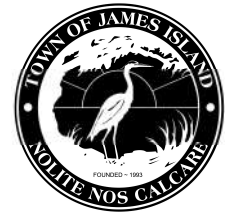




# Town of James Island Annual Report 2017-2018



## From the Mayor

We have compiled an Annual Report for our residents and stakeholders. This is the 6<sup>th</sup> 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.

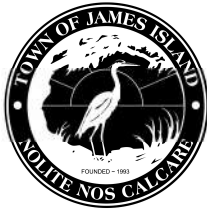
This year, we began with the construction of our New Town Hall facility. James Island has long-awaited building and moving into its own space, and a great deal of planning had led us to this point. The Town leadership had a vision to finance a Town Hall to meet its growing needs from the residents, staff and community at-large. Construction wrapped-up in the summer of 2018, and while this was the largest undertaking of the Town, there were many other ongoing efforts throughout this year. Pinckney Park continued to move forward with design and permitting work on Phase II of the Pavilion. After the severe storms during the past few years, many drainage issues have become known and the Town has been working to find solutions. The Town contracted this year with three on-call drainage firms to help supplement work performed by Charleston County under our Intergovernmental Agreement. Repairs were made in many areas in the Town including along Folly Rd., the Lynwood subdivision, Ft. Johnson Rd. and Lighthouse Point.

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 and expanded the program with additional deputies. 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 began funding projects with the new Hospitality Tax that included a new Public Parking Facility. The Town also committed Hospitality Tax funds along with Charleston County and the City of Charleston for Folly Rd. pedestrian improvements, Phase I. Another area of interest this year has been celebrating the Town's long and diverse history. The Town's History Commission dedicated two historical markers, one for the Battle of Dills Bluff Rd. and the other one for the Simeon Pinckney Homestead.

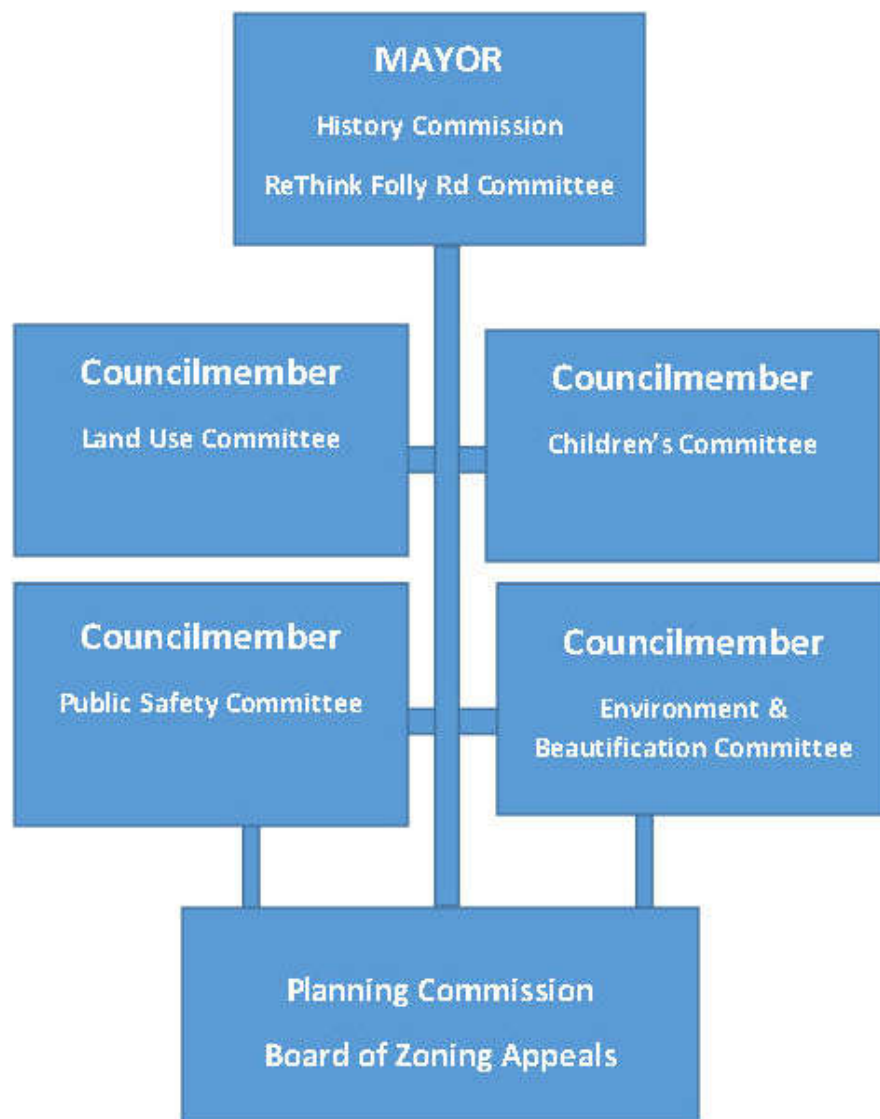
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and initiatives that we've set for ourselves for the coming year. We had an exciting year full of challenges and new opportunities, and look forward to serving our residents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

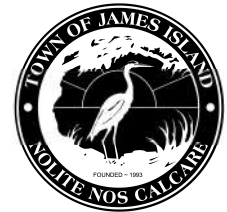
Sincerely,

Mayor Bill Woolsey

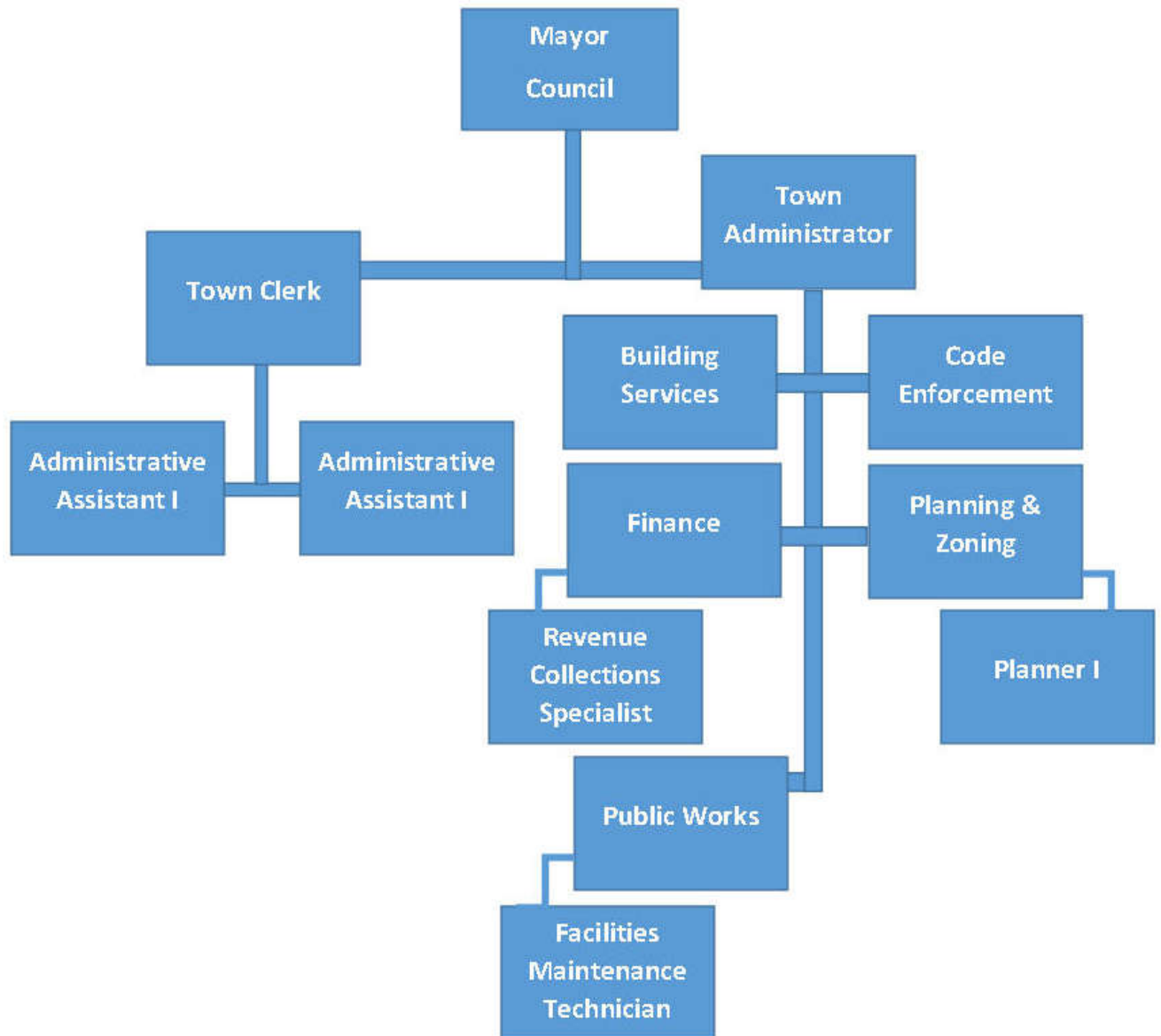


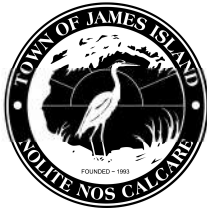
## Organizational Charts





## Organizational Charts





## Budget Discussion & Analysis

### Overview

James Island operates on a July 1<sup>st</sup> to June 30<sup>th</sup> 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

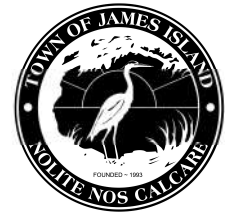
The Town receives revenue from many different streams. With the adoption of the Fiscal Year 2017 /2018, the Town included a 20 mil property tax for the purpose of making lease-purchase payments on our new Town Hall building, as well as to help fund and maintain a reserve balance. The Town also entered its second year of receiving 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 2017/2018 Adopted Budget):

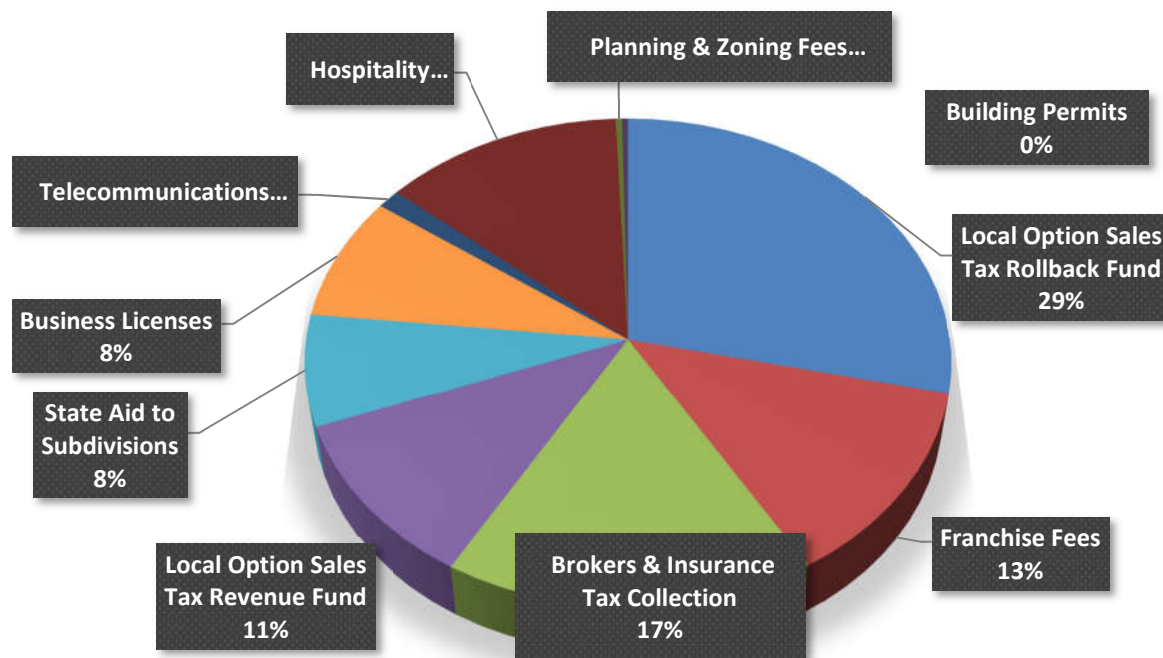
Local Option Sales Tax Rollback Fund	\$973,000	Business Licenses	\$281,200
Franchise Fees	\$440,000	Hospitality Tax	\$448,800
Brokers & Insurance Tax Collection	\$580,000	Telecommunications Tax	\$43,000
Local Option Sales Tax Revenue Fund	\$370,000	Planning & Zoning Fees	\$12,000
State Aid to Subdivisions	\$252,256	Building Permits	\$11,000

The Revenue amounts below reflect 2017/2018 Estimated Actuals. As you can see reflected in these numbers, the Town met or exceeded its budgeted amount of revenue in all categories, except for Franchise Fees and Telecommunications Tax. Both of those revenues have continued to decline over the past few years as phone and cable provider revenues have decreased due to changes in service options:

Local Option Sales Tax Rollback Fund	\$1,009,296	Business Licenses	\$368,287
Franchise Fees	\$373,837	Hospitality Tax	\$505,122
Brokers & Insurance Tax Collection	\$607,381	Telecommunications Tax	\$22,973
Local Option Sales Tax Revenue Fund	\$392,506	Planning & Zoning Fees	\$13,731
State Aid to Subdivisions	\$260,294	Building Permits	\$17,575

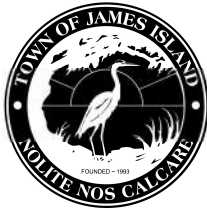


The Following Chart displays by percentage the Major Revenue Sources, 2017/2018 Budgeted Amounts:



### **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 lease-purchase payments for the New James Island Town Hall Project, the Island Sheriff's Patrol payments, capital projects, and the Town street light payments.



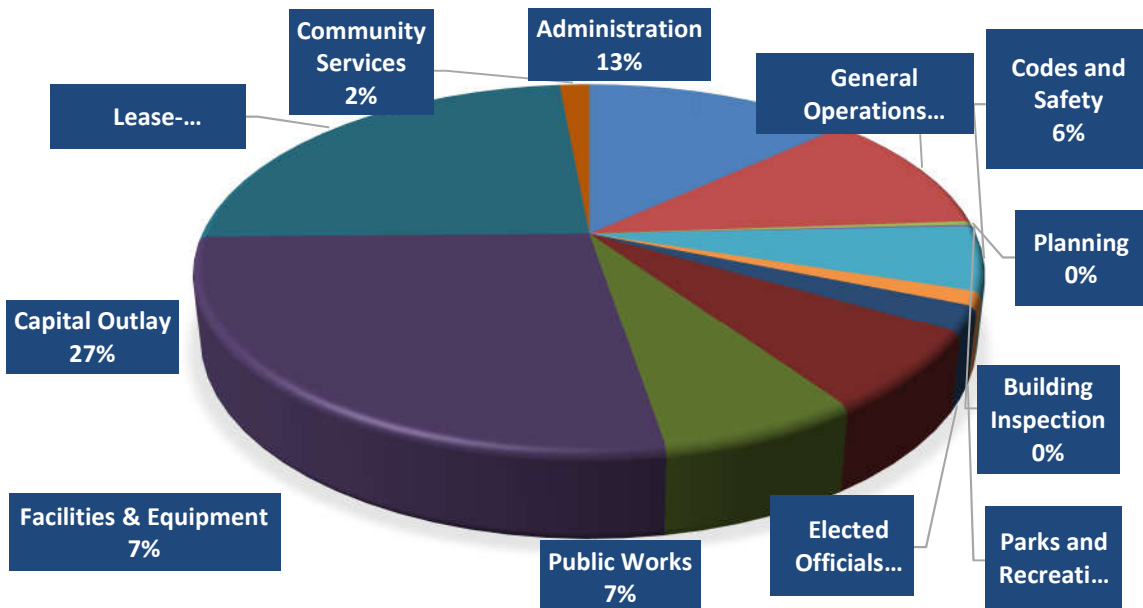
The expenditure budget is broken up mainly by department. Below is break-down of the 2017/2018 Adopted Budget Amounts. Please note personnel costs for all departments except Administration are included in General Operations:

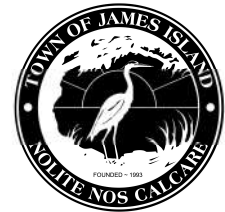
Administration	\$573,600	Parks and Recreation	\$49,500
General Operations	\$437,050	Public Works	\$289,510
Planning	\$13,335	Facilities & Equipment	\$282,190
Building Inspection	\$6,110	Capital Outlay	\$1,022,530
Codes & Safety	\$231,250	Lease-Purchase	\$973,000
Elected Officials	\$90,100	Community Services	\$59,620

The Expenditure amounts below reflect the 2017/2018 Estimated Actuals. The Town spent at or below the budgeted amounts except in its Capital Outlay. The Town has been paying more than the required payments in an effort to defease the revenue bonds early.

Administration	\$476,953	Parks and Recreation	\$25,603
General Operations	\$369,380	Public Works	\$215,721
Planning	\$7,855	Facilities & Equipment	\$270,850
Building Inspection	\$2,413	Lease-Purchase	\$973,000
Codes & Safety	\$170,447	Capital Outlay	\$1,241,070
Elected Officials	\$81,981	Community Services	\$61,555

The Following Chart displays by percentage the Major Expenditures, 2017/2018 Budgeted Amounts:





## Capital Projects

### New Town Hall

**Design Team: Liollo Architects; ADC Engineering; DWG Consultants**

**Project Cost: \$4 million**

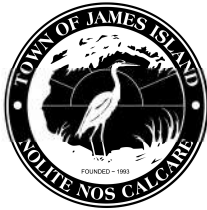
**Completion Date: July 2018**

Construction of the new James Island Town Hall wrapped up at the end of the 2017/2018 Fiscal Year and the Town completed its long-term goal of building a facility and moving out of its leased space. The project kicked off construction in July of 2017 and progressed mostly on schedule until weather events caused delays, including Hurricane Irma in September and then a Winter Storm in January of 2018. Part of this project included joint parking facilities with the First Baptist Church of James Island. The parking facilities were substantially complete in May of 2018, and the James Island Town Hall was substantially complete shortly thereafter in July.



The municipal complex is separated into two distinct spaces: The administrative building and the Frances Simmons Council Chambers, named for the current and long-time Town Clerk of James Island. The entire facility is approximately 6,000 square feet, which is about 30% larger than the



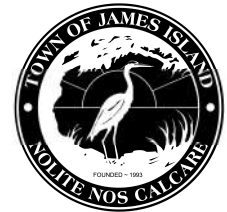


former space located within the Camp Road shopping center. The administrative building houses all Town departments, as well as offers a flex space for Island Sheriff's deputies to utilize. There are two conference rooms, a small one just off the lobby and a larger one towards the back of the building. The rear portion is set-up with a kitchenette and restroom facilities, and was designed so it can be closed off from the regular offices and accessed separately along with the Council Chambers building. The Council Chambers, with an adjoining screened-in porch, is a multi-purpose space that was designed with the island's needs in mind. The James Island Town Hall has always been used by community organizations for meeting and event space, and now this new facility will meet those expanding needs for generations to come.



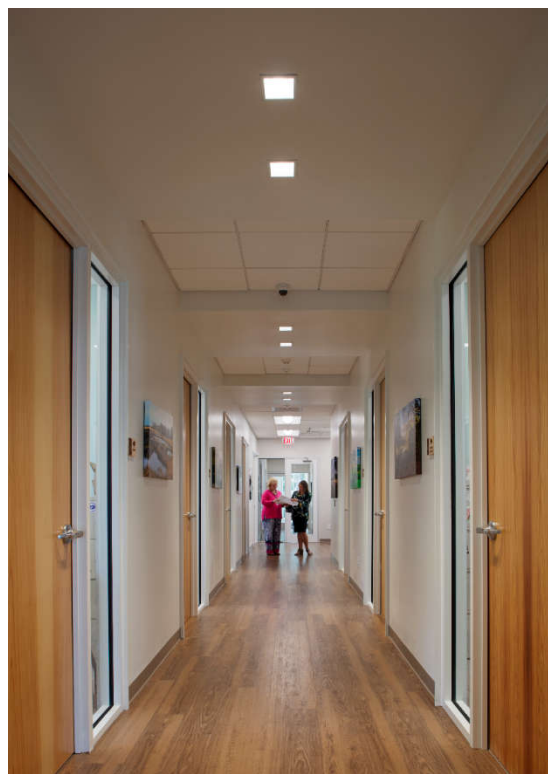
Thoughtful attention to detail and careful design choices set this Town Hall apart and truly make it unique to the Town so it serves the staff, its boards, commissions and residents. The lobby to the Administrative building is bright and open yet secure, providing key card control access for staff. The area serves to be a place for residents to gather information and houses some interpretive signage, one detailing the Town's incorporation history and another one mapping out historic sites and points of interests for visitors. The Town held a resident photo contest and scenic images of James Island now hang along the office corridor. The site lent itself to focusing on the large, mature live oak and magnolia trees situated on the property and protecting them and featuring them within the design was a key narrative. Large picture windows in both buildings showcase their beauty, and when you enter the administrative building the glass doors allow you to see a beautiful live oak tree that sits all the way on the opposite end, just outside the rear conference room.

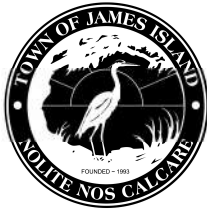
Sustainable design and energy efficient building practices were also used when building the new Town Hall. The main parking area is made of pervious pavers and helps to control and minimize stormwater run-off. The facility utilizes two different HVAC technologies to condition the building. The office spaces are conditioned with a very efficient Variable Refrigerant system and



dedicated outdoor air unit that utilizes multiple smaller capacity fan coil units throughout the building. The multiple zone approach increases thermal comfort for the occupants and allows those units to not have to work as hard when occupants are not present. The entire office area has a programmable occupancy schedule that allows for the temperatures to be set-back during unoccupied times. The Council Chambers is conditioned with a multi-stage cooling unit with a hot gas dehumidification sequence that allows it to use less energy when the space is unoccupied and still meet the cooling / heating load when the room is fully occupied. This unit also has a programmed set-back schedule for unoccupied periods. Furthermore, the entire building utilizes LED lighting technology with decreases cooling load and maintenance requirements and the plumbing fixtures utilize low flow technology to decrease water demand.

Thought was also given to the building's longevity and ability to serve as a Municipal Operations Center. Should the Town need additional office space in the future, the attic space was designed so that it could be converted into extra square footage. The sandy soils, while great for stormwater measures, meant earthquake drains needed to be installed. Now, in the event of an earthquake, the large shafts drilled underneath the foundation will allow water to infiltrate within their sleeves and thus help protect the building against liquefaction. Also, the structural design was built to a Class IV essential facility, the highest rating built to withstand a wind speed of 158 mph, typically seen in a Category 3 hurricane.





## **Pinckney Park**

**Design Team: Hussey Gay Bell Engineers; Rosenblum Coe Architects**

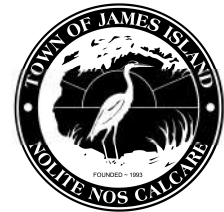
**Project Cost: \$402,000**

**Completion Date: Phase I – May, 2017**

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. Throughout the 2017/2018 Fiscal Year, the Town finalized the drawings for the screened-in picnic shelter and restroom facility as well as secured the necessary water and sewer permits. The Town plans to build the Pinckney Park Pavilion in the Summer of 2019 with partial funding from the Town's Hospitality Tax.





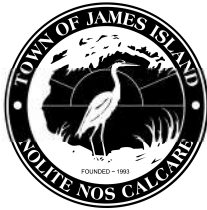
## Additional Capital Projects

Project	A/E / Contractor	Funds	Cost/Estimate	Completion Date
Dills Bluff Sidewalk Phase I	JLA, Inc. / First Construc.	CP funded	282,000	April 2018
Dill Bluff Boardwalk	JLA, Inc.	CP funded	170,000	Ongoing
Dills Bluff Sidewalk Phase II	JLA, Inc.	CP funded	11,300 (design)	Ongoing
Stone Post Drainage Easements	Seabrook / Michael Baker	CP funded		Ongoing
Tallwood Drainage	Seabrook	CP funded	99,900	Ongoing
Honey Hill / Greenhill Drainage	Stantec / Primacq	CP funded (HMP Grant request)	198,390	Ongoing
Rembert Rd Paving	County	TST Match /CP	90,000	Ongoing
Lighthouse Drainage/Sidewalk	Forseburg / Reveer	TST Match /CP	220,000	Ongoing
Seaside Lane Sidewalk	Stantec /	CTC Match / CP	242,000	Ongoing
Sterling Drive Improvements	BlueTide Marine	CP funded	104,105	May 2018
Quail Drive Sidewalk	Stantec	TST Match / CP	124,520	Ongoing
Ft. Johnson Sidewalk Connect	County	TST Match / CP	250,000	FY 17/18
Island-Wide Drainage Study	Thomas & Hutton	Town CP match / City/ County	56,856	Ongoing
Camp/Folly Bus Shelter	Wildwood	CP Funded	39,850	Ongoing
Camp / Folly Crosswalks	Banks	Hospitality	69,000	June 2018
Folly Rd Phase I	Reveer	Town / County / City / COG	2 million	Ongoing
Quail Run Drainage	UAM	Town CP	135,000	Ongoing
Folly Rd. Bike Lane Improvements	Stantec	Hospitality	175,000	Ongoing
Centerville Traffic Calming	JLA / Aphalt Concepts	Town CP	55,000	July 2017
Harborwoods Traffic Calming	JLA / Asphalt Concepts	Town CP	80,565	Ongoing

## 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 to 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 New Town Hall Project and worked closely with the Design Team and Contractor throughout the construction and navigating the transition into the new space.

Continued managing aspects of Phase I construction at Pinckney Park to include the gate installation, and worked with Design Team on finalizing plans for the Pinckney Park Pavilion.

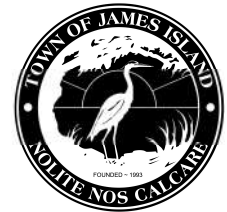
Awarded a PARD grant for Dock Street Park site furnishings and also TST funding for Quail Run sidewalk project.

Worked with a local property owner and local businesses to open the Town's first public parking facility on Santee St. off Folly Road.

Moved several infrastructure projects along, including the completion of the Dills Bluff Rd sidewalk project Phase I and the design and permitting of the Dills Bluff Rd. boardwalk.

Procured three (3) On-Call Stormwater Drainage Firms on Indefinite Delivery Contracts to perform with drainage repair projects.

As MEOC Manager, led the Town through the emergency management efforts from Hurricane Irma in September of 2017.



Continued managing the Repair Care Program with Sea Island Habitat and completed four roof repair projects.

Managed ongoing special projects to include the new CARTA bus shelter at the Camp and Folly intersection and the Guide to Historic James Island.

Began the Town Farmer's Market in partnership with Nano Farms.

**Goals:**

Close-out all punchlist items from the New Town Hall project including acoustical concerns in Council Chambers.

Bid and award the Pinckney Park Pavilion project.

Navigate the Community Rating System process with the National Flood Insurance Program and work to reduce flood insurance premiums for resident policyholders.

Secure a Pre-Disaster Mitigation Grant for the Honeyhill / Greenhill Drainage Improvement Project.

Continue working with lobbyist and stakeholders for the Ft. Johnson site in developing Ft. Johnson Park and preserving the Old Harbor Master's House, as well as working with stakeholders to develop plan for Harbor View Rd. Park.

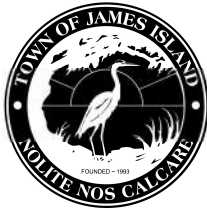
Oversee the ReThink Folly Rd selection process for a Project Manager.

Secure a MASC Hometown Economic Development Grant.

Spearhead additional improvements to the Camp and Folly Intersection Improvement project, including exploring the old Subway property and potential for a pocket park.

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

Explore economic development opportunities and partnerships with other organizations, such as the EdVenture Children's Museum.



New Town Hall Groundbreaking

### **Town Clerk**

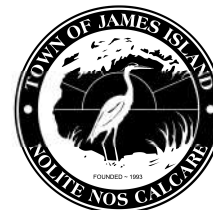
The Office of the Clerk is one of the oldest offices in government. The primary role of the Town Clerk is to record the proceedings of the Town's legislative body and attest to and affix the Town Seal on official documents.

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:**

Continued to stay abreast of new laws and legislation under Freedom of Information.



Continued to communicate with Archive Social to determine the need for the Town of James Island to have a record retention for social media for FOIA requests.

Developed a Social Media Policy for the Town and had it adopted by Town Council.

Codification of Town Ordinances: ensure compliance of codes by keep up to date with American Legal for the timely publishing, posting, and correctness of Town codes.

Public Relations: serve as Public Information Officer for the Town by issuing press releases, coordinate ribbon-cuttings for new businesses in the Town, community events, and Emergency Management. Post relevant information via social media to keep the public informed of important news and events in the Town; i.e., public hearings, as well as providing communication to local media outlets on social media: Facebook, G-Mail, and Website.

Serve as Secretary to the Planning Commission and Board of Zoning Appeals by attending meetings and transcribing minutes, retain records for both boards of action taken, notify the public of meetings, post agendas, and informing media outlets.

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. Offered wellness session to staff by having a certified nurse update staff on free programs offered through health insurance. Communicating with AFLAC for a short-term disability policy for staff (optional), continue to work with Heritage Trust Credit Union as an alternate banking source and for financial education.

HR: Advertise in media/outlets for new hires (as applicable), process personnel files, enroll employee in insurance/retirement benefits. Process terminations (when applicable). Offer sexual harassment awareness Training via video to staff.

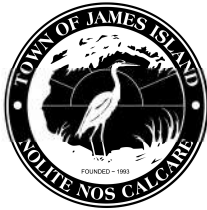
Upcoming: Plan to conduct annual open enrollment for insurance by hosting a mini health/benefits fair for staff in October 2018. To offer Flu Clinic, Blood Pressure checks for staff members and their family.

Coordinated efforts for Historical Markers with State Archives & History and the History Commission.

**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.



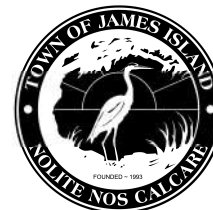
Battle of Dills Bluff Historical Marker

### **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 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.

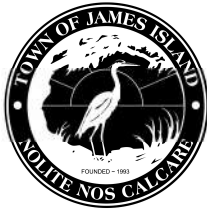
Continue to be a team player and help other staff members realize their goals.

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, in particular with the Repair Care Program.

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



Town Event at Pinckney Park

### **Receptionist / Administrative Assistant I**

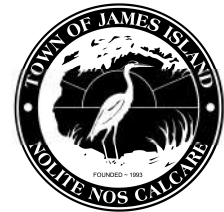
The Receptionist / Administrative Assistant I for the Town of James Island provides service to the public by greeting via telephone and in person; welcoming and directing guests to the office appropriately to the correct point of contact. This position provides clerical support to the staff. The duties of this position include, but are not limited to, receiving and routing incoming calls, greeting and directing office visitors, processing and filing 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.

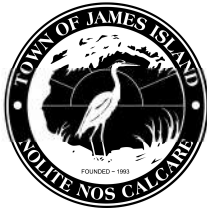
Attend workshops and/or seminars to enhance quality of work and skills.



Community Shred Day

### **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 2017 / 2018.

Promoted from Senior Finance Clerk to Finance Officer.

Added Responsibility with oversight of Revenue Collections Specialist

Organized biannual Shred Day Event for our residents

### **Goals:**

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

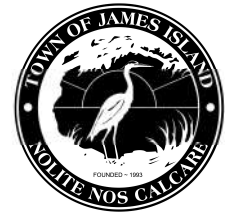
To continue good organization and filing of sensitive financial data and employee data by keeping good source document records and filing them promptly.

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.

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 and expand responsibilities with the growth of the Town of James Island.



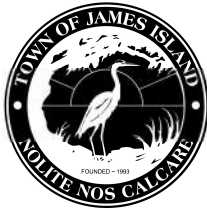
Centerville Speed Hump Project

## **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:**

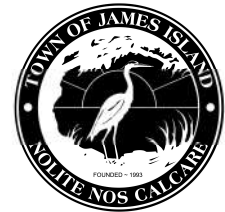
Complete the Coastal Floodplain Manager certification.

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.



Palmetto Training at County Emergency Operations Center

## Code Enforcement Department

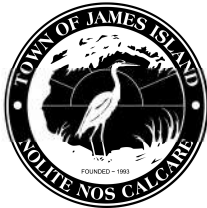
### Code and Safety Officer

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 arising from new ordinances passed by Town Council. 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:**

99 cases filed in fiscal year 2016-2017.

100% successful conviction rate for cases taken to Magistrate Court.

Brought long-term cases into compliance, including the introduction of new issues such as maintaining chickens and the use of short term rentals.

Continued training for Municipal Emergency Operations Center. Served as liaison for Hurricane Irma and served as contact for Town Neighborhood Council.

### **Goals:**

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

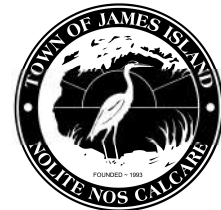
Continue to improve ways of approaching and redirecting difficult situations for the betterment of all parties involved.

## **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:**

Expanded department with the hiring of a Planner 1.

Implemented several goals set out in the *Rethink Folly* Plan, including amendments to the TOJI ZLDR, and working with Banks Construction and Charleston County to lower nonconforming signs in Folly/Camp Improvement area.

Member of the *Rethink Folly* Staff Committee, CHATS Study Team and the Charleston County Resilience Element Committee.

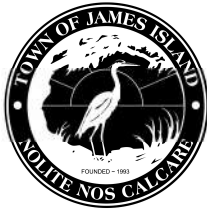
Managed all aspects of residential and commercial planning and zoning, (with limited consultation from Charleston County Zoning and Planning on Major Subdivisions only).

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.

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

Was accepted as a qualified applicant to take the AICP Exam.



**Goals:**

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

Continue to implement goals (via text amendments to the TOJI ZLDR) set out in the Rethink Folly Complete Street Corridor Study.

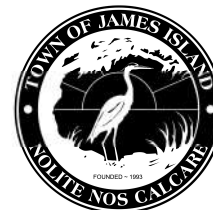
Continue to work with neighboring jurisdictions to achieve goals.

Continue to digitalize forms and applications/create fillable applications to make submission and storage easier.

Pass the AICP Exam.



Mayor Pro Tem Leonard Blank honored by Sea Island Habitat

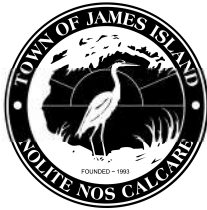


## **Public Works Director**

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 monthly 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.



Camp and Folly Intersection Improvement Project Dedication

**Achievements:**

Expanded the Department with the hiring of the Facilities Maintenance Technician.

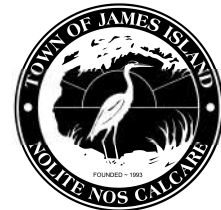
Completed construction of sidewalk on Dills Bluff Road to Seaside Lane.

Began construction of sidewalk on Seaside Lane from Fort Johnson Rd. to Dills Bluff Rd.

Began easement acquisition for Seaside-Greenhill-Williams-Honey Hill Drainage Basin improvements.

Continued to conduct 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 Harbor Woods Neighborhood.



Continued several engineering design projects such as a boardwalk for the marsh section of sidewalk on Dills Bluff Rd., as well as the sidewalk and drainage project on Lighthouse Point Blvd.

As part of the intergovernmental partnership, work concluded on the Camp and Folly Intersection Improvement project.

Through ongoing meetings of the James Island Stormwater Managers Group, continued to address stormwater issues and prevent serious flooding to public and private property.

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

Engaged the services of three private stormwater contractors to perform on-call work on the Town's stormwater infrastructure. Made repairs to culverts, cleaned ditches and slip-lined culverts in an effort to expedite improvements to Town stormwater systems.

Worked with other agencies during winter storm to keep roads open and mitigate effects.

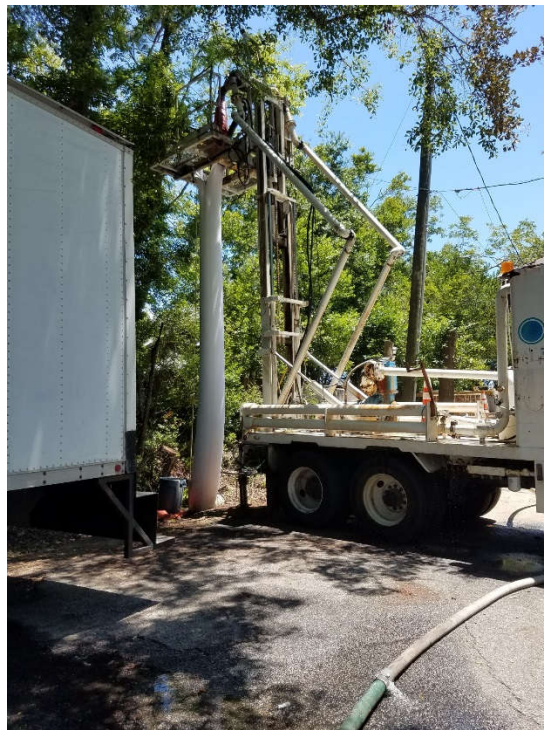
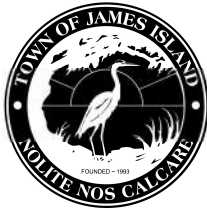
Partnered with the City of Charleston to provide sand and bags for Island residents in advance of Hurricane Irma. Worked with local agencies to protect lives and property during and after the storm.

Began program to repair potholes with Department staff and purchased material that can be stockpiled for use as needed.

Began regular maintenance on Town leased public parking lot.

Town began hosting monthly meetings of City and County to form an Island wide drainage working group made up of agency Directors and Stormwater Managers. Group began the process to engage an engineering firm to identify the drainage watersheds and basin in order to identify areas that need to have improvements to prevent flooding.

Continued Engineering Intern Program which is being used as a model for the state by the South Carolina Chapter of the American Public Works Association.



Sliplining Outfall Pipe at Grimsley Drive

**Goals:**

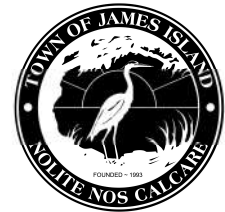
Continue to work to improve the drainage on the Island, increase our inventory of sidewalks, bike lanes and multi-use paths and improvements to the traffic flow on the Island.

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 our popular engineering intern program that provides hands-on experience for college level engineering students year-round.

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 to use Town resources and personnel to make repairs and improvements to Town property and infrastructure and assist other agencies with infrastructure maintenance and improvements using Town resources.

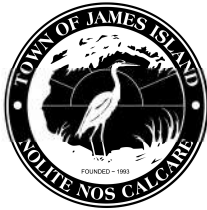
Continue professional development through programs offered by the American Public Works Association including certifications and training opportunities.

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.



Town Farmers Market





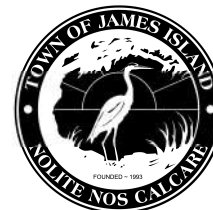
## Town Committees

### 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 2018. In December of 2017, the Children's Committee hosted its fourth Annual Tree Lighting event at Town Hall.



Island Sheriff's Patrol Deputies at Lights On



### **History Commission**

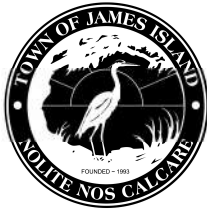
The purpose of the James Island History Commission is to promote the preservation of the Town's historical and cultural attributes. Mayor Bill Woolsey is the Council liaison for this commission and Paul Hedden serves as the Chairperson. The History Commission was able to identify a new Historical Marker, 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 was held in the fall of 2017. The History Commission also submitted another marker for approval, one honoring Simeon Pinckney, former owner of the Pinckney Park property. This Marker was dedicated in February of 2018.

### **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 in 2017 where many issues were discussed including coordination of debris removal and hurricane evacuation.



Simeon Pinckney Marker Dedication

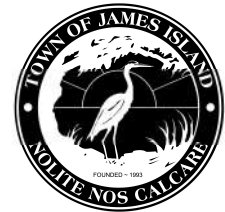


## **James Island Pride**

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 Henrietta Martin; James Island Arts, chaired by Dana Ellis, and Helping Hands, chaired by Mary Beth Berry. 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. James Island Pride recognized the 2017 James Island Community Heroes: Keith and Melanie Bowen, Katie Dahlheim, Alexandra Purro and David Parler. David Parler 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 Fifth Annual Arts Auction was a great success in February 2018 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.



Arbor Day 2017



### **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 and assists with efforts of the Planning Commission and the Board of Zoning Appeals. The liaison also serves as the Town's representative on the CHATS (Charleston Area Transportation Study) Board.



### **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 serves as Chair. In August of 2017, The Neighborhood Council sponsored its third Annual National Night Out event with the Charleston County Sheriff's Office.