

TOWN OF JAMES ISLAND

*Annual Report*

2021-2022



## From the Mayor

Welcome to the 2021-22 Annual Report. We prepare this report each year for our residents and stakeholders. We review the Town's financial state as well as look into each department to see the major accomplishments of the year and to set goals for upcoming years.

This year the Town continued to work through challenges presented by the COVID-19 pandemic. As businesses and activities continued to become more regular with time, many tools introduced during the pandemic now have become permanent changes in the way the Town operates. Virtual meetings and online streaming options are here for good, enough so that permanent equipment upgrades for Council Chambers are in the works to provide a better experience for citizens viewing from home. Other technological advances are forthcoming, allowing digital options to submit work requests to Public Works, apply for a zoning permit, or report a code enforcement issue, among many other features. This tool will allow citizens the option to conduct business or contact the Town through additional means.

Infrastructure improvements remain a key focus, particularly to address drainage issues. The Greenhill, Oceanview, and Highwood Circle Drainage Improvement Projects will go out for bid early 2023. Progress continues with several sidewalk projects including Regatta Road, Dills Bluff Phase IV, and Nabors Drive. Construction on the Lighthouse Point sidewalk and drainage project wrapped up this year.

The new James Island Arts and Cultural Center completed renovations and opened in September 2021. The Center has been a huge success, hosting several ongoing classes, special events, and being a source of history, art, and culture on James Island. Many events are already scheduled for 2023. The flexibility in the design of the space has proven to be a huge benefit to the success of the Center as it is able to be transformed for whatever event, exhibit, or class hosted there.

Public Safety is a top priority for the Town, and the Town has continued its agreement with Charleston County to employ a dedicated deputy at Town Hall in addition to continuing to fund our Island Sheriff's Patrol program. The Town seeks to add an additional deputy. 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.

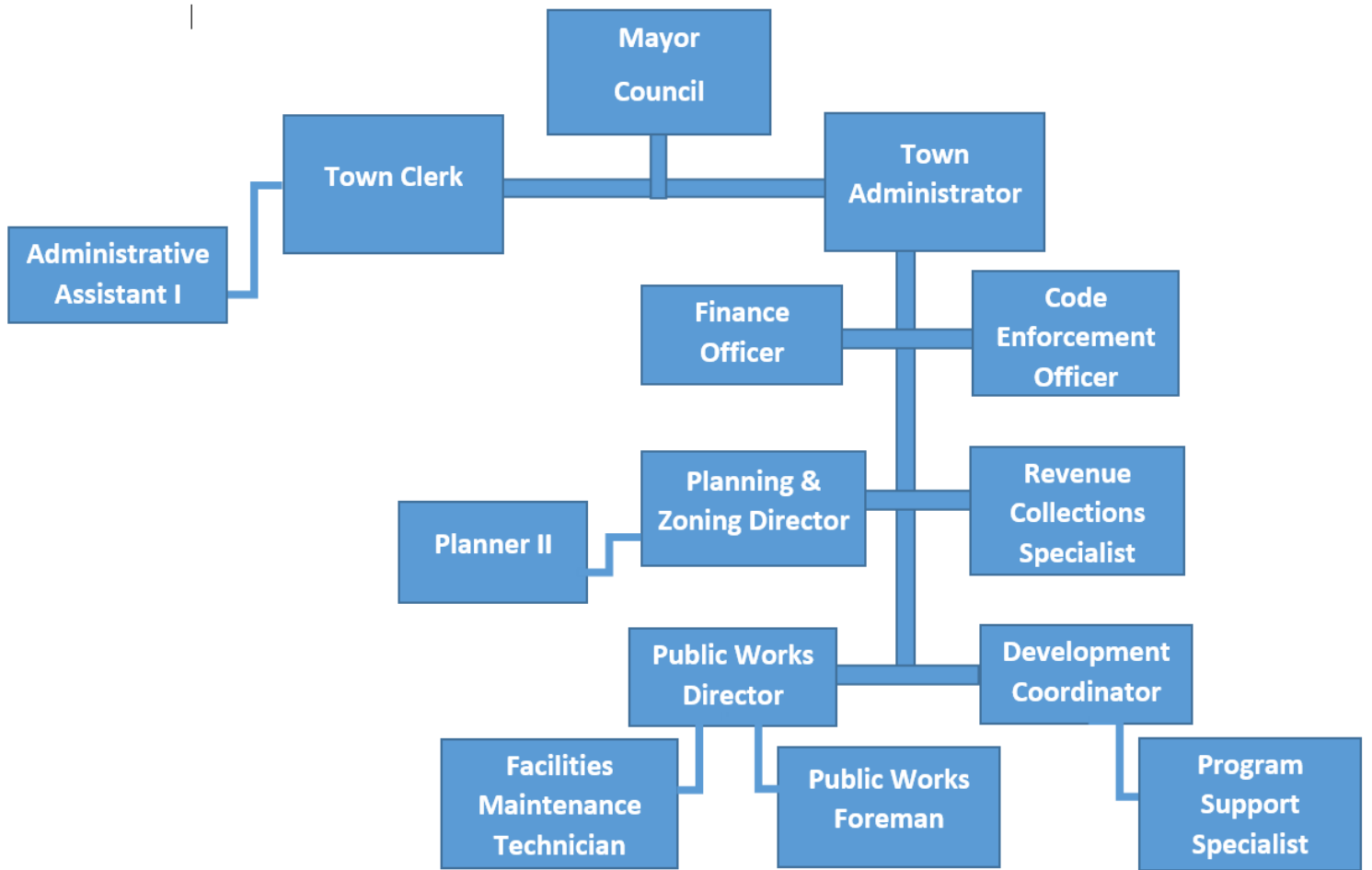
I hope you enjoy reading through our Annual Report and learning more about what your Town does, its structure, how it operates and the initiatives that we've set for ourselves for the coming year. We will remain focused on providing quality services and making needed capital investments to improve the 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 1<sup>st</sup> to June 30<sup>th</sup> Fiscal Year, the same as Charleston County and the State of South Carolina. The Town's operating budget consists of a General Fund and two special revenue funds; the Hospitality Tax fund and the Stormwater fund. There are currently no Enterprise Funds. Each year, Town Council participates in a budget workshop where departmental budget requests are presented and discussed. Departments include Administration, Building Services, Code Enforcement, Planning and Zoning, and Public Works. A formalized Draft Budget is then presented to Town Council whereupon it must be passed by two Ordinance readings and approved by a majority vote.

### Revenues

The Town receives revenue from many different sources which fund the Town's many ongoing projects. In the 2020/2021 budget, Town Council left our millage unchanged at 17.9 mils. The Town continued to provide a 100% credit from the Local Options Sales Tax reducing property tax payments made to the Town to zero. The Town also continued the Cost-Sharing Arrangement with the JIPSD, paying \$1.068 million to help cover the cost of solid waste and fire protection services in exchange for a credit for Town property owners against the taxes due the JIPSD. On the October 2021 Charleston County Consolidated Property tax bill, the cost share credit was \$61 for every \$100,000 of taxable appraised value (.00061.) The Town continued collecting the hospitality tax, which is a 2% tax on prepared food and beverages. This revenue must be spent on tourism-related expenses such as Town parks, the James Island Arts and Cultural Center, as well as sidewalk and other streetscape improvements along Folly Road. The Town also budgets Stormwater Revenue. The stormwater fees collected are held by Charleston County, and while most are used to cover the Town's share of the Stormwater Program managed by Charleston County, a portion is returned to the Town to be allocated for drainage-related capital projects. 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 received a total of \$3,709,261 in American Rescue Plan Act to cover lost revenue during the COVID pandemic. The Town has and will continue to dedicate this funding to current and future public works project, such as drainage and sidewalk projects.

Major Revenues are as follows (amounts reflect the 2021/2022 Adopted Budget):

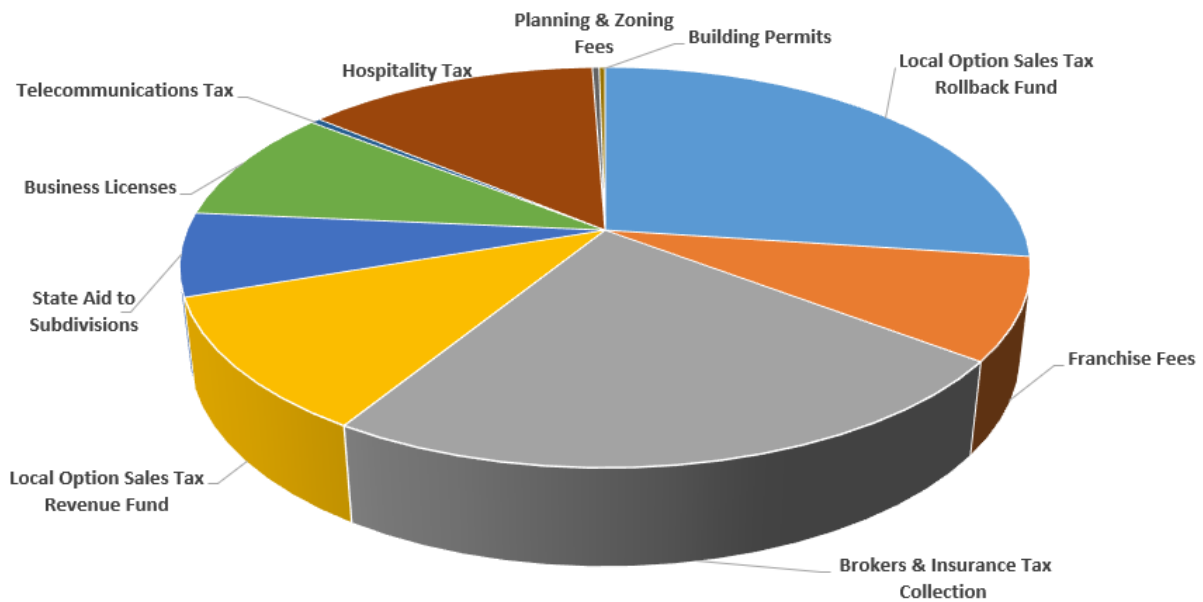
LOST- Property Tax Credit Fund	\$1,100,050	Business Licenses	\$375,000
Franchise Fees	\$332,500	Hospitality Tax Fund	\$540,000
Brokers & Insurance Tax Collection	\$952,000	Telecommunications Tax	\$17,000
LOST - Revenue Fund	\$442,000	Planning & Zoning Fees	\$12,500
State Aid to Subdivisions	\$273,228	Building Permits	\$11,000
Stormwater Fund	\$325,000	Accommodations Tax	\$25,000
		American Rescue Plan Funds	\$3,709,261

The Revenue amounts below reflect 2020/2021 Estimated Actuals.

Major Revenues are as follows (amounts reflect the 2021/2022 Estimated Actuals):

LOST- Property Tax Credit Fund	\$1,265,664	Business Licenses	\$375,000
Franchise Fees	\$319,000	Hospitality Tax Fund	\$659,000
Brokers & Insurance Tax Collection	\$870,000	Telecommunications Tax	\$16,982
LOST - Revenue Fund	\$523,500	Planning & Zoning Fees	\$16,000
State Aid to Subdivisions	\$259,381	Building Permits	\$12,117
Stormwater Fund	\$182,280	Accommodations Tax	\$50,000
		American Rescue Plan Funds	\$3,709,261

The following chart displays by percentage the Major Revenue Sources, 2021/2022 Budgeted Amounts:



## Expenditures

The General Fund is the Town of James Island's general operating fund. 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 with the JIPSD, the Island Sheriff's Patrol payments, public works, capital improvement projects, and the Town's street-light payments.

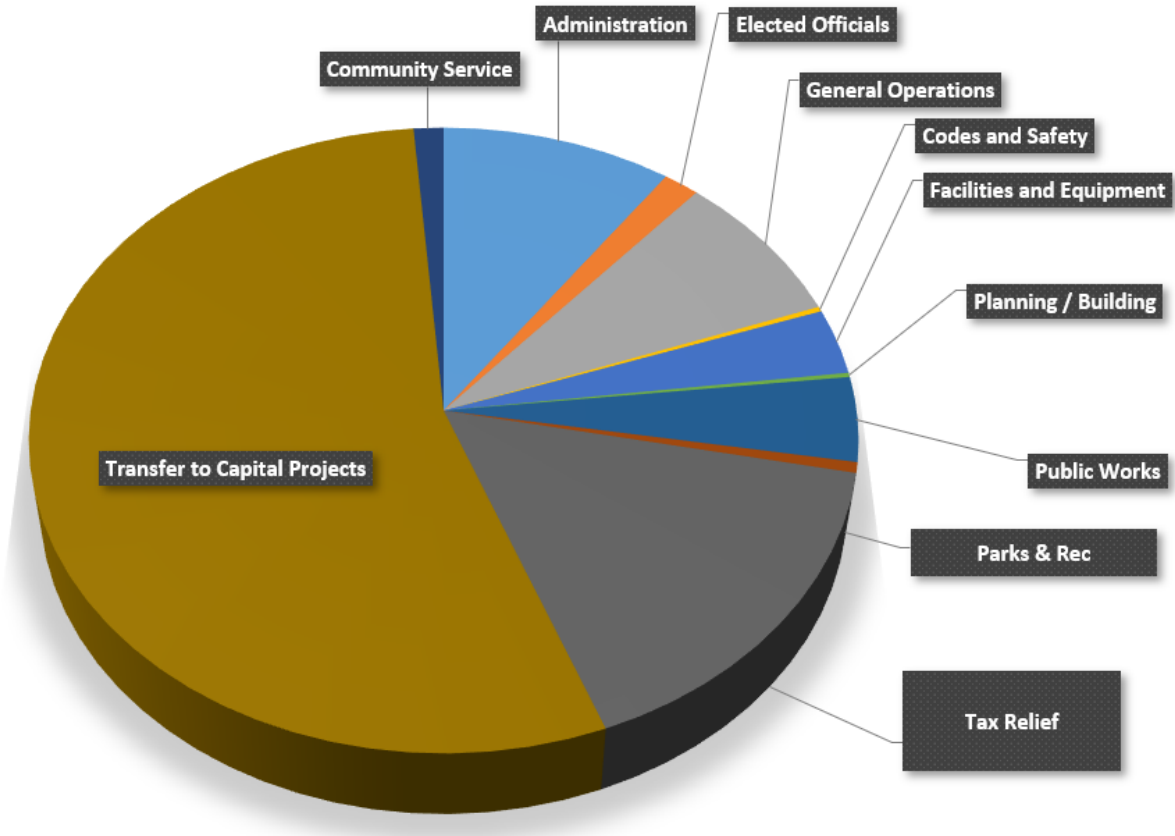
The expenditure budget is broken up mainly by department. Below is break-down of the 2021/2022 Budgeted Amounts. Please note personnel costs for all departments except Administration are included in General Operations:

Administration	\$657,703	Parks and Recreation	\$36,475
General Operations	\$532,657	Public Works	\$291,195
Planning	\$15,135	Facilities & Equipment	\$226,030
Building Inspections	\$4,880	Capital Outlay	\$2,728,706
Codes & Safety	\$16,760	Community Services	\$85,030
Elected Officials	\$102,500	JIPSD Cost-Sharing	\$1,068,000

The Expenditure amounts below reflect the 2021/2022 Estimated Actuals. The Town anticipates spending below its budgeted expenses, except for additional hours scheduled throughout the year for the Island Sheriff's Patrol.

Administration	\$621,662	Parks and Recreation	\$32,415
General Operations	\$443,632	Public Works	\$209,992
Planning	\$8,209	Facilities & Equipment	\$190,543
Building Inspection	\$30,000	Capital Outlay	\$584,666
Codes & Safety	\$6,488	Community Services	\$72,531
Elected Officials	\$111,468	JIPSD Cost-Sharing	\$1,069,000

The Following Chart displays by percentage the Major Expenditures, 2021/2022 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. In anticipation of American Rescue Plan Act funds (ARPA), the Town intended to dedicate as much of the funding as possible to capital projects.



## Capital Projects Detail

Project	A/E / Contractor	Funds	Cost/Estimate	Status
Dills Bluff Sidewalk, Phase III	JLA, Inc.	CTC Match / CP	37,800	Completed
Dills Bluff Sidewalk, Phase IV	JLA, Inc.	CP	28,000	Ongoing
Lighthouse Drainage/Sidewalk	Reveer / Allston Farrell	TST Match /CP	\$220,000	Completed
Regatta Rd Sidewalk Construction	JLA	CP/CTC	\$200,000	Ongoing
Traffic Calming Projects	JLA, Weston & Sampson	CP	\$135,000	Completed
Nabors Drive Sidewalk Design	JLA	CP	\$25,500	Ongoing
Folly Rd Phase I	Reveer	Town / County / City / COG	2 million	Ongoing
Greenhill Drainage Easements	Stantec	CP / Stormwater	115,000	Ongoing
Greenhill Drainage Improvements	TBD	CP / Stormwater / DOT share	287,000	Ongoing
Highland Ave Drainage	Stantec	SW	\$160,000	Ongoing
Woodhaven Drainage Improv.	Stantec	SW / CP	\$237,600	Ongoing
Quail Run Drainage Study	Stantec	SW / CP	\$35,000	Ongoing
Jl Creek Basin Drainage Study	Thomas & Hutton	SW / CP	\$145,000	Completed
Brantley Park Phase I Construction	Davis & Floyd/ES Integrated	CP / Hospitality	\$90,000	Ongoing
Solar Panels at Town Hall	Alder Energy	CP	\$100,000	Ongoing
Solar Panels at JIACC	Alder Energy	CP/ Hospitality	\$100,000	Ongoing
Oceanview / Stone Post Drainage Easements, Phase II	Thomas & Hutton / Michael Baker	CP funded	96,800	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.

At the beginning of 2022, the previous Town Administrator left to pursue a new opportunity. The achievements described below outline her diligent effort to promote various projects and goals of the Town. The new Town Administrator began in the spring of 2022, and has worked to take on new and upcoming projects and goals for the Town in this transition.

### **Achievements:**

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

Working through easement acquisition firms, obtained all outstanding easements needed for drainage projects.

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 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 substantial public involvement and input sessions, including traffic calming in Eastwood, Clearview, Stiles Drive and Schooner Rd.

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

**Goals:**

The goals set forth below were started by the previous Town Administrator and are being continued by the new Town Administrator.

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

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.

Continuing working with grant writers to secure additional funding sources for the Town and continue managing in-house grant applications and their reporting requirements, including a BRIC grant through the State of South Carolina Office of Resilience to study to James Island Creek Basin.

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; in the coming year, staff will take over the administration of the program while identifying the needs to procure a new consulting firm.

Partner with SCDNR and other stakeholders on master planning for the future Ft. Johnson. Facilitate a National Park Service grant application with the Battleground Preservation Trust to acquire land from MUSC.

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.

Work to identify improvements to the audio-visual system in Council Chambers to better facilitate virtual meetings for public participation.

Identify and begin implementation of a citizen request application and internal software for code enforcement, permitting, and plan review.

Facilitate development of, and implement new town website.

**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, BZA) minutes, retains leases and deeds of Town property, grants, agreements, bonds, tax notes, and other forms of obligations of the Town. The Town Clerk also retains the executive and administrative orders of the Mayor, appointments to Boards, and oaths of office taken on behalf of the Town. The Town Clerk is the custodian of the Town Seal.

In addition to these duties, the Town Clerk prepares agendas and meeting notices for Town meetings, 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 Council meetings and events, and serve as Coordinator for the benefits offered through the Town.

**Some other accomplishments include:**

Worked in conjunction with Town Administrator to provide employee financial counseling (Lunch and Learn series) for staff with Northwestern Mutual.

Worked with Liberty National/Globe Insurance company for enrollment in ancillary benefits.

Worked in conjunction with Town Administrator to provide an Employee Assistance Program for staff through First Sun EAP. Services in counseling in grief and loss, stress management, and general counseling concerns.

Provided general guidance/information for new website

**Goals:**

Continue to update and use relevant knowledge to keep up-to-date technically and apply new knowledge to the job.

Continue to search the market to develop employee training opportunities that will enhance skills.

Continue to stay abreast of legislation changes that affect health care through the Employee Insurance Program.



### **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 2021/2022.

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.



## **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, including cases not needing court action.

Continued training and exercises for Emergency Operations Center, including activation as needed.

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.



## **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.

Attended SCAPA (South Carolina Chapter of the American Planning Association) Conference and multiple webinars to gain knowledge.

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

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

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

Assist 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 through adoption and approval by Town Council.

**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 different jurisdictions on these goals.

Complete Energy/Sustainability Element for Comprehensive Plan.

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, including more ribbon cuttings.

Become proficient with new website and permitting software to streamline applications and usage for residents and developers.

Work with Code Enforcement to lessen the amount of Short-Term-Rental violations.

Continue to work with neighboring jurisdictions to achieve goals.

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



## **Planner II**

The Planner II takes an essential role in review and issuance of zoning permits, processing fees and coordinating review with other departments and/or jurisdictions. This role works directly with the public on zoning-related matters, in addition to assisting the Planning Director with duties related to preparation for Board of Zoning Appeals and Planning Commission meetings. This role is essential in the day-to-day operations of the Town.

### **Planner II Achievements:**

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

Assisted in preparation for monthly Board of Zoning Appeals and Planning Commission meetings.

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

Worked to streamline application processes and create new forms where applicable.

Received promotion from Planner I to Planner II.

Began to approve permits for smaller scale building projects, tree removal permits, and home occupation permits.

Began training with the Planning Director to review subdivision applications and site plan review procedure.

Assisted the Planning Director and Planning Commission in completing the 5-year review of the Comprehensive Plan and having it adopted by Town Council.

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

Worked to streamline application processes.

### **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.

Work to closely with the Planning Director to develop skills in subdivision plat approval and site plan review.

Complete 4<sup>th</sup> year professional experience to become qualified to take the AICP exam.



### **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:**

Facilities Maintenance Coordinator was recalled to duty by the US Army. Hired a Construction Maintenance Worker I.

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

Continued in-house stormwater plan reviews.

Completed traffic calming measures in Stiles Point.

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 to compile 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 including STOP signs and other traffic control devices.

With transition of Administrator, took on project management for 13 ongoing capital projects in various stages and management of grant funding opportunities.

Continued to partner 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 properties during and after storms.

Expanded partnership with Pet Helpers to reduce rabies in the community by offering rabies clinics and adopt-a-pet events.

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

Started annual Public Works Expo to showcase for residents what our Department capabilities are, careers in Public Works, and that we partner with other agencies to address common issues. Expo also demonstrated the importance of clean water and keeping our waterways pollution free.

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

Member of the Board of Directors for the South Carolina Association of Stormwater Managers in the position of Vice President.

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

Acquired a front loader tractor with bush hog, backhoe and box grader to complete more projects in house with public works staff.

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

Successfully navigated the COVID – 19 pandemic environment and ensured a safe workplace for the Public Works Staff.

**Goals:**

Continue to work to improve 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.

Assist new Administrator with Public Works projects and grant funding opportunities.

Build up the Public Works Field Operations Division.

Continue to build on the mutual assistance and cooperation between SCDOT, Charleston County and the City of Charleston.

Continue to increase and improve communication and cooperation between the Town of James Island and the Public Service District on projects and issues affecting the residents of James Island.

Develop a program to use local, on call contractors to augment JIPSD efforts at debris removal after storms.

Continue to develop in house abilities to use inspection devices and methods of 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 through traffic.

Continue to use Town resources and personnel to make repairs and improvements to Town property and infrastructure and to 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 in within the Town that are not currently dedicated to the public.

Develop an education program for residents to learn about runoff reduction and low impact development practices for use on residential properties.

Develop a program to train citizen scientists to participate in the Clemson's Coastal Adopt a Stream for additional water quality testing around James Island.

Develop and implement a public education program to explain the role of public works, citizens 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 engineer.

Develop and deploy a citizen portal software platform and work request/ application tracking system.

Develop and implement a public education program for water quality. Partner with other clean water and environmental advocacy groups to bring clean water programs to James Island schools and events.



## **Town Committees**

### **Children's Council**

The purpose of the James Island Children's Council is to promote children's welfare, including recreation and education, and to provide community programs, activities, and events. The Council advises the Mayor and Council regarding children's issues. The Council 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 in sponsorship of a Lights On Event in October.

### **History Council**

The purpose of the James Island History Council 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. This booklet has been very well received throughout the community. The History Council participated in the third 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. A subcommittee of the History Council has been formed to better focus on the creation of a historic pathway through James Island with an accompanying app for visitors.





### **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. 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.



### **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 the upcoming budget year, the Neighborhood Council continues to sponsor neighborhoods wanting to beautify their entrances and reimburse a portion of new entry signage and/or landscaping.

### **Drainage Committee**

The Town Drainage Committee continues to meet providing a forum 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 Managers. 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**

Councilmember Dan Boles is the Town’s Business Development Committee liaison. 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. The Town also funded an educational program for local small business owners to learn about running a successful business.



## 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.

