



Town of James Island Annual Report 2020-2021



From the Mayor

We have compiled our Annual Report for our residents and stakeholders. In 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 and as a resource to see how far we've come in achieving previously set objectives.

This past year was marked by the COVID-19 pandemic and the challenges that we all faced and those unique to the daily workings of a municipality. I enacted a State of Emergency at the onset of the pandemic which enabled the Town to continue functioning through electronic meetings. Town Council passed several important measures to help combat some of the financial challenges our businesses faced, including delaying collection of our hospitality tax. The Town also passed emergency legislation such that local businesses must require face coverings for their customers. As the number of cases on James Island continues to ebb and flow, the Town continues to seek ways to help fight the spread while providing quality services to our residents.

Infrastructure improvements remain a key focus, particularly to address drainage issues. We made great headway this past year with our Greenhill and Oceanview Drainage Projects. We also undertook some newly identified areas where improvements can be made, including evaluating the Woodhaven subdivision. The Town also made strides with more pedestrian improvements, wrapping up the designs and permitting for the Dills Bluff Phase III sidewalk and the Regatta Road sidewalk. Construction on the Lighthouse Point sidewalk and drainage project began this past summer. Also, the new James Island Arts and Cultural Center underwent renovations throughout this year, and we're excited to unveil this new facility in early fall.

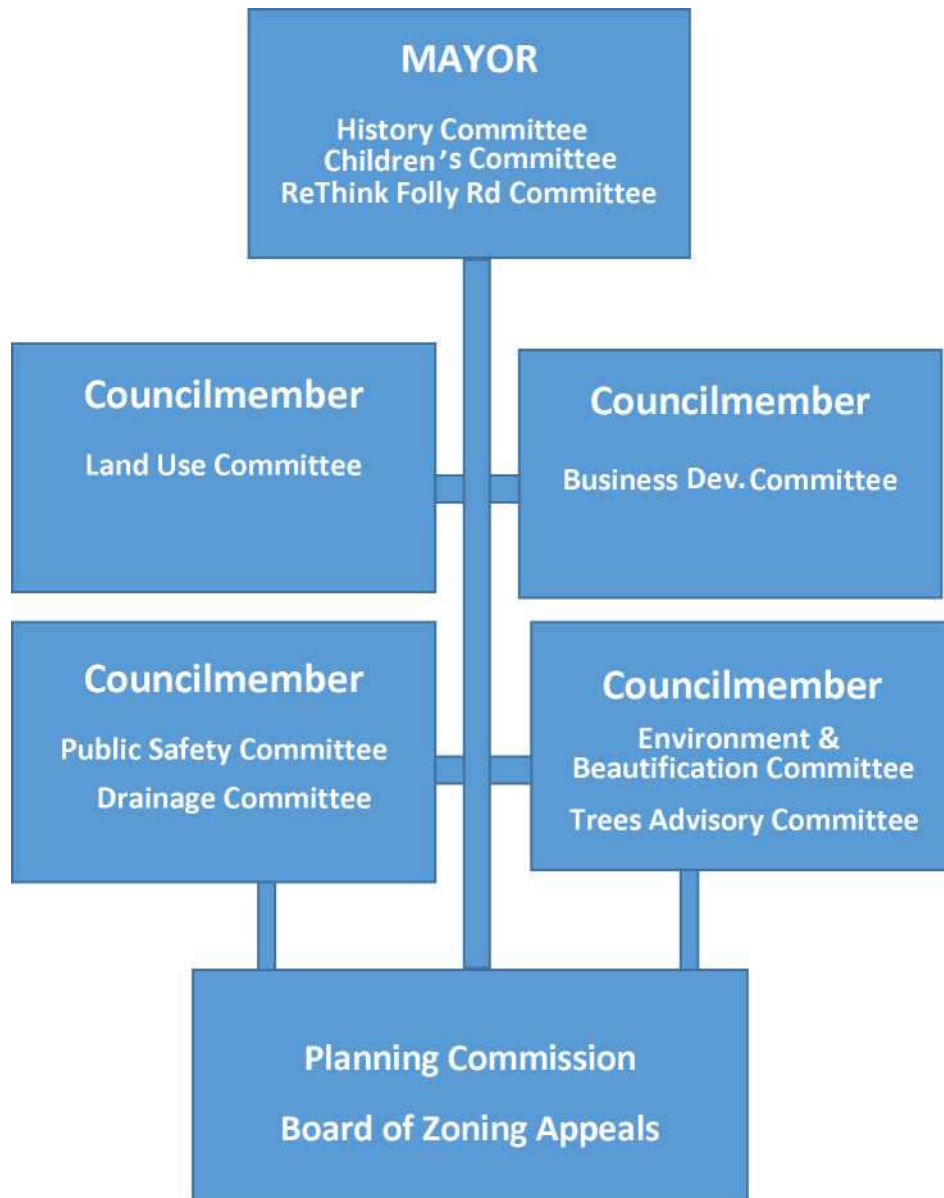
Public Safety is a top priority for the Town, and the Town entered into a new agreement with Charleston County this year. The Town now employs a dedicated deputy at Town Hall in addition to continuing to fund our Island Sheriff's Patrol program. Tax relief for our residents is another priority and the Town was able to renegotiate a cost sharing arrangement with the James Island Public Service District for another year.

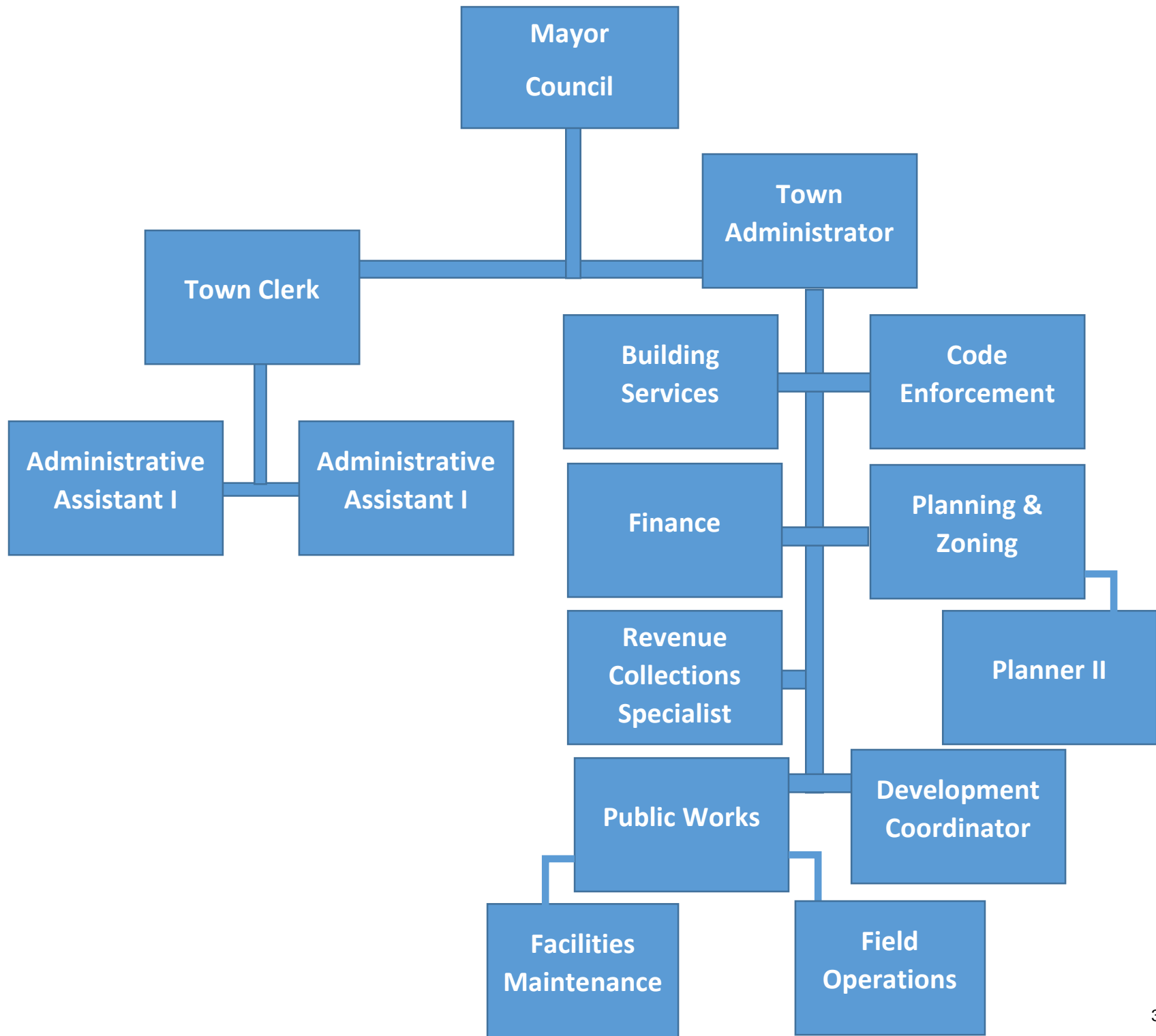
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and the initiatives that we've set for ourselves for the coming year. We had another challenging year with the COVID-19 pandemic, as have our residents and business community, but we will remain focused on providing quality services and making needed capital investments to improve the quality of life we enjoy here on James Island.

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 2020/2021, the Town included a 20 mil property tax. However, following the adoption of the budget, Charleston County notified the Town of its Reassessment values and in Sept of 2020, Town Council was required to rollback it's millage to 17.9 mils to equalize the tax burden. The Town did zero-out its millage as it has in previous years with its share of Local Options Sales Tax from the Property Tax Credit Fund. 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 \$900k dollars. The Town also entered its fifth 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. Due to COVID, the Town delayed collection of this revenue for the first three months of the fiscal year. 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.

Major Revenues are as follows (amounts reflect the 2020/2021 Adopted Budget):

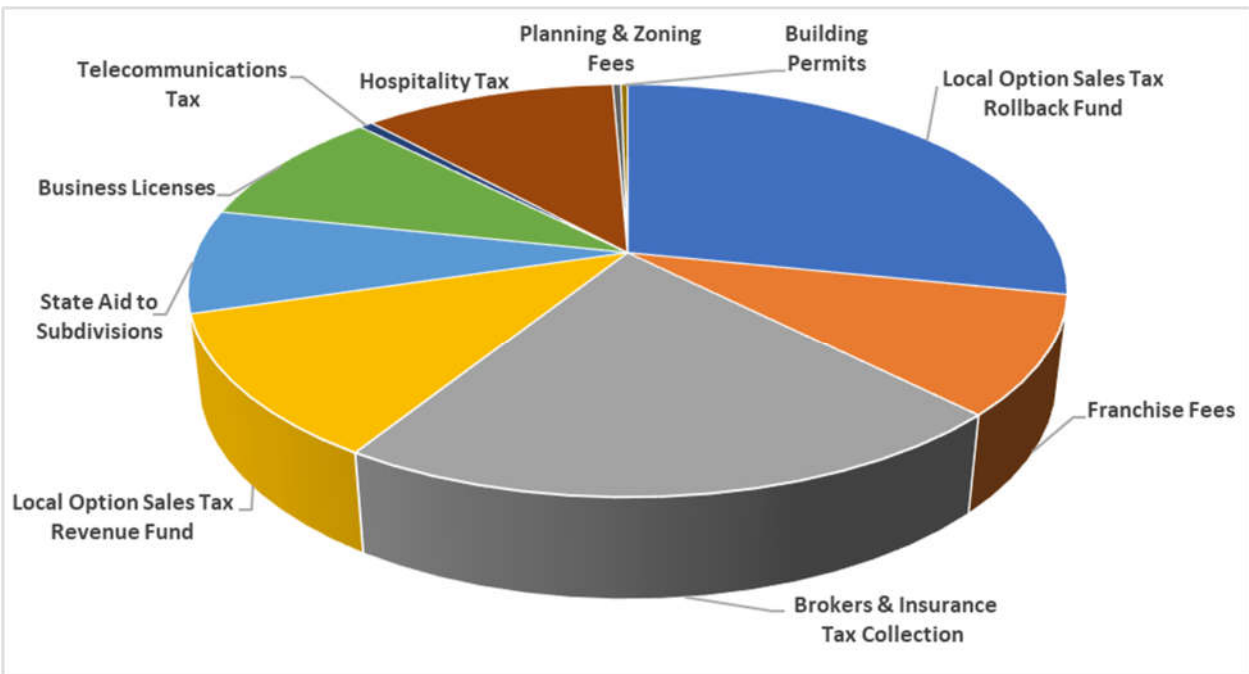
LOST- Property Tax Credit Fund	\$953,000	Business Licenses	\$312,000
Franchise Fees	\$315,000	Hospitality Tax Fund	\$375,000
Brokers & Insurance Tax Collection	\$720,000	Telecommunications Tax	\$20,000
LOST - Revenue Fund	\$385,050	Planning & Zoning Fees	\$12,000
State Aid to Subdivisions	\$273,228	Building Permits	\$10,000
Stormwater Fund	\$300,000	Accommodations Tax	\$25,000

The Revenue amounts below reflect 2020/2021 Estimated Actuals. Fortunately, the Town received more in revenue than anticipated. Due to COVID, certain budgets were reduced due to the uncertain environment. However, the Town received more in Hospitality Tax and Businesses Licenses than was originally anticipated.

Major Revenues are as follows (amounts reflect the 2020/2021 Estimated Actuals):

LOST- Property Tax Credit Fund	\$1,126,000	Business Licenses	\$366,000
Franchise Fees	\$332,800	Hospitality Tax Fund	\$520,000
Brokers & Insurance Tax Collection	\$732,000	Telecommunications Tax	\$16,900
LOST - Revenue Fund	\$460,000	Planning & Zoning Fees	\$13,400
State Aid to Subdivisions	\$273,228	Building Permits	\$13,600
Stormwater Fund	\$325,000	Accommodations Tax	\$25,000

The Following Chart displays by percentage the Major Revenue Sources, 2020/2021 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.

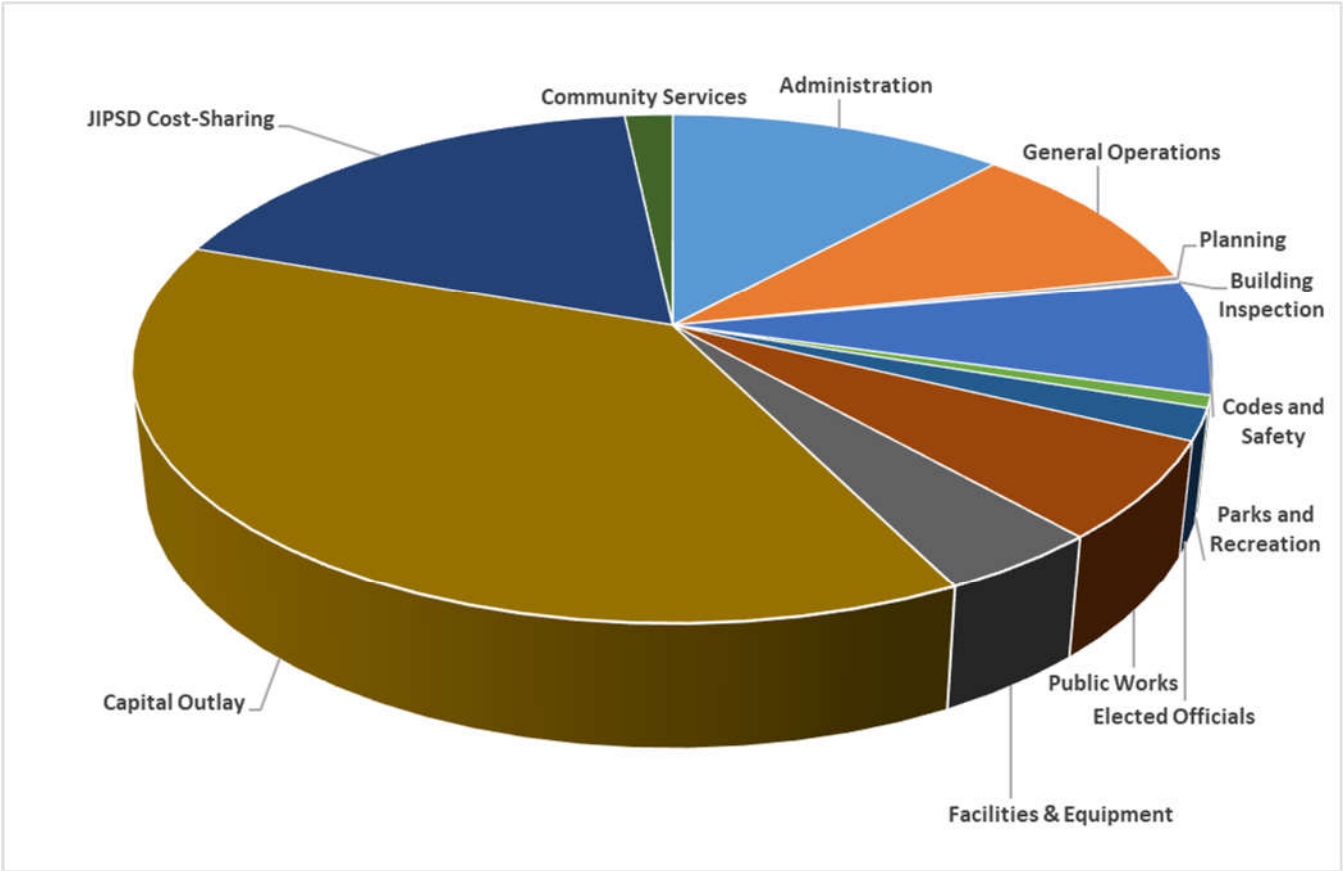
The expenditure budget is broken up mainly by department. Below is break-down of the 2020/2021 Budgeted Amounts. Please note personnel costs for all departments except Administration are included in General Operations:

Administration	\$602,940	Parks and Recreation	\$38,975
General Operations	\$497,372	Public Works	\$318,395
Planning	\$16,300	Facilities & Equipment	\$213,120
Building Inspection	\$4,880	Capital Outlay	\$1,915,218
Codes & Safety	\$371,000	Community Services	\$86,030
Elected Officials	\$102,060	JIPSD Cost-Sharing	\$914,000

The Expenditure amounts below reflect the 2020/2021 Estimated Actuals. The Town anticipates spending below its budgeted expenses, except for additional hours scheduled throughout the year for the Island Sheriff's Patrol. The Town had some large capital expenditures this year with the purchase of a vehicle and other equipment for the Town's dedicated deputy. The James Island Arts and Cultural Center was also undergoing renovations throughout this fiscal year.

Administration	\$553,000	Parks and Recreation	\$13,000
General Operations	\$483,800	Public Works	\$241,000
Planning	\$8,245	Facilities & Equipment	\$186,000
Building Inspection	\$2,565	Capital Outlay	\$1,469,108
Codes & Safety	\$401,245	Community Services	\$72,000
Elected Officials	\$99,020	JIPSD Cost-Sharing	\$905,000

The Following Chart displays by percentage the Major Expenditures, 2020/2021 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.

Hazard Mitigation Project – N. Stiles Dr.

Design: Stantec Engineering

Contractor: IPW Construction Group

Project Cost: 75/25 FEMA Cost Share – Town portion \$140,000

Date: June 2020

The Town was awarded a FEMA Hazard Mitigation Grant early in 2020 and purchased a parcel in the Clearview Subdivision that received damages during Hurricane Irma. It was determined by FEMA that this property would remain vulnerable to flood risks including property damage and health hazards. Therefore, the grant funded the demolition of the existing home on the property to reduce any future negative impacts to the property, residents, and community.

This property is now deed restricted and will remain an open space in perpetuity to restore and conserve the natural floodplain functions. The Town worked with Stantec Engineering to develop the demolition and landscaping plan for this property. The landscaping plan included removing the existing hardscape and swimming pool and replanting those areas with native and low maintenance vegetation. This property will be preserved greenspace for the community that the Town will maintain.



Schooner Road Traffic Calming

Traffic Engineer: Weston & Sampson

Contractor: Trucluck Construction

Project Cost: \$105,937 Completion

Date: September, 2020

The Town conducted a traffic calming study along Schooner Rd in the Lighthouse Point neighborhood at the request of the Lighthouse Point Civic Club leadership. Traffic studies were conducted, and they show traffic calming devices were warranted. Traffic Engineers with the firm of Weston & Sampson recommended a plan to Town Council detailing the installation of 3 speed humps along Schooner Rd. Town Council requested additional input from residents beyond the initial Schooner Rd. residents that were originally petitioned, including mailing out letters requesting feedbacks from all residents potentially impacted so they could receive comprehensive feedback.



James Island Arts & Cultural Center

Design Team: Liollo Architects, RMF Engineers

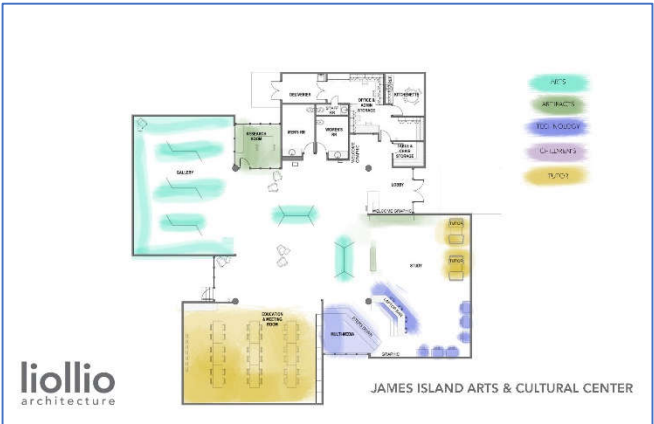
Contractor: Lockridge Builders

Project Cost: \$305,165

Est. Completion Date: July, 2021

The Town of James Island and stakeholder groups worked together collaboratively on a new space for visitors and area residents that will highlight the community’s rich heritage through the display of art, historical artifacts, and our natural resources. Charleston County vacated the former 6,300 square foot library branch when they constructed a new, larger facility on the other side of the island. There was a public outcry and demand for this branch to also remain open, as its central location to the Town is a convenient gathering space and resource for island residents. Charleston County ultimately decided the library system could not afford to sustain two branches, and Town officials quickly negotiated a long-term, \$1 dollar a year lease for the building. The Town hired Liollo Architects, the design-team for the new Town Hall, to facilitate a feasibility study and design plan with the input from many different groups to include the local Arts Council, Town Environment and Beautification Committee, the Low Country Children’s Museum and the Town’s History Council. The first public charrette was held in July 2019, and throughout the course of a year many meetings were held, and design alternatives presented. Ultimately, Town Council approved a plan for the James Island Arts and Cultural Center

Once completed, the JIACC will feature a welcome center, art gallery space, an area for the display of historical artifacts and interpretive signage, a research room, a large meeting space and tutoring space, and an area for public computer access. The center underwent renovations for most of the 20/21 fiscal year.



Capital Projects Detail

Project	A/E / Contractor	Funds	Cost/Estimate	Status
Dills Bluff Sidewalk, Phase III	JLA, Inc.	CTC Match / CP	37,800	Ongoing
Oceanview / Stone Post Drainage Easements, Phase II	Thomas & Hutton / Michael Baker	CP funded	96,800	Ongoing
Lighthouse Drainage/Sidewalk Folly Rd Phase I	Reveer / Allston Farrell	TST Match /CP	220,000	Ongoing
Greenhill Drainage Easements	Reveer	Town / County / City / COG	2 million	Ongoing
Greenhill Drainage Improvements	Stantec	CP / Stormwater	115,000	Ongoing
Streetscape Lighting Camp / Dills Bluff	TBD	CP / Stormwater / DOT share	287,000	Ongoing
Regatta Rd Sidewalk Design	Dominion	CP / NSF	54,683	Completed
Town Hall Sidewalk to Camp	JLA	CP	26,500	Completed
Traffic Calming Projects	ADC	CTC	95,800	Completed
Highland Ave Drainage	JLA, Weston & Sampson	CP	\$135,000	Completed
Woodhaven Drainage Improv.	Stantec	SW	\$160,000	Ongoing
Quail Run Drainage Study	Stantec	SW / CP	\$237,600	Ongoing
Jl Creek Basin Drainage Study	Stantec	SW / CP	\$35,000	Ongoing
Nabors Drive Sidewalk Design	Thomas & Hutton	SW / CP	\$145,000	Ongoing
Brantley Park Phase I Construction	JLA	CP	\$25,500	Ongoing
	Davis & Floyd/ES Integrated	CP / Hospitality	\$90,000	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:

Continue to oversee changing environment of Town operations amidst the COVID-19 pandemic.

Broadened the Town's ability to host and engage citizens through virtual platforms.

Re-advertised and procured On-call Right-of-Way Acquisition Firms for easement work.

Facilitated sidewalk projects including Dills Bluff Phase III, Regatta Rd. and the Town Hall sidewalk.

Oversaw Drainage Improvement Studies, Projects and Easement acquisition work including Oceanview Phase II, Greenhill Drainage Easements, Woodhaven Drainage and Highland Drainage. Negotiated a 50% cost-share for the Highland Drainage Project.

Worked with Charleston County Sheriff's Office on new IGA for a Dedicated Deputy at the Town and successfully implemented that transition and ongoing reimbursement process.

Worked with Dominion and Council to proceed on conceptual engineering plans for undergrounding of powerlines along Foxcroft Rd.

Project management of the N. Stiles Hazard Mitigation Project which included acquisition, demolition, a public input process, landscaping and associated grant reporting and reimbursement requests.

Worked with Stakeholders, Design Team and Contractors to get Phase I Renovations of the new James Island Arts and Cultural Center off the ground. Hired new Coordinator to oversee the space and begin programming opportunities.

Submitted and received MASC Hometown Economic Development Grant of \$25,000 to help fund the JIACC renovations.

Worked with JIPSD staff to reinstitute the Cost-Sharing Plan.

Facilitated work of Town Arborist and Dominion Tree Trimming process.

Project Management for the Brantley Park Phase I renovations to including permitting through City TRC and coordination with SCDOT and OCRM on the parking and dock issues.

Managed several traffic calming projects with substantially public involvement and input sessions, including traffic calming in Eastwood, Clearview, Stiles Drive and Schooner Rd.

Submitted and received reimbursements from SCEMD for COVID-related expenses.

Worked with CCPRC and Stantec Engineering cost-sharing a Traffic Study for the Festival of Lights.

Worked with the City of Charleston and Charleston County on fully executing the James Island Water Quality Testing MOU and Cost-Sharing arrangement.

Represented the Town on several boards, including as Vice Chair of the Charleston County Community Services Board. President for a second term of the James Island Exchange Club, and on the VC3 Advisory Council.

Goals:

Facilitate the American Rescue Plan funds and implement the projects eligible for funding and successfully establish a quarterly reimbursement process.

Continue Chairing the Technical Subcommittee for the James Island Taskforce and facilitate the 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.

Continuing working with grant writers to secure additional funding sources for the Town and continue managing in-house grant applications and their reporting requirements.

Continue working 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.

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

Partner with SCDNR and other stakeholders on master planning for the future Ft. Johnson Park / Sisters of Mercy site along Ft. Johnson Rd.

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.

Develop an internship opportunity with the College of Charleston's MPA Program.

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 regular and special Town meetings in compliance with the Freedom of Information Act (FOIA), responds to request for information under 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 of meetings and events and posts on Town website and social media, serves as the Benefits Coordinator for the Town, and supervises the front office administrative staff. This position has a heavy presence for posting public information on social media. Also responsible for all committee agendas, including advertising and posting and upkeep of membership appointment to committee and boards.

Achievements:

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

Communicate with Archive Social to determine the need for the Town of James Island to have a record retention for social media postings that may be required through a FOIA request.

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 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; i.e., public hearings, as well as 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. Coordinated with Doctors Care (James Island) and set up COVID testing for employees during the COVID-19 pandemic. Hold annual Staff/Council open enrollment for benefits in October.

Community Meeting Space: With the winding down of COVID, groups are beginning to request meeting space at the Town Hall. Trained Receptionist as backup in scheduling community meetings. Groups includes Non-profits, Homeowner Associations, Garden Clubs, Soccer Club, and impromptu meetings.

HR: Advertise in media/outlets for new hires, conduct new hire orientation, process personnel files, enroll employee in insurance/retirement benefits. Process terminations (when applicable). Offer HR related awareness training when applicable to staff. Anticipate offering health/wellness through PEBA to encourage staff health and safety.

Work with MASC SMIRF Risk Assessment loss control division to ensure the Town receives discounts in insurance premium for instituting safety and wellness program for employees. Developed forms and policies for safety program; which included: Safety mission statement for the Town, policy signed by staff, helped institute a safety committee consisting of Town Clerk, Town Administrator and Public Works Director. Developed Seat belt policy and Seat belt audit form, Update Employee Handbook last published in 2012 and sent to Labor Attorney for review, Update job descriptions, work with Public Works Director to develop safety training for staff.

Goals:

Continue to learn new methods to enhance the role of Town Clerk

Continue to offer lunch and learn sessions that would be beneficial to staff

Continue to seek knowledge in health and retirement issues

Continue to update and use relevant technology to keep up to date technically



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

Established the Pavilion Rentals at Pinckney Park

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.



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 2019/2020.

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.



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.

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:

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.



New Pubic Works Equipment

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 redevelopment 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.

Updated the Town's Comprehensive Plan.

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 to work with neighboring jurisdictions to achieve goals.

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



Ribbon-Cutting for new James Island business

Planner II 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.



Maintenance Shed at Pinckney Park

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:

Hired new Facilities Maintenance Technician to Facilities Maintenance Coordinator and created a Field Operations Position with a Construction Maintenance Technician II.

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

Continued to conduct Stormwater Plan Reviews in house.

Completed traffic calming in Bayfront, Clearview and Eastwood 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. 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.

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

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

Completed the rehabilitation of Simpson's Creek in partnership with SCDOT, City of Charleston and Charleston County.

Successfully navigated the COVID-19 Pandemic environment and ensured a safe workplace for the Public Works staff.

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 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.

Development and implement a public outreach program for water quality. With the City of Charleston and Charleston County host a Public Works event that highlights water quality.



Town Market and Movie Night

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.

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.



Revolutionary War - Victory Day at Ft. Johnson

Environment & Beautification Committee

The Environment & Beautification Committee for the Town sponsors James Island Pride. The committee also sponsors 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 made the Community Hero Award to our residents who serve as town staff, first responders, and health care workers who continue to help our community through the COVID epidemic. The group decided to honor our community 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



Tree City USA

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. This year the committee undertook an initiative to expand the Repair Care program by developing an apprenticeship program with the James Island Charter High School.

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. The Neighborhood Council did not hold its Annual National Night Out event with the Charleston County Sheriff's Office in 2020 but plan to resume in 2021. For the upcoming budget year, the Neighborhood Council continues to sponsor neighborhoods wanting to beauty their entrances and reimburse a portion of new entry signage and/or landscaping.

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 and this year began discussing ways to incentive small business.



Pet Vaccine and Microchip Clinic

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.



Tree Interns training with Town Arborist