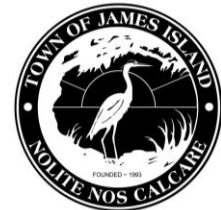




Town of James Island
Annual Report
2018-2019



From the Mayor

We have compiled an Annual Report for our residents and stakeholders. This is the 8th 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.

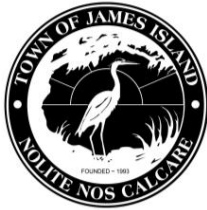
We focused our efforts this year on quality of life issues for our residents, with our main area of attention being centered around relieving drainage concerns on James Island. Our community has experienced several consecutive years with severe weather events, and these storms have helped to highlight infrastructure failures as well as the need to change existing development policies. The Town made significant progress in completing some projects to relieve drainage trouble spots, including work along Tallwood Drive and securing necessary easements in the Stone Post community to adequately maintain our existing ditch system. Moreover, there was shift this year to a jointly fund a plan between the Town, City of Charleston and Charleston County to conduct an Island-Wide basin delineation. This plan that progressed throughout the year will guide us in making better decisions on prioritizing efforts and funding of improvement projects around the island. The Town also engaged a consultant to begin the work of adapting our policies and procedures to better control the negative effects development practices can have on our residents and homes in older communities.

The Town continued its mission to make James Island a more pedestrian-friendly community with the completion of the Seaside Lane Sidewalk project and beginning Phase II of our Dills Bluff Sidewalk project with the boardwalk construction. The expansion of our traffic control program into more neighborhoods this year was another way we sought to protect the quality of life of our residents, as well as their safety. As always, our Island Sheriff's Patrol Program is a priority for the Town as we continue to increase funding to provide more deputies on the streets to better prevent and solve crime.

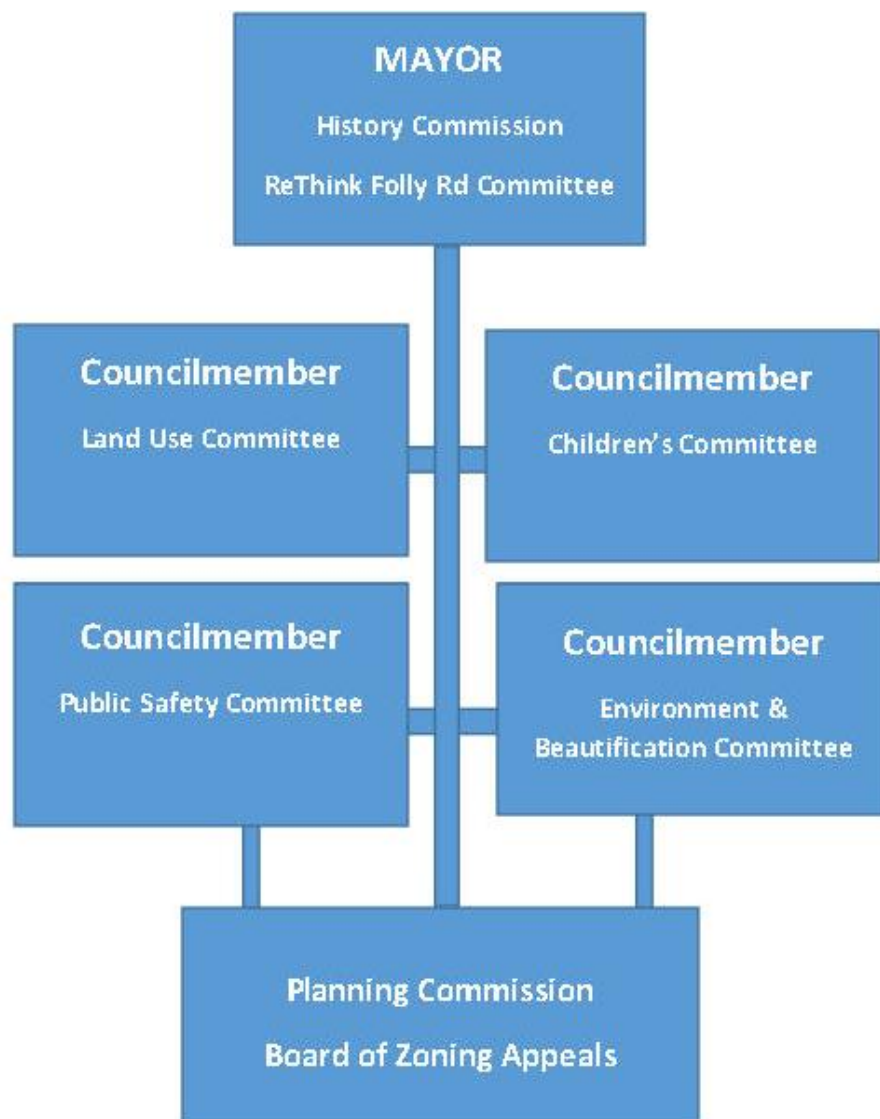
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and initiatives that we've set for ourselves for the coming year. We had an exciting year full of challenges, new opportunities, and look forward to serving our residents in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

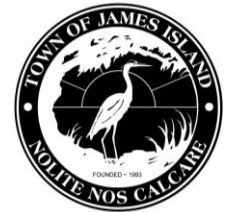
Sincerely,

Mayor Bill Woolsey

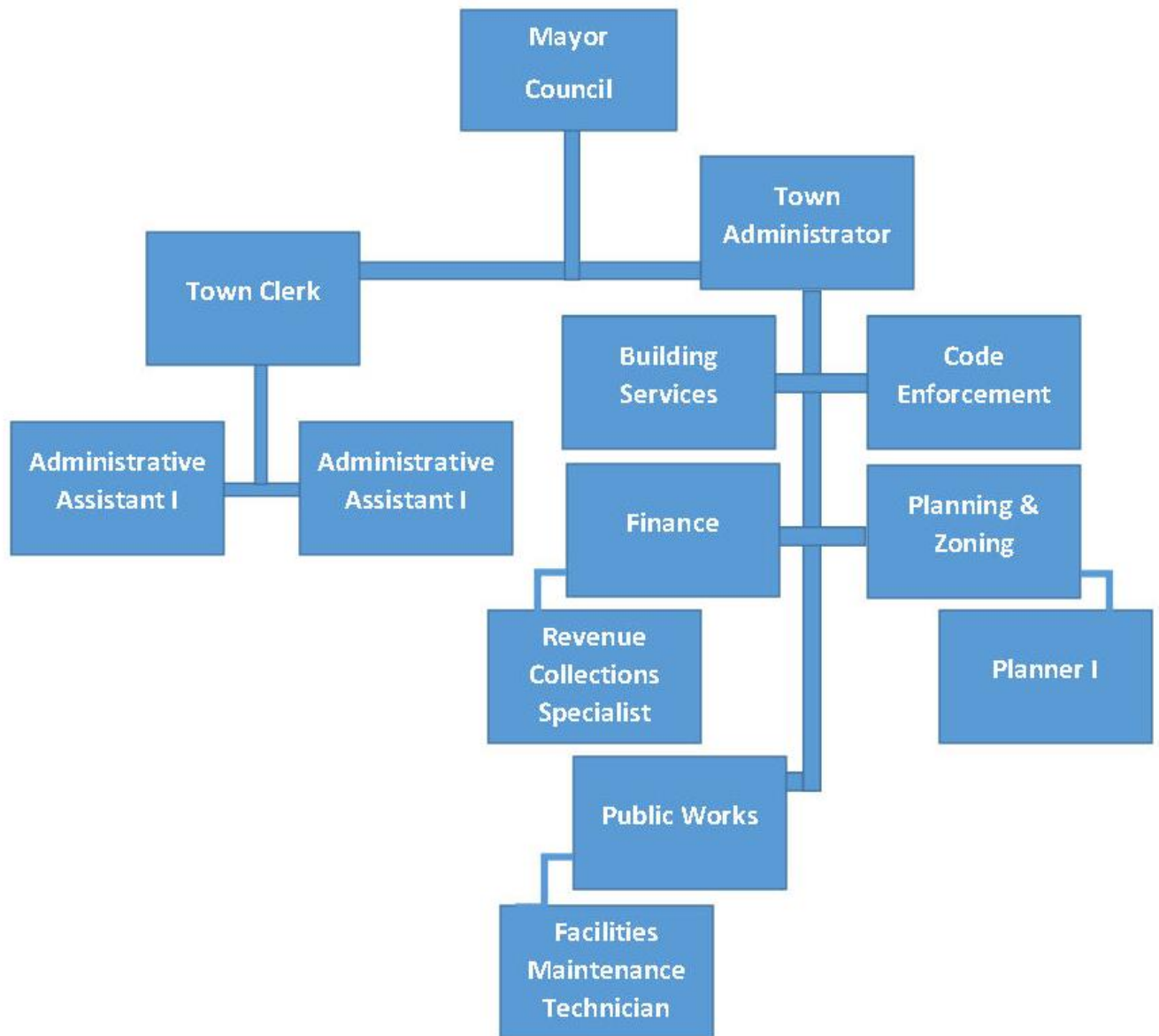


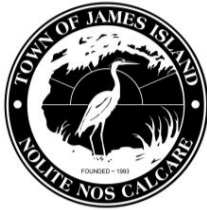
Organizational Charts





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

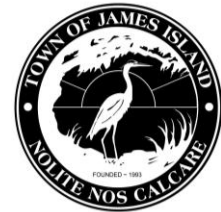
The Town receives revenue from many different streams. With the adoption of the Fiscal Year 2018 /2019, the Town included a 20 mil property tax for the purpose of making lease-purchase payments on our new Town Hall building, as well as to help fund and maintain a reserve balance. The Town also entered its third 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. The Town began including our Stormwater Revenue in our Annual Budget Report. The stormwater fees collected are held by Charleston County, and while most are used to operate our Stormwater Program managed by Charleston County, a portion is allocated to capital projects within the Town which is accounted for in the Stormwater Fund.

Major Revenues are as follows (amounts reflect the 2018/2019 Amended Budget):

Local Option Sales Tax Rollback Fund	\$975,000	Business Licenses	\$375,000
Franchise Fees	\$390,000	Hospitality Tax Fund	\$500,000
Brokers & Insurance Tax Collection	\$545,000	Telecommunications Tax	\$30,000
Local Option Sales Tax Revenue Fund	\$375,000	Planning & Zoning Fees	\$12,500
State Aid to Subdivisions	\$263,946	Building Permits	\$15,000
Stormwater Fund	\$435,369	Accommodations Tax	\$10,000

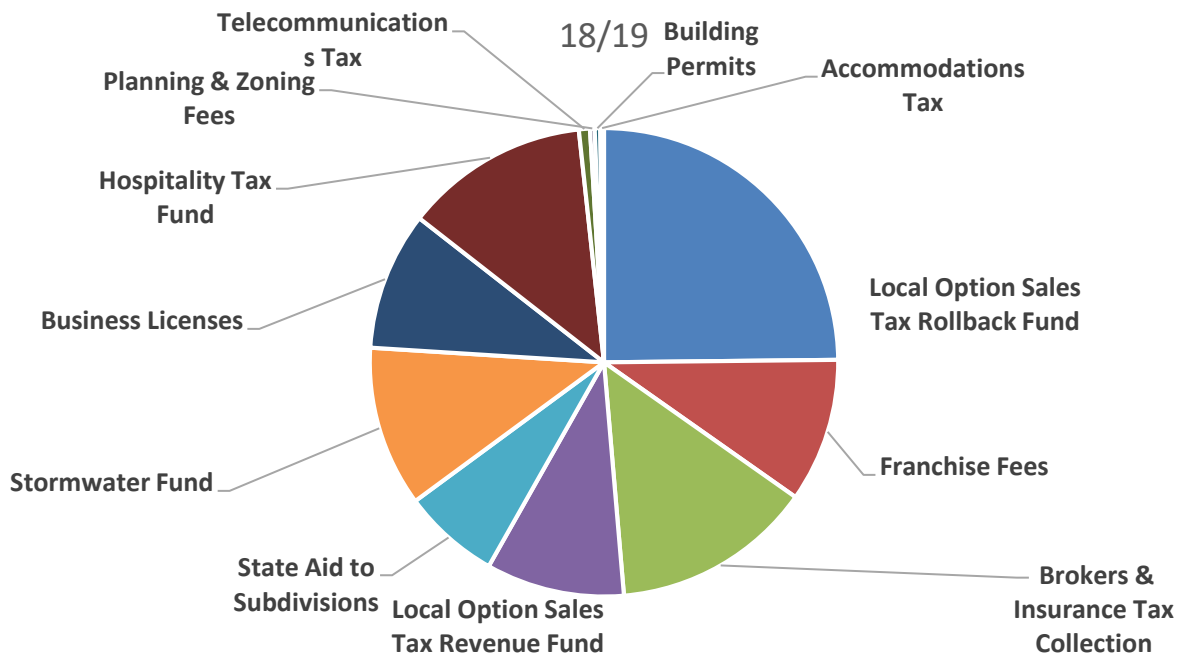
The Revenue amounts below reflect 2018/2019 Estimated Actuals. The Franchise Fees continue to decline because of dwindling cable users and we had less building permit revenue this year over last because of a few large residential developments in the Town that are now complete. Fortunately, other areas of revenue, in particular the Brokers & Insurance Tax income, more than make up for those shortfalls.

Local Option Sales Tax Rollback Fund	\$1,059,126	Business Licenses	\$368,000
Franchise Fees	\$354,975	Hospitality Tax	\$572,511



Brokers & Insurance Tax Collection	\$954,592	Telecommunications Tax	\$21,354
Local Option Sales Tax Revenue Fund	\$425,560	Planning & Zoning Fees	\$13,071
State Aid to Subdivisions	\$263,494	Building Permits	\$10,782
Stormwater Fund	\$239,488	Accommodations Tax	\$35,411

The Following Chart displays by percentage the Major Revenue Sources, 2018/2019 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’s street-light payments.



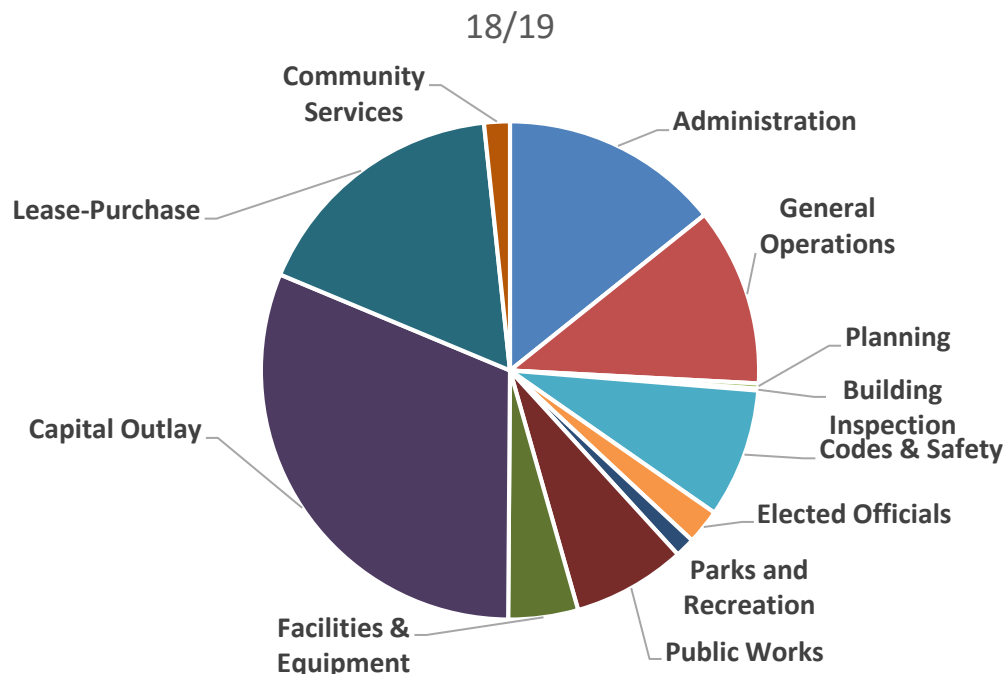
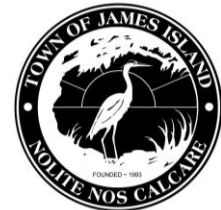
The expenditure budget is broken up mainly by department. Below is break-down of the 2018/2019 Amended Budget Amounts. Please note personnel costs for all departments except Administration are included in General Operations:

Administration	\$565,130	Parks and Recreation	\$50,750
General Operations	\$458,250	Public Works	\$291,420
Planning	\$13,585	Facilities & Equipment	\$179,437
Building Inspection	\$4,710	Capital Outlay	\$1,235,135
Codes & Safety	\$332,250	Lease-Purchase	\$675,000
Elected Officials	\$90,100	Community Services	\$66,240

The Expenditure amounts below reflect the 2018/2019 Estimated Actuals. The Town spent at or below the budgeted amounts except in its Capital Outlay, because the Town has been paying more than the required payments on the Town Hall building in an effort to defease the revenue bonds early. This budget year we also had some personnel changes, reclassifying the Permit Tech position to a Planner I and also adding a part-time receptionist. We realized savings in eliminating the rent payments on the old Town Hall space that was vacated.

Administration	\$573,390	Parks and Recreation	\$42,198
General Operations	\$435,830	Public Works	\$290,713
Planning	\$9,224	Facilities & Equipment	\$202,904
Building Inspection	\$3,110	Lease-Purchase	\$600,834
Codes & Safety	\$276,349	Capital Outlay	\$1,509,144
Elected Officials	\$90,900	Community Services	\$62,154

The Following Chart displays by percentage the Major Expenditures, 2018/2019 Budgeted Amounts:



Capital Projects

New Town Hall

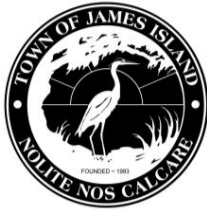
Design Team: Liollo Architects; ADC Engineering; DWG Consultants

Contractor: Charleston Blanchard Construction

Project Cost: \$4 million

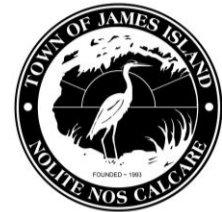
Completion Date: July 2018

Construction of the new James Island Town Hall wrapped up at the beginning of the 2018/2019 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 Town hosted a Dedication Ceremony in August of 2018, followed by a well-attended Open House for the public.



Dedication of the Frances Simmons Council Chambers

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.

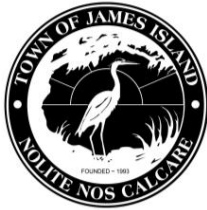


Rep. Peter McCoy congratulating the Town



Recognition of First Baptist Church of JI

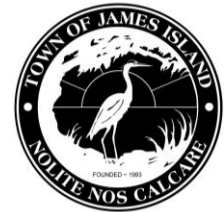
Thoughtful attention to detail and careful design choices set this Town Hall apart and truly make it unique to the Town so it serves the staff, its boards, commissions and residents. The lobby to the Administrative building is bright and open yet secure, providing key card control access for staff. The 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.



Local Artwork submitted by the Public adorns the main hallway

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.

In its first year of operation, the Town Hall hosted approximately 150 Town and various community meetings. Everyone from the Girls Scouts, to garden clubs, to HOA's hosted meetings out of our new community space, whether it was one of the two conference rooms or the council chambers.



Town Hall Public Open House

Tallwood Drainage Improvements

Design Team: E.M. Seabrook Engineers

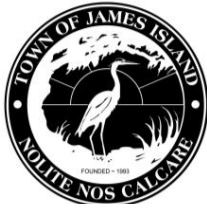
Contractor: Eadies Construction

Project Cost: \$99,900

Construction Date: May 2019

Residents along Tallwood Dr. were experiencing flooding after large rain events in the backyards, and they came to the Town asking for relief. We had Seabrook Engineers look into what the problems were and what we could do to address their concerns. There was an existing Town easement running along the back of their property lines. However, a new development had been placed adjacent to the easement along Canopy Cove, and the developer never addressed off-site drainage run-off.

We worked with the neighborhood association, and came to an agreement where the Town would take over ownership of their road as well as the drainage pond. This would afford the Town the opportunity to place a new drainage pipe in the easement and run it to the pond. The pond



also needed to be properly maintained and cleaned out, which was done as part of the construction improvements.



Dills Bluff Sidewalk Project

Design Team: Johnson, Laschober & Associates, Inc.

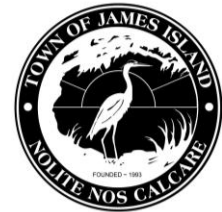
Contractor: BlueTide Marine Construction

Project Cost: \$285,489

Construction Date: Phase I completed April, 2018, Phase II began February, 2019

The Town made a great deal of headway this fiscal year in its plan to extend sidewalks down Dills Bluff Rd, and eventually connect to existing sidewalks along Harbor View Rd. The conceptual plan, completed by Stantec Engineering, broke the project into three phases. Because of permitting delays with OCRM, the boardwalk was pulled out of Phase I and broken into a separate phase.

Phase II includes connecting a gravel path to the existing Phase I concrete sidewalk, selective clearing of the area along where the gravel path will be, constructing approximately 190 foot of wooden elevated boardwalk over the marsh, pouring a concrete sidewalk stub at the termination of the boardwalk, extending an existing drain pipe and extending the asphalt path to the concrete tie-in.



Additional Capital Projects

Project	A/E / Contractor	Funds	Cost/Estimate	Completion Date
Dills Bluff Sidewalk, Phase III Design & Permitting	JLA, Inc.	CP funded	37,800	Ongoing
Stone Post Drainage Easements, Phase I	Seabrook / Michael Baker	CP funded		Completed
Rembert Rd Paving	County	TST Match /CP	90,000	June 19
Lighthouse Drainage/Sidewalk	Forseburg / Reveer	TST Match /CP	220,000	Ongoing
Seaside Lane Sidewalk	Stantec / Truluck	CTC Match / CP	242,000	Dec 2018
Sterling Drive Improvements	BlueTide Marine	CP funded	104,105	May 2018



Quail Drive Sidewalk	Stantec / Landscape Pavers	TST Match / CP	124,520	Ongoing
Island-Wide Drainage Study	Thomas & Hutton	Town CP match / City/ County	56,856	Ongoing
Camp/Folly Bus Shelter	Wildwood	CP Funded	39,850	Oct 2018
Folly Rd Phase I	Reveer	Town / County / City / COG	2 million	Ongoing
Harborwoods Traffic Calming	JLA / Asphalt Concepts	Town PW	80,565	Aug 2018
Jordan St Traffic Calming	JLA / Asphalt Concepts	General Fund	45,087	Ongoing
Dock St Park Improvements	Playworld Preferred	GF / PARD	14,746	Feb 2019
Grimsley Dr. Drainage	Eadies Construction	Stormwater	35,080	Nov 2018
Greenhill Drainage	Stantec	CP / Stormwater	115,000	Ongoing
Pinckney Park Phase II	HBG / RCA	CP	458,700	Ongoing
Streetscape Lighting Camp / Dills Bluff	Dominion	CP / NSF	54,683	Ongoing

Administrative Department

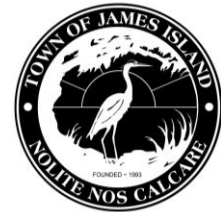
Town Administrator

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 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:

Closed out the new Town Hall project and worked to address post-construction concerns, such as resolving the acoustical issue in Council Chambers. Planned and Oversaw the Grand Opening and Public Open House Events.

Oversaw the financial efforts between the Town's bond counsel and municipal advisors in defeasing the Town's lease-purchase bonds on the Town Hall facility.

Worked with the design team in finalizing Phase II of Pinckney Park and put the pavilion project out for bid.

Navigated the Community Rating System with the National Flood Insurance Program and worked with Charleston County and BSCEG officials on securing a good score for our community that will help residents maintain discounts off of their private homeowners' insurance.

Submitted two new grants that the Town has not previously explored. One was a Pre-Disaster Mitigation Grant and the other one was a Hazard Mitigation Grant. While I was unsuccessful on the pre-disaster grant, it was a good learning opportunity on what is expected and provided practice working with the FEMA's benefit cost analysis tool. We are expecting to be awarded the Hazard Mitigation Grant in the fall of 2019.

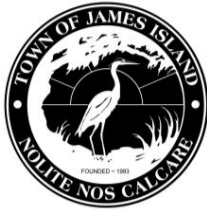
Coordinated the efforts between the Town's History Commission and Brockington & Associates on the Historic Sites Guide to James Island. The draft was finalized this fiscal year.

Lead the effort to select a Project Manager for ReThink Folly Rd. and worked to get all four jurisdictions to approve a cost-sharing agreement for the hired consultant.

Finalized the lighting plan for the Dills Bluff and Camp Rd Intersection and ensured the Town was able to utilize non-standard service funds to pay for the infrastructure installation.

Spearheaded the effort for the acquisition of Brantley Park. Submitted the Greenbelt Application on behalf of the Town and the City of Charleston and worked with the seller and realtor on negotiating the terms of the sell.

Worked closely with Charleston County staff on finalizing the lease terms for the Camp Rd. Library space.



Managed several infrastructure projects, including beginning construction on the Dills Bluff Rd. boardwalk and traffic calming projects to include Harbor Woods and Jordan St.

Procured On-Call Engineering Firms on Indefinite Delivery Contracts, as the current IDC period expired. Expanded our pool from three to five firms and increased the scope of services.

As MEOC Manager, led the Town through the emergency management efforts from Hurricane Florence in October of 2018. Following Hurricane Season, worked with the Mayor on reorganizing the structure of the MEOC to operate more smoothly based on recent past storms.

Continued managing the Repair Care Program with Sea Island Habitat and completed several re-roofing and weatherization projects.

Revamped the Town Market by moving it to a more central location at Town Hall purchased an outdoor movie screen.

Elected President of the James Island Exchange Club.

Goals:

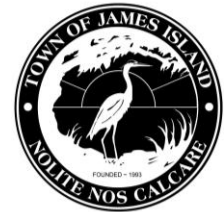
Once the Town receives it's CRS score in the fall of 2019, evaluate areas where the Town can improve its rating and work towards implementing the policies and procedures necessary to increase the credit available to homeowners with flood insurance.

Finalize the easement acquisitions for the Honeyhill / Greenhill Drainage Improvement Project, move the project towards construction, and explore grant opportunities for funding assistance.

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.

Secure a MASC Hometown Economic Development Grant, and look for ways, either in-house or through hired service, to add additional grant resources.

Work closely with Public Works to develop a routine maintenance plan for town drainage infrastructure, as well as begin implementing projects identified in the Island Wide Drainage Study. Also work closely with PW on agency stakeholders on improving the water quality of James Island Creek.



Continue beautification efforts of the Dills Bluff and Camp Rd intersection and explore new opportunities and partnerships with adjoining parcels.

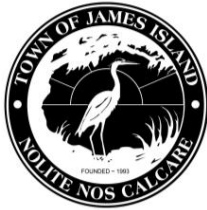
Develop and implement a plan for the Camp Rd. Library space that will adequately meet the goals and needs of the community, while being a site the Town can reasonably support and manage.

Work closely with Charleston County Building Services to bring more in-house capabilities to the Town's Building Department for the purpose of improving efficiency of the process and resident experience.

Continue working with ReThink Folly Efforts and implementing aspects of the plan in creative ways and through public-private partnerships.

Complete Phase II of Pinckney Park and work with Town staff in developing a maintainable yet resident-accessible facility rental plan for the new Pavillion. Also work closely with City of Charleston staff and design team on opening Brantley Park to the public.

Further develop the Town Hall complex to meet future needs by opening up access to Camp Rd, and begin planning phase for adding additional office space on the second level.



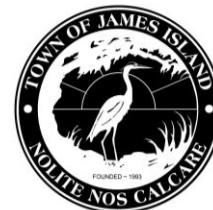
Town of James Island represented at James Island Exchange Club's Annual Fundraiser

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.

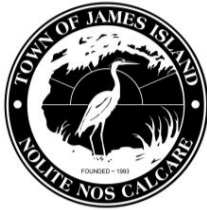
Codification of Town Ordinances: ensure compliance of codes by keeping up to date with American Legal for the timely publishing, posting, and correctness of Town codes.

Public Relations: serve as backup 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, continue to work with Heritage Trust Credit Union as an alternate banking source and for financial education, held open enrollment on July 23, with Liberty National Insurance for staff to enroll or terminate coverage (health, accident, cancer. Liberty offered employees free accident insurance for one-year whether or not they enrolled.

Meeting Space Use: Worked with Town Administrator and Planning Director to develop policy for groups meeting at the Town Hall. Worked with Town Administrator and Town Attorney to develop a Hold Harmless Clause for the Under Garment Society to park their vehicle in Town parking lot.



Community Space: Since moving into the New Town Hall, community groups overwhelming met in our beautiful Town Hall building with state of the art equipment. The Town has hosted close to 75-100 groups that includes non-profits, homeowner associations, county and state offices, Garden Clubs, Boy and Girl Scout Troops, and impromptu meetings.

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.

Plan to conduct annual open enrollment for employee insurance by hosting a mini health/benefits fair in October 2019. To offer Flu Clinic, Blood Pressure checks for staff members and their family.

Work with Town Administrator to change Town tort liability and related insurance from Insurance Reserve Fund to MASC, SC SMIT and SMIRF insurance.

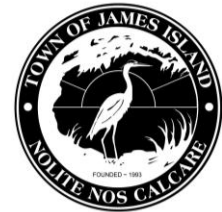
Goals:

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.



Honoring Holocaust victims through a Yon Kippur Remembrance Resolution

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.

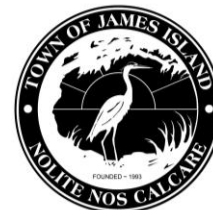
Continue to enhance my abilities to input information on the website.

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.

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.

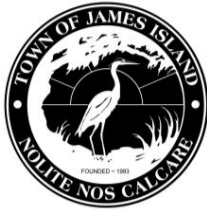
Finance Officer

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

Adding credit cards as an acceptable method of payment for permits and licensing.

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.

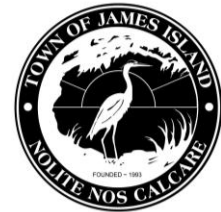
To continue to maintain our reliability and good standing with the Vendors we are associated with by being aware of our Accounts Payable status, paying vendors promptly and establishing a payee/payer relationship with new vendors.

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.

- Purchasing and purchase order systems.
- Permitting and licensing procedures.

Being an integral team member and expand responsibilities with the growth of the Town of James Island, including being a member of the Emergency Management Team.



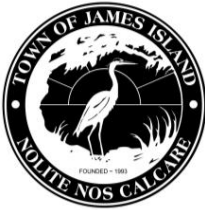
MEOC Training Exercise

Building Services Department

Building Inspector

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

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



- Building Code Enforcement; responding to building code requests
- 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.

Worked with homeowners of condemned structures to demolish and/or rehabilitate structures, and successfully had one structure demolished and another structure began the process of refurbishing to meet code.

Developed Town condemnation and demolition procedures in conjunction with Town Administrator and Town Attorney.

Worked closely with Charleston County and BSCEG reviewers to achieve a great score for the Town which will result in savings for homeowner's insurance.

Received training and practice in performing damage assessment following a storm event.

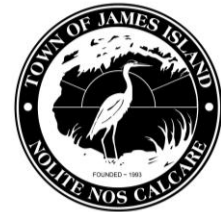
Goals:

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.

Continue pursuing identified structures that need to be demolished or renovated to meet applicable building codes.

Work to implement aspects into the Town's procedures and policies which will be identified by the Community Rating System to help further reduce homeowners flood insurance premiums.

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.

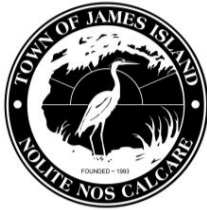
The Code Enforcement Officer is also the liaison to the Island Sheriff's Patrol (ISP). The ISP is partnership the Town has entered into with the Charleston County Sheriff's Office in which the Town funds additional officers dedicated to policing Town streets and neighborhoods. Sargent Shawn James leads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

Achievements:

77 cases filed in fiscal year 2018-2019.

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

Brought long-term cases into compliance.



Continued training for Municipal Emergency Operations Center.

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.

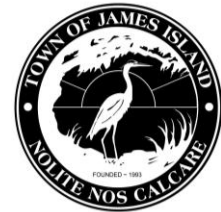


LEPC Meeting and Tour at Boeing

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:

Implemented several goals set out in the *Rethink Folly* Plan, including amendments to the TOJI ZLDR, and assisted with the hiring of a Project Manager for the Plan.

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

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.



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, and working with Toole Design on these goals.

Foster relationships with businesses and landowners on Folly Road with hopes to get them more involved and excited in the ReThink Folly Road plan and goals.

Start to utilize our newly acquired GeoThink application in order to become less reliant on Charleston County for digital services such as maps.

Begin the process of updating our Comprehensive Plan.

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.

Planner I Achievements:

Completed Planning and Zoning orientation training at Charleston County.

Assisted Planning Director in all aspects of residential and commercial planning and zoning.

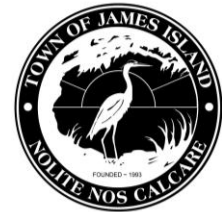
Digitized years of past permitting files following move to new Town Hall location.

Gained knowledge operating the TOJI website and digitizing forms and applications.

Learned to handle preparation for monthly Board of Zoning Appeals and Planning Commission meetings.

Learned to properly process all zoning permits.

Worked closely with the Town Building Official, Public Works Director, and Revenue Collections Specialist for permitting and licensing related to daily planning tasks.



Goals:

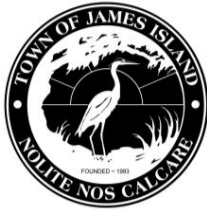
Continue to work closely with the Planning Director to achieve goals of the Planning Department.

Work towards eventually becoming more independent in all aspects of planning and zoning.

Continue gaining professional experience to become qualified to take the AICP exam.



Public Charrette for 1248 Camp Rd

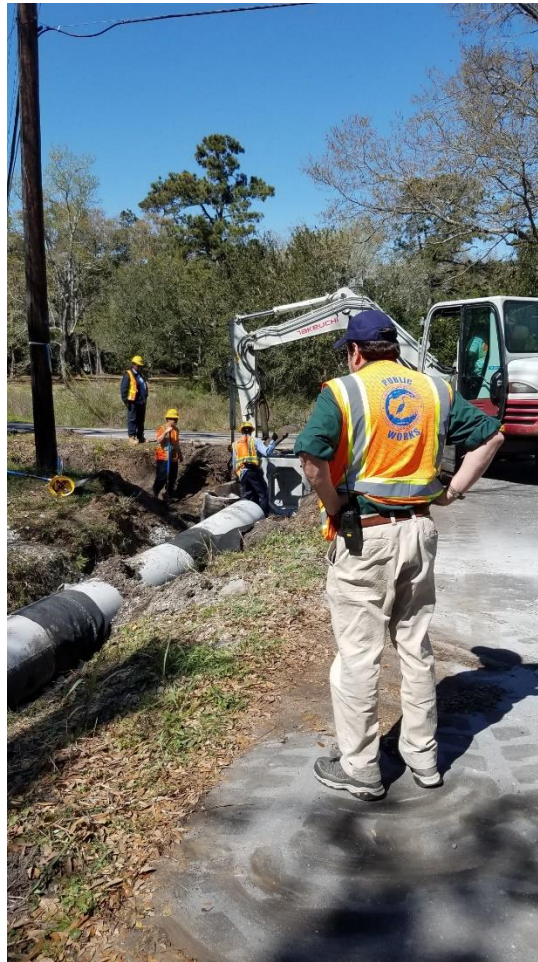
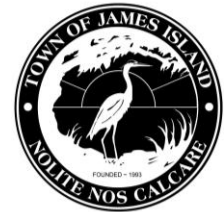


Public Works Director

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 and conducts traffic studies to address concerns by the residents. The Town strives to alleviate concerns through a variety of traffic control methods.



Drainage work in Lighthouse Point

Achievements:

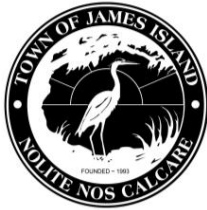
Promoted the Facilities Maintenance Technician to Facilities Maintenance Coordinator.

Moved Town operations to the new Town Hall complex.

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

Began construction on connecting sidewalk and boardwalk along Dills Bluff Road.

Continued 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 began engineering planning for traffic calming in Bayfront, Clearview and Eastwood neighborhoods.

Continued several engineering design projects such as drainage project on Lighthouse Point Boulevard and the Tennent Street outfall.

Working in partnership with the City of Charleston and Charleston County commissioned an island wide drainage study which defined 30 drainage basins on James Island and prioritized them for improvements.

Completed drainage improvements to the Tallwood – Canopy Cove neighborhoods.

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.

Continued the services of three private stormwater contractors to perform on-call work on the Town's stormwater infrastructure. Made repairs to stormwater ponds, constructed drainage systems and made video inspections of culverts to expedite improvements to Town stormwater systems.

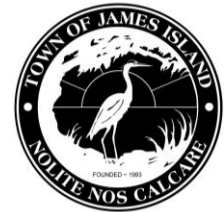
Partnered with the City of Charleston to provide sand and bags for Island residents in advance of Hurricanes Florence and Michael. Worked with local agencies to protect lives and property during and after the storms.

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

Member of the Board of Directors for the Lowcountry Branch of the South Carolina Chapter of the American Public Works Association.

Secretary for the Charleston County Local Emergency Planning Committee.

Continued regular maintenance on Town leased public parking lot and began regular maintenance on several rights of way and easements.



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.

Began using original subdivision plans to restore neighborhood drainage systems to their designed conditions.

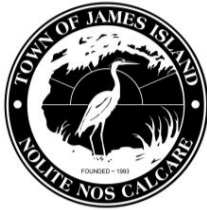
In partnership with Charleston County Transportation Development began planning for intersection improvements to Fort Johnson and Seccessionville and Fort Johnson and Camp.



Rembert Rd Paving Project

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 to work with Charleston County and the City of Charleston on a multijurisdictional approach to stormwater asset management, regulatory requirements and water quality issues.

Develop Level of Service goals and Extent of Service policies to use in making maintenance and capital improvement budgets for stormwater, roads and signage.

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.

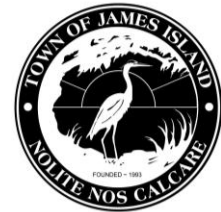
Continue our popular engineering intern program that provides hands-on experience for college level engineering students year-round.

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 to 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.

Continue to pursue easement acquisition for drainage, roadway and other infrastructure assets within the Town that are not currently dedicated to the public.



Develop and implement a public education program to explain the role of public works, citizen's roles with reporting issues and stormwater topics. With Charleston County and the City of Charleston develop a youth program to get students involved with public works and engineering.

Facilities Maintenance Coordinator

Achievements:

- Completed 12 FEMA Courses
- Completed First Aid, Safety & CPR Courses
- Training fire extinguisher use.
- Organize Town Hall Events
- Purchase hurricane supplies and facilitate sandbag operations.
- Replace fencing at Dock Street Park.
- Maintain all Backflows devices.
- Maintain Town hall and Parks grounds, including all playground equipment.
- Maintain all gas and power tools and equipment.
- Watering all plants and trees where there is no irrigation.
- Purchase, change street signs and clean existing ones.
- Maintain AED and all safety equipment.
- Maintain and fuel Town Hall fleet.
- Purchase asphalt, fill and maintain roadway potholes.
- Work arts committee for all art functions.
- Trim branches and chainsaw limbs and trees blocking or obstructing roadways and signage.
- Clearing blocked culvert pipes for proper drainage.
- Resurfacing gravel at San Tee parking lot.

Goals:

- To continue all existing maintenance duties.
- New projects which include, Installing No Parking signs along Grand Concourse for High School students that park in front of resident homes.
- Purchase, replace, clean and straighten street name signs throughout the James Island.
- Resurface gravel and parking blocks at Dock Street Park.
- Resurface screening parking lot and trails at Pinckney Park.

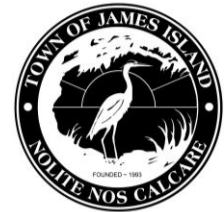


Camp and Folly Bus Shelter

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 members include Eric Stewart who represents Camp Rd Middle. The Children's Committee partners with Charleston County School District's Kaleidoscope Program and sponsored a Lights On Event in October of



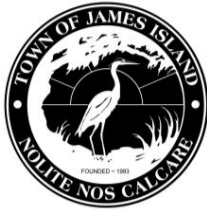
2018 and the Annual Easter Egg Roll and Hunt in the Spring of 2019. In December of 2018, the Children's Committee hosted its fifth Annual Tree Lighting event at Town Hall.



Tree Lighting 2018

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 dedicated this year to developing its Historic Guide to James Island Booklet and worked closely with consultants at Brockington & Associates. They researched sites, developed text, and sought out historic images throughout the development. They ultimately submitted a final draft for approval that was adopted by Town Council. The History Commission also participated in the first annual Victory Day Parade, celebrating Charleston's crucial role in the Revolutionary War.



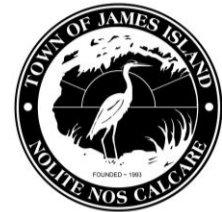
Chair Paul Hedden at the 2018 Victory Day Parade

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 Dominion.

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 Amy Ball and Helping



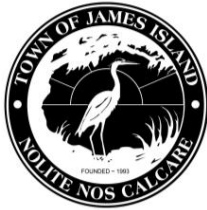
Hands, chaired by Stan Kozikowski. Volunteers include members of JICHs student groups, the Exchange Club, Boy Scout troops, church youth groups and many residents who work with us to remove litter from our island parks, marshes and roadways. JI Pride hosts an annual SC Arbor Day event the first Friday in December of each year. James Island Pride recognized the 2018 James Island Community Heroes: Sarah and Martin Hyatt, Sgt. Shawn James, James Island Ocean ActKIDvists, Mary Edna Fraser, and the James Island Vikings. 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.



Community Hero Award Winner 2018, Kids ActKIDvists

Land Use Committee

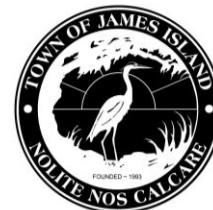
This Committee works with the Town's Planning Director in the Comprehensive Land Use Plan, zoning and land use regulations, and other planning and zoning issues. Councilman Leonard Blank is the Council liaison for this committee and assists with efforts of the Planning Commission and the Board of Zoning Appeals. The liaison also serves as the Town's representative on the CHATS (Charleston Area Transportation Study) Board.



Councilman Leonard Blank with History Commissioner Cubby Wilder, unveiling new signage for the Sol Legare Community

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 2018, The Neighborhood Council sponsored its fourth Annual National Night Out event with the Charleston County Sheriff's Office. New this year was a helicopter fly-over.



Special meeting of the NC to address car break-ins

Drainage Committee

The Town formed a new Drainage Committee this year to better address flooding concerns in the Town of James Island. The Committee is chaired by Councilman Joshua Stokes and they meet quarterly, following a monthly meeting of the James Island Stormwater Manager. The group receives updates from staff and discuss policy changes that need to be implemented to better address drainage issues. Ad hoc members of the committee consist of agency jurisdictions to include council members from the City of Charleston and Charleston County.