



Town of James Island, Regular Town Council Meeting
April 20, 2017; 7:00 PM; 1238-B Camp Road, James Island, SC 29412

Notice of this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Members of the public addressing Council during the Public Comment period must sign in. Comments should be directed to Council and not the audience. Please limit comments to three (3) minutes.

1. Opening Exercises:
2. Public Hearing: Proposed Fiscal Year 2017-2018 Annual Budget
3. Public Comment
4. Consent Agenda
 - a. Minutes: March 16, 2017 Regular Town Council Meeting
 - b. Fair Housing Month Proclamation
5. Information Reports
 - a. Finance Report
 - b. Administrator's Report
 - c. Public Works Report
 - d. Island Sheriffs' Patrol Report
6. Requests for Approval
 - Request for waiver of one year waiting period for submittal of Application for Special Exception for the demolition of three (3) historic structures at 221 Fort Johnson Road
 - Request to change July Town Council Meeting to July 13
 - IFB #1-2017 Centerville Speed Humps – Asphalt Concepts, LLC
 - Construction Materials Testing & Special Inspections for Town Hall – ECS Southeast, LLP
7. Committee Reports
 - Land Use Committee
 - Environment and Beautification Committee
 - Children's Commission
 - Public Safety Committee
 - History Commission
8. Resolutions
 - a. Resolution # 2017-05: Participation in Police Officers Retirement Systems
 - b. Resolution # 2017-06: Island Sheriffs' Patrol Officer of First Quarter
 - c. Proclamation for Child Abuse Prevention Month

9. Ordinances up for Second Reading:

- a. Ordinance #2017-04: Amending the Town of James Island Zoning and Land Development Regulations Ordinance, §153.336 Architectural and Landscape Design Guidelines (C) (3) Building Color (c) Murals

10. Ordinances up for First Reading:

- a. Ordinance # 2017-05: An Ordinance to Adopt the Fiscal Year 2017-2018 Annual Budget for the Town of James Island
- b. Ordinance #2017-06: To Amend Ordinance #2012-16: Establishing Purchasing Procedures for the Town of James Island, SC
- c. Ordinance #2017-07: Date of Town Election

11. New Business:

12. Executive Session: The Town Council may/will enter into an Executive Session in accordance with 30-4-70(a) Code of Laws of South Carolina.

13. Return to Regular Session

14. Adjournment:

The Town of James Island held its regularly scheduled meeting at 7:00 p.m. in Council Chambers, 1238-B Camp Road, James Island, SC on Thursday, March 16, 2017. The following members of Council were present: Mayor Pro-Tem Leonard Blank, Garrett Milliken, Darren “Troy” Mullinax, Joshua P. Stokes, and Mayor Bill Woolsey, who presided. A quorum was present to conduct business. Also present: Ashley Kellahan, Town Administrator, Bonum S. Wilson, Town Attorney, Merrell Roe, Senior Finance Clerk, Mark Johnson, Public Works Director, Kristen Crane, Planning Director, Deputy Michael Buenting, Island Sheriff’s Patrol, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Woolsey called the meeting to order and led the Pledge of Allegiance: FOIA: This meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Public Hearing: Ordinance #2017-04: Amending the Town of James Island Zoning and Land Development Regulations Ordinance, §153.336 Architectural and Landscape Design Guidelines (C) (3) Building Color (c) murals: Mayor Woolsey opened the Public Hearing at 7:01 p.m. The following persons spoke:

Joseph Walters, 928 West Ocean View Road: Mr. Walters spoke in favor of murals. He believes Council wants to accomplish this with some oversight. His only concern is it is stitched to the signage regulations. He asked Council to clarify this.

William Turner, 695 Port Circle: Mr. Turner is a local artist that painted the mural on the La Carreta Restaurant. He spoke in favor of murals and art. He commented that painting the mural got his name on the map. He feels that Council should stick-up for art, and not put a limit on it.

Mayor Woolsey closed the Public Hearing at 7:05 p.m.

Public Comment: No one signed in to speak

Consent Agenda:

a. Minutes of February 16, 2017 Regular Town Council Meeting:
Councilman Stokes moved to approve the consent agenda; Councilman Mullinax seconded. Passed unanimously.

Information Reports:

- a. Finance Report: Written report provided by Senior Finance Clerk, Merrell Roe. Accepted as information. Ms. Roe added that local option sales tax (LOST) funds were received for December and franchise fees were collected from Comcast and Bellsouth.
- b. Administrator Report: Written report provided by Town Administrator, Ashley Kellahan. Accepted as information. Mrs. Kellahan added the Town has received the encroachment permits for Speed Humps in the Centerville neighborhood. Plans are to bid the project soon. Councilman Stokes asked if there were changes that could delay completion of Phase I for Pinckney Park. Mrs. Kellahan answered that 5-weeks is the expected time; the contractors has built time into the project for unforeseen delay and hope to be completed by Easter.
- c. Public Works Report: Written report provided by Public Works Director, Mark Johnson Accepted as information.
- d. Island Sheriffs’ Patrol Report: Deputy Buenting reported 359 hours worked for the month; 359 stops, 94 tickets issued, and a slight decrease in crime over last month.

Committee Reports:

Land Use: No report.

Environment and Beautification Committee:

Councilman Milliken reported that James Island Arts hosted the Fourth Annual Art Auction on February 25 at the Town Hall. This was a juried art show for island art students and a silent auction to raise money for island art teachers. He thanked Island Bazaar for allowing the use of their space to display James Island Art students' art. More than 200 people attended and the event raised over \$3,000 to be divided among the 12 James Island Art Teachers (JICHS, Fort Johnson Middle School, James Island Middle School, Stiles Point Elementary School, James Island Elementary School, Harborview Elementary School, Murray Lasaine Elementary School, James Island Christian School and Nativity). Art students from High, Middle, and Elementary Schools participated in a juried art show judged by Dan O'Brien and awards were given to first, second and third place winners. Next year's Art Auction will be the last Saturday in February. Special thanks to the JI Arts Committee: Katherine Williams, Laura De La Maza, Pat Hiott-Mason, Mary Beth Berry, Inez Brown-Crouch, Catherine Lampkin, and Meredith Poston, Community supporters: Erin Black, Suzanne Decker, Sherry Brown, Sam Berry, Russ Mason, Stan Kozekowski, Cathy Moore, and Henrietta Martin. Town staff: Ashley Kellahan, Mark Johnson, and Merrell Roe. He thanked Kenneth Johnson for participating in the March Helping Hands yard cleanup. Next James Island Pride trash pickup is Saturday, May 6. A Solar Education Workshop will be held on Saturday, March 18, 11-1 p.m. at the Town Hall.

Children's Commission: Councilman Stokes announced the Children's Commission is hosting the first annual Easter Egg Roll, Saturday, April 15, 11-1 p.m. at the James Island Youth Soccer Club (871 Fort Johnson Road). Activities includes competitive Easter Egg rolls, commemorative Easter egg decorating, jump castle, and food trucks. There will be one more meeting before the event to finalize plans.

Public Safety Committee: Councilman Mullinax announced the James Island Neighborhood Council meeting on Thursday, March 23 at 7:00 p.m.

History Commission: No report.

Presented of Draft Annual Budget for Fiscal Year 2017-2018: Mrs. Kellahan reported that no changes were made since the March 2 Budget Workshop was held. She gave a brief overview of budget expenditures and revenues over last year's budget. Copy of the proposed budget was provided to Council and available to public.

Resolutions:

- a. Proclamation: 2017 Yom Ha Shoah Holocaust Commemoration and Candle Lighting: Mayor Woolsey read a Proclamation in remembrance of the 2017 Yom Ha Shoah Holocaust commemoration. After the reading, Council and staff participated in lighting memorial candles. A motion in favor was made by Councilman Stokes, seconded by Councilman Milliken. Passed unanimously. Mayor Woolsey recognized Rebecca Engel and Ilene Turbow with the Charleston Jewish Federation. Ms. Engel spoke of the importance of the commemoration and read remarks made by Rabbi Kanter at the Town of Mount Pleasant and Charleston County Council meetings.
- b. Resolution #2017-04: Support of Town of James Island Complete Streets Application: Mrs. Kellahan reported that Planning Director Kristen Crane has prepared an application to the Council of Governments (COG) for the Complete Streets Grant. Mrs. Kellahan gave an overview of the request by the Town for sidewalks along Folly Road. This grant will implement the improvements with the Rethink Folly Road plan. The total project cost is \$1,500,000 and the Town's match is \$300,000 (20% from Hospitality Tax). All jurisdictions involved in the Rethink Folly Road project has agreed to submit resolutions to support the project. After a correction was noted, a motion in favor was made by Councilman Stokes, seconded by Councilman Mullinax. Passed unanimously.

Ordinances up for Second Reading: None

Ordinances up for First Reading:

- a. Ordinance #2017-04: Amending the Town of James Island Zoning and Land Development Regulations Ordinance, §153.336 Architectural and Landscape Design Guidelines (C) (3) Building Color (c) Murals: Mayor Woolsey said there are two options; the first was recommended by the Planning Commission and the second was sent by Town Council at its last meeting. Mayor Woolsey moved that Council adopt the amendment recommended by the Planning Commission in part, but end it at the word Director.

AMENDMENT: Murals on exterior building walls are allowed when included in the number and square footage requirements applying to wall/façade signs. Any additional or larger murals visible to the public or neighboring properties may be permitted by the Planning Director. Councilman Stokes seconded.

Councilman Milliken asked if Council is limited to the two options or is there is a third to consider if both are voted down. Mayor Woolsey explained the process by which the voting would take place. Councilman Stokes asked if the wording “that additional or larger murals visible to the public or neighboring properties may be permitted by the Planning Director” means it is allowed, and it does not require a permit. Mayor Woolsey said he interprets it that someone would have to ask for a permit in order for it to be allowed. Councilman Stokes asked if there would be a fee and Mayor Woolsey answered no. There was some discussion about permits and costs. Mrs. Kellahan and Mrs. Crane (Planning Director) said a Sign Permit costs \$50.00. Councilman Milliken asked about a process for murals - - will it be by request, or is a sketch required? Mayor Woolsey said a process would be developed by the Planning Director. Councilman Milliken spoke of his concerns about permits for chickens; and we would not have a permit for murals unless we are explicit about it. Mrs. Crane said the Town has a permit for people wanting more chickens; however, no requests have been made. There was some discussion about a permit process, in particular, if a permit is denied by the Planning Director. Mayor Woolsey said if a permit is denied, it could be appealed before the Board of Zoning Appeals. Councilman Stokes commented that there have been some confusion about what was coming before Council, but to be clear, and for the benefit of the public, this is not a ban on murals. He said murals are allowed if they are within the guidelines; and for now, there is no fee for the request. Councilman Milliken said he liked what is being talked about, but his concern in the Code limits the number of colors as part of a building. He asked if murals would be limited to three colors if it fell under that category; and, if language needs to be added to the amendment about colors when a mural’s size is considered. Mayor Woolsey said that supersedes the requirements and the number of colors did not need to be specified. Councilman Stokes commented that the only limit is the number and square footage requirements to wall/façade signs. Mayor Woolsey called for the vote. Passed unanimously.

Adjourn: There being no further business to come before the body, the meeting adjourned at 7:38 p.m.

Respectfully submitted:

Frances Simmons
Town Clerk

Fair Housing Month Proclamation



WHEREAS, April marks the anniversary of the passage of the Fair Housing Act of 1968, which sought to eliminate discrimination in housing opportunities and to affirmatively further housing choices for all Americans; and

WHEREAS, the ongoing struggle for dignity and housing opportunity for all is not the exclusive province of the Federal government; and

WHEREAS, vigorous local effort to combat discrimination can be as effective, if not more so, than Federal efforts; and

WHEREAS, illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all;

NOW, THEREFORE, BE IT RESOLVED, that in the pursuit of the shared goal and responsibility of providing equal housing opportunities for all men and women, the Town of James Island hereby join the national celebration by proclaiming April, 2017 as:

Fair Housing Month

and encourages all agencies, institutions, and individuals, public and private in the Town of James Island to abide by the letter and the spirit of the Fair Housing law.

Signed and sealed this 20th day of April, 2017.

Bill Woolsey
Mayor

ATTEST

Frances Simmons
Town Clerk

Town of James Island

% FY Complete 75%

Monthly Budget Report

Fiscal Year 2016/2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		
GENERAL FUND REVENUE														
Accommodations Tax					2,073			2,069					4,142	
Brokers & Insurance Tax		33				445							478	430,500
Building Permit Fees		986		98	1,133		998	2,057					6,217	10,000
Business Licenses	1,688	18,094	8,266	4,092	8,661	28,434	8,020	117,054	93,648				287,957	230,000
Contributions/Donations-Park				507									1,007	
Franchise Fees	163,859			7,027	50,929		6,434	50,176					278,426	465,500
Grants					205,000								205,000	
Interest Income													-	
Alcohol Licenses -LOP					4,950			900					5,850	10,000
Local Assessment Fees		421			506				511				1,438	
Local Option Sales Tax (rev)			33,399	26,700	33,665	60,250		29,861	32,878				216,752	353,000
Miscellaneous	200	200	200	200	200	200							1,200	1,000
Planning & Zoning Fees	526	553	927	592	1,249	703	598	1,279	1,555				7,981	12,000
State Aid to Subdivisions		26			74,544			62,151					136,721	260,000
Telecommunications								23,653					23,653	45,000
Transfer In from Funds Balance													-	477,632
		20,313	43,738	39,216	382,911	90,031	16,050	265,545	152,245	-	-	Total	1,176,822	2,294,632
												% of Budget		51%

ADMINISTRATION														
Salaries	16,827	16,875	25,301	16,762	16,853	19,456	16,807	17,170	26,916				172,967	221,300
Fringe Benefits	5,653	5,664	8,522	5,646	5,657	5,875	5,656	5,722	8,731				57,125	73,405
Copier	345	75	634	78	73	831	73	757	757				2,866	5,300
Supplies	1,155	1,175	283	856	220	430	280	638	789				5,826	13,000
Postage	595			545			473	300	49				1,961	6,700
Information Services	2,313	2,404	5,064	3,043	289	6,089	2,808	3,212	2,988				28,209	40,000
MASC Membership							5,341						5,341	5,500
Insurance		11,922			7,659								19,581	22,000
Legal Services		2,625	223	7,072	650	20,174	2,204	2,000	4,425				39,373	60,000
Town Codification		203	1,088	68		135			158				1,651	2,500
Advertising	60	297	187		200	25	648	109	117				1,643	5,000
Audit					12,900								12,900	12,500
Elections													-	
Mileage Reimbursement	29	54	28	27		71		53					263	800
Bonding			350				700		350				1,400	1,870
Employee Training / Screening			40				92	240					371	850
Dues and Subscriptions	75			75		25	110	883	99				1,267	1,060
Training & Travel							92						92	2,500
Mobile Devices	338	108	111	(37)	219	71	110	111	132				1,162	1,350
Children's Commission	146	56		330		9			448				990	1,000
Business Development Council													-	500
History Commission			2,120										2,120	2,500
Employee Appreciation			21	60	60								141	500
Bank Charges	49	79	74	56	56	75	59	53	79				580	1,000
	27,586	41,535	44,047	34,579	44,835	53,265	35,454	30,492	46,036	-	-	Total	357,828	481,135
												% of Budget		74%

ELECTED OFFICIALS														
Salaries	3,769	3,769	5,654	3,769	3,769	3,769	3,769	3,769	5,654				37,692	50,000
Fringe Benefits	2,196	2,196	3,294	2,196	2,196	2,152	2,060	2,060	3,090				21,439	30,000
Mayor Expense	28				50				200				278	2,000
Council Expense					375		135		35				545	4,000
Mobile Devices	166		273		104		104	104	209				960	1,600
	6,159	5,965	9,220	5,965	6,494	5,921	6,068	5,934	9,188	-	-	Total	60,914	87,600
												% of Budget		70%

PARKS & RECREATION

Recreation	1,130	1,415	54			54	165					2,818	5,000
Special Events				4,311	515		294					5,120	8,000
Youth Sports Program				4,750			6,925					11,675	10,000
	-	1,130	1,415	54	9,061	515	54	7,384	-	-	-	19,613	23,000
												Total	85%
												% of Budget	

FACILITIES & EQUIPMENT

Utilities	1,290	1,362	1,516	1,710	1,106	1,058	1,021	1,020	1,289			11,373	21,600
Rent	6,553	6,554	6,849	6,850	6,870	6,885	6,880	6,879	6,878			61,199	82,000
Security Monitoring									154			154	430
Janitorial	440	515	477	440	477	477	496		880			4,203	6,620
Equipment / Furniture	326	116	116	127	127	127	127	127	127			1,321	3,000
Facilities Maintenance	466	354	95	515	599	65	140	425	925			3,584	8,000
Vehicle Purchase												-	2,500
Vehicle Maintenance Expense	149	169	163	205	178	99	232	119	261			1,576	5,000
Generator Maintenance				225								225	50
Street Lights	10,075	10,075	10,089	10,087	10,087	10,088	10,088	10,102	10,101			90,792	127,000
	19,300	19,144	19,307	20,160	19,446	18,799	18,984	18,672	20,615	-	-	174,426	256,200
												Total	68%
												% of Budget	

COMMUNITY SERVICES

Repair Care Program	-	-	-			3,527	14,500		2,013			20,040	20,000
Community Service Contributions	-	-	-		18,000				2,000			20,000	20,000
	-	-	-	-	18,000	3,527	14,500	2,000	2,013	-	-	40,040	40,000
												Total	100%
												% of Budget	

EXPENDITURES

General Fund Department Total	82,031	207,052	136,160	146,721	139,681	157,041	149,656	102,292	136,937	-	-	1,257,571	1,858,432
												Total	68%
												% of Budget	

CAPITAL PROJECTS

Quail Drive Sidewalk												\$	-	\$	61,200
Camp Rd to Dills Bluff Sidewalk													125,000		125,000
Camp Rd Sidewalk, Phase III (Folly to Riverland)													-		-
Dills Bluff Sidewalk, Design Phase I				8,280	3,340	6,050	2,420						20,090		30,000
Lighthouse Point Blvd Sidewalk & Drainage Phase I			10,460										10,460		110,000
Seaside to Honey Hill Drainage													-		75,000
Tallwood Drainage													-		-
Oceanview-Stonepost Drainage													-		-
Rembert Road Paving													-		47,500
Seaside Lane Sidewalk Design				7,539	1,000				15,837				24,376		30,000
Pinckney Park	23,985	15,915	10,335	7,850	990	41,671			7,360				108,106		85,000
Commercial / Park Improvements		6,735							894				7,628		435,000
	23,985	33,109	26,154	12,190	7,040	44,091	-	24,091	-			Total	295,660		998,700
Transfer In from General Fund													-		563,700
Transfer In from Hospitality Tax Fund		34,468	34,588	36,246	43,564	34,640	41,169	41,324					266,000		435,000
													Total		30%
													% of Budget		

LOCAL OPTION SALES TAX ROLLBACK REVENUE

LOST Rollback			85,092	68,736	90,852	152,742		78,570	86,986			562,977	870,000	
LOST Rollback - Interest Income	248	216	241	277	234	246	242	219				1,922	1,000	
												Total	564,899	871,000

RESERVE FUND

Transfer In from Rollbank Fund	4,946	85,690										90,636		
Transfer In from Property Tax Credit Fund Balance		109,364										109,364	291,000	
												Total	200,000	291,000

LEASE PURCHASE REVENUE BOND - TOWN HALL

Lease Purchase Principal Payments						397,421				397,421	796,570
Lease Purchase Interest Payments	28,814									28,814	73,430
Lease Purchase Expense Total										Total	870,000
Lease Purchase Draws											-
Town Hall Expenditures	6,854	15,281	37,092	18,369	16,980	27,996	37,781				372,000
											160,353
											Total
											426,235
											-

HOSPITALITY TAX

Hospitality Tax Revenue		34,468	34,588	36,246	43,564	34,640	41,169	41,324			266,000	435,000
Hospitality Tax Expense		6,735						894			(7,624)	(435,000)
										Total		

TREE MITIGATION FUND

Transfer In from Funds Balance												14,197
Tree Mitigation expense		7,400						2,006			9,406	
Net Balance												4,791

ART AUCTION

Art Auction donations						100	200				300	-
Art Auction revenue							1,636	2,006			3,641	
Arts Committee Grant			(500)	250	250			(117)			(117)	
Transfer In from Funds Balance												1,061
Total										Total		1,061
Art Auction expense						10	248	482			740	

JAMES ISLAND PRIDE

James Island Pride donations						530					530	-
Helping Hands donations												-
Grant-JIP												-
Transfer In from Funds Balance												1,275
										Total	530	1,275
James Island Pride expense			48	27	424	26	320	104			949	2,700
Helping Hands expense		45									45	-
Grant-JIP-Expense												-
										Total	1,524	2,700

ADMINISTRATOR'S REPORT

Mar-17

ADMIN NOTES

- Pinckney Park Phase I under construction. Revised completion date is May 5th. DOT pre-con inspection completed.
- Dills Bluff sidewalk Phase I has been submitted to DOT for comments.
- Moving forward with finalizing sidewalk and bus pullout / shelter for Folly and Camp project
- Working with VC3 on new phone system for Town Hall and possibility of running fiber for better connectivity during an event
- Preliminary mtg with OCRM on Lighthouse Point Blvd sidewalk held - Engineer finalizing those plans for Phase I construction
- Received estimate for Energov installation for bldg services and working with County and VC3 to expedite
- Pre-bid held for Town Hall project. Bid opening 5/4

TOTAL Business Licenses 98

*32 of those processed at Town hall

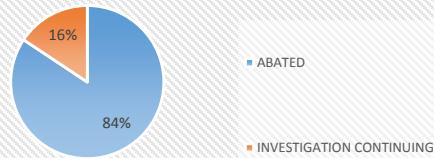
Code Enforcement Cases

TOTAL CASES	268
ABATED	226
INVESTIGATION CONTINUING	42
RANK VEGETATION / SOLID WASTE	65
NUISANCE PROPERTY	43
TREE CASES	28
INOPERABLE VEHICLE	23

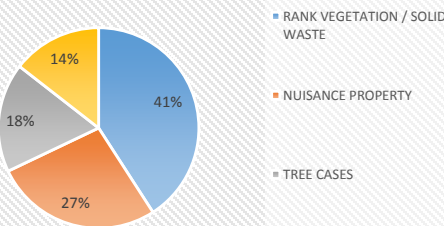
Building Permits

BUILDING PERMITS ISSUED	97
Commercial	
Residential	15
Electrical	20
Plumbing	11
Mechanical	8
Gas	5
Pool	-
Roofing	8
Fire System	-
Sign	
Trades	30
Previous Month	62

Code Enforcement - Case Status



Code Enforcement - Case Type



PERMIT TYPE	Mar-17
ACCESSORY STRUCTURE	
CLEARING & GRUBBING	
DEMOLITION PERMIT	
EXEMPT PLATS	
FIREWORK STAND	
HOME OCCUPATION	4
LSPR	
NON-EXEMPT PLAT	
PD AMENDMENT (REZONING)	
RESIDENTIAL ZONING * 4 Pulte	15
REZONING	
SPR	
SIGN PERMIT	
SITE PLAN REVIEW	
SPECIAL EVENT	
SPECIAL EXCEPTION	2
TEMPORARY ZONING	
TREE REMOVAL	6
TREE TRIMMING	
VARIANCE	2
ZONING PERMIT	3
TOTAL	32

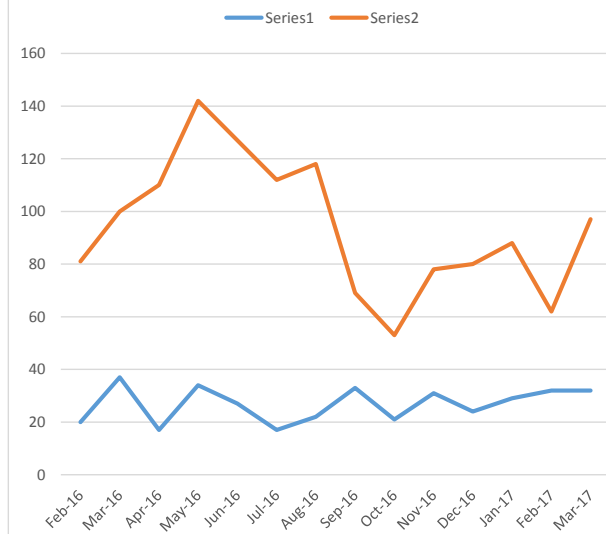
PUBLIC WORKS NOTES

- Was notified that my proposal for making a presentation to the 2017 South Carolina APWA conference was approved. I will be speaking on a state-wide internship program on July 13th in North Charleston.
- Attended SCASM quarterly meeting in Columbia.
- Contractor started work at Pinckney Park.
- Sam English, Troop 44 BSA, conducted his Eagle Project at Pinckney Park which planted several new trees.
- Harborview Road reached substantial completion. Minor items left to finish.
- Camp-Folly Intersection project continued to install sidewalks and curb and gutter and other right of way improvements. They are also paving and adding depth to the pavement.
- Had the water fountain at Dock Street Park adjusted to have better water pressure.
- Attended meeting with Ashley at OCRM about proposed sidewalk on Lighthouse Blvd.
- Received TOJI dog leash poop bag dispensers as part of our community outreach for Clean Stormwater.
- Sidewalk on Camp and Dills Bluff open for use.

Island Sheriff's Patrol

Forthcoming

PERMITS - 13 MONTH HISTORY





Engineering and Facilities
97 Jonathan Lucas Street
MSC 190
Charleston, SC 29425
Tel 843 792 2721
Fax 843 792 0251

www.musc.edu/vpfa/eandf

March 30, 2017

Ms. Kristen Crane
Town of James Island
1238-B Camp Road
James Island, SC 29412

RE: Petition for Waiting Period Waiver

Dear Ms. Krane:

On behalf of the Medical University of South Carolina, I would like to petition Town Council to waive the waiting period for our Fort Johnson demolition request to the Board of Zoning Appeals. The primary concern to justify this request is that the BZA implied that a decision had to be made about all three structures in total and not a decision about the three separately. We believe this to be in error and would like to re-appear before the BZA. Please advise if any additional information or filings are required.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory W. Weigle", is written over a light blue horizontal line.

Gregory W. Weigle, PA, FACHE
Chief Facilities Officer
Medical University of South Carolina

BIDDER: Asphalt Concepts

IFB NO. 1-2017

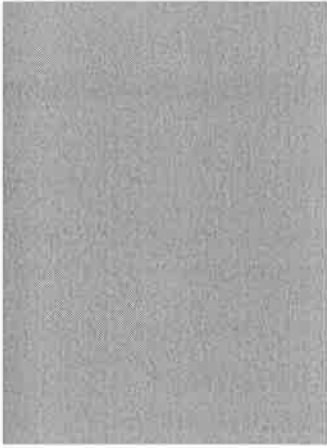
TOWN OF JAMES ISLAND PROCUREMENT SUBCONTRACTOR DATA FORM

List all subcontractors to be used on this project. Failure to complete this Subcontractor Data Form in its entirety, as well as to submit this form with your original response to this solicitation, may subject your response to rejection. Attach additional copies of this form if more space is needed. Substitutions for this form are not acceptable.

Solicitation No. IFB No. 1-2017 Total Bid Amount 49,887.00 Date 4/12/17
Prime Contractor Asphalt Concepts City & State Mt. Pleasant SC Phone (803) 303-0118

RESPONDENT MUST LIST ALL SUBCONTRACTORS

Subcontractor's Business Name, Address, Phone, and Principal's Name	Short Description of Goods or Services to be Provided by Subcontractor	Are there any licenses or certifications required by SC law for this subcontractor or any of its employees? <input type="checkbox"/> Yes (Must Attach Copy) <input type="checkbox"/> No	Dollar Amount of Subcontract	Subcontract Percentage of Total Bid Amount
<u>NA</u>	<u>NA</u>	<input type="checkbox"/> Yes (Must Attach Copy) <input type="checkbox"/> No		
		<input type="checkbox"/> Yes (Must Attach Copy) <input type="checkbox"/> No		
		<input type="checkbox"/> Yes (Must Attach Copy) <input type="checkbox"/> No		
		<input type="checkbox"/> Yes (Must Attach Copy) <input type="checkbox"/> No		



ECS Southeast, LLP

Proposal for Construction Materials Testing & Special Inspections Observations

James Island Town Hall
1122 Dills Bluff Road
Charleston, SC 29412

ECS Proposal Number 34.2747-CP

March 2, 2017





ECS SOUTHEAST, LLP

Geotechnical • Construction Materials • Environmental • Facilities

"Setting the Standard for Service"

SC Registered Engineering Firm 3249
NC Registered Engineering Firm F-1072
NC Professional Geologist Firm C499

March 2, 2017

Elissa Bostain, AIA
Liollio Architecture
147 Wappoo Creek Drive
Suite 400
Charleston SC 29412

Reference: Proposal Construction Materials Testing & Special Inspections Observations
James Island Town Hall
1122 Dills Bluff Road, Charleston, South Carolina
ECS Proposal No. 34.2747-CP

Dear Ms. Bostain:

As requested, ECS Southeast, LLP (ECS) is pleased to provide an estimated fee proposal for providing the Construction Materials Testing and Special Inspection Observations for the proposed James Island Town Hall project on James Island in Charleston, South Carolina.

Included in our proposal is our understanding of the project description, anticipated scope of services, unit rate fee schedule, estimated fee of services, proposal acceptance form and ECS' terms and conditions of service. Our estimated fee for providing the construction materials testing and special inspection observations will be on the order **\$10,969.00**. Additionally, we can provide weekly SWPPP inspection services for the duration of the project for **\$200/weekly inspection**.

We feel certain that ECS can offer unparalleled service and value to your project as we performed the construction materials testing for many similar projects on James Island and in Charleston and the surrounding area.

Thank you for the opportunity to submit this proposal to provide services and serve as your consultant. We look forward to the opportunity to work with you on this project and to hopefully serve as your consultant in the future. If you have any questions, or if we can be of any additional service, please contact us at 843.654.4448.

Respectfully submitted,

ECS SOUTHEAST, LLP

Edward N. Waksmunski
Senior Project Manager

for: Paul A. Blake, PE
Principal Engineer

PROJECT UNDERSTANDING

We understand that the project consists of the construction of an approximately 9,000 square feet, 1-story town hall facility – approximately 6,000 SF of which is building and approximately 3,000 SF of which is covered porches and/or eaves. The facility's construction will consist of wood framing supported by a monolithic slab on grade and footings. Asphalt pavements are planned for the parking and drive areas with associated underground utilities and storm drainage.

Project information was provided by Liollo Architecture. We have received a complete set of drawings, the project specifications, the schedule of special inspections, and the geotechnical subsurface exploration report.

ECS ADVANTAGES

In addition to the standard services many local testing agencies provide, ECS Southeast, LLP has distinguished itself on multiple disciplines to allow us to "Set the Standard of Service" for you, our clients. Most notably:

- **Resources.** Our size allows us to maintain consistent staffing levels to react to your fast-paced projects. We currently have more than 50 offices and over 1,400 employees, including 8 offices in North and South Carolina.
- **Experience.** In 2017, ECS is celebrating its 29th anniversary with over 50 offices across the southeastern United States, Texas and Chicago.
- **Technology.** *ECS is the only firm of our kind in South Carolina with completely wireless field data transmission allowing us to provide reports within one to two business days of the site inspection.*
- **Efficiency.** Due to the efficiencies built into our technician scheduling system along with our proprietary reporting and project management software, ECS is able to offer one of the most attractive unit rate structures in the industry.

ELECTRONIC PAPERLESS REPORTING

ECS Southeast, LLP utilizes an advanced communications and information technology system to reduce the time from actual field reporting to the distribution of a report approved by the Project Manager and Principal Engineer. During each day of construction activities, our field technicians electronically enter test data into the ETHEL program (ECS Technician Handheld Electronic Logbook) from the project site. The test data is then transmitted from the field to the office via wireless technology. The field report is then entered into our in house database and released into FRED (Field Report Electronic Distribution).

Once in the FRED system, an electronic copy of the field report is reviewed by the Project Manager and Principal Engineer. Upon final review, and approved electronic signatures and/or Professional Engineer's seal are applied to the report. The report is then emailed to those on the distribution list and an electronic copy is archived on our servers for rapid retrieval. This system makes it possible to provide all project reports on a flash drive at the end of the project. The implementation of FRED has significantly improved efficiency in the review and approval process of reports through the office, while allowing managers to efficiently monitor progress of the project.

ECS field reports and laboratory reports are generally submitted in electronic format within 24 to 48 hours of the performance date. If deficiencies or non-compliances are noted, a running punch list of



deficiency items is maintained and can be included with the reports so that problems may be resolved prior to the performance of additional work. Copies of reports will be forwarded to each party designated by the client, at no extra charge, as part of our service.

UNIT RATE SCHEDULE

An estimated fee has been included for your budgeting purposes. All unit prices listed herein shall remain as stated throughout the project. We will invoice you for our services on a monthly basis in accordance with the attached unit rate fee schedule. ECS does not charge a minimum site time for our field services.

TOTAL ESTIMATED COST

To assist you in establishing a testing budget we have prepared a general fee estimate. At this time, the contractor's critical plan schedule was not available for review. This estimate is based on our previous experience with similar projects as well as the proximity of the location to our office. Based upon the information available during the proposal phase, we estimate the cost of providing construction materials testing and special inspection observations to be on the order of **\$10,969.00**.

Our scope of services is provided below and a detailed outline of our allocated visits and associated fees is attached. Our estimated fee provided does not constitute a lump sum or not to exceed price for our services. Site visits beyond our allocation, re-inspections for non-compliance items and unanticipated scopes of services may be required and will be invoiced in accordance with the attached fee schedule.

SCOPE OF SERVICES

We propose to provide qualified construction testing technicians, certified special inspection technicians, engineering interns and registered engineers to perform the requested construction materials testing and special inspections observation on a periodic or continuous basis as required by project specification and drawings, construction activity, Chapter 17 of the International Building Code and as specified in the Statement of Special Inspections prepared by the Structural Engineer of Record.

Earthwork

- Observe proofrolling of the site after topsoil has been stripped to verify that objectionable soils have been removed.
- Conduct laboratory Proctor tests (ASTM D-698 or ASTM D-1557) on representative subgrade soils.
- Periodically observe the placement of fill and backfill to test compliance with project requirements.
- Perform in-place density tests as required by project specifications.
- Provide recommendations for non-compliance areas noted during field observations.
- Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

The following have not been included in our estimated fee however these services can be provided for an additional fee upon request:



- * *Periodic or continuous observation during undercut operations for non-compliant areas, removal of unsuitable materials including debris, trash, muck, problem clays or stones with a maximum dimension greater than 6 inches.*
- * *Observation of backfill in undercut areas.*

Earthquake Drains

- Periodically monitor placement operations and maintain accurate records of drains placed.
- Periodically observe and record drill depth.
- Document details of sub-surface obstructions, any unusual ground conditions encountered, as well as any delays during placement operations.
- Submit written reports detailing our activities and findings.

Shallow Foundations

- Document the dimensions of foundation elements and report compliance with the project plans and specifications.
- Observe and test materials at footing bearing level to evaluate the foundation bearing material with respect to the allowable design bearing pressure.
- Submit written reports detailing our activities and findings.

Cast-in-Place Concrete

- Test and report concrete for compliance with the provisions of ACI, local building codes, generally accepted construction practices, and specific project requirements.
- Observe placement of reinforcing steel and document proper size, grade, spacing cover, cleanliness, length, location and type of splices, and report compliance with project plans and specifications.
- Observe placement of concrete and document procedures with regard to forming, vibration, and curing.
- Sample concrete and perform the following tests and functions in accordance with project specifications:
 - Slump
 - Air Content (Volumetric or Pressure Pot)
 - Temperature
 - Batch-to-placement time
 - Unit Weight
 - Cast test cylinders
- Cure and test concrete cylinders in the laboratory as directed by the project specifications and in accordance with ASTM C-31 and C-39. Four (4) inch by eight (8) inch cylinder size is proposed.
- Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

The following have not been included in our estimated fee however these services can be provided for an additional fee upon request:

- * *FYI NOTE: Cost associated with cast-in-place concrete assumes 4x8 cylinders; however, if the project requires 6 x 12 cylinders, an additional surcharge of 1.5 x the cost of 4x8 cylinders will be applied.*
- * *FYI NOTE: ECS is not responsible for the purchase of materials and/or the construction of an on-site 24 hour curing facility.*



- * *Visually observe elevated slab formwork, shoring and reshoring to document compliance with contract documents and construction practices.*
- * *Observe post-tensioning activities and document compliance with contract documents and project specifications; maintain a log of activities, including documentation of locations, tendon placement, and jack pressures.*
- * *Perform periodic batch plant site visits in accordance with project specifications.*
- * *Generate necessary documents for stripping elevated slab formwork, as required by the structural engineer and local guidelines.*

Reinforced Structural Masonry

- Periodically observe procedures and materials to document compliance with ACI, local building codes, and Contract Documents.
- Cast grout prisms as required in the specifications, and test grout for compressive strength as specified in ASTM and project specifications.
- Cast mortar cylinders as required in the specifications, and test mortar for compressive strength as specified in ASTM and project specifications.
- Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

Asphalt Pavements:

- Observe proofrolling of subgrades prior to the placement of subbase course.
- Observe placement of subbase course and perform appropriate in-place density tests as directed by specifications.
- Observe placement, rolling operations and temperature of paving mixture at time of placement.
- Perform asphalt cores to document asphalt thickness and density in our laboratory. Conduct preliminary in-place nuclear density tests on asphalt paving to assist the pavement contractor in establishing an appropriate roller pattern.
- Perform specific gravity testing in accordance with SCDOT standards to determine actual in place density, if required.
- Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

Wood Construction

- Observe that materials used comply with project specification and structural drawings.
- Observe that fastener type and installation comply with project specification and structural drawings.

High-load Diaphragms

- Observe the wood structural panel sheathing to ascertain compliance with project specification and structural drawings.
- Observe that fastener type and installation comply with project specification and structural drawings.



ADDITIONAL SERVICES

In addition to the allocated scope of services above, ECS can provide a full range of additional services, including but not limited to the following:

Erosion Control and Stormwater Monitoring

- Install a rain gauge for monitoring daily rain events.
- Perform observations of installed erosion control measures in accordance with NPDES permit.
- Perform required visits for qualifying rain events.

Submit written reports within 24 hours detailing our activities and findings.

UNDERSTANDING CONSTRUCTION MATERIALS TESTING

Construction materials testing (CMT) and special inspection services are performed to help provide the project's contractors, designers, owners and local code officials some indication of the level of compliance obtained by the installing subcontractors with the project specifications. These services are provided at periodic intervals which typically are defined by the project specifications and on some occasions by the applicable building code. Test locations for most materials, i.e. soils, concrete, and fireproofing, are generally based upon random selection; as such not all materials incorporated into a construction project are tested or observed.

Obviously the greater the testing frequency, i.e. presence of our field technicians, the greater the confidence level that the test results are representative of other untested areas; however, no amount of testing can assure 100% compliance. Testing and observation services provided by ECS do not relieve the installing subcontractors from their obligation to install all materials in accordance with the applicable project plans and specifications. ECS makes reasonable effort to test in accordance with the applicable project requirements and to identify areas or materials that may not comply with the project specifications. However, due to the periodic and random nature of our testing, we cannot guarantee that all materials have been installed in accordance with the specifications. The responsibility to correct or remediate non-complying conditions, even non-complying conditions discovered after testing or during subsequent phases of construction remains solely with the installing subcontractors.

BILLING AND CONTRACT CONDITIONS

Invoices will be issued on a monthly basis. Upon request, ECS Southeast, LLP will provide a separate invoice for services provided outside of the proposed scope of work. Invoices are normally processed on or around the 10th of each month and represent costs incurred during the previous month. A monthly cumulative summary of project costs to date can be submitted with each invoice, which may serve as a means of monitoring expenses as they relate to job progress. We request that payment be rendered within 30 days of receipt of the invoice. ECS Southeast, LLP reserves the right to assess a finance charge of 1.5% per month on the outstanding balance over 30 days. ECS Southeast, LLP also reserves the right to withhold final certifications until outstanding balances have been paid in full.



AUTHORIZATION

If the above scope of work is acceptable to you, please sign the Proposal Acceptance Form and return one copy of the proposal acceptance form to us. Please note that the attached General Conditions of Service are incorporated herein by reference and are an integral part of this agreement between us. By signing the Proposal Acceptance Form or referencing this proposal, you are also accepting the General Conditions of Service and this proposal in its entirety. Alternatively, you could issue a letter of acceptance or purchase order; but we would ask that you reference and include our proposal by reference showing proposal number and date. This proposal is valid for a period of sixty days beyond that date it may be necessary to revise our schedule or fee.

Using the Proposal Acceptance Form will provide formal authorization for us to perform the above work, enter the site, and provide proper invoicing instructions and distribution lists for reports and correspondence. Please provide any specific instructions or details not covered in this proposal on the attached Proposal Acceptance Form. Please note that we have provided a place to provide invoicing instructions and report distribution. In today's times with improved technology, and to provide you with the fastest response, we can provide the reports by e-mail. If this is acceptable, then list those to whom the reports should be sent and provide their e-mail addresses, if appropriate, on the Proposal Acceptance Form.



**COST ESTIMATE
CONSTRUCTION MATERIALS TESTING & SPECIAL INSPECTIONS**

Assumptions:

Materials Testing & Chapter 17 Observations

Proofrolls (Building Pad):	1 visits	2.5 hours / visit	
Site Grading - Compaction:	4 visits	4 hours / visit	
Earthquake Drains:	7 visits	4 hours / visit	
Footing Eval. (DCP's):	3 visits	4 hours / visit	
Concrete (Foundations/Slab on Grade):	3 visits	5 hours / visit	6 sets of cyl. @ 5 cyl./set
Reinforcing Steel:	3 visits	3 hours / visit	
Framing & Sheathing (including decks):	5 visits	4 hours / visit	
Proofrolls (Parking/Drives):	2 visits	3 hours / visit	
Stone Base Densities/Asphalt Placement:	3 visits	8 hours / visit	
Site Concrete:	1 visits	4 hours / visit	1 sets of cyl. @ 5 cyl./set

Field Services:	Quantity	Unit Rate	Cost
Materials Testing & Chapter 17 Observations			
Proofrolls (Building Pad):	1 visits	2.5 hours / visit	\$ 105.00 / hour
Site Grading - Compaction:	4 visits	4 hours / visit	\$ 40.00 / hour
Earthquake Drains:	7 visits	4 hours / visit	\$ 40.00 / hour
Footing Eval. (DCP's):	3 visits	4 hours / visit	\$ 40.00 / hour
Concrete (Foundations/Slab on Grade):	3 visits	5 hours / visit	\$ 40.00 / hour
Reinforcing Steel:	3 visits	3 hours / visit	\$ 85.00 / hour
Framing & Sheathing (including decks):	5 visits	4 hours / visit	\$ 85.00 / hour
Proofrolls (Parking/Drives):	2 visits	3 hours / visit	\$ 85.00 / hour
Stone Base Densities/Asphalt Placement:	3 visits	8 hours / visit	\$ 40.00 / hour
Site Concrete:	1 visits	4 hours / visit	\$ 40.00 / hour
Miscellaneous Pick-ups	5 visits	1.25 hours / visit	\$ 40.00 / hour
Mileage:	37 visits	30 miles / visit	\$ 0.65 / mile
Field Services Subtotal:			\$ 8,169.00

Laboratory Testing:	Quantity	Unit Rate	Cost
Modified Proctor	2 tests	\$ 145.00 / test	\$ 290.00
Compressive Strength Testing (cylinders)	7 sets	\$ 12.00 / sample	\$ 420.00
Laboratory Testing Subtotal:			\$ 710.00

Engineering/Project Management:	Quantity	Unit Rate	Cost
Senior Engineer	5 hours	@ \$ 135.00 / hour	\$ 675.00
Project Manager	11 hours	@ \$ 105.00 / hour	\$ 1,155.00
Secretary	5 hours	@ \$ 52.00 / hour	\$ 260.00
Engineering/Project Management Subtotal:			\$ 2,090.00

ESTIMATED TOTAL COST: \$ 10,969.00



**2017 Unit Rate Fee Schedule
Construction Materials Testing and Special Inspection Services**

Soil or Materials Field or Lab Technician

Soils/Concrete CMT Technician	\$ 40.00/hour
Senior Field CMT Technician.....	\$ 52.00/hour
Chief Engineering/ICC certified Special Inspection Technician.....	\$ 65.00/hour
Specialty Technician (Fireproofing/EIFS/Seismic)	\$ 85.00/hour
Structural/Metals Inspection Technician (AWS Certified Welding Inspector)	\$ 85.00/hour
Chapter 1 Inspection Services	\$ 95.00/hour

Note: Overtime Standard Rate is 1.50 for services performed on Saturday, Sunday, before 6:00 AM or after 6:00 PM or exceeding 8 hours per day Monday thru Friday. Overtime Standard Rate is 2.0 for services performed on holidays.

Expenses

Transportation Cost	\$ 0.65/mile
Basic Field Equipment & Supplies	\$ 25.00/visit
Nuclear Density Equipment	\$ 25.00/day
Magnetic & Dye Penetrant Testing Equipment & Supplies	\$ 10.00/hour
Floor Flatness Equipment (Dip Stick).....	\$ 100.00/day
Rental Equipment, Sub-Contract Services & Non-standard Supplies	Cost x 1.15

Note: The above charges will be made for tests and equipment operated by ECS personnel in addition to personnel charges already listed.

Laboratory Testing

Standard/Modified Proctor A or B (ASTM D-698 or ASTM D-1557)	\$ 145.00/each
Standard/Modified Proctor C (ASTM D-698 or ASTM D-1557)	\$ 225.00/each
Moisture Content (ASTM D-2216)	\$ 10.00/each
Atterberg Limits (ASTM D-4318).....	\$ 75.00/each
Grain Size, percent passing #200 (ASTM D-1140)	\$ 75.00/each
Grain Size, up to seven sieves (ASTM D-422)	\$ 75.00/each
Direct Shear, three stress points (ASTM D-3080).....	\$ 750.00/each
Testing of Cylinders, Cubes, and Core Specimens:	
Compressive Strength of Concrete Cylinders (ASTM C-39)	\$ 12.00/each
Compressive Strength of Mortar Cubes (ASTM C-109).....	\$ 13.00/each
Compressive Strength of Masonry Grout (ASTM, C-1019).....	\$ 16.00/each
Concrete Core Samples (ASTM, C-42) and Beams, (ASTM C-78)	\$ 75.00/each
Compressive Strength of Masonry Block Prisms, (ASTM C-1314)	\$ 125.00/each
Asphalt, Bulk Specific Gravity (AASHTO T-166).....	\$ 75.00/each
Asphalt Content/Aggregate Gradation (AASHTO T-308, T-30)	\$ 250.00/each

Note: Test fee includes normal laboratory technician time, sample preparation, equipment and supplies required for each test

Project Management

Administrative Assistant.....	\$ 52.00/hour
Staff/Project Professional.....	\$ 85.00/hour
Project Engineer/Manager	\$ 105.00/hour
Senior Engineer/Manager.....	\$ 135.00/hour
Principal Engineer/Manager.....	\$ 155.00/hour

Note: Charges for engineering and technical personnel will be made for time spent in the field, in engineering analysis, in preparation and review of reports, and in portal to portal travel to the job site at .25 hr increments. There will be NO MINIMUM CHARGE for field related services for work completed Monday through Friday. Minimum charge for Saturday work is 4 hour increments and 8 hours increments for Sunday work. Field labor rates are charged portal to portal from the nearest ECS office location to the project. Our base unit rates are based on a normal 8-hour work day, Monday through Friday. Overtime beyond 8 hours/day, and on Saturday or Sunday will be invoiced at a rate of 1.5 times the normal hourly rate indicated above. Holidays will be invoiced at a rate of 2.0 times the normal hourly rate indicated above. Scheduling should occur prior to 3:00pm on the day before services are required



Employer Resolution and Application
SC Public Employee Benefit Authority
Police Officers Retirement Systems
PO Box 11960, Columbia SC 29211-1960

Please read instructions on reverse side (page 2)

At a meeting of the Town of James Island Council of The Town of James Island
Governing Body Legal Name of Entity
County of Charleston, South Carolina, held at 1238-B Camp Road, James Is, on
County Location

04/20/17, the following resolution was offered:
Date (MM-DD-YYYY)

RESOLVED, that the Town Council of Town of James Island
Governing Body Legal Name of Entity

State of South Carolina, approves the inclusion of the employees of the aforesaid entity in the Police Officers Retirement System, under provisions §9-11-10 through §9-11-525 of the 1976 Code of Laws of South Carolina and agrees to comply with the requirements of said Act and Rules and Regulations of the Board, as may be amended from time to time.

THEREFORE, it being in the best interests of the employees of the aforementioned entity, now be it ordained by this governing body, in regular meeting duly assembled:

That the governing body does by this Resolution make an application to join the Police Officers Retirement System, as an employer, under the provisions of the 1976 Code of Laws of South Carolina, and authority is here

given to the Finance Clerk to take the
Title - i.e., Town Clerk, Director, etc.

necessary steps for application in and to the Police Officers Retirement System; and is hereby further authorized, empowered and ordered to make the required deductions from the gross salary of employees electing to, or required to, become members of the Police Officers Retirement System and to transmit such deductions to the Police Officers Retirement System together with the required Employer Contributions, under the provisions of the Act and Rules and Regulations of the Board, as may be amended from time to time.

This coverage is to become effective July 1, 2017
Date (Jul.1, Oct.1, Jan.1 or Apr.1)

IN WITNESS WHEREOF, we have hereunto set our hands and authority this 20 day of April 2017
Day Month Year

Signatures of Governing Body (a majority must sign):

Certification

I, Frances W. Simmons Town Clerk of the aforesaid entity, do
Name Title

hereby certify that the aforesaid body consists of _____ duly elected/appointed members and that, as stated above,
Number

_____ members voted in favor of the above RESOLUTION.
Number

IN WITNESS WHEREOF, I have hereunto set my hand and the authority of the aforesaid entity.

Signature Date (MM-DD-YYYYY)

Reporting Information

Please complete the reporting information below. The Reporting Official is the individual designated to receive all reports and correspondence from the South Carolina Retirement Systems. This is usually an administrative staff member, such as a personnel officer or benefits administrator. Only one Reporting Official may be listed.

Employer Information			
Name of Entity: Town of James Island	Federal ID No.: 30-0100723	No. of Employees:	
Mailing Address: PO Box 12240	City: James Island	State: SC	Zip + 4 29412-2240
Street Address (if different): 1238-B Camp Road	City (if different): James Island	State: SC	Zip + 4 (if different): SC 29412
Reporting Official			
Check one: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	First Name: Merrell	Mid.Initial:	Last Name: Roe
Title: Senior Finance Clerk	Telephone: 843 795-4141	Fax: 843 795-4878	Email Address: mroe@jamesislandsc.us

Instructions for Completing the Resolution and Application

Please read carefully before completing any information on the reverse side.

Resolution

Governing body - This is the body that provides authority, funding and/or control of the entity.

Entity - This is the employer that will be covered under the South Carolina Retirement Systems.
 (Example: Town Council of Mainstreet or Town of Mainstreet)

Governing Body

Legal Name of Entity

Application

Authority is given to a member of the entity's leadership, such as a county administrator, mayor, county clerk, etc. This may be the same person to sign the certification section.

Effective Date

The effective date should be discussed with Retirement Systems' staff in order to ensure compliance with the S.C. Code. In most cases, the effective date should coincide with the beginning of a new reporting quarter (July 1, October 1, January 1, or April 1).

Signatures of Governing Body

A majority of members of the governing body must sign here to approve the resolution.

Certification

The certification is usually completed by a member of the entity's leadership. The number of members of the governing body should be included as well as the number who have approved.

**APPLICATION TO APPEND COVERAGE FOR
INCIDENTAL DEATH BENEFIT; ACCIDENTAL DEATH
PROGRAM AND/OR FIREFIGHTERS COVERAGE
SC Public Employee Benefit Authority
Police Officers Retirement System
P.O. Box 11960, Columbia SC 29211-1960**

APPENDIX to Application and Resolution entered into between the Governing Body of

Town of James Island and the South Carolina Retirement Systems.
Legal Name of Entity

It is hereby agreed that the members in service of this employer shall be covered under (check all that apply):

The **INCIDENTAL DEATH BENEFIT** of the Police Officers Retirement System under the terms and conditions of §9-11-120 of the 1976 Code of Laws of South Carolina.

This coverage is to become effective July 1, _____
Year

The **ACCIDENTAL DEATH PROGRAM** of the Police Officers Retirement System under the terms and conditions of §9-11-140 of the 1976 Code of Laws of South Carolina.

This coverage is to become effective July 1, _____
Year

FIREFIGHTERS COVERAGE UNDER THE POLICE OFFICERS RETIREMENT SYSTEM wherein firefighters in service of this employer shall be covered under the terms and conditions of §9-1-660 of the 1976 Code of Laws of South Carolina.

This coverage is to become effective July 1, _____
Year

It is further agreed to comply with the requirements of the South Carolina Retirement Act and its Rules and Regulations of the Board as amended from time to time.

IN WITNESS WHEREOF, we have hereunto set our hands and authority this 20 day of April 2017
Day Month Year

Signatures of Governing Body (a majority must sign):

Certification

I, Frances W. Simmons Town Clerk of the aforesaid
Name Title

entity, do hereby certify that the aforesaid body consists of 5 duly elected/appointed members and that, as stated
Number
above, _____ members voted in favor of the above APPENDIX.
Number

IN WITNESS WHEREOF, I have hereunto set my hand and the authority of the aforesaid entity.

Signature

Date (MM-DD-YYYY)

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS AND DOES NOT CREATE A CONTRACT BETWEEN THE MEMBER AND THE SOUTH CAROLINA RETIREMENT SYSTEMS. THE SOUTH CAROLINA RETIREMENT SYSTEMS RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT.



RESOLUTION #2017-06

RESOLUTION HONORING ISLAND SHERIFFS' PATROL (ISP) FIRST QUARTER AWARD
WINNER

DEPUTY MICHAEL BUENTING

Whereas, the Town of James Island promotes the protection, safety, and welfare of its citizens by utilizing the services of the James Island Sheriffs' Patrol; and

Whereas, Deputy Michael Buenting continues to display dependability with status consistently higher than average; and

Whereas, Deputy Buenting was selected for this award by his peers because of his dedication and commitment to law enforcement and to the people of James Island;

Now, Therefore, Be it Resolved, that the Town of James Island Council does hereby recognize Deputy Michael Buenting as the Island Sheriffs' Patrol Officer of the First Quarter, for January 2017 through March, 2017.

Enacted this 20th day of April, 2017

Bill Woolsey
Mayor

ATTEST

Frances Simmons
Town Clerk

PROCLAMATION
CHILD ABUSE PREVENTION MONTH



TO PROCLAIM THE MONTH OF APRIL 2017 AS “CHILD ABUSE PREVENTION MONTH”

WHEREAS, thousands of children are reported as abused and neglected every year; and

WHEREAS, child abuse prevention is a community responsibility and finding solutions depends upon the involvement of all people; and

WHEREAS, communities must make every effort to promote programs that benefit children and their families; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, business communities and organizations; and

WHEREAS, everyone in the community should become more aware of child abuse prevention by helping children to be in a safe and nurturing environment;

NOW, THEREFORE, BE IT RESOLVED that the members of the Town of James Island Council, by this Proclamation, designate the month of April 2017 as “Child Abuse Prevention Month” and urge all citizens to work together to help reduce child abuse and neglect significantly today, and in the years to come.

Enacted this _____, 2017

Bill Woolsey
Mayor

ATTEST

Frances Simmons
Town Clerk

ORDINANCE 2017-04

AN ORDINANCE AMENDING THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE, §153.336 ARCHITECTURAL AND LANDSCAPE DESIGN GUIDELINES (C) (3) BUILDING COLOR (c) MURALS

WHEREAS, the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, Sections 6-29-310, et seq., 6-29-510 et seq., 6-29-710 et seq. and 6-29-110 et seq., of the Code of Laws of South Carolina, 1976, as amended, authorizes the Town of James Island to enact or amend its zoning and land development regulations to guide development in accordance with existing and future needs and in order to protect, promote and improve the public health, safety, and general welfare; and

WHEREAS, the Town of James Island Planning Commission has reviewed the proposed text amendments of the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) in accordance with the procedures established in State law and the ZLDR, and has forwarded their recommendations to the Town of James Island Council regarding the proposed text amendments of the ZLDR as set forth in §153.336; and

WHEREAS, upon receipt of the recommendations of the Planning Commission, Town Council held at least 1 public hearing and after close of the public hearing, Town Council approves the proposed text amendments based on the Approval Criteria of Section 153.042 (F) of the ZLDR;

WHEREAS, the Town Council has determined the proposed text amendment meets the following criteria:

- (1) The proposed amendments correct an error or inconsistency or meet the challenge of a changing condition;
- (2) The proposed amendments are consistent with the adopted Town of James Island Comprehensive Plan and goals as stated in Section 153.005; and
- (3) The proposed amendments are to further the public welfare in any other regard specified by Town Council.

NOW, THEREFORE, be it ordained by the Town of James Island Council in meeting duly assembled, as follows:

SECTION I. FINDINGS INCORPORATED

The above recitals and findings are incorporated herein by reference and made a part of this Ordinance.

SECTION II. TEXT AMENDMENTS OF THE ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE

The Town of James Island Zoning and Land Development Regulations Ordinance is hereby amended to include the text amendments of §153.336, and is attached hereto as Exhibit “A” and made a part of this Ordinance by reference.

SECTION III. SEVERABILITY

If, for any reason, any part of this Ordinance is invalidated by a court of competent Jurisdiction, the remaining portions of this Ordinance shall remain in full force and effect.

SECTION IV. EFFECT DATE

This Ordinance shall become effective immediately following second reading by the Town Council.

ADOPTED and APPROVED in meeting duly assembled this _____ day of April 2017.

TOWN OF JAMES ISLAND COUNCIL

By: _____

Bill Woolsey
Mayor

ATTEST

By: _____

Frances Simmons
Town Clerk

Public Hearing: March 16, 2017
First Reading: March 16, 2017
Second Reading: April 20, 2017

EXHIBIT A

Town Council Recommendation on March 16, 2017: APPROVED (Vote: 5-0)

§153.336 ARCHITECTURAL AND LANDSCAPE DESIGN GUIDELINES (C) (3) Building Color

(c) Murals on exterior building walls are allowed when included in the number and square footage requirements applying to wall/façade signs. Any additional or larger murals visible to the public or neighboring properties may be permitted by the Planning Director.

ORDINANCE #2017-05

AN ORDINANCE ADOPTING THE FISCAL YEAR 2017-2018 BUDGET FOR THE TOWN OF JAMES ISLAND, SOUTH CAROLINA

WHEREAS, the Town of James Island requires a budget to guide and direct the receipt of expenditure of revenues during Fiscal Year 2017-2018; and

WHEREAS, Section 5-7-260 South Carolina Code of Laws, 1976, as amended, requires that certain acts by Municipal Councils be done by ordinance, including the adoption of a budget; and

WHEREAS, South Carolina law requires that a duly noticed public hearing be held prior to the adoption of a municipal budget; and

WHEREAS, this duly noticed public hearing was held on April 20, 2017:

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF JAMES ISLAND, SOUTH CAROLINA:

Section 1: Purpose:

This Ordinance is adopted to provide the Town of James Island with an Operating and Hospitality Tax Budget for Fiscal Year 2017-2018.

Section 2: Creation of the Fiscal Year 2017-2018 Budget for the Town of James Island, South Carolina:

By passage of this Ordinance, the Town of James Island adopts as its Budget for Fiscal Year 2017-2018 "Exhibit A," incorporated fully herein by reference.

Section 3: Severability:

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed valid as if such part had not been included. If said Ordinance, or any provision thereof, is held to be inapplicable to any person, group of persons, property, and kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property, or circumstances.

Section 4: Effective Date and Duration:

This Ordinance shall be effective from July 1, 2017 to June 30, 2018.

Public Hearing April 20, 2017
First Reading April 20, 2017
Second/Final Reading

Bill Woolsey
Mayor

Frances Simmons
Town Clerk

ATTEST

**TOWN OF JAMES ISLAND
SOUTH CAROLINA**



**DRAFT BUDGET
FISCAL YEAR 2017-2018**

**TOWN OF JAMES ISLAND
SOUTH CAROLINA**



**FISCAL YEAR 2017-2018
DRAFT BUDGET**

MAYOR

W. BILL WOOLSEY

MAYOR PRO-TEM

LEONARD A. BLANK

TOWN COUNCIL

GARRETT MILLIKEN

DARREN "TROY" MULLINAX

JOSHUA STOKES

BUDGET SUMMARY

BUDGET SUMMARY

	2016/2017 ADOPTED BUDGET	2017/2018 DRAFT BUDGET
Revenues		
Operating Revenues	2,984,000	3,182,856
Transfer In from Funds Balance	477,632	326,439
Total Revenues	\$ 3,461,632	\$ 3,509,295

Expenditures	2016/2017 ADOPTED BUDGET	2017/2018 DRAFT BUDGET
ADMIN	481,135	537,600
ELECTED OFFICIALS	87,600	90,100
GENERAL OPERATIONS	334,682	437,050
PLANNING	12,935	13,335
BLDG.INSP	5,410	6,110
PUBLIC WORKS	256,310	289,510
CODE AND SAFETY	236,160	231,250
PARKS AND RECREATION	26,500	49,500
FACILITIES & EQUIPMENT	256,200	282,190
LEASE PURCHASE	870,000	973,000
COMMUNITY SERVICES	40,000	63,120
TRANSFER OUT TO RESERVE FUND	291,000	199,550
TRANSFER OUT TO CAPITAL PROJECTS	563,700	336,980
Total Expenditures	\$ 3,461,632	\$ 3,509,295

Town Funds	2016/2017 ADOPTED BUDGET	2017/2018 DRAFT BUDGET
PROPERTY TAX CREDIT FUND	1,617,058	1,776,323
RESERVE	491,000	690,550
TREE FUND	5,000	2,500
NONREFUNDABLE PROPERTY TAX CREDIT	1,162,000	1,175,550
HOSPITALITY TAX FUND	435,000	448,800
UNEMCUMBERED FUND BALANCE AVAILABLE	1,066,701	1,471,455

REVENUES

	2016/2017 DRAFT BUDGET	YTD 2/7/17	2016/2017 ESTIMATE	2017/2018 DRAFT
Revenues				
LOST Revenue Fund	353,000	154,013	369,631.20	370,000
State Aid to Subdivisions	260,000	74,544	252,256	252,256
Franchise Fees*	465,500	228,250	440,000	440,000
Telecommunications	45,000	-	45,000	43,000
Brokers and Insurance Tax	430,500	478	580,000	580,000
Business Licenses	230,000	70,489	273,000	281,200
Building Permit Fees	10,000	4,655	11,000	11,000
Planning and Zoning Fees	12,000	5,300	12,000	12,000
Liquor Licenses	10,000	4,950	10,000	10,000
Tree Mitigation	5,000	-	2,500	2,500
Miscellaneous	1,000	1,200	1,200	1,000
Property Taxes*	1,162,000	-	1,162,000	1,175,550
LOST Rollback Fund	870,000	397,422	953,812.80	973,000
LOST Rollback Fund - Interest Income	1,000	1,702	2,917.71	3,000
Transfer In from Property Tax Credit Fund Balance	291,000	-	205,269	199,550
Net Property Taxes	(1,162,000)		(1,162,000)	(1,175,550)
State of SC Grant		205,000	205,000	-
Local Assessment Fees		506	1,856	1,850
Accomodations Tax		2,073	2,500	2,500
TOTAL	2,984,000	1,150,582	3,367,943	3,182,856

* 20 mils - \$20 per \$1,000 of assessed property value

EXPENDITURES

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/13/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Administration				
Salaries	221,300	137,339	224,686	237,700
Fringe Benefits	73,405	46,742	74,495	83,800
Advertising	5,000	1,490	2,554	5,000
Audit	12,500	12,900	12,900	13,000
Bank charges	1,000	448	768	1,000
Bonding	1,870	1,050	2,150	2,150
Business Development Council	500	-	-	-
Children's Commission	1,000	542	1,000	-
History Commission	2,500	2,120	2,120	-
Copier	5,300	2,109	4,218	5,300
Dues and Subscriptions	1,060	345	1,100	1,100
Employee Appreciation	500	140	500	500
Employee Training / Screening	850	372	650	850
Information Services	40,000	22,157	40,000	56,520
Insurance	22,000	19,580	27,380	29,950
Legal Services	60,000	34,948	70,000	70,000
MASC Membership	5,500	5,341	5,341	5,500
Mileage Reimbursement	800	235	635	800
Mobile Devices	1,350	1,066	1,830	2,230
Postage	6,700	1,612	6,263	6,700
Supplies	13,000	4,647	10,000	10,000
Town Codification	2,500	1,493	3,000	3,000
Training and Travel	2,500	331	1,500	2,500
TOTAL	481,135	297,007	493,091	537,600

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/13/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Elected Officials				
Salaries	50,000	32,038	48,999	50,000
Fringes	30,000	18,077	28,618	32,000
Mayor Expense	2,000	78	1,000	2,000
Council Expenses	4,000	510	2,000	4,000
Mobile Devices	1,600	751	1,487.81	2,100
TOTAL	87,600	51,454	82,105	90,100

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/13/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
General Operations				
Salaries	241,500	148,965	227,458	310,900
Fringe Benefits	93,182	47,589	75,032	126,150
TOTAL	334,682	196,554	302,490	437,050

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Planning & Zoning				
Advertising	2,000	201	1,000	1,500
Mobile Devices	660	185	400	660
Dues and Subscriptions	325	280	325	325
Mileage Reimbursement	100	167	200	200
Supplies	600	301	400	600
Training and Travel	1,000	593	800	1,800
Uniform / PPE	250		100	250
Planning Commission	4,000	1,325	2,325	4,000
Board of Zoning Appeals	4,000	650	1,650	4,000
TOTAL	12,935	3,702	7,200	13,335

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Building Inspection				
Mobile Devices	660	432	660	660
Dues and Subscriptions	800	275	800	1,000
Equipment/Software	1,500	1,422	1,500	1,500
Mileage Reimbursement	200	30	100	200
Supplies	1,000	1,410	1,410	1,000
Travel and Training	1,000	600	1,000	1,500
Uniform / PPE	250		250	250
TOTAL	5,410	4,169	5,720	6,110

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Public Works				
Dues and Subscriptions	-		200	200
Mobile Devices	660	377	660	660
Emergency Management	7,000	15,945	25,000	15,000
Groundskeeping	30,000	22,786	30,000	40,000
Mileage Reimbursement	150			150
Projects	200,000	58,894	125,000	200,000
Supplies	2,000	678	1,000	2,000
Traffic Control Devices	15,000	-	50,000	30,000
Training and Travel	1,000	1,012	1,012	1,000
Tree Fund Expense	-	7,400	7,400	
Uniform / PPE	500	65	100	500
TOTAL	256,310	107,157	240,372	289,510

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Codes & Safety				
Memberships/Dues			250	250
Crime Watch Materials	250	-	250	250
Equipment	500	-	250	500
Mileage Reimbursement	300	-	100	300
Mobile Devices	660	-	-	-
Neighborhood Council	1,500	645	1,000	-
Overgrown Lot Clearing	1,800	-	500	1,800
Radio Contract	1,400	342	1,368	1,400
ISP Salary	167,500	85,532	134,232	165,000
ISP Fringes	40,000	18,614	27,704	40,000
Supplies	500	94	200	500
Teen CERT Program	500	400	400	-
Training	1,000		200	1,000
Uniform / PPE	250		100	250
Unsafe Buildings Demolition	20,000	6,320	6,320	20,000
TOTAL	236,160	111,947	172,874	231,250

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Parks & Recreation				
James Island Pride	3,500	1,452	3,500	-
JIRC Contribution	-	-	7,500	15,000
Parks	5,000	2,653	5,000	8,000
Special Events	8,000	4,853	8,000	15,000
Youth Sports Program	10,000	4,750	10,000	11,500
TOTAL	26,500	13,708	34,000	49,500

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Facilities & Equipment				
Equipment/Furniture	3,000	1,194	2,500	2,500
Facilities Maintenance	8,000	2,658	4,556.57	5,620
Generator Maint.	50	225	425	500
Janitorial	6,620	3,323	5,696.57	6,000
Rent	82,000	54,320	81,840	86,640
Security Monitoring	430	430		430
Street Lights	127,000	80,691	121,036.50	130,000
Utilities	21,600	10,026	16,391	17,500
Vehicle Maint.Expense	5,000	1,196	3,000	5,000
Vehicle Purchase	2,500			28,000
TOTAL	256,200	154,063	235,446	282,190

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
2016 Lease Purchase Bond - \$3.19 M				
Town Hall Lease Purchase Payments	840,000	397,421	840,000	973,000
TOTAL	840,000	397,421	840,000	973,000

	2016/2017 DRAFT BUDGET	YTD EXPENDITURES 2/21/17	ESTIMATED EXPENDITURES	2017/2018 DRAFT BUDGET
Community Services				
Community Service Contributions	20,000	20,000	20,000	20,000
Repair Care Program	20,000	18,026	20,039	30,000
Teen CERT Program	-	-	-	500
Business Development Council	-	-	-	500
Children's Commission	-	-	-	2,500
History Commission	-	-	-	4,620
James Island Pride	-	-	-	3,500
Neighborhood Council	-	-	-	1,500
TOTAL	40,000	38,026	40,039	63,120

	2016/2017 DRAFT BUDGET	YTD 1/31/17	2016/2017 ESTIMATES	2017/2018 DRAFT BUDGET
Hospitality Tax Fund				
Hospitality Tax Revenue	435,000	183,507	440,000	448,000
Hospitality Tax Expense	435,000	6,734	11,700	448,000
TOTAL	-	176,773	428,300	-

	2016/2017 DRAFT BUDGET	YTD 2/21/17	ESTIMATES	2017/2018 DRAFT BUDGET
Tree Fund				
Tree Mitigation Revenue	5,000	-	2,500	2,500
Tree Mitigation Expense	5,000	-	2,500	2,500
TOTAL	-	-	-	-

FIVE YEAR CAPITAL IMPROVEMENT PLAN FY2017/2018 - FY2020/2021

	FY 2016/2017 ES	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2022/2023	5 Year Total
Infrastructure							
Quail Drive Sidewalk		61,200					61,200
Camp Rd to Dills Bluff Sidewalk	125,000						125,000
Dills Bluff Sidewalk, Design through Phase III	35,625	93,830	156,000	232,375	30,000	157,080	704,910
Camp Rd Sidewalk Phase III (Folly Rd to Riverland Dr)			82,500				82,500
Lighthouse Point Blvd Sidewalk and Drainage, Phase I	20,460	130,000					150,460
Seaside to Honey Hill Drainage		125,000					125,000
Tallwood Drainage Easements			85,000				85,000
Oceanview-Stonepost Drainage Basin	15,000	15,000					30,000
Rembert Road Paving		47,500					47,500
Seaside Lane Sidewalk	39,500		204,128				243,628
Folly Road Improvements, Phase I	11,700	40,000	196,000				247,700
Folly Road Improvements, Phase II and III		80,000					80,000
Folly and Camp Landscaping, Bus Shelter		95,000					95,000
Total	247,285	687,530	723,628	232,375	30,000	157,080	2,077,897

	FY 2016/2017 ES	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2022/2023	5 Year Total
Pinckney Park							
Park Improvements Phase I	346,750						346,750
Park Improvements Phase II		335,000					335,000
Park Improvements Phase III							-
Park Improvements Phase IV							-
Total	346,750	335,000					

Anticipated Funding:

Stormwater Funds		140,000				
Charleston County Transportation Committee (CTC) Funds		54,350	126,000	232,375		
Charleston County Transportation Sales Tax (TST) Funds	210,584	291,200	204,128			
Anticipated SC Trails Grant		100,000				
Enhancement Funds			784,000			
Awarded PARD Grant	10,000					
State Grant		100,000				
Total	220,584	685,550	1,114,128	232,375		

Transfers In:

General Fund	572,335	336,980
Hospitality Tax Fund	11,700	244,700

AN ORDINANCE TO AMEND ORDINANCE # 2012-16: ESTABLISHING PURCHASING PROCEDURES FOR THE TOWN OF JAMES ISLAND, SOUTH CAROLINA

BE IT ORDAINED, by the Mayor and Council members of the Town of James Island, SC that the following purchasing procedures are hereby amended in **RED**:

The Town recognizes its responsibility to extend equal opportunity in purchasing decisions and encompasses all qualified individuals and companies in protected groups regardless of race, color, creed, religion, association, national origin, sex, age, or disability. The Town makes all purchasing decisions in full compliance with the laws and regulations of both the United States and the state. The Town makes qualifying purchasing decisions in a genuine, open, and competitive selection process, which complies with equal opportunity regulations. Qualifying purchasing decisions made by the Town shall be fair and neutral, provide opportunities to all persons or businesses applying, and strive to prevent and eliminate discriminatory behavior and practices by encouraging and utilizing nondiscriminatory practices in all aspects of its decision-making.

32.02 PURCHASING AGENT DESIGNATED; SPECIFIED DUTIES.

- (A) There shall be an employee of the Town designated by the Mayor as the purchasing agent.
- (B) The purchasing agent shall be responsible for:
 - (1) The purchase of supplies, materials, equipment, and contractual services required by any office, department, or agency of the Town government;
 - (2) Providing for the storage and distribution of supplies, materials, and equipment purchased by the Town and maintaining a perpetual inventory of appropriate items;
 - (3) Establishing specifications, where deemed necessary and practical, for such supplies, materials, equipment, and services. Such specifications shall be as definite and clear as possible and shall encourage competition wherever practical;
 - (4) Developing and maintaining an up-to-date list of qualified suppliers, vendors, and service providers, including those who have requested that their names be placed on a bidders list. The purchasing agent shall have the authority to remove the names of vendors who have defaulted on their quotations, attempted to defraud or mislead the Town, or who have failed to meet established requirements, including, but not limited to, established quotations or delivery dates; and
 - (5) Obtaining the most competitive prices on all purchases, contracts, and services.

~~**32.03 PURCHASING LIMITATIONS AND AUTHORIZATIONS.**~~

- ~~—(A) To maximize the purchasing value of public funds, all procurements should be competitive where practicable and serve the best interest of the Town.~~
- ~~—(B) Upon verification of adequate funds, all supplies, equipment, and contractual services, except as otherwise provided herein, shall be purchased by the following methods:~~

~~—(1) For purchases \$0–\$2,499 Requires no formal procurement, but the purchaser will ensure that the lowest cost is sought when possible. Purchases up to \$ 2,499 must be approved by the Mayor, or his or her designee, provided adequate budgeted funds are available for the purchase;~~

~~—(2) For purchases \$2,500–\$9,999. Requires that a minimum of three written competitive quotes be obtained with the award given to the lowest qualified bidder. A written quote or informal bid can consist of a fax, email, mailings, or any similar means. Purchases up to \$9,999 must be approved by the Mayor, or his or her designee provided adequate budgeted funds are available for the purchase;~~

~~—(3) For purchases \$10,000–\$24,999. Same requirements as in division (B)(2) above, except purchases up to \$24,999 must be approved by the Mayor and Council, provided adequate budgeted funds are available for the purchase, and~~

~~—(4) For purchases \$25,000 and over. Requires that purchases be made through competitive sealed bids and advertised through local press publications, the Town's website, and/or the South Carolina Business Opportunities (SCBO) publication or other similar publications. Purchases over \$25,000 must be approved by the Mayor and Town Council.~~

~~—(C) Nothing in this section shall prohibit a higher level, more stringent procurement method being used if it is determined by the purchaser that the Town's best interest would be better served.~~

~~—(D) Formal contracts shall be executed by the Mayor.~~

32.04 PROCUREMENT LEVELS, LIMITATIONS, AUTHORIZATIONS AND PROCESS.

(A) *Small procurements* (\$0–~~\$2,499~~ (4,999)).

(1) Small purchases must be approved by the Mayor or his or her designee or a request may be submitted to the purchasing agent for procurement.

(2) Competition is encouraged and recommended to ensure fair and reasonable pricing. Each purchasing authority shall use professional discretion and good judgment in an effort to maximize the purchasing value of public funds.

(3) Small procurements of less than ~~\$2,500~~ (5,000) ~~Requires no formal procurement, but the purchaser will ensure that the lowest cost is sought when possible. Small procurements must be approved by the Purchasing Agent and~~ shall be accomplished by purchase orders in accordance with Town procedures and forwarded to the Finance Officer, who shall from time to time audit small procurements to validate that small purchases have been executed in accordance with this chapter and entered into the Town's purchasing system.

(B) *Competitive quotes* (~~\$2,500~~ (5,000) –\$9,999).

(1) Competitive quotes may be obtained by the purchasing agent or his or her designee, ~~provided adequate budgeted funds are available for the purchase.~~

(2) Offers shall be requested and obtained from at least ~~three~~ (two) sources whenever possible for purchases costing ~~\$2,500~~ (5,000) or more but less than \$10,000.

(3) All suppliers solicited shall be afforded a complete description and requirements of the goods and services being sought, including any special conditions of the expected procurement.

(4) All suppliers solicited shall be afforded time considered reasonable by the purchaser to provide written quotes. Written responses shall be accepted by fax, email, mailings, or other similar means.

(5) All responses received shall be evaluated for price, quality, acceptability as specified, availability of goods or services, past performance, transportation, or any other special cost or factors, which may apply, including any special conditions or exceptions which the vendor may have stipulated.

(6) In all cases, any discussions with vendors after responses have been received shall be limited to clarification purposes. No discussion or disclosure is permissible with any vendors in regard to offers received from others.

(7) Negotiation is generally not applicable to competitive quotes although negotiations may be conducted; however, should any negotiations result in the change of the vendor's ranking, then like negotiations shall be afforded other vendors that have submitted a quote.

(8) Award shall be made to the most responsive, responsible vendor whose response has been evaluated and determined to meet the requirements and to be in the best interest of the Town. The Town shall reserve the right to award to the most responsive, responsible vendor by units or projects, whichever is in the best interest of the Town.

(9) All such information received shall be considered confidential and shall not be disclosed to any vendor prior to an award decision. If all offers exceed the acceptable limits and it is determined that the goods or services shall be reprocessed, then all offers shall be rejected and no cost or pricing information shall be disclosed to any vendor for any reason.

(10) Procurements ~~\$2,500~~ (5,000) or more but less than \$10,000 shall be accomplished by purchase orders in accordance with departmental procedures with supporting quote documents and source justification and/or written rationale as to why the procurement may be considered under other procurement methods as provided elsewhere within this chapter, or more specifically, considered as a sole source procurement, sensitive procurement, emergency procurement, procurement through the state or one of its agencies, the county, or procurement through an existing Town contract. Supporting documentation should include written quotes submitted by vendors and contain a clear, concise statement as to the services and/or goods offered for the Town's consideration. At a minimum, comparative pricing should be obtained from ~~three~~ (two) sources whenever possible which provide like or similar goods and/or services. Purchase orders ~~\$2,500~~ (5,000) or more but less than \$10,000 must be approved by the Mayor or his or her designee.

(C) *Competitive quotes* (\$10,000–\$24,999). All requirements outlined in above division (B) apply to this purchasing level except that purchase orders require approval by the Mayor and Town Council **and a minimum of three written quotes is required.**

(D) *Competitive sealed bids* (\$25,000 and over).

(1) Purchases and/or contracts valued at \$25,000 or greater shall be awarded by competitive, sealed bidding, except as may be provided elsewhere in this chapter.

(2) Full specifications and proposed vendors shall be provided to the purchasing agent to solicit competitive sealed bids.

(3) An invitation for bids shall be advertised through local press publications, the Town's website, and/or the South Carolina Business Opportunities (SCBO) publication or other similar publications, not less than ten days prior to the date set forth therein for the opening of bids.

(4) If necessary, all prospective bidders will be invited to a pre-bid meeting with the purchasing agent to discuss the bid.

(5) All bids received prior to the opening shall be kept secure and unopened. All bids, hand delivered, shall be initialed, indicating date and time received. Any bids not properly identified and opened in error by the Town shall be resealed immediately and initialed by the recipient.

(6) Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and such other relevant information as may be specified in the invitation, together with the name of each bidder, shall be tabulated. The tabulation shall be open to public inspection at that time.

(7) It shall be the responsibility of all bidders to provide adequate means whereby their bids, whether mailed or hand carried, shall be received by the Town no later than the day and time as stated in the invitation. Late bids will not be accepted.

(8) Bids shall be accepted unconditionally without alteration or correction, except as may be otherwise authorized in this chapter. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in the bid evaluation that is not set forth in the invitation for bids.

(9) The Town shall evaluate the bids solely using the information as supplied by the bidder. However, it is sometimes determined that, for clarification and more professional evaluation, additional information is desirable and often necessary. Therefore, the Town reserves the right to hold discussions, review the specifications as believed offered, and request clarification or any additional technical information, which may provide a fair and impartial evaluation by the Town. All discussions shall be limited to the bidder's products, goods, or services, and no discussion shall be permitted regarding bids by others.

(10) Corrections or withdrawal of inadvertently erroneous bids before bid opening, withdrawal of inadvertently erroneous bids after award, or cancellation of awards or contracts based on such bid mistakes may be permitted by the Town where appropriate.

(11) Any bidder may, by requesting in writing, withdraw his or her bid for any reason prior to the scheduled bid opening.

(12) After bid opening, no changes in bid prices or other provisions or bids prejudicial to the interest of the Town or fair competition shall be permitted.

(13) Properly worded and directed changes or corrections, which do not disclose the total amount may be made by any bidder if submitted to the Town in writing and received prior to bid opening. These changes or corrections may be hand carried, mailed, emailed, or sent via fax transmission as follows.

(a) To increase or decrease a previously submitted lump sum amount, the bidder shall instruct the Town in the amount that his or her bid is to be increased or decreased by.

(b) In case of a bid which contains multiple items, the bidder shall instruct the Town in the amount that he or she desires a given item to be increased or reduced, thereby requesting that his or her total bid be increased or decreased in an equal amount. Changes shall only reflect the amount of adjustment. Changes received which indicate or divulge openly the total amount bid shall not be accepted.

(14) The bid shall be awarded with reasonable promptness by notice to the most responsible bidder whose bid meets the requirements and specifications and any other award criteria set forth in the invitation for bids, and in the best interest of the Town. **The Town reserves the right to reject any or all submittals.**

(15) The Mayor may authorize the purchasing agent, in situations where the Town's best interest precludes re-solicitation of work, goods, or services of a reduced scope, to negotiate an adjustment in the bid price, including change in the requirements, with the low, responsive, and responsible bidder.

(16) In the event that negotiations are unsuccessful in reaching a price or scope of work or services which would be agreeable, the Town, at its discretion, may terminate all negotiations with the lowest bidder, and enter new negotiations with the next lowest bidder, and likewise the third and sequential bidder should negotiations not be productive with the second lowest offerer.

(17) Should subsequent negotiations be conducted, all negotiations shall be conducted in like manner as with the first bidder. No changes or reductions in scope of work or services shall be permitted during negotiations with sequential bidders that was not permitted or offered with the negotiations with previous responsive bidders.

(18) In conducting negotiations, there must be no disclosure of any information derived from bids submitted by competing bidders.

(19) Procurements costing more than \$25,000 shall be accomplished by purchase orders in accordance with departmental procedures with supporting bid award documents and source justification and/or written rationale as to why the procurement may be considered under other procurement methods as provided elsewhere within this chapter, or more specifically, considered as a sole source procurement, sensitive procurement, emergency procurement, procurement through the state or one of its agencies, the county, or procurement through an existing Town contract. Supporting bid award documents should include bid tabulation and a concise statement as to the reasons for the bid award recommendation. Purchase orders more than \$25,000 must be approved by the Mayor and Town Council.

(E) Nothing in this section shall prohibit a higher level, more stringent procurement method being used if it is determined by the purchaser that the Town's best interest would be better served.

(F) Written contracts shall be executed by the Mayor.

(G) The Purchasing Agent may also authorize any budgeted expenditure approved in the current fiscal year's budget, where the price does not exceed the budget estimate by more than ten (10%) percent, if the total expenditure does not exceed \$25,000.00. The Purchasing Agent shall

submit a report of the expenditure to the Town Council, which shall be entered in the minutes of Council.

32.05 AWARD TO OTHER THAN LOW BIDDER.

(A) When the award is not given to the lowest responsive bidder, a full and complete list of the reasons therefor shall be filed with the purchase order. Local vendor preference shall be given to those vendors who maintain a principal place of business (owned or rented) within the Town, as registered in official documents filed with the Secretary of State, the Internal Revenue Service, or State Tax Commission, and hold a valid Town business license.

(B) In evaluating the price of eligible local vendor bids, the bids shall be evaluated as though the prices proposed by local bidders were either 5%, 2%, or 1% lower than actually proposed in accordance with the following schedule:

(1) If the local bidder submits a bid costing less than \$2,500, the business or individual shall be evaluated on a 5% reduction basis;

(2) If the local bidder submits a bid cost \$25,000 or less, the business or individual shall be evaluated on a 2% reduction basis; and

(3) For bids \$25,000 or more, the evaluation shall be based on a 1% reduction basis, but will not exceed a total reduction of more than \$2,000.

(C) Nothing herein shall be construed as increasing or decreasing the actual price of a bid and the resulting contract; this section is intended only to be used for the purposes of comparing and evaluating bids and proposals for products and services. Nothing within this section shall be construed to create any private rights claims, or cause of action on behalf of any person, including but not limited to bidders.

(D) The requirements of this section may be waived by the Mayor upon a formal finding that the best interest of the Town would not be served by adhering to the provisions of this section.

(E) This section shall not apply in emergency or sensitive procurement situations.

(F) The Town reserves the right to specify brand names based on its experience, current inventory, and other qualifications specified by the user department.

32.06 BID SECURITY DEPOSITS, ~~AND PERFORMANCE BONDS~~, AND MATERIALS TESTING.

(A) Bid security deposits and/or ~~performance~~ bonds, including but not limited to performance, payment, labor, material, and/or warranty may be required as described in the invitation to bid as determined by the Town.

(B) The Purchasing Agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which are reasonably necessary to determine their quality and conformance with the specifications. In the performance of such tests, the Purchasing Agent shall have the authority to make use of laboratory facilities of any agency of the Town or any outside laboratory.

32.07 PROTEST PROCEDURES.

(A) Any bidder who is aggrieved in connection with the solicitation or award of a bid shall protest to the purchasing agent within five days from the time of award of the goods or services being grieved. Such protest must be in writing, and must set forth all specific grounds for the protest in detail and explain the factual and legal basis for each issue raised. No additional issues may be raised or will be considered thereafter.

(B) The purchasing agent shall conduct all inquiries deemed necessary, and a hearing may be held at the discretion of the purchasing agent. The purchasing agent shall issue a decision in writing within ten days. The bid award or contract shall not be stayed pending any such protest.

(C) Any protestant aggrieved by the decision of the purchasing agent may appeal to Town Council within five days of the purchasing agent's decision. No new issues may be raised on such appeal. The Mayor shall issue the decision of the Town Council within 15 days of their hearing. The decision shall state the reason for the action taken. A decision rendered under this section shall be final and conclusive unless fraudulent.

(D) The appeal decision of the Mayor and the Town Council is the final administrative review and the decision of the Town, and such decision can be appealed to the circuit courts of the state.

(Ord. 2012-16, passed 11-15-2012)

32.08 COMPETITIVE BIDDING REQUIREMENT; EXCEPTIONS.

Competitive quotes or bidding is required on all purchases exceeding \$~~2,500~~ (5,000) with the following exceptions.

(A) *Emergency procurement.* Notwithstanding any other provision of this procedure, the Mayor, or his or her designee, may make an emergency procurement when there exists a threat to public health, welfare or safety under emergency conditions or where normal daily operations are affected. The purchasing limits, as provided for in the informal purchase procedures in division (C) and (D) of this section, will be suspended during the emergency situation to prevent an interruption or delay in emergency response. The maximum amount of the emergency purchase will be limited to \$150,000 for such emergency purpose. Purchases above this amount will require approval by a quorum of Town Council.

(B) *Procurement without competitive bidding.* The state and its agencies, including South Carolina counties and municipalities, write numerous indefinite-delivery-type contracts yearly with manufacturers, service providers, and contractors for regional and/or nationwide items, construction projects, or services. In all cases, Town procurement of equipment, goods, or services may be made from suppliers, which have *current* contracts in place through the state or one of its agencies, including South Carolina counties or municipalities, without seeking competitive bids or proposals. Also, the Mayor, or his or her designee, may procure from the private or public sector supplies, services, or construction items whenever such procurement may be obtained at or below the price established by the state purchasing division for an identical item.

(C) *Sole source procurement.* The purchase has been classified as sole source procurement and documentation, approved by the Mayor, or his or her designee, filed with any quote received by the vendor. As much competition amongst providers shall be sought when possible. A purchase may be classified as sole source for one of the following reasons:

(1) There is only one vendor that can provide a specific product or service;

(2) A brand or make has been established for conformity, to standardize equipment, improve maintenance, or other similar reasons; or

(3) A specific brand has been established based on reviews, testing, availability, ability to work with other owned products, or other similar reasons.

(D) *Sensitive procurement.* When it is determined that unlimited solicitation may jeopardize sensitive operations, a limited solicitation shall be authorized, with such competition as practicable under the circumstances. Unless otherwise authorized by the Mayor, sensitive procurement shall be limited to legal services, financial services to include financial advisors and rate consultants, or administrative services. In all such cases, the Mayor must approve prior to ordering.

(E) *Professional services (Architect/Engineering Services).* It is the policy of the Town to publicly announce all requirements for architect-engineer ~~and surveying services~~ and to negotiate such contracts based on demonstrated competence and qualifications at fair and reasonable prices. In the procurement of architect-engineer ~~and land surveying services~~, the Mayor or his or her designee shall request firms to submit a statement of qualifications and performance data.

(1) The Mayor or his or her designee shall conduct discussions with no less than three firms, except when fewer respond. The firm deemed most qualified to provide the required services will be selected.

(2) The selection shall be made in order of preference, based on criteria established and published by the purchasing agent. The Mayor or his or her designee shall negotiate with the highest qualified firm for architect-engineer ~~or land surveying services~~ at a compensation which is considered to be fair and reasonable to the Town. In making this decision, the Mayor or his or her designee shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered.

(3) If the Mayor or his or her designee is unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated. The Mayor or his or her designee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Mayor or his or her designee shall then undertake negotiations with the third most qualified firm. If the Mayor or his or her designee is unable to negotiate a contract with any of the selected firms, the Mayor or his or her designee may select additional firms in order of their competence and qualifications, and the Mayor or his or her designee shall continue negotiations in accordance with this section until an agreement is reached.

(F) *Professional Services.* The competitive procurement requirements of this section shall not apply to the procurement of professional services where the person employed is customarily employed on a fee basis rather than by competitive bidding such as legal, medical, consulting, real estate, appraiser, auditor or accounting services. The Mayor, or his or her designee, may secure professional services by direct negotiation and selection, taking into account the type of services required, the proximity (location) of the professional providing the services, the capability of the professional to produce the required service within a reasonable time, past performance, and the ability to meet budget requirements, Nothing herein shall be deemed to prohibit the Town from using competitive procurement procedures for professional services if the Mayor or his designee determines it is in the best interests of the Town.

(G) An expenditure may be made without competitive procurement when an item is required for trial use or testing. The Mayor, or his or her designee, shall set forth such determination and the basis therefor in a written statement submitted to Town Council and entered in the minutes of Council.

(H) The following types of expenditures are exempt from the competitive procurement requirements of this section:

- (1) utilities including gas, electric, water, and sewer;
- (2) information technology;
- (3) maintenance and repairs to vehicles, machinery or equipment necessary in providing an essential Town service;
- (4) maintenance or service contracts which are made with the manufacturer or authorized service agent;
- (5) replacement parts of existing equipment supplied by the original equipment manufacturer or authorized dealer;
- (6) routine, recurring purchases (e.g., office supplies);
- (7) works of art and holiday decorations for public display;
- (8) competitive bidding including, but not limited to, reverse auctions.

32.09 LEASES.

(A) *Lease defined.* A **LEASE** is a contract for the use of equipment or other supplies, or real property under which title does not pass to the Town unless there is a purchase option where title may pass to the Town at some future time. A lease period shall be restricted to a maximum of 20 years.

(B) *Entering a lease.* A lease may be entered into provided if:

- (1) It is in the best interest of the Town;
- (2) All conditions for renewal and costs of termination are set forth in the lease;
- (3) The lease is not used to circumvent normal procurement procedures; and
- (4) The lease contains appropriate non-appropriation language.

(C) *Lease with purchase option.* A purchase option in a lease may be exercised only if the lease containing the purchase option was awarded under competitive sealed bidding or competitive sealed proposal, or the leased supply or facility is the only supply or facility that can meet the Town's requirements as determined in writing by the purchasing agent.

(D) *Option provisions.* When a contract is to contain an option for renewal, extension, or purchase, notice of such provision shall be included in the solicitation. Exercise of the option is always at the Town's discretion only and not subject to agreement or acceptance by the contractor.

32.10 SURPLUS STOCK.

(A) The Mayor or his or her designee shall have authority to transfer stock or surplus supplies to other offices, departments, or agencies of the Town.

(B) If the Mayor or his or her designee deems it appropriate, surplus stock and supplies can be given to charity or to another public entity; provided, however, that prior approval is given by the Town Administrator for items with an estimated value up to \$1,000; by the Mayor for items with an estimated value up to \$10,000; and by Council for items with an estimated value over \$10,000, but less than \$25,000.

(C) If deemed appropriate and approved by the Mayor and Town Council, surplus stock and supplies may be auctioned off to the highest bidder at an auction that has been noticed in a paper of general circulation. Written bids will be accepted on all surplus stock and supplies that have been listed in the auction bulletin. The auction bulletin shall describe each item and its fair market value. Employees, Council members, and their immediate families are not eligible to bid on auction items.

(D) Surplus stock and supplies with an estimated value exceeding \$25,000 shall be sold by formal written contract to the highest responsible bidder, after due notice inviting proposals.

32.11 PURCHASES FROM PETTY CASH.

A purchase of less than \$100 may be made from petty cash if approved by the Mayor or Town Administrator.

32.12 GIFTS AND REBATES.

The purchasing agent and every officer and employee of the Town are expressly prohibited from accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the Town.

32.13 FINANCIAL INTEREST OF TOWN OFFICIALS AND EMPLOYEES.

No member of the Town Council or any officer or employee of the Town shall have a financial interest in any contract or in the sale to the Town or to a contractor supplying the Town of any land or rights or interests in any land, material, supplies, or services; except when a majority of the Town Council determines such exception is in the best interest of the Town, provided that no Council member whose interest is involved shall vote on the question. Any violation of this section shall constitute malfeasance in office and any officer or employee of the Town found guilty thereof shall thereby forfeit his or her office or position. A violation of this section by a person or corporation contracting with the Town shall render the contract voidable by the Mayor.

32.14 COOPERATIVE AND INTERGOVERNMENTAL PURCHASING

The Mayor or his designee shall have the authority to join with other governmental units in cooperative purchasing plans and to enter into purchase contracts with other governmental units without the formality of publication and receiving competitive bids as otherwise required in this chapter when the best interest of the Town would be served thereby. The Mayor or his designee also is given authority to make purchases of supplies and equipment through the property division

of the State Budget and Control Board, without the formality of publication and receiving competitive bids as otherwise required in this chapter.

32.15 OWNERSHP AND DEPOSITION OF PROPERTY

As prescribed in Section 5-7-40 of the State of South Carolina Code of Laws, the Town of James Island may:

- (A) own and possess property within and without the corporate limits, real, personal or mixed, without limitation, through passing a Resolution adopted at a public meeting; and
- (B) sell, alien, convey, lease or otherwise dispose of personal property and in the case of a sale, alienation, conveyance, lease or other disposition of real or mixed property, through passing an Ordinance adopted at a public meeting.

EFFECTIVE DATE: This Ordinance shall become effective upon its enactment by the Town Council for the Town of James Island.

First Reading: April 20, 2017

Second Reading: _____

Bill Woolsey
Mayor

ATTEST

Frances Simmons
Town Clerk

ORDINANCE # 2017-07

AN ORDINANCE SPECIFYING THE DATE OF THE NEXT TOWN OF JAMES ISLAND
MUNICIPAL ELECTION AS TUESDAY, NOVEMBER 7, 2017

WHEREAS, the Town of James Island passed Ordinance Number 2014-06 in April and May of 2014, with Second and Final Reading on May 15, 2014;

WHEREAS, Ordinance Number 2014-06 was entitled "Change in Dates of Future Town Elections";

WHEREAS, Ordinance Number 2014-06 was incorporated into the Town ordinances into Section 30.39 REGULAR AND SPECIAL ELECTIONS; DATE; NOTICE, Section 30.39 (A);

WHEREAS, Town ordinance Section 30.39 (A) reads as follows: "After the election to be held on July 29, 2014, all subsequent regular elections for the offices of Mayor and members of Council shall be held in odd-numbered years on the first Tuesday in November";

WHEREAS, if the date of the next Town election was to be scheduled the first Tuesday of November 2019, current Mayoral and council member terms would be extended by 15 months;

THEREFORE, the Council of the Town of James Island orders and ordains:

The Town of James Island does hereby schedule its next Municipal Election for the offices of Mayor and four Town council seats, with four-year terms ending November 2021, for the date of TUESDAY, NOVEMBER 7, 2017.

EFFECTIVE DATE:

This Ordinance shall become effective immediately following second reading by the Town Council.

ADOPTED AND APPROVED in meeting duly assembled_____.

TOWN OF JAMES ISLAND COUNCIL

By: _____
Bill Woolsey, Mayor

ATTEST

By: _____
Frances Simmons, Town Clerk

First Reading: April 20, 2017

Second Reading: May 18, 2017