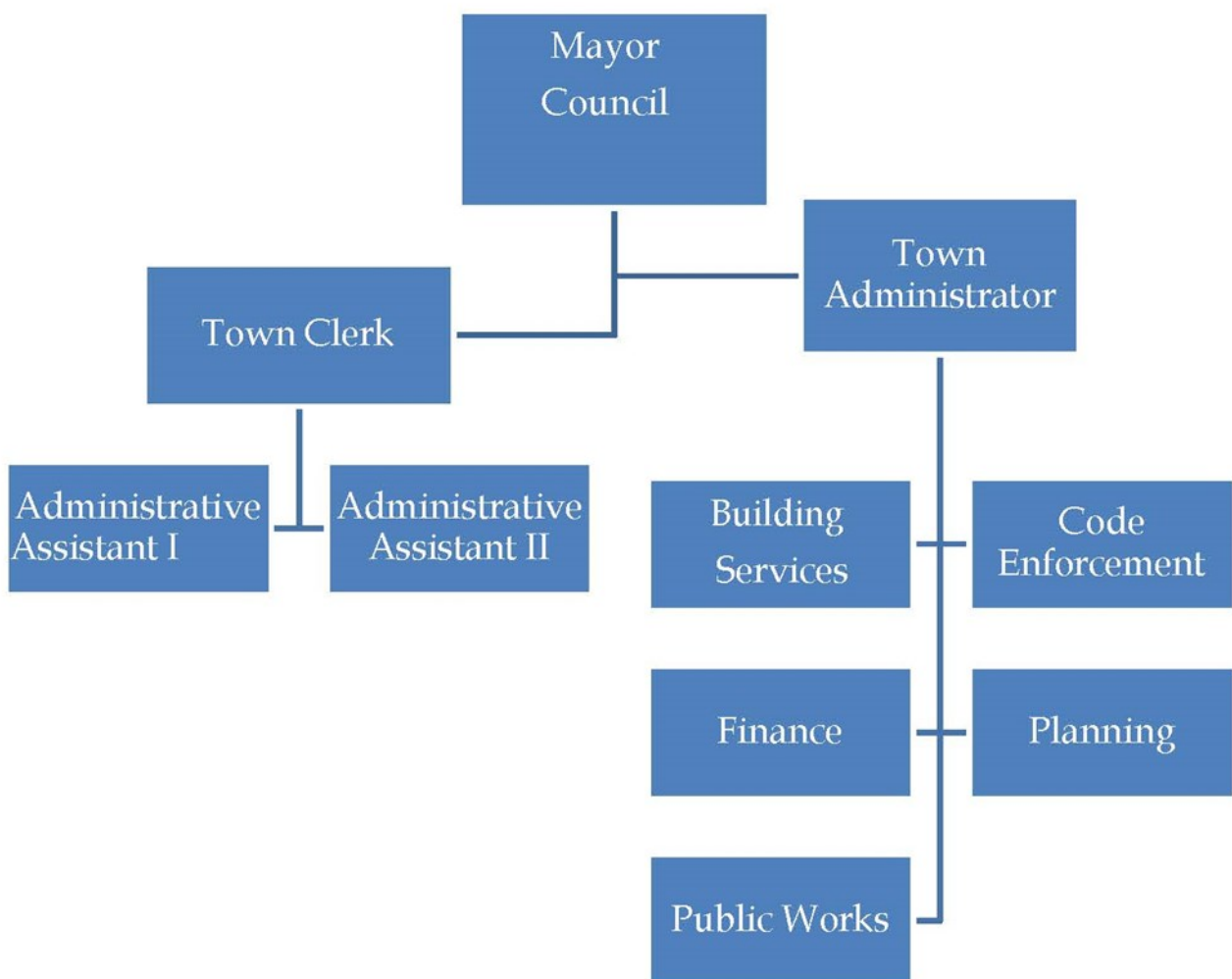


Organizational Charts





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 and two special revenue funds; the Hospitality Tax fund and the Stormwater 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

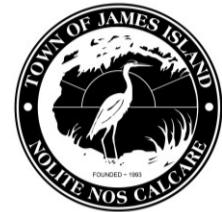
The Town receives revenue from many different streams. With the adoption of the Fiscal Year 2016 /2017, the Town included a 20 mil property tax for the purpose of making lease-purchase payments on our new Town Hall site, as well as to help fund and maintain a reserve balance. We also began receiving a new source of revenue known as the hospitality tax, which is a 2% tax on prepared food and beverages. This fund has specific requirements and must be spent on tourism-related expenses. The Town's General Fund revenues include income from the State of South Carolina Local Government Fund, Franchise Fees, Local Options Sales Tax, Insurance Tax collection program, Business Licenses, and Permit Fees.

Major Revenues are as follows (amounts reflect the 2016/2017 Adopted Budget):

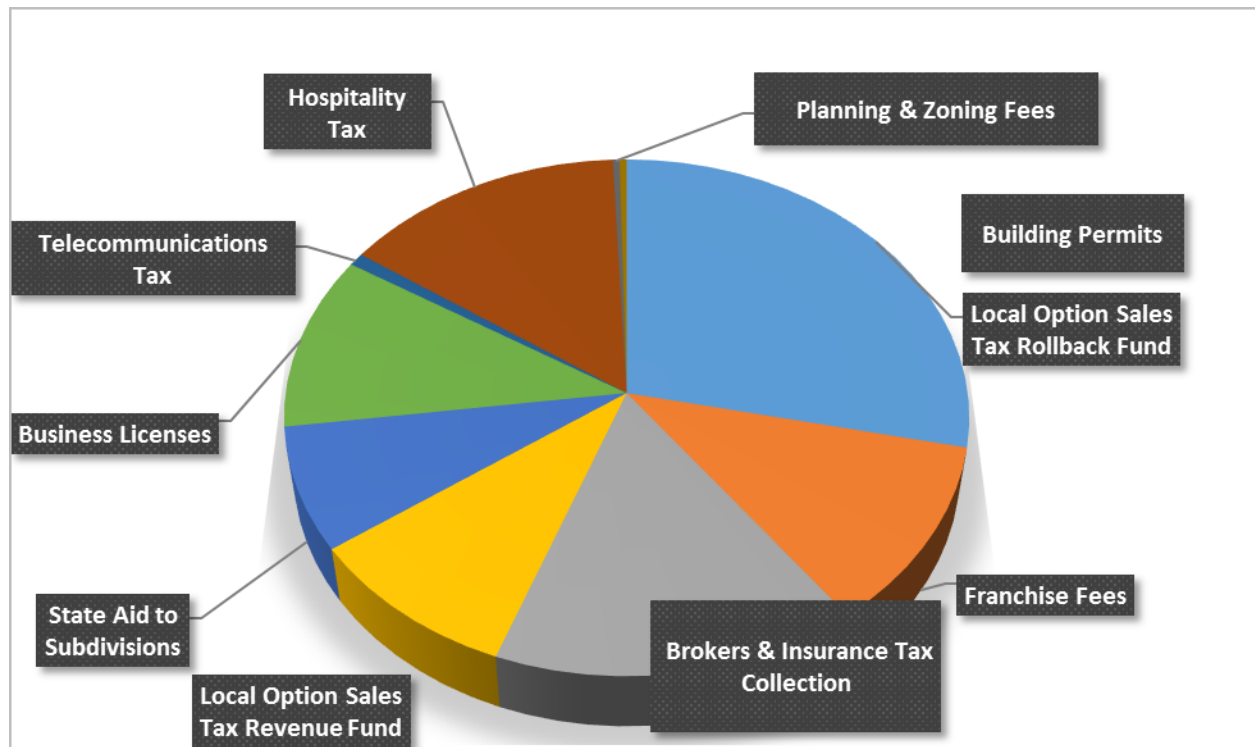
Local Option Sales Tax Rollback Fund	\$870,000	Business Licenses	\$230,000
Franchise Fees	\$465,500	Hospitality Tax	\$435,000
Brokers & Insurance Tax Collection	\$430,000	Telecommunications Tax	\$45,000
Local Option Sales Tax Revenue Fund	\$353,000	Planning & Zoning Fees	\$12,000
State Aid to Subdivisions	\$260,000	Building Permits	\$10,000

The Revenue amounts below reflect 2016/2017 Financial Statement 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, except for Franchise Fees and Telecommunications Tax. Both of those revenues saw a decline in phone and cable provider revenues due to changes in service options:

Local Option Sales Tax Rollback Fund	\$971,868	112%	Business Licenses	\$374,646	163%
Franchise Fees	\$391,961	84%	Hospitality Tax	\$501,543	115%
Brokers & Insurance Tax Collection	\$544,745	127%	Telecommunications Tax	\$27,420	61%
Local Option Sales Tax Revenue Fund	\$372,067	105%	Planning & Zoning Fees	\$12,170	102%
State Aid to Subdivisions	\$263,946	102%	Building Permits	\$12,550	126%



The Following Chart displays by percentage the Major Revenue Sources, 2016/2017 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, capital 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 2016/2017 Adopted Budget Amounts:

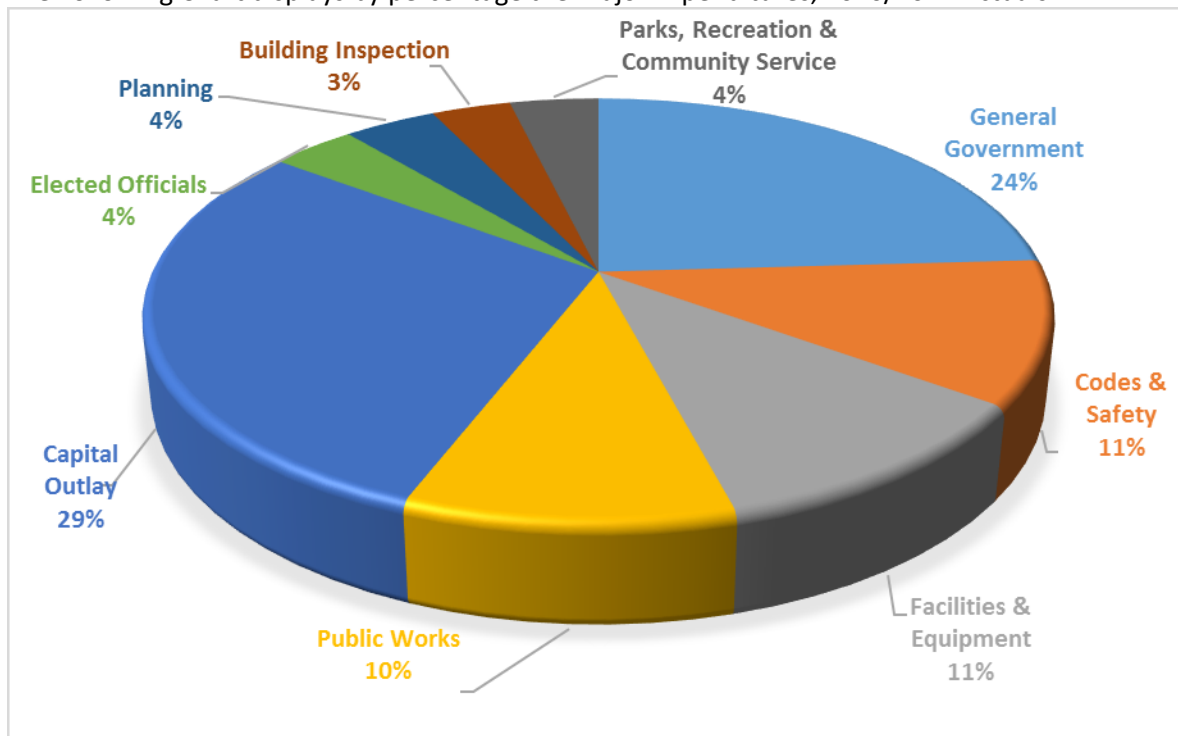


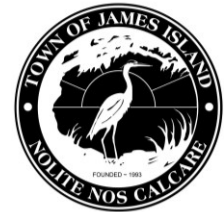
General Government	\$481,135	Elected Officials	\$87,600
Planning	\$89,869	Public Works	\$380,820
Building Inspection	\$65,610	Facilities & Equipment	\$256,200
Code & Safety	\$309,198	Capital Outlay	\$563,700
Parks, Rec & Community	\$66,500		

The Expenditure amounts below reflect 2016/2017 Actuals, with the percentage they are to budget. The Town spent at or below the budgeted amounts except in a few areas. Those include Administration where we had some higher than normal legal fees, Building Inspection due to turnover and additional training, and Parks & Rec and Capital Outlay, both a result of Pinckney Park, Phase I and getting this new amenity open to the public.

General Government	\$518,881	108%	Elected Officials	\$78,928	90%
Planning	\$85,062	95%	Public Works	\$216,152	57%
Building Inspection	\$72,648	111%	Facilities & Equipment	\$234,702	92%
Code & Safety	\$234,842	76%	Capital Outlay	\$631,633	112%
Parks, Rec & Community	\$81,582	123%			

The Following Chart displays by percentage the Major Expenditures, 2016/2017 Actuals:



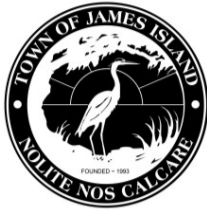


New Town Hall

The Town of James moved forward on its long-term goal of building a New Town Hall and moving out of its leased space. A community meeting was held in the summer of 2016 to unveil the conceptual design for the new James Island Town Hall on Dills Bluff Road. The new facility is approximately 6,000 square feet and consists of Town Council Chambers and Administrative Support Offices. From there, the project wrapped up construction documents and permitting in early 2017. The project went out for bid in April of 2017 and Town Council awarded the project to Blanchard Construction in June. Scheduled completion date is March of 2018.

The site is located in close proximity to the current Town Hall, which was important to the Town's leadership as the intersection of Camp and Dills Bluff Roads has become our Town center. The site consists of three separate parcels that the Town had to acquire, each with their own unique set of challenges. One of the properties was heirs' property, and while the family who owned the property wanted to sell the property to the Town, there was not clear title. Therefore, the Town exercised its eminent domain powers. One of the other parcels was part of a larger parcel the Town subdivided. To make matters more complicated, it was located within the City of Charleston's jurisdiction but fortunately, we worked together and were able to complete a boundary adjustment. The third piece involved a land swap with the neighboring First Baptist Church. In fact, the Town and First Baptist Church are developing a joint overflow parking lot in conjunction with this project.



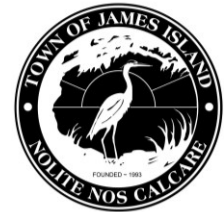


Pinckney Park

In 2015, the Town purchased Pinckney Park utilizing Charleston County Greenbelt Funds. Pinckney Park is 7.37 acres of beautiful land with majestic trees situated on a tributary of Parrot Creek at the end of Fort Johnson Road. Once purchased, the Town immediately engaged Hussey Gay Bell Engineers to develop a Masterplan, which consisted of many workshops to gauge feedback with the public and neighboring property owners.

Phase I design was completed in late 2016 and bid out for construction to IPW Contractors, Inc. Phase I included a new pervious parking facility, walking trails, playground and signage. The Town held a groundbreaking event in February of 2017, and then a public dedication event after its completion in June. Later phases include a picnic shelter, additional trails, and a boardwalk.





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 the organization move forward.

Achievements:

Steered the Town through the adoption and implantation of the Hospitality Tax.

Led the Town through the completion Phase I construction at Pinckney Park.

Worked with many stakeholders to identify and acquire the New Town Hall site.

Worked closely with Architect firm Liollo and project team to complete design, construction documents, and bidding of the New Town Hall project.

Expanded the partnership with the City of Charleston Recreation Department to help fund Sunday openings at the James Island Recreation Center.

Moved several infrastructure projects along, including Seaside Lane sidewalk and Dills Bluff Rd sidewalk, including helping to secure sales tax funding for Seaside Lane and the paving of Rembert Road.

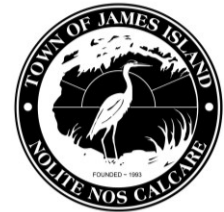
Procured 2 Right of Way Acquisition Firms on Indefinite Delivery Contracts to primarily help pursue needed drainage easements.

As MEOC Manager, led the Town through emergency preparedness, evacuation and recovery from Hurricane Matthew in October of 2016.

Increased the reach of Repair Care Program by including new partners, such as Home Works and Operation Home.

Goals:

Facilitate the New Town Hall project completion for the Spring of 2018 and navigate a smooth transition into the new space.



Secure a Recreational Trails Grant for Pinckney Park, and Make new improvements to Dock Street Park through anticipated PARD funding.

Expand the Town's fleet.

Secure sales tax funding assistance for new infrastructure projects.

Secure a MASC Hometown Economic Development Grant.

Spearhead additional improvements to the Camp and Folly Intersection Improvement project, including bus stop improvements and wayfinding signage. Make additional improvements to Folly Rd. through the Rethink Folly Rd. steering committee and Town's hospitality tax fund.

Develop a decorative lighting plan with SCE&G for the Town Center at Intersection of Dills Bluff and Camp Rd.



MEOC Meeting



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:

Participated/attended BCD COG and MASC training for new FOIA updated laws

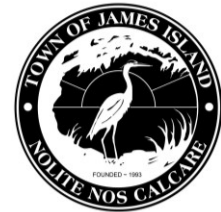
Worked with Archive Social to determine the need for the Town of James Island to have a record retention for social media for FOIA requests. This resulted in a 30-day trial to be considered in next year's budget

Worked with Archive Social to develop a social media policy that was adopted by Town Council

Negotiated for new copier lease agreement with DocuSystems (Konica Minolta) through State Contract

Codification of Town Ordinances – ensure compliance of codes by keep up to date with American Legal for the timely publishing and posting of the Town's codes.

Public Relations – serve as Public Information Officer for the Town by issuing press releases, coordinate ribbon-cuttings for new opening of new Town businesses, grand openings,



groundbreaking, community events, and Emergency Management. Acquired knowledge in social media: Facebook, G-Mail, Website

Staff Wellness and Training- continue to seek and recommend quality health, wellness and staff training through the State Employee Benefits Authority (PEBA) and other local sources. Currently communicating with AFLAC for a short-term disability policy for staff (optional); established relationship with Heritage Trust Credit Union as an alternate banking source, conducted annual insurance open enrollment, process annual ACA requirements, serve as new employee hire by advertising job ads and processing hire paperwork, offered employee trainings: Customer Service and PEBA Benefit Perks

Community Events: Assisted with DSS Adoption event (with TA, and ISP); Youth Mentoring Program Picnic, First Baptist Church Community Day

Goals:

Continue to learn new methods to enhance Town Clerk duties.

Continue to offer lunch and learn sessions beneficial to staff.

Continue to seek knowledge in health and retirement.

Continue to update and use relevant knowledge to keep up-to-date technically.



DSS Adoption Event with Town and ISP



Revenue Collections Specialist

The Revenue Collections Specialist for the Town of James Island provides business license services for businesses planning to do business in the Town of James Island. Also, working along with the Planning & Zoning, Building Services and Code Enforcement of the Town of James Island and the Charleston County Office when processing and investigating different companies that may or may not have a business license to do the work within the Town of James Island.

Also included in this position are administrative assistant duties that provides office support for staff, community and constituents. This includes implementing administrative projects, processing business licenses, reports, and provides information to residents by answering questions, following up on requests, and addressing other various concerns.

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 the training session to earn MASC's Business Licensing accreditation. Promoted from Administrative Assistant II to Revenue Collections Specialist.

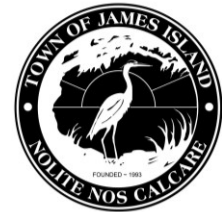
Completed U.S. Department Homeland Security, Emergency Management Institute Workplace Violence Awareness Training

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.



Continue to enhance my abilities with the business license services.

Continue to enhance my abilities to input 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.



Robin Flood Receives Certificate of Completion for
MASC Business License Officials Training

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. Learned how to post information on Town's website to be a backup to Administrative Assistant II.

Goals:

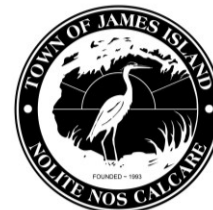
Continue providing excellent customer service to the staff, residents, and visitors of the Town of James Island.

Continue to grow professionally and improve in the task of processing business licenses. Begin to train in electronic development of business license process.

Attend workshops and/or seminars to enhance quality of work and skills.



Repair Care Program



Finance Officer

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.

Accomplishments:

Successfully received a clean audit report for the Fiscal Year 2015 / 2016.

Promoted from Senior Finance Clerk to Finance Officer.

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.

Assist in the development of workflow and paperwork processes as the Town of James Island establishes additional services and projects.

Being an integral team member in the growth of the Town of James Island.



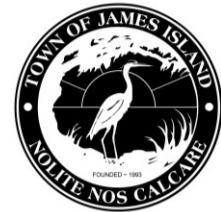
Ft. Johnson Sidewalk Connector along Camp and Dills Bluff Rd.

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
- 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.

Plan Review and Floodplain management is a function of Building Services that is currently managed at Charleston County.

Achievements:

Maintained all certifications and completed ongoing training.

Goals:

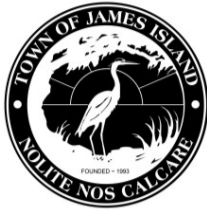
Complete the Coastal Floodplain Manager certification.

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

Develop statistics on all construction activity in the Town.

Continue to maintain all required inspector certifications.

Assist with Program Development for the Repair Care Program.

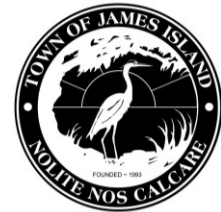


Deputy Singer, 2016 ISP Deputy of the Year

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 zoning cases handled are considered *criminal violations*, while building code violations are civil offenses. All cases are subject to the Charleston County Magistrate's Court process 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



Code Enforcement Officer also works in conjunction with the Building Official, the Public Works Director, and the Planning Director based on the nature of the violation.

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:

Closed 91 code enforcement cases during the fiscal year.

Worked with staff to revise existing ordinances or pass new ordinances as needed.

Continued Municipal Emergency Operations Center Training.

Goals:

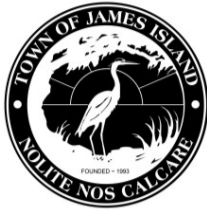
Continue to learn and practice new techniques improving the effectiveness as a Code Enforcement Officer.

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

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:

Expanding department with search for new Permit Technician.

Member of the *Rethink Folly* Steering Committee for the Folly Road Complete Street Corridor Study.

Managed all aspects of residential and commercial planning and zoning, (with limited consultation from Charleston County Zoning and Planning on Major Subdivisions only).

Completed the process and implementation of the Town of James Island's first Planned Development (PD) Zoning District.

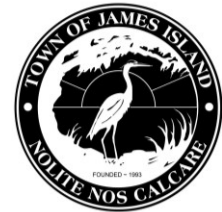
Continued streamlining process with Charleston County Building Services to make it easier for applicants to submit for building permits.

Completed the planning phases of several major development and redevelopment projects.

Goals:

Continue to maintain the positive relationship with Charleston County Zoning and Planning Department and the Building Services Department.

Work with the new Town Building Official to streamline the process of applying for Building Permits to make it seamless for applicants and residents.



Implement goals set out in the Rethink Folly Complete Street Corridor Study.

Continue to work with neighboring jurisdictions to achieve goals.

Digitalize forms, plans and applications to make submission and storage easier.

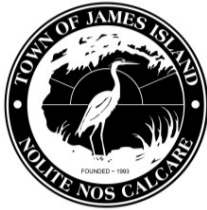


Grand Opening of Pelican's SnowBalls

Public Works Department

Public Works Director

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 and drainage. 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 Director 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 Director 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.

Achievements:

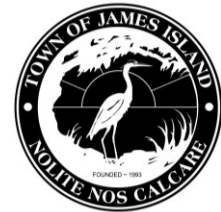
Promoted to Public Works Director.

Completed the sidewalk project on Camp Road from Fort Johnson to Dills Bluff road and then up Dills Bluff Road to Fort Johnson Road (Ft. Johnson Sidewalk Connector project).

Completed engineering drawings for sidewalk on Dills Bluff Road to Seaside Lane.

Completed engineering design work to improve drainage in the Seaside Lane – Greenhill – Williams – Honey Hill Drainage Basin and submitted project for TST funding. Held a community meeting for the residents discussing plan to move forward on securing drainage easements where needed to properly maintain the system.

Completed engineering drawings for sidewalk on Seaside Lane from Dills Bluff to Ft. Johnson.



Conducted Stormwater Plan Reviews in house.

Conducted numerous neighborhood traffic studies and implemented traffic calming measures ranging from increased law enforcement to installing speed humps in the Centerville Neighborhood.

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

As part of the intergovernmental partnership, work concluded on the Harbor View Road Improvement Project and work continued on Camp and Folly Intersection Improvement Project.

Through ongoing meetings of the James Island Stormwater Managers Group, assisted in proactively preventing flooding damage to public or private property during Hurricane Matthew. Coordinated with other agencies during the preparedness and recovery efforts for Hurricane Matthew.

Continued with compiling a signage inventory with a system to identify type, location and condition of our Town signage. Began to repair and replace damaged or faded signs.

Identified stormwater outfalls into receiving waters that experience detrimental backflow of salt marsh water and sediment into residential drainage systems. Continued program to install backflow prevention valves at these locations.



Check Valve Installation



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 build on our established 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 and issues 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.

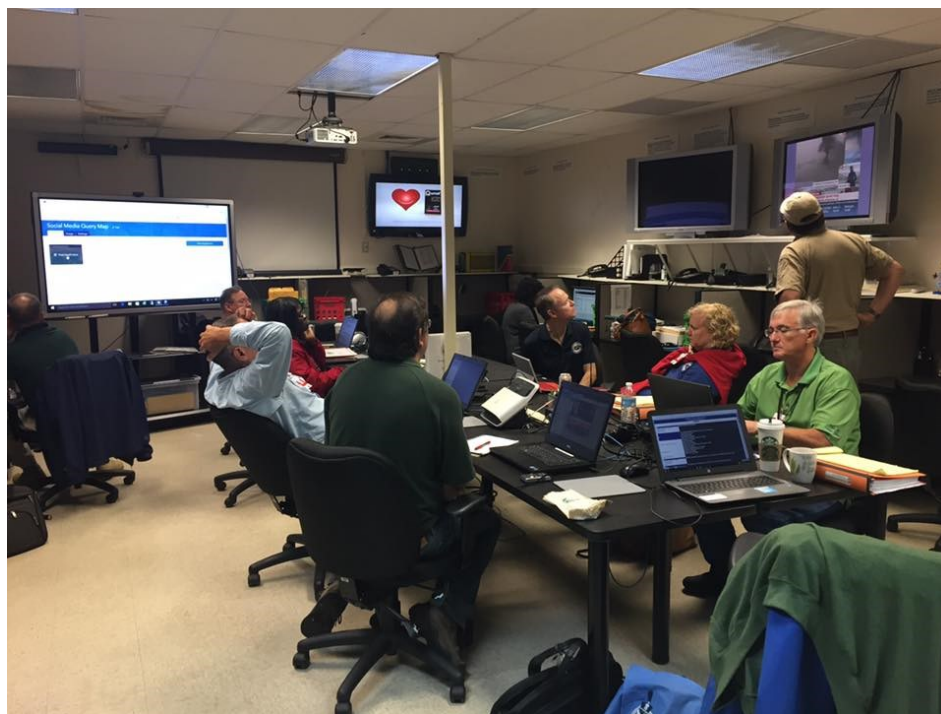
Continue Traffic Calming program and prioritize efforts for neighborhoods that see the most thru traffic.

Continue an engineering intern program that provides hands-on experience for college level engineering students during the school year.

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.

Continue professional development through programs offered by the American Public Works Association including certifications and training opportunities.

Work with the City of Charleston and Charleston County to improve drainage systems and to gradually take over roadside maintenance on SCDOT roads, especially in residential neighborhoods.



MEOC Meeting during Hurricane Matthew

Town Committees

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. The Children's Committee began a partnership with Charleston County School District's Kaleidoscope Program and sponsored a Lights On Event in October of 2016 and the first Annual Easter Egg Roll in the Spring of 2017. In December of 2016, the Children's Committee hosted its third Annual Tree Lighting event at Town Hall.



Town Tree lighting 2016

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. The History Commission was able to identify a new Historical Marker, The Battle of Dills Bluff, which was approved by Town Council and approved by the State Department of Archives & History. The Marker was received and dedication is planned for the fall of 2017. The History Commission also submitted another marker for approval, one honoring Simeon Pinckney.

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 second time in November of 2015 where many issues were discussed including coordination of debris removal and hurricane evacuation. The committee also held a tabletop Hurricane Exercise in June of 2015 and brought in other agencies to participate, including the State Emergency Management Office and the Highway Patrol.



Sandbag Operations during Hurricane Matthew

James Island Pride

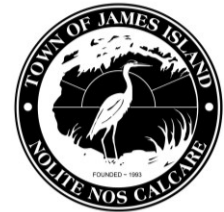
The Environment & Beautification Committee for the Town sponsors James Island Pride. The committee also sponsors James Island Arts and the Helping Hands Program. Councilman Garrett Milliken serves as Council liaison for James Island Pride, which is chaired by Grant Scurry; James Island Arts, chaired by Katherine Williams, and Helping Hands, chaired by Mary Beth Berry. Grant Scurry was honored for his service from 2013-2017, and due to relocation was replaced with Chairperson Amy Ball. JI Pride hosts island-wide litter pickups & community cleanups. Volunteers include members of JICHS student groups, the Exchange Club, Boy Scout troops, church youth groups and many residents who work with us to remove litter from our island parks, marshes and roadways. JI Pride hosts an annual SC Arbor Day event the first Friday in December of each year. JI Pride recognized the 2016 James Island Community Heroes: William G. “Cubby” Wilder, Cal Worthington and Nikolai “Nick” Skover. Cubby Wilder took home the Golden Rake Award. Another division of James Island Pride is James Island Arts, which promotes art and culture by providing resources for art education. The Fourth Annual Arts Auction was a great success in February 2017 with proceeds benefitting island art teachers and artists. The Helping Hands Program assists needy island residents with yard care. Neighbors who are unable to maintain their lawns are given assistance through Helping Hands. James Island Pride, James Island Arts and Helping Hands will welcome all citizens who wish to get involved with their community.



Golden Rake Award, 2016

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 Council liaison also served on the ReThink Folly Road Committee and helped steer its adoption by Town Council along with other area agencies and municipalities in the 2016/2017 Fiscal Year. The liaison also serves as the Town's representative on the CHATS (Charleston Area Transportation Study) Board.



Yard of the Month Program

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 Zennie Quinn became chairperson at the beginning of 2017, replacing long-time Chairperson Alan Laughlin who was honored for his years of service in this role. In August of 2016, The Neighborhood Council sponsored its second Annual National Night Out event with the Charleston County Sheriff's Office.