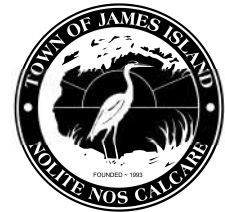




Town of James Island Annual Report 2019-2020



From the Mayor

We have compiled our Annual Report for our residents and stakeholders. 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 engaged the help of an engineer to develop supplemental stormwater standards to help better regulate new development practices within the Town's jurisdiction. The Town also completed the Island Island-Wide basin delineation, a partnership with the City of Charleston and Charleston County. This roadmap will help the Town better prioritize projects and funding to improve the island's drainage. We were also successful in completing major drainage improvements including some in the Lynwood and Centerville neighborhoods and made significant headway on obtaining much-needed drainage easements in other areas of the island that will allow us to make and maintain the planned improvements.

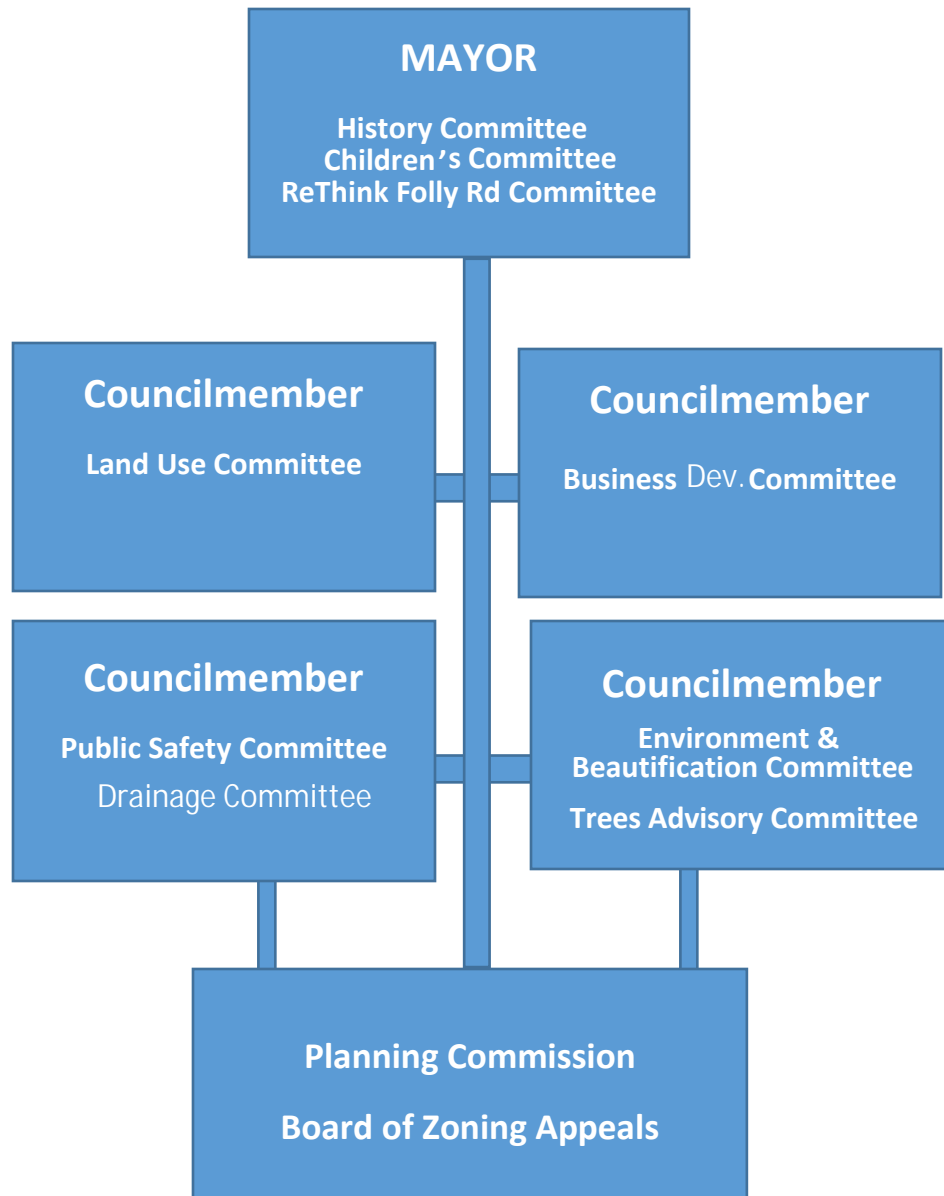
Public Safety is a top priority for the Town, and it is evident in our continued focus on expanding the Island Sheriff's Patrol Program. When we were hit this year with a rash of car break-ins and some isolated violent crimes, Council responded by dedicating more deputies to the late-night hours, ensuring our Town neighborhoods remain safe. Tax relief for our residents is another priority and the Town was able to negotiate a cost sharing arrangement with the Public Service District, which offsets the taxes our residents pay for solid waste and fire protection services. We were hit with an unprecedented pandemic this year, and unfortunately many of island residents and business community were faced with unforeseen unemployment and hardships. Council quickly responded by delaying payment on hospitality tax receipts and easing regulations on the recently adopted single-use plastics to offset mandatory shutdowns issued by the State.

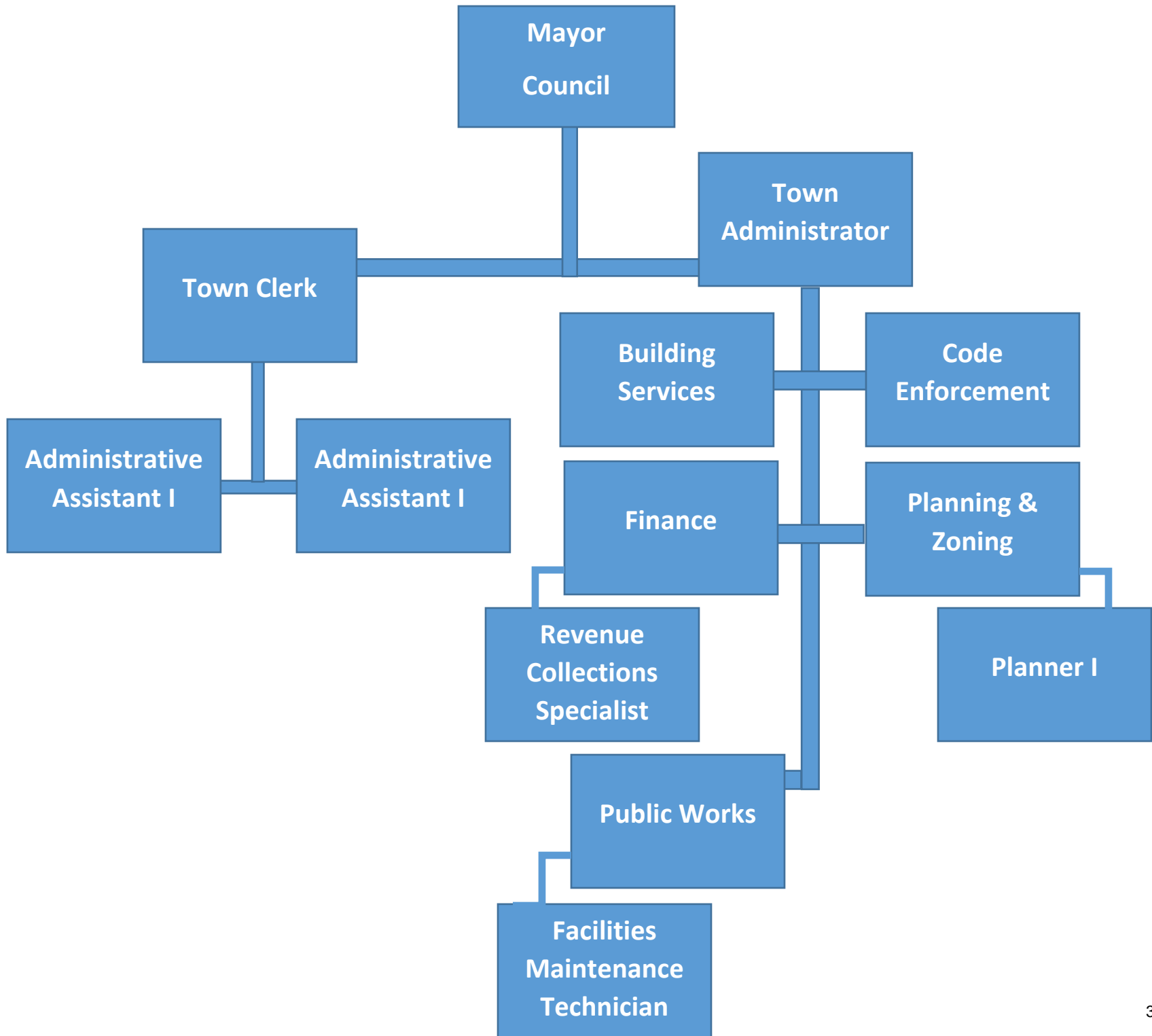
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and initiatives that we've set for ourselves for the coming year. We had a challenging year with the COVID-19 pandemic but have been able to remain focused on the future and will work diligently to capitalize on new opportunities for our island and its residents.

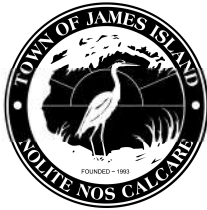
Sincerely,

Mayor Bill Woolsey

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.

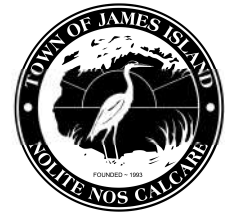
Revenues

The Town receives revenue from many different streams, and our diversified revenue pools help the Town fund its many ongoing efforts. With the adoption of the Fiscal Year 2019 /2020, the Town included a 20 mil property tax which the Town zeroed-out with its share of Local Options Sales Tax from the Property Tax Credit Fund. In addition, the Town was able to enter a Cost-Sharing Arrangement with the James Island Public Service District (JIPSD) in which the Town offset a portion of the solid waste and fire services taxes Town residents pay to the JIPSD by \$1 million dollars. The Town also entered its fourth 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 also budgets for Stormwater Revenue. 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. While this year we did see a decrease in Franchise Fees and business licenses, overall, the Town had an increase of approximately \$700,000 over budgeted revenue due to continued increases in the Brokers & Insurance Tax Revenue Account.

Major Revenues are as follows (amounts reflect the 2019/2020 Adopted Budget):

Local Option Sales Tax Rollback Fund	\$1,025,000	Business Licenses	\$365,000
Franchise Fees	\$365,000	Hospitality Tax Fund	\$510,000
Brokers & Insurance Tax Collection	\$620,000	Telecommunications Tax	\$30,000
Local Option Sales Tax Revenue Fund	\$400,000	Planning & Zoning Fees	\$12,500
State Aid to Subdivisions	\$260,200	Building Permits	\$15,000
Stormwater Fund	\$163,690	Accommodations Tax	\$15,000

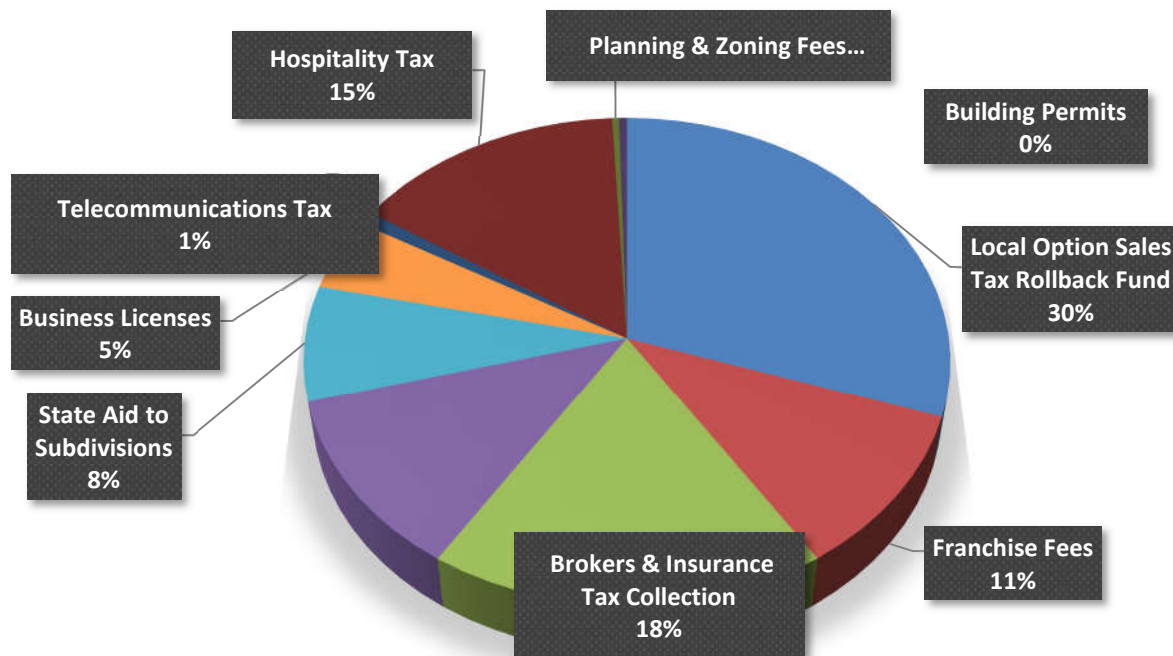
The Revenue amounts below reflect 2019/2020 Estimated Actuals. One important note for this fiscal year has been the impact of COVID-19 on the Town's revenues. During the time of estimating revenues, it was

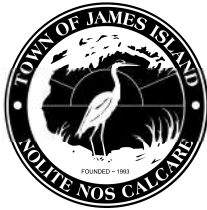


still unclear how the Town’s finances would be impacted. The Town budgeted conservatively, reducing the estimates for areas where anticipated negative shortfalls were most likely, such as local option sales tax and hospitality taxes. The Franchise Fees continue to decline because of dwindling cable users. Fortunately, other areas of revenue, in particular the Brokers & Insurance Tax income, more than make up for those shortfalls. We also employed the use of DataMax this fiscal year to help capture business license revenue that the Town might not otherwise be able to recoup. We are hopeful to begin seeing this positive impact of this relationship in FY 2020/2021.

Local Option Sales Tax Rollback Fund	\$1,009,740	Business Licenses	\$375,000
Franchise Fees	\$337,389	Hospitality Tax	\$425,000
Brokers & Insurance Tax Collection	\$955,000	Telecommunications Tax	\$21,000
Local Option Sales Tax Revenue Fund	\$407,700	Planning & Zoning Fees	\$9,759
State Aid to Subdivisions	\$273,228	Building Permits	\$13,020
Stormwater Fund	\$306,000	Accommodations Tax	\$25,262

The Following Chart displays by percentage the Major Revenue Sources, 2019/2020 Budgeted Amounts:





Expenditures

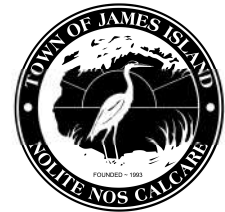
The General Fund is the Town of James Island’s general operating fund and is used to account for the transactions the Town processes. The Town operates under a balanced budget, and the expenditures are budgeted based upon reoccurring costs, project timelines, departmental needs, and new policy initiatives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

The expenditure budget is broken up mainly by department. Below is break-down of the 2019/2020 Budgeted Amounts. Please note personnel costs for all departments except Administration are included in General Operations:

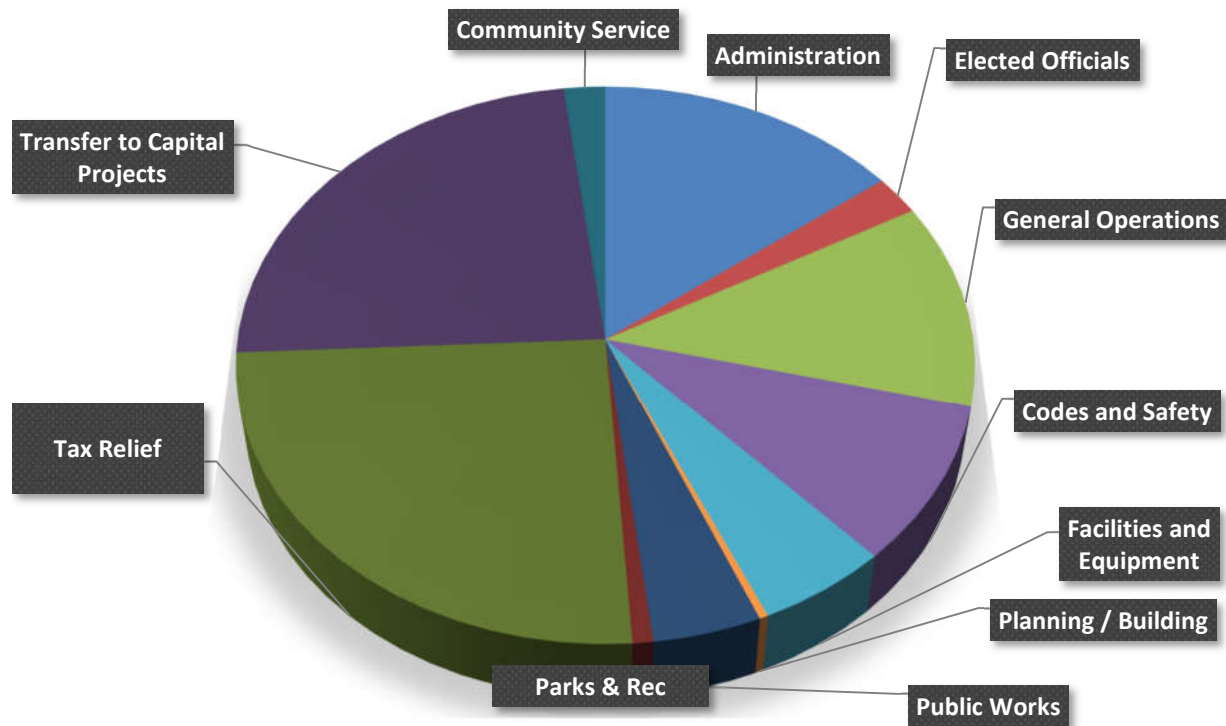
Administration	\$589,730	Parks and Recreation	\$33,475
General Operations	\$480,125	Public Works	\$175,550
Planning	\$14,300	Facilities & Equipment	\$213,900
Building Inspection	\$5,510	Capital Outlay	\$957,725
Codes & Safety	\$372,630	Community Services	\$79,880
Elected Officials	\$92,100	JIPSD Cost-Sharing	\$1,020,000

The Expenditure amounts below reflect the 2019/2020 Estimated Actuals. The Town spent at or below the budgeted amounts in all areas, except for a slight increase in Elected Officials due to a change in benefit-election costs. Other personnel expenses the Town had to plan for this fiscal year were increases to the employer portion of the SC Retirement System, as well as the Police Retirement System. Budgeted expenses the Town had this year included an increase in groundskeeping costs, and a higher contribution to both the Repair Care and Community Services grant program. The prior year the Town was successful in paying of the bonds for Town Hall early and defeasing those, and as a result was able to negotiate a Cost Sharing Agreement with the JIPSD which resulted in lower taxes for Town residents.

Administration	\$585,359	Parks and Recreation	\$23,501
General Operations	\$449,156	Public Works	\$175,861
Planning	\$7,280	Facilities & Equipment	\$189,314
Building Inspection	\$3,600	Capital Outlay	\$871,290
Codes & Safety	\$315,160	Community Services	\$76,856
Elected Officials	\$95,185	JIPSD Cost-Sharing	\$1,010,006



The Following Chart displays by percentage the Major Expenditures, 2019/2020 Budgeted Amounts:



Capital Projects

The Town has a 5-year Capital Improvement Plan that is broken up into various areas and many of them are budgeted according to phases. Resources are devoted to street and sidewalk-related projects, park projects, capital equipment, drainage infrastructure projects and hospitality tax projects. The Town transfers funds from the general fund, stormwater fund, hospitality tax fund to accomplish its long-range planning goals.

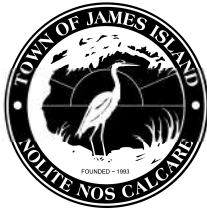
Santee Street Drainage Improvements

Drainage Design: Stantec Engineering

Contractor: Eadies Construction Co., Inc.

Project Cost: \$72,235

Completion Date: December, 2019



The Town initiated a drainage assessment in a troublesome drainage area along a section of Santee St., close to where it intersects with Gilbert St. Stantec performed site visits to gather existing drainage conditions and other available information, such as SCDOT plans, to then use stormwater modeling to identify the locations causing the flooding and where improvements could be made to alleviate the drainage concerns. Stantec submitted a report In January of 2019 and showed two options for improvements, with Council ultimately deciding to route the drainage Centerwood Drive. The project was bid according to an Indefinite Delivery Contract and approved pricing the Town has with one of its on-call drainage firms, Eadies Construction, and their quote came in \$15,000 under the engineer’s opinion of probable cost.



Jordan Street Traffic Calming

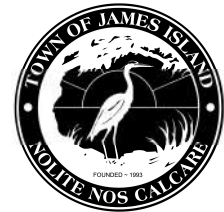
Traffic Engineer: JLA, Inc.

Contractor: Asphalt Concepts

Project Cost: \$45,087

Completion Date: August, 2019

During a public hearing for a rezoning request on Jordan St. held in May of 2018, many residents from the Bay Front neighborhood spoke out regarding traffic concerns along Jordan St. Many motorists use Jordan Street as a cut-thru street to avoid the heavier traffic along Folly Rd. The Town conducted an in-house traffic study and it was apparent from the data there was a speeding problem along this street. The Town engaged JLA, Inc. in October of 2018 to prepare and submit plans to SCDOT. On Thursday, Nov. 27, 2018, the Town held a Community Meeting that was advertised through normal avenues with the addition of localized signage and use of the NextDoor App. The meeting was well-attended with 18 residents participating. JLA presented three options. The first option was placing 3 speed humps, one centered in each block. Option 2 was creating All-Way stops at Kemper and Brookbank, and Option 3 was a combination of all three. The majority of residents attending preferred Option 3 while 2 residents preferred Option



1 without the All-Way Stops. There were several comments regarding a lack of traffic calming measures on the stretch of Jordan St between and Hunley and Patterson, and so JLA revised the plans to include a speed hump and All-Way Stop along this block as well.



Pinckney Park Phase II, Picnic Pavilion

Design Team: Rosenblum Coe Architects; Hussey Gay Bell Engineers

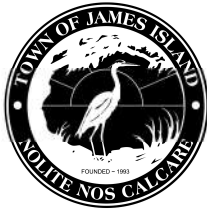
Contractor: Maverick Construction

Project Cost: \$469,330

Completion Date: April, 2019

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



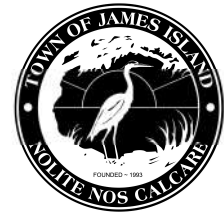
the screened-in picnic shelter and restroom facility as well as secured the necessary water and sewer permits.

The project was bid out for construction in June of 2019 with Maverick Construction securing the low bid and included the demolition of the old brick house on the property. After a couple of changes orders to include an additional storm drain and unforeseen asbestos abatement and removal, the project was substantially complete in April of 2020. The picnic pavilion was partially funded by hospitality tax dollars and grant funding and will be an asset to encourage heritage tourism of this historic area of the island.



Capital Projects Detail

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 II	Thomas & Hutton / Michael Baker	CP funded	96,800	Ongoing
Rembert Rd Paving	County	TST Match /CP	90,000	Completed
Lighthouse Drainage/Sidewalk	Forseburg / Reveer	TST Match /CP	220,000	Ongoing
Seaside Lane Sidewalk	Stantec / Truluck	CTC Match / CP	242,000	Completed
Sterling Drive Improvements	BlueTide Marine	CP funded	104,105	Completed
Quail Drive Sidewalk	Stantec / Landscape Pavers	TST Match / CP	124,520	Completed
Island-Wide Drainage Study	Thomas & Hutton	Town CP match / City/ County	56,856	Completed



Folly Rd Phase I	Reveer	Town / County / City / COG	2 million	Ongoing
Harborwoods Traffic Calming	JLA / Asphalt Concepts	Town PW	80,565	Completed
Jordan St Traffic Calming	JLA / Asphalt Concepts	General Fund	45,087	Completed
Brantley Park	Davis & Floyd	Hospitality	192,661	Ongoing
Grimsley Dr. Drainage	Eadies Construction	Stormwater	35,080	Nov 2018
Greenhill Drainage Easements	Stantec	CP / Stormwater	115,000	Ongoing
Greenhill Drainage Improvements	TBD	CP / Stormwater / DOT share	287,000	Ongoing
Pinckney Park Phase II	HBG / RCA	CP	469,330	Completed
Streetscape Lighting Camp / Dills Bluff	Dominion	CP / NSF	54,683	Ongoing
James Island Arts & Cultural Center	Liollo	Hospitality	357,924	Ongoing
Regatta Rd Sidewalk Design	JLA	CP	26,500	Ongoing
Town Hall Sidewalk to Camp	ADC	CTC	95,800	Ongoing
Traffic Calming Projects	JLA, Weston & Sampson	CP	\$135,000	Ongoing
Camp Folly Gateway Easement	Stantec	CP	\$100,000	Completed
Hazard Mitigation Project	Stantec	FEMA, SW	\$150,000	Ongoing
Santee St. Drainage	Stantec	SW	\$72,235	Completed
Highland Ave Drainage	Stantec	SW	\$160,000	Ongoing

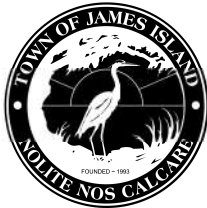
Administrative Department

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:

Navigated the complexities of operating a Town government amidst a global pandemic.

Worked closely with engineers and staff team on completing the Island-Wide Drainage Study and introducing it to the public through various workshops and presentations.

Closed out the new Town Hall project and worked to address post-construction concerns, including remaining items involved with the Town's defeasance of the Lease-purchase revenue bonds.

Bid out Phase II of Pinckney Park, managed construction, and project closeout.

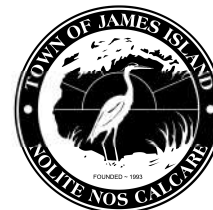
Secured a FEMA Hazard Mitigation Grant for 670 N. Stiles Drive and began the project management which will include acquisition, demolition, a public input process and landscaping.

Negotiated a long-term lease agreement between Charleston County and the Town of James Island for the old Camp Rd. Library space. Held a public charette and conducted a survey to receive public input for the new space and developed a stakeholder group that met and discussed plans as they developed with the help of a design team.

Worked along side legal team and PSD staff to develop and implement the Cost-Sharing Plan.

Worked with Town Council and Dominion on the Tree Protection Agreement and procured certified arborists and worked with them and staff at Dominion to develop a routine inspection and reporting process.

Secured a Greenbelt Grant Joint Award for Brantley Park and worked with the City of Charleston on a Memorandum of Understanding.



Managed several infrastructure projects with substantially public involvement and input sessions, including beginning traffic calming in Eastwood, Clearview, Stiles Drive and Schooner Rd. Completed project management and close out of other Town projects, including the Dills Bluff boardwalk.

Solicited and Procured a new Auditing Firm for the Town of James Island, Love Bailey & Assoc.

Led the Town staff through Hurricane Dorian and successfully completed a reimbursement through FEMA to recoup a portion Town costs from the storm event.

Upon adoption of the Single-Use Plastics Ordinance, worked with Town Staff and the business community to appropriately educate and enforce the new regulations.

Researched, recommended for approval, and implemented an agreement with DataMax to increase business license revenue for the Town.

Represented the Town on several boards, including as Vice Chair of the Charleston County Community Services Board, Sea Island Habitat for Humanity Board and as President of the James Island Exchange Club.

Goals:

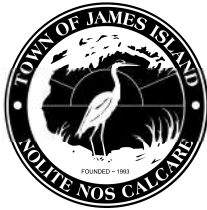
Chair the Technical Subcommittee for the James Island Taskforce and work on getting the jurisdictional MOU and cost-sharing agreement on additional testing completed.

Work with the new auditing firm on developing the Town's first Comprehensive Financial Audit Report.

Continue evaluating areas where the Town can improve its CRS 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. Complete other ongoing drainage improvement projects such as the Highland Drainage Project.

Work with grant writers to secure additional funding sources for the Town, particularly for drainage, and continue managing in-house grant applications and their reporting requirements.



Work closely with Public Works and Thomas & Hutton on the asset management project to develop a routine maintenance plan for town drainage infrastructure, as well as begin implementing projects identified in the Island Wide Drainage Study.

Manage the Phase I renovation and opening of the James Island Arts and Cultural Center, including hiring of a full-time person to manage the day to day operations of the facility.

Continue managing the annual renewal of the ReThink Folly consultant and working collaboratively with City and County staff on the Phase I improvement project.

Complete Phase I of Brantley Park to have it open to the public and explore funding opportunities and partnerships for later phases, while further developing other potential greenbelt sites such as Ft. Johnson Park.

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.

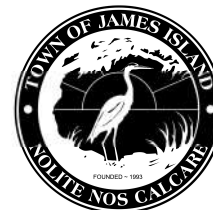
Ensure proper support of other departments by expanding staff resources and hiring of employees where needed, such as seeking a groundskeeper and part-time receptionist position.

Develop an internship opportunity with the College of Charleston's Masters in Public Administration Program.

Successfully implement the Small Business Loan Recovery Program in response to COVID and explore other ways the Town can help support and develop its business community.



Public Charette for new James Island Arts & Cultural Center



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 and serves as Notary Public for Town Council.

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 for benefits offered through the Town, and supervises the front office administrative staff.

Achievements:

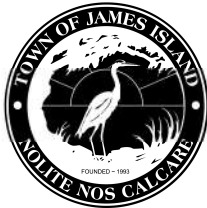
Continued to stay abreast of new laws and legislation under Freedom of Information.

Re-establish relationship with Archive Social for the Town of James Island to have record retention for social media 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, as well as on-line.

Continue to work with Heritage Trust Credit union as an alternate banking source to offer financial education, debt management, and workshop for first time homebuyers.

Prepare for open enrollment for Town Supplemental Vendors (Liberty National) offering coverages for accident, cancer, or other.

Continue to seek input and guidance from Empower Retirement (Deferred Comp) and for State Retirement Plan.

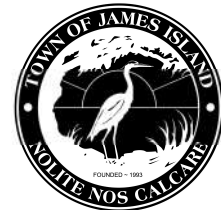
Meeting Space Use: Worked with Town Administrator and Planning Director to develop policy for groups meeting at the Town Hall. Worked with Town Administrator and Town Attorney to develop a Hold Harmless Clause for the Under Garment Society to park their vehicle in Town parking lot.

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 in excess of 100 meetings 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 Councilmembers and employees in insurance/retirement benefits. Process terminations (when applicable). Offer sexual harassment awareness Training via video to staff; continue to offer wellness programs, through PEBA Perks, staff morale boosters: ice-cream trucks, yoga sessions for healthy mind and body.

Plan to conduct annual open enrollment in October. Encourage employees to enroll and make changes online and make sure beneficiary information, address changes, etc. are updated.

Worked with Town Administrator to change Town insurance from State Insurance Reserve Fund to MASC SMIRF Insurance.



Continue to pursue, as part of SMIRF Program, groups meeting at Town Hall to purchase TULIP (Tenant User Liability Insurance Program) insurance coverage to ensure the protection of the Town against liabilities resulting from groups using Town Hall.

Working with Town Administrator and MASC Risk Assessment to ensure the Town receives adequate score to receive 5% reduction in premium. This year's score was 102%.

Continue to work with State Accident Fund re: Workers Compensation and the benefits of working safely in all areas of job duties.

Goals:

Continue to learn new methods to enhance Town Clerk duties.

Continue to offer training and lunch and learn sessions beneficial to staff.

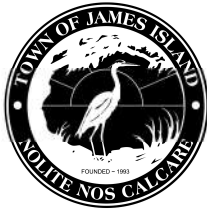
Continue to seek knowledge in health and retirement.

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

Plan to work with Town Administrator to update Town's Employee Handbook and Policies

Plan to work with Town Administrator to update employee job descriptions.

Continue to work in accordance within the Town's charter, ordinances, and general codes of law.



Employee Appreciation Event 2019

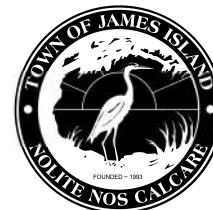
Revenue Collections Specialist

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, Finance, 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. Also, will soon be scheduling rental space at the Pinckney Park Pavilion to the public for special events.

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.

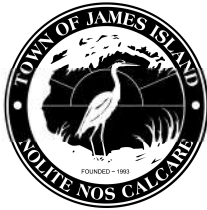
Continue to enhance my abilities to input information on the website.

Continue to provide quality service to residents and non-residents with resourceful information. Provide information to families with low to moderate income with resources provided through the Town's 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.

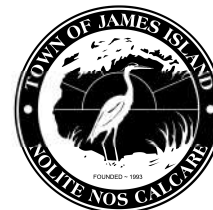
Attend workshops and/or seminars to enhance quality of work and skills.



Senator Chip Campsen speaking to the James Island Exchange Club

Finance Officer

The position of Finance Officer 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 2018 / 2019.

Oversaw transition to new Quickbooks Online Software.

Assisted with evaluation and selection of new Town Auditing Firm.

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.

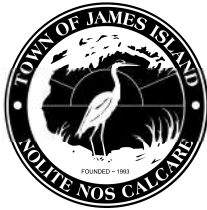
To continue to maintain our reliability and good standing with the Vendors we are associated with by being aware of our Accounts Payable status, paying vendors promptly and establishing a payee/payer relationship with new vendors.

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.



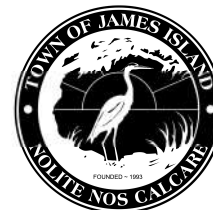
Town Pollinator Garden

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.

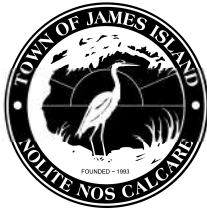
Goals:

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.

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.

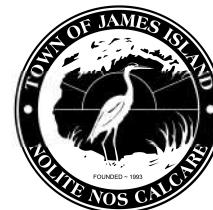


Eagle Scout Ceremony held at Town Hall

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.

Safety requirements for the position include an active role in the Emergency Management Planning process. The Officer acts as the liaison between the Town, the county, other municipal governments, and other jurisdictions such as the James Island PSD and the Charleston County Sheriff's Office.

Achievements:

134 cases filed in fiscal year 2019-2020.

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

Brought long-term cases into compliance.

Continued training for Municipal Emergency Operations Center.

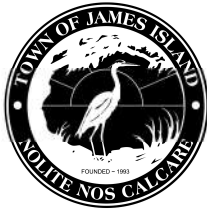
Served as contact for Town Neighborhood Council and the Island Sheriff's Patrol.

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.

Continue to update Emergency Management Plan as best management practices evolve during emergency exercises and actual storms.



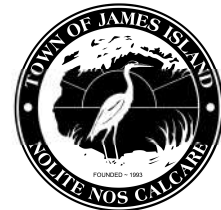
Inter-jurisdictional Drainage Meeting in Lighthouse Point

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, also act as staff liaison to the *ReThink Folly* team.

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

Attended TreesSC Conference and multiple Urban Land Institute (ULI) Government Roundtables to gain knowledge.

Started the 5-year Review of the Town's Comprehensive Plan by conducting Planning Commission workshops and by gathering and compiling information for the Review.

Assisted in the planning and implementation of the very successful *ReThink Folly* "State of the Plan" public outreach event held at Martin's BBQ.

Along with Planner 1, managed all aspects of residential and commercial planning and zoning.

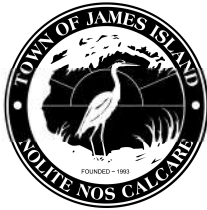
Completed the planning phases of several major development and redevelopment projects.

Assist new Planning Commission and Board of Zoning Appeals members with required orientation training, as well as assisting current members with continuing education training.

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 GeothinQ application in order to become less reliant on Charleston County for digital services such as maps.

Continue the process of updating our Comprehensive Plan, with a final approved version ready in late 2020 or early 2021.

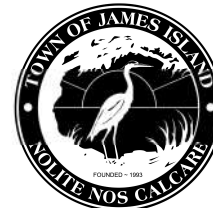
Continue to work with neighboring jurisdictions to achieve goals.

Take part in more online/in-person training and continuing education opportunities.

Take and pass the AICP Exam.



ReThink Folly Rd. State of the Plan Community Event



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.

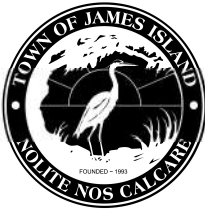
Worked closely with the Town Building Official, Public Works Director, and Revenue Collections Specialist for permitting and licensing related to daily planning tasks.

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.

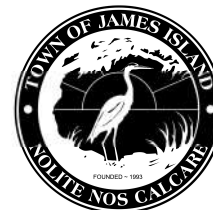


Investigating Highwood Circle Drainage

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.

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.

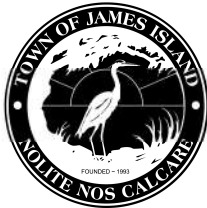
Conducted numerous neighborhood traffic studies and began engineering planning for traffic calming in Bayfront, Clearview and Eastwood neighborhoods.

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.

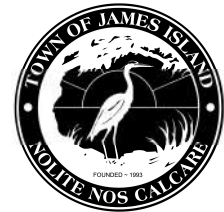
Began using original subdivision plans to restore neighborhood drainage systems to their designed conditions.

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

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.

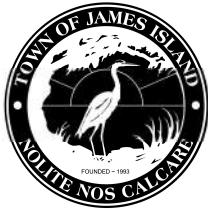
Continue to connect to Charleston County Public Works project and work order-tracking systems and develop methods to efficiently track projects and work orders with other agencies. Acquire hardware, software and training to generate and track work orders and projects on different devices and from the 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.



Repairing Pothole on Mikell Dr.

Facilities Maintenance Coordinator

Vehicles Maintained

30-pot holes filled

Sandbag Operation for Hurricane Dorian

New Street Name Signs Operation

Various Parks and Facility Maintenance

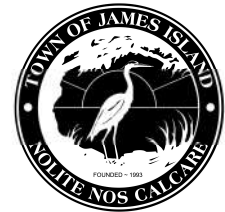
25-Stop Signs Replaced

Planted New Trees at fort Johnson Rd. and Grand Concourse

Pet Waste Stations Designed, Purchased and Installed

Multiple Trees and Branches Trimmed and Chain Sawn

Purchased, Designed and Installed a Pollinating Garden for Bees, Butterflies & Hummingbirds



Future Goals:

To continue all existing maintenance duties.
Blood Drive/Pet Adoption/Inoculation Clinic
Continue to beautify and cleanup James Island
Attend School and Pass ICC Exam & Builders Inspect Exam
Continue to further education on FEMA and Emergency Management

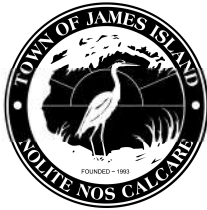
Town Committees

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. Mayor Woolsey is currently the liaison for this committee. The Children's Council partners with Charleston County School District's Kaleidoscope Program and sponsored a Lights On Event in October of 2019. In December of 2019, the Children's Committee hosted its sixth Annual Tree Lighting event at Town Hall. Due to COVID-19, the annual Easter Egg Hunt and Roll was cancelled in the Spring.

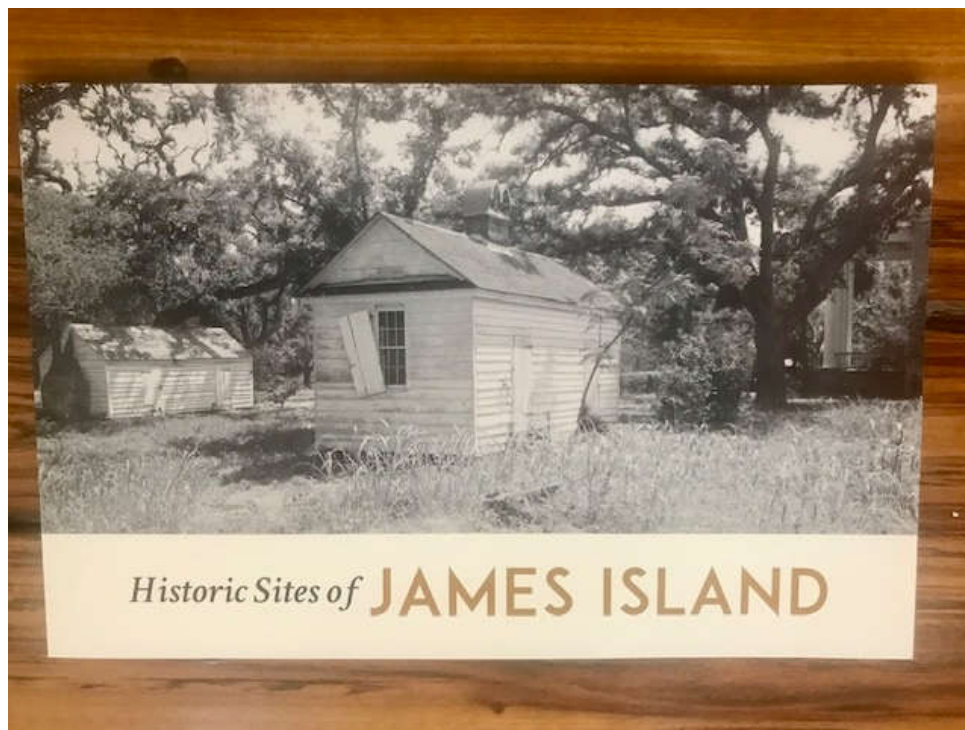


Lights On 2019



History Committee

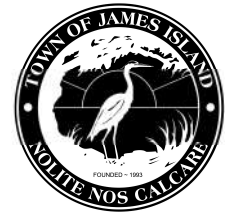
The purpose of the James Island History Committee is to promote the preservation of the Town's historical and cultural attributes, and the citizen's advisory group is called the History Council. Mayor Bill Woolsey is the Council liaison and Paul Hedden serves as the Chairperson. The History Council unveiled their new Historic Sites to James Island Guide in December of 2019 and worked to disperse to various groups and organizations throughout the community. The History Council participated in the second annual Victory Day celebration this year by hosting a James Island event at the Fort Johnson Site. Speakers were on hand to discuss Charleston's crucial role in the Revolutionary War.



Historic Sites of James Island

Environment & Beautification Committee

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 2019 James Island Community Heroes: Keith Bolus, Angela Childs-Kindred, Hal Hanvey, and Arleen Stewart. This year the group decided to honor the heroes with a tree planted in their honor. 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 and Helping Hands will welcome all citizens who wish to get involved with their community.



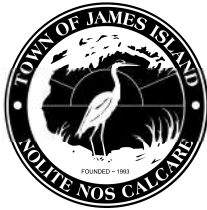
Adopt-A-Highway Trash Pick-up

Land Use Committee

This Committee works with the Town’s Planning Director in the Comprehensive Land Use Plan, zoning and land use regulations, and other planning and zoning issues. Councilwoman Cynthia Mignano is the Council liaison for this committee and assists with efforts of the Planning Commission and the Board of Zoning Appeals.

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 2019, The Neighborhood Council sponsored its fifth Annual National Night Out event with the Charleston County Sheriff's Office. For the upcoming budget year, the Neighborhood Council is looking to sponsor neighborhoods wanting to beauty their entrances and reimburse a portion of new entry signage and/or landscaping.



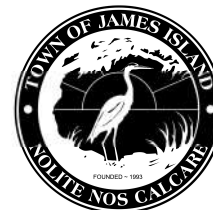
New Entrance Sign to Quail Run Subdivision

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 Troy Mullinax 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.

Business Development Committee

The Town formed established a new Business Development Committee with Councilmember Dan Boles serving as the committee liaison to the advisory council. The established goal is to promote local businesses, encourage public and private sectors to partner in projects and activities that will improve the community. The group is currently working to develop and Town of James Island business directory.



Trees Advisory Committee

The Trees Committee and associated advisory council was established in 2019 and charged with supporting the planting and caring of trees within the urban tree canopy and along our island roadways. Further, the tree advisory council works with Town Council, Town staff, arborists and the community to monitor the health of trees by focusing on the care of newly planted trees and older trees. The Trees Advisory Council is currently working to establish a Tree Care Management Program, develop a tree survey and advise on aspects related to the care and maintenance of trees.