



## AGENDA

Town of James Island, Regular Town Council Meeting  
March 19, 2020; 7:00 PM; 1122 Dills Bluff 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

Public Hearing: Ordinance #2020-02: Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR)§153.093 Folly Road Corridor Overlay District Adding Vehicles Sales as a Prohibited Use

2. Presentation of Community Hero Awards by James Island Pride

- Proclamation Honoring Community Hero Arlene Stewart

3. Public Comment

4. Consent Agenda

a. Minutes: February 20, 2020 Regular Town Council Meeting

b. 2020 Yom HaShoah Holocaust Commemoration Proclamation

5. Information Reports

a. Finance Report

b. Administrator's Report

- Presentation of Draft FY 2020/2021 Annual Budget

c. Public Works Report

d. Island Sheriffs' Patrol Report

6. Requests for Approval

- Traffic Calming Policy Revisions

- Amendment to 1248 Camp Rd. Lease (old library)

- James Island Arts & Cultural Center Interior Renovation/Furniture Pkg. Planning and Bidding
- Agreement with DataMax
- Award of RFP #1-2020 for Town Arborist Services
- Purchase Heavy Equipment/Excavator (as soon as possible) using Other Capital Improv. Projects Funds
- Fund Traffic Calming Measures for Oceanview using remaining Other Capital Improv Projects Fund
- Purchase Drainage Easements using remaining Other Capital Improv Projects Funds
- Rotation of pre-meeting Prayer among Council and Mayor
- Rescission of October 2019 Vote in Favor of the Subway Lot Easement

7. Committee Reports

- Land Use Committee
- Environment and Beautification Committee
- Children’s Committee
- Public Safety Committee
- History Committee
- Rethink Folly Road Committee
- Drainage Committee
- Business Development Committee
  - Nomination to Business Development Council
- Trees Advisory Committee
- James Island Intergovernmental Council

8. Proclamations and Resolutions:

- Resolution #2020-06: Increase Size of Town Council

9. Ordinances up for Second/Final Reading:

**Ordinance # 2020-01** Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR): §153.332 Off-Street Parking and Loading; Addition of Section J “Bicycle Parking” with standards for bicycle parking facilities.

**Ordinance #2020-02** Ordinance #2020-02: Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR)§153.093 Folly Road Corridor Overlay District Adding Vehicles Sales as a Prohibited Use

10. Ordinances up for First Reading:

11. New Business

- Discussion of Temporary Solution for Sinkhole on Taliaferro
- Comparison between Tax Rebate to Citizens vs. Cost-Sharing Agreement

12. Executive Session: The Town Council will/may enter into an Executive Session in accordance with 30-4-70(a) Code of Laws of South Carolina. Upon returning to Open Session, Council may act on matters discussed in Executive Session.
13. Return to Regular Session
14. Announcements/Closing Comments
15. Adjournment

The Town of James Island held its regularly scheduled meeting at 7:00 p.m. in Council Chambers, 1122 Dills Bluff Road, James Island, SC, Thursday, February 20, 2020. The following members of Council were present: Daniel C. Boles, Dr. Cynthia Mignano, Garrett Milliken, Darren “Troy” Mullinax, and Mayor Bill Woolsey presided. Also, Ashley Kellahan, Town Administrator, Attorney Brandon Reeser, (for Town Attorney Bo Wilson), Mark Johnson, Public Works Director, Kristen Crane, Planning Director, Sgt. Martin, Island Sheriff’s Patrol (for Sgt. Shawn James), and Frances Simmons, Town Clerk.

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

Mayor Woolsey moved to amend the agenda. He said the underlined language for Ordinance #2020-02 correctly adds Vehicle Sales to Prohibited Uses to Sections 1 and 11 on the agenda correcting an error on the original agenda. Councilman Mullinax seconded. No discussion. Motion passed unanimously.

Public Hearing: Ordinance #2020-01: Proposed Amendments to the Town of James Island Zoning and Land Use Development Regulations Ordinance (ZLDR) §153.332 Off-Street Parking and Loading: Addition of Section J “Bicycle Parking” with standards for bicycle parking facilities: Mayor Woolsey opened the Public Hearing. No one signed in to speak. Public Hearing closed.

Ordinance #2020-02: Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) §153.093, Folly Road Corridor overlay District Adding Vehicles Sales as a Prohibited Use: Mayor Woolsey opened the Public Hearing. No one signed in to speak. Public Hearing closed.

Tribute to James T. Fralix, Jr.: Mayor Woolsey paid tribute to Jim Fralix, a long-time member of the Board of Zoning Appeals (BZA) who recently passed and presented his family with a plaque in appreciation for his service to the Town and the BZA.

Presentation of Community Hero Awards by James Island Pride:

- Proclamation Honoring Community Heroes: Councilman Milliken read a Proclamation honoring the 2019 recipients: Keith Bolus, Angela Childs-Kindred, Hal Hanvey, and Arleen Stewart. Motion in favor by Councilman Milliken, seconded by Mayor Woolsey. Passed unanimously.

Councilman Milliken recognized Amy Ball, Chairwoman of James Island Pride Council. Ms. Ball recognized each hero and asked their nominee to share why they were selected. [Synopsis](#) attached. Each hero received a certificate and a name stake that will be placed at a tree planted in their honor. Arleen Stewart will be recognized at the March Town Council meeting.

Public Comment: The following person addressed Council:

Mary Ann Henry, 825 W. Madison Ave., Ms. Henry made a complaint about loud, amplified music coming from businesses at 815 Folly Road, (Smoke and Brew) affecting residents in the Centerville subdivision. She distributed to Council a copy of its Noise Ordinance. Mrs. Henry provided the attached [letter](#) for the record.

Consent Agenda:

- a. Minutes of January 16, 2020 Regular Town Council Meeting: Motion to approve the Consent Agenda was made by Councilman Boles, seconded by Councilman Mullinax. Councilman Milliken moved to amend the minutes with corrections: Pg. 3, change CRC to TRC; Pg. 5, add Ordinance #

2019-13 to Second Reading/Final Reading of the Purchasing Procedures Ordinance. Councilman Mullinax seconded and the minutes were approved as amended.

Information Reports:

Finance Report: Mrs. Kellahan, Town Administrator, gave a brief overview of January's finances and the report was accepted as information.

Administrator Report: Mrs. Kellahan reviewed the Administrator's report and reminded Council about the upcoming Budget Workshop scheduled for Thursday, March 5 at 6 p.m. Councilman Milliken thanked Mrs. Kellahan and Mr. Hackett for representing the Town at the Plastics Workshop. Report accepted as information.

Public Works Report: Mr. Johnson gave an overview of public works activities for January and his report was accepted as information.

Island Sheriffs' Patrol Report: Sgt. Martin provided the monthly Island Sheriffs' Patrol and crime statistics reports. Mayor Woolsey gave him a copy of the Town's Noise Ordinance per the comments expressed by resident during the Public Comments.

Requests for Approval:

Internet Streaming of Town Council Meetings: Councilman Boles spoke about live streaming Town Council meetings. He said a lot of people saw the live streaming hosted by the League of Women Voters during the campaign. He said this could be done with an i-phone and it would be good for Council to do; especially during adverse weather when citizens cannot attend meetings and also for transparency. Mrs. Kellahan is looking into costs to do this. Councilman Boles motioned for approval to move forward and Councilman Mullinax seconded.

Councilman Milliken said he liked that Charleston County has written records of their meetings and also the video recordings. He asked the possibility of the Town saving recorded meetings on the website for residents. Councilman Boles gave the sources used for automatic storage (i.e., U-Tube, links) or hosting could be done by the Town. Councilman Boles said he understands the cost is very low to do this. Motion passed unanimously.

Traffic Calming Policy Revisions: Mrs. Kellahan presented a revised version of the Town's Traffic Calming Policy with changes highlighted in red. She said the changes would allow staff and Council to have more discretion when implementing and recommending speed humps in neighborhoods. Motion to approve was made by Councilman Mullinax, seconded by Councilwoman Mignano.

Councilman Boles said the revision contained some helpful changes, but other parts needed more discussion. He is concerned about ambiguity with traffic calming because it matters a lot to people and it could become personal and heated. He said the proposed amendments addresses some of the vagueness in the prior policy; however, other areas need more work. Councilman Boles moved to defer approval; Councilman Milliken seconded. Mayor Woolsey opposed deferring because the policy is good and if changes are needed it could be amended. Councilman Boles said rather than continuing to make amendments, lofty changes should be made at one time so that everyone has a concrete guidepost to follow. Motion to Defer Passed 4-1; Mayor Woolsey voted No.

James Island Arts & Cultural Center Interior Renovation/Furniture Package Planning and Bidding: Mrs. Kellahan said Town Council had voted to move forward contingent upon the amendment of the lease. That request has gone before the County Council Finance Committee and was approved 7-1 for a five-year lease, with the option to renew for five years. Mrs. Kellahan asked Town Council to move forward with the

construction drawings and bidding for the old library space. Motion in favor was made by Mayor Woolsey, seconded by Councilman Mullinax. Councilman Milliken expressed concern about the condition of the building's roof and air-conditioning. He commented on having a sound building before making it nice on the inside. Councilwoman Mignano said she wants a Cultural Center but has concerns about a ten-year lease. It should be longer, and changes should be made to make it usable. There was discussion about lease vs. ownership and Councilman Mullinax expressed interest in purchase. Mayor Woolsey gave his recommendations to move forward. After discussion, Councilman Boles moved to defer the request to ask members of Charleston County Council look at the building and see if they are on board with the Town's Plan, Councilwoman Mignano seconded. Motion to Defer Passed 4-1; Mayor Woolsey voted No.

Pinckney Park Storage Building: Mrs. Kellahan presented a request for the purchase of a Tuff Shed from Home Depot in the amount of \$22,535 for storage at Pinckney Park. Motion was made by Councilman Boles, seconded by Councilwoman Mignano and passed unanimously.

Storm Drain Cleaning and Camera Work in Lynwood: Mrs. Kellahan presented a request from Eadie's for storm drainage cleaning and camera work at an estimated cost of \$29,520. Motion in favor was made by Councilman Milliken, seconded by Councilman Boles and passed unanimously.

Up to \$20,000 to Initiate Town Tree Inventory: Councilman Milliken spoke and moved in support of initiating up to \$20,000 to inventory trees in the Town: right-of-way trees, the condition, and systematic map of canopy. Councilman Mullinax seconded. A specific plan for concept will come to Council. Motion passed unanimously.

Tree Removals in Drainage Easement: Mrs. Kellahan discussed and presented a request for the removal of a dead Water Oak leaning towards neighboring property on Canopy Cove Drive. The cost of \$3,550 was submitted by Murray Tree Care. Motion in favor was made by Councilman Boles, seconded by Councilwoman Mignano and passed unanimously.

Additions to Regular Groundskeeping Work: Mrs. Kellahan presented a request for Heart Pine to provide additional monthly maintenance @ the triangle of North Shore and Harborview; former James Island Library; and the causeway on Dills Bluff for total of \$270. Motion in favor was made by Councilman Boles, seconded by Councilman Milliken and passed unanimously.

Driveway Apron/Drainage Repairs: Mrs. Kellahan presented an estimate from Charleston County Public Works for driveway apron repairs at 1062 Renwood Dr. @ \$9,085 and 1429 Downwood Place @ \$7,502. Motion in favor was made by Councilman Milliken, seconded by Councilman Boles. During the discussion Councilman Milliken asked the number of repairs that may be going forward because of price. Mr. Johnson stated that 24 are in the que that are complaint driven; however, this number does not include all that are in the Town that may need repair. Motion passed unanimously.

#### Committee Reports:

Land Use Committee: Councilwoman Mignano reported on her meeting with Planning Director, Kristen Crane that included discussion regarding sidewalks on Nabors. Councilwoman Mignano announced that she will be doing a community coffee hour once a month.

Environment and Beautification Committee: Councilman Milliken reported on the Litter Pickup on February 8. 20 volunteers collected 58 bags of litter and afterward JIPSD Commissioner Inez Brown-Crouch spoke about the founding of James Island Pride. Helping Hands will begin servicing in March. Volunteers are needed. Please contact Chair, Stan Kozikowski at (860) 847-0544.

Children's Committee: No report.

Public Safety Committee: Councilman Mullinax announced that the Neighborhood Council would meet on Thursday, February 27 @ 7:00 p.m.

History Committee: Mayor Woolsey reported that the History Council met on Tuesday, February 4 @ 6:00 p.m. and he was unable to attend due to being out of town.

Rethink Folly Road Committee: Mayor Woolsey reported that the Toole Group is hosting the Rethink Folly Road “State of the Plan” event on Wednesday, March 11, 4:30 p.m.–7:30 p.m. at Martin’s BBQ and the community is invited. Mayor Woolsey passed around the new logo. [Attached](#).

Drainage Committee: Councilman Mullinax reported that the Drainage Committee met on Wednesday, February 12 and representatives from the City, County and Town discussed various drainage issues. The next meeting will be held in mid-May; date to be determined.

Business Development Committee: Councilman Boles reported that the Council met January 23 and had a good turn-out, but they are one member short. Discussion at the March meeting will include an island-wide business directory (printed, digital or both), the bicycle ordinance and how it may affect businesses. Councilman Boles will provide the time of the meeting to the Town Clerk.

Nomination to Business Development Council: Mayor Woolsey moved for the appointment of Mrs. Donna Parrish, Councilman Mullinax seconded and the appointment passed unanimously.

Trees Advisory Committee: Councilman Milliken reported that the Trees Advisory Council met on February 22 and discussed a missions statement, progress on an application to Tree City USA, and a tree census. The next meeting is scheduled March 10 @ 5:30 p.m.

James Island Intergovernmental Council (JIIC): Mayor Woolsey reported that the JIIC met in January and at that meeting two resolutions were approved: 1) Ratification Resolution for Cooperation to Reestablish and Maintain Drainage, and 2) Ratified Resolution to Jointly Undertake Water Quality Improvements of James Island Creek.

Proclamations and Resolutions:

National 2020 Women in Construction Week: Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Resolution #2020-01: Island Sheriffs Patrol Deputy of Fourth Quarter: Mayor Woolsey recognized Deputy Jacob Brueckner, Island Sheriff’s Patrol Deputy of the Fourth Quarter and read a proclamation for his outstanding service and accomplishments. Motion in favor was made by Councilman Milliken, seconded by Councilman Boles and passed unanimously.

Resolution #2020-02 Island Sheriffs Patrol Deputy of the Year: Mayor Woolsey recognized Deputy Jesse Leszczynski as the Island Sheriffs Patrol Deputy of the Year. Mayor Woolsey thanked him for the job he is doing for the Town that earned him this recognition. Councilman Milliken moved to approve the resolution, seconded by Councilwoman Mignano and passed unanimously.

Resolution #2020-03 Support of Charleston County FY 2021 Transportation Sales Tax Annual Allocation (TST) Program: Mrs. Kellahan gave an overview of the request for funding Dills Bluff Sidewalk, Phase III from Seaside Lane to Condon Dr. through TST funding. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Resolution # 2020-04: Amendment to Resolution Regarding Policies of Committees of Town Council: Mrs. Kellahan presented an overview based upon recommendations from Council at a recent Workshop for the restructuring of Committees of Town Council. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Resolution #2020-05: Amendment to Resolution Regarding Citizen Advisory Councils of the Town of James Island: Mrs. Kellahan presented an overview of the recommended changes for Town Advisory Councils. Motion in favor was made by Councilman Mullinax, seconded by Councilwoman Mignano and passed unanimously.

Ordinances up for Second/Final Reading: None.

Ordinances up for First Reading:

Ordinance #2020-01: Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR): §153.332 Off-Street Parking and Loading: Addition of Section J “Bicycle Parking” with Standards for Bicycle Parking Facilities: Motion in favor was made by Mayor Woolsey, seconded by Councilman Mullinax and passed unanimously.

Ordinance #2020-02: Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) §153.093 Folly Road Overlay District Adding Vehicle Sales as a Prohibited Use: Motion in favor was made by Councilman Mullinax, seconded by Councilwoman Mignano. As discussion followed, Councilman Milliken said he thought on the Land Use Table that use was not allowed anyway for Community Commercial and Mrs. Crane replied that it is allowed.

Councilman Milliken asked the procedure to add other prohibited uses and Mayor Woolsey gave the procedure and said that it would go to the Planning Commission for its review. Councilman Milliken moved to amend the motion to remand to the Planning Commission to prohibit hotels and motels in all districts, Councilman Boles seconded. Vote on the Amended Motion passed 4-1; Mayor Woolsey voted No. Vote on Main Motion as Amended passed 4-1; Mayor Woolsey voted No.

Executive Session: Town Council entered into an executive session at 8:20 p.m. upon motion by Mayor Woolsey and second by Councilman Milliken in accordance with 30-4-70(a) Code of Laws of South Carolina for the purpose of discussing contractual matters and legal advice on Camp and Folly and for Island Sheriffs Patrol full-time employee.

Return to Regular Session: Council returned to regular session at 9:30 p.m. Mayor Woolsey announced that no votes were taken during the executive session.

New Business:

Discussion of Increasing the Size of Town Council: Not discussed.

Announcements/Closing Comments: None

Adjournment: There being no further business to come before the body, the meeting adjourned at 9:31 p.m.

Respectfully submitted:

Frances Simmons  
Town Clerk



***2020 YOM HASHOAH HOLOCAUST COMMEMORATION PROCLAMATION***

WHEREAS, the Holocaust was the state sponsored systematic, persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 and

WHEREAS, we remember with sadness the 11 million people, including six million Jews, who were victims of Hitler's 'final solution' along with those who were persecuted for their religious and political beliefs, sexual orientation, and physical disabilities, and

WHEREAS, we remember with admiration the resisters and rescuers known and unknown who risked and lost their lives to save others, and

WHEREAS, we remember with respect the Survivors who escaped, were sheltered, or who were freed and who lived to contribute so much to our community and to our world, and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals societies and governments and

WHEREAS, we have an obligation to ensure that the memory and legacy of lives lost or forever changed in this horrific event are never forgotten.

WHEREAS, we remember and honor the liberators which liberated the World War II concentration camps 75 years ago.

THEREFORE, BE IT RESOLVED that we pledge today to firmly commit ourselves to NEVER AGAIN and to work to promote human dignity by confronting intolerance and hate whenever and wherever it occurs.

NOW THEREFORE, I, Bill Woolsey, Mayor of the Town of James Island, pursuant to an act of Congress (Public Law 96-388 October 7, 1980) and United States Holocaust Memorial Council do hereby proclaim the week of Sunday, April 19 until Sunday, April 26. WEEK OF REMEMBRANCE IN MEMORY OF THE VICTIMS, SURVIVORS, RESCUERS AND LIBERATORS OF THE HOLOCAUST and further proclaim that we as citizens of the Town of James Island, South Carolina should promote human dignity and confront hate whenever and wherever it occurs.

I encourage you to join the community as we kick off the week in remembering and honoring the victims, our Holocaust survivors, and liberators during the community-wide Yom HaShoah Holocaust Remembrance Program on Sunday, April 19<sup>th</sup> at 2:30 pm aboard the USS Yorktown. This year is particularly special as we commemorate the 75<sup>th</sup> anniversary of the liberation of the World War II concentration camps by honoring all branches of our military. Charleston's annual commemoration of the Holocaust is sponsored by the Charleston Jewish Federation, the City of Charleston, and the Yorktown Foundation. The event includes the reading of the names of people who perished with family connections to Charleston, performances, and three keynote speakers: Author of Survivor Club Michael Bornstein (Holocaust survivor), General Patton's grandson Pat Watters, Pastor Chris Edmonds as well as local representatives. Before and after the event, you can visit one of three exhibits which include the Anne Frank Exhibit, Liberator panel, and the Holocaust Creative Arts and Literature Competition. To learn more about this event visit [www.remember2020.jewishcharleston.org](http://www.remember2020.jewishcharleston.org) or contact [remember@jewishcharleston.org](mailto:remember@jewishcharleston.org).

Proclaimed this 19 day of March 2020.

\_\_\_\_\_  
Mayor Bill Woolsey  
Town of James Island

Attest:

\_\_\_\_\_  
Frances Simmons  
Town Clerk

# Town of James Island

% FY Complete 67%

## Monthly Budget Report

Fiscal Year 2019-2020

	1st Quarter			2nd Quarter			3rd Quarter		4th Quarter	TOTAL	BUDGET
	July	August	September	October	November	December	January	February			
<b>GENERAL FUND REVENUE</b>											
Accommodations Tax					8,645			1,805		10,450	15,000
Brokers & Insurance Tax		1,673	54			97				1,824	620,000
Building Permit Fees		791	2,835	649		1,716	518	1,017		7,527	15,000
Business Licenses	1,919	3,291	26,677	9,890	5,430	16,808	9,033	170,136		243,185	365,000
Contributions/Donations-Park											
Grant Reimbursement											5,187
Franchise Fees	149,860			3,798	9,694	37,850	3,722	47,593		252,517	341,000
Interest Income	222	218	168		203	76	67			954	3,000
Alcohol Licenses -LOP											15,550
Local Assessment Fees				910		7		1,112		2,029	3,000
Local Option Sales Tax (PTCF)			99,785	98,191	95,467	85,061	182,461			560,965	1,025,000
Local Option Sales Tax (rev)			39,916	39,188	38,728	34,426	74,688			226,946	400,000
Miscellaneous		11,540	400	103		50,000				62,043	500
Planning & Zoning Fees	1,326	953	504	579	895	1,029	658	824		6,769	12,500
State Aid to Subdivisions					68,307		68,307			136,614	260,200
Telecommunications						14				14	30,000
	<b>153,327</b>	<b>18,466</b>	<b>170,340</b>	<b>153,309</b>	<b>227,369</b>	<b>227,084</b>	<b>339,454</b>	<b>222,487</b>	<b>Total</b>	<b>1,511,836</b>	<b>3,110,937</b>
									<b>% of Budget</b>		<b>49%</b>

## ADMINISTRATION

Salaries	20,248	29,644	19,954	20,412	20,501	25,119	30,320	20,710		186,907	273,130
Fringe Benefits	7,617	11,259	7,578	7,649	7,704	8,260	11,737	7,882		69,686	103,500
Copier	319	495	325	325	274	605	533	677		3,553	5,000
Supplies	338	232	740	1,187	1,952	670	495	417		6,031	6,600
Postage	296		3,678	469	300		514	8		5,264	6,000
Information Services	22,688	5,017	566	5,930	1,968	708	3,106	2,599		42,582	65,000
MASC Membership										-	5,500
Insurance		32,262	1,388		6,470	14,203	4,754	(21,717)		37,360	35,000
Legal Services		4,308	7,551	3,838	11,525	900	240	8,390		36,752	50,000
Town Codification						1,632	143			1,775	2,500
Advertising		51	103	20		71	22	2		269	5,000
Audit						16,000				16,000	16,000
Elections										-	
Mileage Reimbursement			28	58	29	31	28	29		203	800
Bonding			350							350	2,150
Employee Training / Screening	90									90	850
Dues and Subscriptions										-	1,500
Training & Travel							250	97		347	3,000
Employee Appreciation	53	1,172	55	540	29	21	540	50		2,459	3,900
Mobile Devices	73	182	74	244	74	176	158	190		1,171	2,300
Credit card (Square)							71	142			
Bank Charges (Payroll Expenses)	201	126	135	138	147	209	240	163		1,359	2,000
	<b>51,924</b>	<b>84,748</b>	<b>42,523</b>	<b>40,811</b>	<b>50,972</b>	<b>68,604</b>	<b>53,152</b>	<b>19,637</b>	<b>Total</b>	<b>412,157</b>	<b>589,730</b>
									<b>% of Budget</b>		<b>70%</b>

## ELECTED OFFICIALS

Salaries	3,769	5,465	3,769	3,769	3,769	3,769	5,654	3,769		33,734	50,000
Fringe Benefits	2,409	3,557	2,409	2,410	2,410	3,465	5,186	3,457		25,302	34,000
Mayor Expense	444	14		60			160			678	2,000
Council Expense						142	100			242	4,000
Mobile Devices		178		134		50	50	188		600	2,100
	<b>6,622</b>	<b>9,214</b>	<b>6,179</b>	<b>6,373</b>	<b>6,179</b>	<b>7,426</b>	<b>11,150</b>	<b>7,414</b>	<b>Total</b>	<b>60,556</b>	<b>92,100</b>
									<b>% of Budget</b>		<b>66%</b>

### GENERAL OPERATIONS

Salaries	25,778	36,199	25,538	25,417	24,917	28,995	37,798	24,651		229,295	351,765
Fringe Benefits	8,996	13,120	8,975	8,985	8,915	9,387	13,841	9,207		81,426	128,360
	<b>34,774</b>	<b>49,319</b>	<b>34,513</b>	<b>34,403</b>	<b>33,832</b>	<b>38,382</b>	<b>51,640</b>	<b>33,858</b>	<b>Total</b>	<b>310,721</b>	<b>480,125</b>
									<b>% of Budget</b>		<b>65%</b>

### PLANNING

Supplies	26	174	37	25						262	600
Advertising		170								170	1,500
Mileage Reimbursement										-	200
Dues and Subscriptions	267									267	1,040
Training & Travel				300						300	1,800
Mobile Devices	55	28	37	38	37	37	28	37		296	660
Uniform / PPE										-	500
Planning Commission	250			300		250				800	4,000
Board of Zoning Appeals		150				200			133	483	4,000
	<b>598</b>	<b>522</b>	<b>74</b>	<b>663</b>	<b>237</b>	<b>287</b>	<b>28</b>	<b>170</b>	<b>Total</b>	<b>2,578</b>	<b>14,300</b>
									<b>% of Budget</b>		<b>18%</b>

### BUILDING INSPECTION

Mileage Reimbursement										-	500
Community Outreach										-	500
Mobile Devices	55	55	55	76	66	66	66	65		502	660
Supplies								735		735	500
Equipment / Software										-	500
Uniform / PPE										-	250
Dues & Subscriptions				10				190		200	800
Travel & Training		50	90						125	265	1,800
	<b>55</b>	<b>105</b>	<b>145</b>	<b>86</b>	<b>66</b>	<b>66</b>	<b>256</b>	<b>925</b>	<b>Total</b>	<b>1,702</b>	<b>5,510</b>
									<b>% of Budget</b>		<b>31%</b>

**PUBLIC WORKS**

Mileage Reimbursement					(261)					(261)	300
Training & Travel				212						212	1,925
Public Outreach											500
Projects	330	5,824	39,340	8,743	1,951	4,197	4,589	10,341		75,315	135,800
Mobile Devices	91	83	93	43	537	(7)	(67)	(3)		770	1,200
Uniform / PPE		97								97	700
Supplies	930	931	48	1,015	95		279	483		3,781	5,500
Emergency Management		4,223	7,363	2,725	300		10,729			25,340	15,000
Dues and Subscriptions											425
Groundskeeping	3,555	7,319	541	17,359	336	3,991	4,436	11,672		49,207	50,000
	<b>4,907</b>	<b>18,478</b>	<b>47,384</b>	<b>30,096</b>	<b>2,957</b>	<b>8,180</b>	<b>19,967</b>		<b>Total</b>	<b>154,462</b>	<b>211,350</b>
									<b>% of Budget</b>		<b>73%</b>

**CODES & SAFETY**

Mileage Reimbursement					(37)					(37)	100
Equipment										-	900
Radio Contract						342		342		684	1,400
Training										-	1,000
Supplies	21	76		26						123	250
Uniform / PPE										-	250
Other Security	53	3,875	3,345	1,325	2,715	1,315	9,670	3,410		25,710	4,320
Sheriff's Office Contract	25,168	14,975	15,815	16,355	22,670	20,298	38,127	25,842		179,249	265,460
Deputy Fringes	7,012	4,187	4,403	4,528	6,270	5,592	10,063	6,631		48,686	73,950
Unsafe Buildings Demolition										-	20,000
Overgrown Lot Clearing										-	4,000
Animal Control				750						750	500
Crime Watch Materials										-	250
Membership/Dues											250
	<b>32,254</b>	<b>23,113</b>	<b>23,564</b>	<b>22,984</b>	<b>31,618</b>	<b>27,547</b>	<b>57,860</b>	<b>36,225</b>	<b>Total</b>	<b>255,165</b>	<b>372,630</b>
									<b>% of Budget</b>		<b>68%</b>

### PARKS & RECREATION

JIRC Contribution										-	4,750
Pinckney Park										-	2,500
Special Events				912	1,981	(538)	1,908			4,262	10,000
Dock Street Park							986			986	1,500
Youth Sports Program			1,100	3,510	300		500			5,410	14,725
	-	-	1,100	4,422	2,281	(538)	3,394		<b>Total</b>	10,658	33,475
									<b>% of Budget</b>		32%

### FACILITIES & EQUIPMENT

Utilities	1,862	4,168	1,736	2,549	2,356	2,534	2,612	2,526		20,343	28,200
Security Monitoring		152		152		76	152	76		608	1,200
Janitorial	617	566	617	605	617	587	580	643		4,832	7,000
Equipment / Furniture	1,451	809	52	592	40	296	296	498		4,034	7,500
Facilities Maintenance	471	75	952	600	396	75	75	275		2,919	6,500
Vehicle Maintenance Expense	304	(746)	327	273	2,235	368	311	680		3,751	6,000
Fees and Taxes						284					
Generator Maintenance										-	3,500
Street Lights	10,346	10,348	10,348	10,359	10,358	10,359	10,358	13,467		85,943	154,000
	15,050	15,372	14,032	15,130	16,002	14,580	14,383	18,165	<b>Total</b>	122,430	213,900
									<b>% of Budget</b>		57%

### COMMUNITY SERVICES

Repair Care Program					6,800	2,050		6,699		15,549	35,000
Teen Cert Program											500
Drainage Committee											500
History Commission						1,782				1,782	4,880
Neighborhood Council	568	39					63			669	1,500
Children's Commission				875						875	4,000
Community Service Contributions				30,000						30,000	30,000
	568	39	30,875	6,800	3,832		6,699		<b>Total</b>	48,875	76,380
									<b>% of Budget</b>		64%

**CAPITAL PROJECTS**

<u>INFRASTRUCTURE</u>											
Quail Drive Sidewalk	61200								61,200	61,200	
Dills Bluff Sidewalk Phase II		28340	20236	300		38227			87,103	87,270	
Dills Bluff Sidewalk, Phase III & IV				9500		6050			15,550	26,500	
Lighthouse Point Blvd Sidewalk and Drainage Phase I									0	55,000	
Regatta Road Sidewalk									0	17,000	
Town Hall - Second Floor									0	27,000	
Town Hall Sidewalks to Hillman and to Camp						2800			2,800	211,500	
Capital Improvement Projects	3985	3985							7,970	100,000	
Seaside Lane Sidewalk								2800	2,800		
Traffic Calming Projects		3830	6085	9141	8010	8436			35,501	30,000	
									0		
<u>PARK IMPROVEMENTS</u>											
Pinckney Park	2576	150	-4858	5300	158	147759	3686	101166	255,937	347,775	
Greenbelt Park Project	2250	26025	-2250			2743	7008		35,776	63,750	
<u>DRAINAGE PROJECTS</u>											
Greenhill/Honey Hill Drainage Phase i		8000	8000	18163	3900	30538	9640		78,240	79,657	
Lighthouse Pt. Sdwalk & Drainage Phase 1										25,000	
Oceanview Stonepost Drainage Basin					9772	11047	6235		27,053	30,000	
Hazard Mitigation Project										150,000	
Drainage Improvement Projects				4000	2000				6,000	40,000	
Santee St. Drainage Improvements		6400		3200					9,600	75,600	
	<b>70,011</b>	<b>40,575</b>	<b>37,047</b>	<b>56,984</b>	<b>34,770</b>	<b>202,896</b>	<b>79,281</b>	<b>103,966</b>	<b>Total</b>	<b>625,530</b>	<b>1,427,252</b>
									<b>% of Budget</b>	<b>44%</b>	

**JIPSD FIRE & SOLID WASTE SERVICES**

JIPSD Tax Relief	250,000	83,334	83,334	83,334	83,334	83,334			666,670	1,000,000
Admin Expense	10,000								10,000	10,000
Auditor Expense										10,000
	<b>260,000</b>	<b>83,334</b>	<b>83,334</b>	<b>83,334</b>	<b>83,334</b>	<b>83,334</b>		<b>Total</b>	<b>593,336</b>	<b>1,020,000</b>

### HOSPITALITY TAX

GENERAL											
Hospitality Tax Revenue			52,322	56,068		99,904	50,918	47,909		307,122	510,000
The Town Market	866	338	194	409		649	200			2,656	10,000
Guide to Historic James Island						17,293				17,293	27,000
Rethink Folly Phase I-III, Staff Cost-Sharing		6,229		(2,951)	7,760	4,754	8,048	(9,832)		14,009	20,000
Santee Street Public Parking Lot	13,200						13,800			27,000	27,000
Community Events		2,000	25	12,300						14,325	15,000
PROJECTS											
Camp/Folly Landscaping											30,000
Camp/Folly Bus Shelter											41,843
Wayfinding Signage										-	12,000
Rethink Folly Road-Phase I-III										-	
Lighting Camp/Dills Bluff					55,242					55,242	54,683
Folly Road Beautification											11,900
Pinckney Park Pavilion	859	51		1,766	52	49,253	1,229	33,722		86,932	110,925
Greenbelt Park Project	750	8,675	(750)			914	2,336			11,925	21,250
1248 Camp Road Building	103	40	13	2,896	2,805	13,912	5,355	1,874		26,998	50,000
Decorative Banners											8,400
Folly Road Multi Use Path Wilton-Ft. Johnson											
Other Tourism-Related Projects										-	100,000
	15,777	17,334	(518)	14,421	65,859	86,776	30,967	% of Budget		256,379	540,001
											47%

### TREE MITIGATION FUND

Tree Mitigation revenue				3,000						4,392	500
Tree Mitigation expense					3,595					(3,595)	500
	-	-	-	3,000	3,595	-	-	-	Total	797	

### JAMES ISLAND PRIDE

James Island Pride revenue/donations							35			426	3,100
Jsmes Island Pride expense	-	58	175	31	112	256	261	191		(1,085)	
Helping Hands Donations										423	400
Helping Hands Expense		150	260	63						473	
									Total		-



# ADMINISTRATOR'S REPORT

Feb-20

## ADMIN NOTES

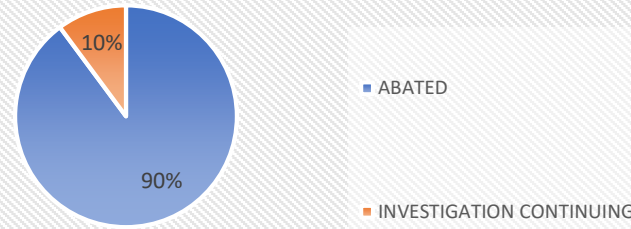
- 1) Feb mtgs at Town Hall - 22 total- 6 Town related
- 2) Pinckney Park Shelter - Pre-final scheduled for March 25th - Substantial completion April 2nd
- 3) Dominion Tree Trimming Schedule and Town Arborist Report. **See Attached**
- 4) Staff has held 2 MEOC meetings in response to Cov-19 and is reviewing our Pandemic Plan
- 5) Staff Annual Evaluations and have been held and completed.
- 6) The Annual Town Easter Event in conjunction with first Town Market for the season is tentatively planned for Sat. April 11th
- 7) Presentation of Draft Budget for FY 2020/2021

Business Licenses	156
*46 of those processed at Town hall	
Code Enforcement Cases	
<b>TOTAL CASES</b>	<b>551</b>
<b>ABATED</b>	<b>495</b>
<b>INVESTIGATION CONTINUING</b>	<b>56</b>
RANK VEGETATION / SOLID WASTE	139
INOPERABLE VEHICLE	97
TREE CASES	40
NUISANCE PROPERTY	53

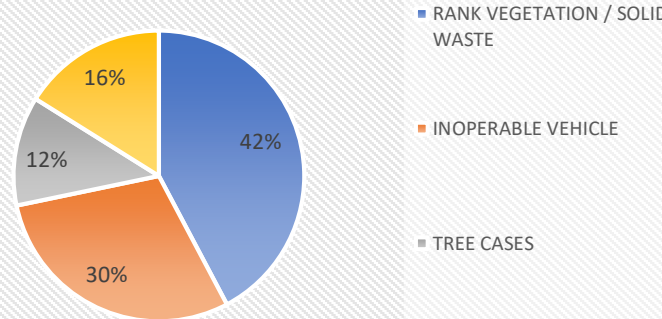
#15 new cases

Building Permits & Inspections	Permits	Inspections
	74	104
Building	15	54
Electrical	13	19
Plumbing	5	10
Mechanical	4	10
Gas	5	11
Pool	4	
Roofing	14	
Fire System	1	
Sign	-	
Trades	13	
Manufactured Home		
Previous Month	47	83

## Code Enforcement - Case Status



## Code Enforcement - Case Type

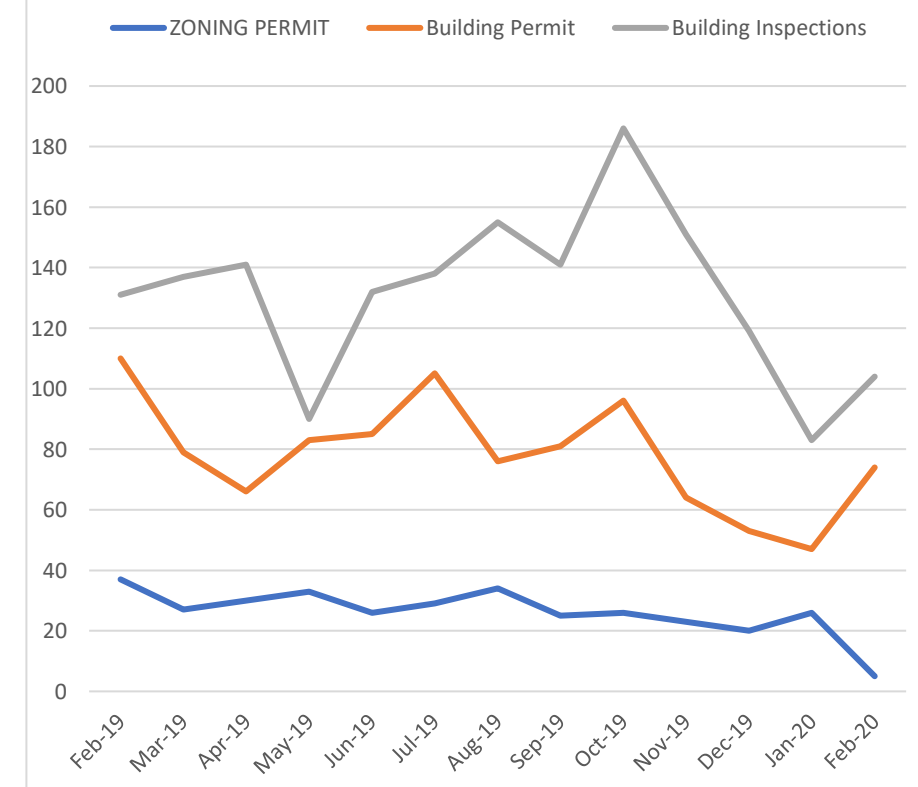


PERMIT TYPE	Feb-20
ACCESSORY STRUCTURE	
CLEARING & GRUBBING	
DEMOLITION PERMIT	
EXEMPT PLATS	
FIREWORK STAND	
HOME OCCUPATION	1
LSPR	
NON-EXEMPT PLAT	
PD AMENDMENT (REZONING)	
RESIDENTIAL ZONING	1
REZONING	
SPR	
SIGN PERMIT	
SITE PLAN REVIEW	
SPECIAL EVENT	
SPECIAL EXCEPTION	
TEMPORARY ZONING	
TREE REMOVAL	1
TREE TRIMMING	
VARIANCE	
ZONING PERMIT	2
<b>TOTAL</b>	<b>5</b>

## PUBLIC WORKS NOTES

- 1) There were 5 new requests for service in February, 3 were drainage related. Staff has responded to all requests.
- 2) Seaside- Honey Hill Drainage easement acquisition ongoing.
- 3) Construction continued on the Pinckney Pavilion.
- 4) Oceanview-Stonepost drainage project, Thomas and Hutton will be making a presentation at the May Drainage Committee meeting to explain their findings and plans to move forward.
- 5) Lynnwood Drainage Rehabilitation Project: Eadie's construction was approved for the cleaning and camera work on the north outfall system and the City of Charleston is pursuing clearing the easement along Simpkins Creek behind Landsdown so ditch grading can continue.
- 6) Weston and Sampson continued work on updates to the stormwater ordinances.
- 7) Highland Avenue drainage Project is in easement acquisition.
- 8) At the quarterly Drainage Committee meeting Matt Fountain briefed us on the changes to the City's Stormwater Manual, Weston and Sampson gave an update on the revisions to the Town's stormwater ordinance and Town drainage projects were discussed.
- 9) Staff cleaned 8 signs in February and installed 5 new STOP sign and 14 new street name signs. Staff filled 3 potholes with 6 bags of material.

## PERMITS - 13 MONTH HISTORY



## Ashley Kellahan

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**From:** chris gerards <chriscmgerards@gmail.com>  
**Sent:** Friday, February 28, 2020 8:29 AM  
**To:** Ashley Kellahan  
**Cc:** Mark Johnson; Kristen Crane  
**Subject:** Tree inspection report week of 2/27/2020  
**Attachments:** James Island Harborview rd pruning.jpg; James Island tree mitigation list #2.xlsx

Hi Ashley,

this week I met with the 2019 crews on Harborview rd and the 2020 crew on Clearview rd.

I have included a photo of trees pruned by the 2019 crew on Harborview rd. As you can see, flush cuts are still being made. This is something that can not be fixed. Flush cuts promote decay into the trunks of the trees and cause premature failure and death of trees.

Proper pruning will:

- reduce tree failure and subsequent power interruptions
- limit decay in trees
- reduce excessive sucker growth
- prevent die-back of limbs
- reduce customer complaints
- promote confidence and capabilities of pruning crews
- takes no more effort to make a proper cut vs. a bad cut

I point out these benefits to proper pruning so you can see what the return on investment can be.

23 Trees have been added to the mitigation list.

Thanks,

Chris CM Gerards

BCMA #SO-1165BM

LegacyTrees [www.plantyourlegacytree.com](http://www.plantyourlegacytree.com)

[www.thetrilliontreeinitiative.com](http://www.thetrilliontreeinitiative.com)

Happiness through Trees:

Chris Gerards at TedXCreativeCoast; <https://www.youtube.com/watch?v=WSniDCSeJMO>

**TOWN OF JAMES ISLAND  
SOUTH CAROLINA**



**DRAFT BUDGET  
FISCAL YEAR 2020-2021**

**TOWN OF JAMES ISLAND  
SOUTH CAROLINA**



**FISCAL YEAR 2020-2021  
DRAFT BUDGET**

**MAYOR**

**W. BILL WOOLSEY**

**MAYOR PRO-TEM**

**Garrett Milliken**

**TOWN COUNCIL**

**Dan Boles**

**Dr. Cynthia Mignano**

**Darren "Troy" Mullinax**

## **BUDGET SUMMARY**

**BUDGET SUMMARY**

	<b>2019/2020 ADOPTED BUDGET</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Revenues</b>			
Operating Revenues	3,112,437	3,740,799	3,638,469
Transfer In from Funds Balance	922,488	68,044	927,907
<b>Total Revenues</b>	<b>\$ 4,034,925</b>	<b>\$ 3,808,843</b>	<b>\$ 4,566,376</b>

<b>Expenditures</b>	<b>2019/2020 ADOPTED BUDGET</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
ADMIN	589,730	585,359	657,129
ELECTED OFFICIALS	92,100	95,185	105,060
GENERAL OPERATIONS	480,125	449,156	513,212
PLANNING	14,300	7,280	17,100
BLDG.INSP	5,510	3,600	5,280
PUBLIC WORKS	175,550	175,861	293,195
CODE AND SAFETY	372,630	315,160	371,000
PARKS AND RECREATION	33,475	29,776	43,975
FACILITIES & EQUIPMENT	213,900	189,314	220,120
COMMUNITY SERVICES	79,880	76,856	104,530
TRANSFER OUT TO CAPITAL PROJECTS	957,725	871,290	1,097,626
JIPSD FIRE AND SOLID WASTE SERVICES	1,020,000	1,010,006	1,138,149
<b>Total Expenditures</b>	<b>\$ 4,034,925</b>	<b>\$ 3,808,843</b>	<b>\$ 4,566,376</b>

<b>Town Funds</b>	<b>2019/2020 ADOPTED BUDGET</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
RESERVE	1,318,646	1,328,484	1,328,484
HOSPITALITY TAX FUND	1,260,384	1,474,070	993,888
UNEMCUMBERED FUND BALANCE AVAILABLE	<b>\$ 1,033,872</b>	<b>\$ 2,499,316</b>	<b>\$ 1,571,409</b>

# **REVENUES**

	18/19 ACTUAL	19/20 BUDGET	2/11/20 YTD	19/20 ESTIM	20/21 DRAFT
<b>Revenues</b>					
Accomodations Tax	35,412	15,000	8,645	34,000	34,000
Brokers and Insurance Tax	954,592	620,000	96	955,000	900,000
Building Permit Fees	10,782	15,000	6,510	13,020	10,000
Business Licenses	331,669	365,000	74,346	375,000	428,000
Franchise Fees*	355,325	341,000	252,513	355,139	350,000
Grant Reimbursement	-	5,187	50,000	56,000	-
Liquor Licenses	10,250	15,550	-	10,000	10,000
Local Assessment Fees	2,985	3,000	917	3,000	3,000
LOST Revenue Fund	425,560	400,000	226,945	453,890	439,725
LOST Property Tax Credit Fund	1,079,002	1,025,000	560,965	1,121,930	1,100,466
Miscellaneous	136,960	500	11,288	11,288	500
Planning and Zoning Fees	13,071	12,500	6,193	9,759	12,000
State Aid to Subdivisions	263,494	260,200	136,614	273,228	273,228
Telecommunications	21,354	30,000	14	21,000	20,000
Tree Mitigation	135	1,500	-	-	1,000
Interest Income	2,904	3,000	346	545	550
Facility Rentals					8,000
Property Taxes*	1,228,930	1,282,155		1,282,155	1,296,230
Property Tax Rollback Credit	(1,079,002)	(1,025,000)		(1,121,930)	(1,100,466)
Property Tax Credit from Revenue Fund	(149,928)	(257,155)		(160,225)	(195,764)
Homestead Exemption Tax Receipts				48,000	48,000
LOST Rollback Fund - Interest Income					
Transfer In from Property Tax Credit Fund	149,928				
Net Property Taxes					
<b>TOTAL</b>	<b>3,793,423</b>	<b>3,112,437</b>	<b>1,335,392</b>	<b>3,740,799</b>	<b>3,638,469</b>



# **EXPENDITURES**

	18/19 ACTUAL	2019/2020 BUDGET	2/25/20 YTD	2019/2020 ESTIMATE	2019/2020 DRAFT
<b>Administration</b>					
Salaries	267,434	273,130	176,440	269,849	297,850
Benefits, Taxes & Fees	139,275	103,500	65,726	100,522	108,179
Advertising	2,547	5,000	267	5,000	5,000
Audit	14,000	16,000	16,000	16,000	16,000
Bank charges	1,716	2,000	747	1,143	2,000
Bonding	2,150	2,150	350	700	700
Copier	4,972	5,000	3,200	4,894	5,500
Dues and Subscriptions	925	1,500	-	1,000	1,500
Employee Appreciation	708	3,900	2,459	2,750	800
Employee Training & Wellness	352	850	90	250	3,800
Information Services	53,191	65,000	39,983	61,150	69,200
Insurance	34,252	35,000	37,359	38,000	40,000
Legal & Professional Services	69,468	50,000	32,571	60,000	50,000
Grant Writing Services					26,000
MASC Membership	5,351	5,500	-	5,400	5,500
Mileage Reimbursement	498	800	203	500	800
Mobile Devices	1,742	2,300	1,094	1,800	2,300
Postage	4,492	6,000	5,294	5,800	6,000
Supplies	8,469	6,600	5,952	6,600	10,000
Town Codification	1,755	2,500	1,774	2,000	3,000
Training and Travel	1,866	3,000	250	2,000	3,000
<b>TOTAL</b>	<b>615,162</b>	<b>589,730</b>	<b>389,759</b>	<b>585,359</b>	<b>657,129</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/25/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Elected Officials</b>					
Salaries	48,999	50,000	31,849	49,000	50,000
Benefits, Taxes & Fees	39,365	34,000	23,573	39,125	46,960
Mayor Expense	1,001	2,000	678	2,000	2,000
Council Expenses	427	4,000	242	4,000	4,000
Mobile Devices	1,057	2,100	506	1,060	2,100
<b>TOTAL</b>	<b>90,849</b>	<b>92,100</b>	<b>56,848</b>	<b>95,185</b>	<b>105,060</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/25/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>General Operations</b>					
Salaries	325,236	351,765	216,879	331,697	375,862
Benefits, Taxes & Fees	112,296	128,360	76,800	117,459	137,350
TOTAL	<b>437,532</b>	<b>480,125</b>	<b>293,679</b>	<b>449,156</b>	<b>513,212</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/25/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Planning &amp; Zoning</b>					
Advertising	319	1,500	170	1,000	1,500
Mobile Devices	432	660	314	480	660
Dues and Subscriptions	-	1,040	267	500	1,040
Mileage Reimbursement	129	200	-	200	200
Equipment / Software	-	-	-	-	2,800
Supplies	755	600	262	600	600
Training and Travel	923	1,800	300	1,000	1,800
Uniform / PPE	190	500		200	500
Planning Commission	1,060	4,000	800	1,800	4,000
Board of Zoning Appeals	1,540	4,000	484	1,500	4,000
<b>TOTAL</b>	<b>5,348</b>	<b>14,300</b>	<b>2,597</b>	<b>7,280</b>	<b>17,100</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/26/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Building Inspection</b>					
Mobile Devices	659	660	503	780	780
Dues and Subscriptions	475	800	220	475	800
Equipment/Software	306	500	-	-	300
Mileage Reimbursement	257	500	-	250	500
Supplies	600	500	735	735	600
Travel and Training	348	1,800	190	750	1,800
Uniform / PPE	110	250	-	110	250
Community Outreach	-	500	-	500	250
Consulting	1,424	-	-	-	-
<b>TOTAL</b>	<b>4,179</b>	<b>5,510</b>	<b>1,648</b>	<b>3,600</b>	<b>5,280</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/28/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Public Works</b>					
Dues and Subscriptions	-	425	-	250	425
Mobile Devices	1,079	1,200	884	1,345	1,345
Emergency Management	17,135	15,000	25,343	20,738	25,000
Groundskeeping	51,881	50,000	46,028	61,028	70,000
Tree Maintenance and Care					40,000
Mileage Reimbursement	236	300	(261)	0	300
Public Outreach	-	500	-	500	500
Projects	90,666	100,000	74,674	85,000	145,000
Supplies	5,749	5,500	3,343	5,500	8,000
Training and Travel	2,069	1,925	212	1,000	1,925
Uniform / PPE	980	700	97	500	700
<b>TOTAL</b>	<b>169,795</b>	<b>175,550</b>	<b>150,320</b>	<b>175,861</b>	<b>293,195</b>

	18/19 ACTUAL	2019/2020 BUDGET	2/28/20 YTD	2019/2020 BUDGET ESTIMATE	2020/2021 DRAFT BUDGET
<b>Codes &amp; Safety</b>					
Memberships/Dues	-	250	-	-	250
Crime Watch Materials	-	250	-	250	250
Equipment	-	900	-	900	900
Mileage Reimbursement	-	100	(37)	100	100
Animal Control	-	500	750	750	500
Overgrown Lot Clearing	-	4,000	-	800	8,000
Radio Contract	1,710	1,400	684	1,400	1,400
ISP Salary	192,842	265,460	179,248	225,160	204,880
ISP Benefits, Taxes & Fees	54,343	73,950	48,685	52,520	59,660
ISP Programs & Supplies	28,803	4,320	6,430	6,780	14,220
ISP - Other Security	42,928	-	18,220	25,000	-
ISP - Dedicated Officer Annual Expense	-	-	-	-	59,840
Supplies	853	250	123	250	250
Training	-	1,000	-	1,000	500
Uniform / PPE	83	250	-	250	250
Unsafe Buildings Demolition	-	20,000	-	-	20,000
<b>TOTAL</b>	<b>321,562</b>	<b>372,630</b>	<b>254,103</b>	<b>315,160</b>	<b>371,000</b>



	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/28/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Parks &amp; Recreation</b>					
Dock Street Park	87	1,500	801	801	
Pinckney Park	325	2,500	-	2,500	
Park Maintenance					14,500
Special Events	9,557	10,000	4,262	7,000	10,000
JIRC Contribution	3,607	4,750	-	4,750	4,750
Youth Sports Program	14,375	14,725	5,410	14,725	14,725
<b>TOTAL</b>	<b>27,951</b>	<b>33,475</b>	<b>10,473</b>	<b>29,776</b>	<b>43,975</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/28/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Facilities &amp; Equipment</b>					
Equipment/Furniture	8,612	7,500	4,038	16,222	5,700
Facilities Maintenance	2,817	6,500	2,920	4,200	6,500
Generator Maint.	2,810	3,500	-	-	3,000
Janitorial	7,015	7,000	4,190	7,248	9,420
Rent	14,500	-	-		
Security Monitoring	840	1,200	532	912	1,000
Street Lights	125,900	154,000	82,835	124,177	154,000
Utilities	28,700	28,200	23,452	30,514	34,000
Vehicle Maint.Expense	5,200	6,000	3,525	6,041	6,500
<b>TOTAL</b>	<b>196,394</b>	<b>213,900</b>	<b>121,492</b>	<b>189,314</b>	<b>220,120</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/28/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>Community Services</b>					
Community Service Contributions	20,000	30,000	30,000	30,000	30,000
Repair Care Program	35,299	35,000	15,548	35,000	45,000
CERT Program	-	500	-	500	500
Drainage Council	-	500	-	-	500
Business Development Council	-		-	-	3,500
Children's Council	3,364	4,000	875	2,575	500
History Council	1,000	4,880	1,781	3,781	7,280
James Island Pride	4,448	3,500	1,511	3,500	3,500
Neighborhood Council	969	1,500	669	1,500	3,750
Tree Council	-	-	-		10,000
Arts Committee	3,200	-	-	-	-
<b>TOTAL</b>	<b>68,280</b>	<b>79,880</b>	<b>50,384</b>	<b>76,856</b>	<b>104,530</b>

	<b>18/19 ACTUAL</b>	<b>2019/2020 BUDGET</b>	<b>2/28/20 YTD</b>	<b>2019/2020 BUDGET ESTIMATE</b>	<b>2020/2021 DRAFT BUDGET</b>
<b>JIPSD Fire &amp; Solid Waste Services</b>					
Tax Relief		1,000,000	666,670	1,000,006	1,121,930
Admin Expense		10,000	10,000	10,000	11,219
Auditor Expense		10,000	-	-	5,000
<b>TOTAL</b>	<b>-</b>	<b>1,020,000</b>	<b>676,670</b>	<b>1,010,006</b>	<b>1,138,149</b>

	18/19 ACTUAL	2019/2020 ADOPTED	2/26/20 YTD	2019/2020 ESTIMATE	2020/2021 DRAFT
<b>Hospitality Tax Fund</b>					
Hospitality Tax Revenue	504,255	510,000	307,121	614,242	560,000
Hospitality tax Transfer In					294,662
<b>TOTAL</b>					854,662
Hospitality Tax Expense					
The Town Market	16,574	10,000	2,656	3,000	5,950
Guide to Historic James Island	10,214	15,000	17,565	17,565	10,000
ReThink Folly Rd - Staff Cost-Sharing	-	20,000	23,841	20,000	30,000
Santee St. Public Parking Lot	30,724	27,000	27,000	27,000	32,000
Arts & Culutural Center	-	-	-	-	51,320
Promotional Grants					30,000
Folly Road Public Safety					6,650
Camp and Folly Landscaping Maintenance					9,600
Community Events		5,000	14,325	14,325	10,000
<b>TOTAL Non-Capital Expense</b>	57,512			81,890	185,520
Hospitality Tax Transfer Out to Capital	69,850	433,000		388,038	854,662
<b>TOTAL EXPENSE</b>		510,000	85,387	551,818	854,662

FIVE YEAR CAPITAL IMPROVEMENT PLAN FY2020/2021 - FY2024/2025

	FY 2019/2020	YTD FY 2019/2020	ESTIMATE FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	5 Year Total
<b>Infrastructure</b>									
Quail Drive Sidewalk	61,200	61,200	61,200						-
Dills Bluff Sidewalk, PHASE II - Boardwalk	87,270	87,270	87,270						-
Dills Bluff Sidewalk, Phase III - Seaside to Winborn	26,500	15,550	26,500	174,570					174,570
Dills Bluff Sidewalk, Phase IV - Winborn to HBVR					28,000				28,000
Lighthouse Point Blvd Sidewalk and Drainage, Phase I	55,000	-	-	55,000					55,000
Regatta Road Sidewalk	17,000	-	17,000	26,500	150,000				176,500
Town Hall - Second Floor	27,000	-	-		45,000				45,000
Town Hall Sidewalk Completion to Hillman									-
Town Hall Sidewalk Completion to Camp	211,500	2,800	95,800						-
Traffic Calming Projects	30,000	35,501	35,501	30,000					30,000
Lighthouse Point and Ft. Johnson Intersection Improvements				38,000					38,000
Overflow Parking Lot - Camp Rd Access					30,000				30,000
Camp Road Sidewalk Completion at Oyster Point Row				27,000					27,000
Other Capital Improvement Projects	100,000	7,970	100,000	50,000					50,000
<b>Total</b>	615,470 546,200	210,291	423,271	401,070	253,000	-	-	-	654,070

	FY 2019/2020	YTD FY 2019/2020	ESTIMATE FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	5 Year Total
<b>Capital Equipment</b>									
ISP - Dedicated Officer Initial Expense, Vehicle and Equipment				75,741					75,741
Public Works Equipment				48,625					48,625
<b>Total</b>	-	-	-	124,366	-	-	-	-	124,366

	FY 2019/2020	YTD FY 2019/2020	ESTIMATE FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	5 Year Total
<b>Park Improvements</b>									
Dock Street Park									-
Pinckney Park	347,775	284,916	394,638						-
Brantley Park	63,750	35,776	53,381	139,280					139,280
Park Projects					63,750				63,750
<b>Total</b>	411,525	320,692	448,019	139,280	63,750	-	-	-	203,030

<b>Drainage Projects</b>	<b>FY 2019/2020</b>	<b>YTD FY 2019/2020</b>	<b>ESTIMATE FY 2019/2020</b>	<b>FY 2020/2021</b>	<b>FY 2021/2022</b>	<b>FY 2022/2023</b>	<b>FY 2023/2024</b>	<b>FY 2024/2025</b>	<b>5 Year Total</b>
Lighthouse Point Blvd Sidewalk and Drainage, Phase I	55,000			55,000					55,000
Greenhill / Honey Hill Drainage	49,657	78,240	96,000	157,110	344,405				501,515
Tallwood Drainage Improvements									-
Oceanview-Stonepost Drainage Basin, Phases I-II	20,000	27,053	35,000	32,900	28,900				61,800
Highwood Circle Drainage Improvements				35,000	100,000				135,000
Quail Run Drainage Improvements					100,000				100,000
Hazard Mitigation Project	150,000			150,000					150,000
Santee St. Drainage Improvements	75,600	9,600	75,235						-
James Island Creek Basin Drainage Improvements				32,000					32,000
Drainage Outflow Valve Devices				48,000					48,000
Highland Ave Drainage Improvements				202,900					202,900
Other Drainage Improvement Projects	50,000	6,000	20,000	20,000					20,000
<b>Total</b>	<b>400,257</b>	<b>120,893</b>	<b>226,235</b>	<b>732,910</b>	<b>573,305</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,306,215</b>

<b>Hospitality Tax-Funded Projects</b>	<b>FY 2019/2020</b>	<b>YTD FY 2019/2020</b>	<b>ESTIMATE FY 19/20</b>	<b>FY 2020/2021</b>	<b>FY 2021/2022</b>	<b>FY 2022/2023</b>	<b>FY 2023/2024</b>	<b>FY 2024/2025</b>	<b>5 Year Total</b>
Camp / Folly Bus Shelters	41,843		-	42,000					42,000
Camp/Folly Multi-use Path				50,000					50,000
Wayfinding Signage	12,000	-	-	12,000					12,000
Camp / Folly Landscaping	30,000		30,000	19,600					19,600
Streetscape Lighting at Camp / Dills Bluff Intersection	54,683	55,242	55,242						-
Rethink Folly Road - Phase I					400,000				400,000
Rethink Folly Road - Phase II-III					200,000				200,000
Folly Road Beautification	25,000	-	-	25,000	11,900				36,900
Pinckney Park Pavilion	110,925	53,158	131,546						-
Brantley Park	21,250	11,925	21,250	46,412					46,412
1248 Camp Road Building	50,000	25,124	50,000	332,800					332,800
1248 Camp Center - Civil & Landscape					150,000				150,000
Decorative Banners	8,400			8,400					8,400
Intersection Improvements at Camp / Dills Bluff				55,200		360,000			415,200
Other Tourism-Related Projects	108,900	-	100,000	50,000					50,000
Burying Power Lines				150,000					150,000
Folly Road Multi-Use Path, Wilton to Ft. Johnson				42,000	182,000				224,000
Park Projects				21,250					21,250
<b>Total</b>	<b>463,001</b>	<b>145,449</b>	<b>388,038</b>	<b>854,662</b>	<b>943,900</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>2,158,562</b>

<b>Transfers In:</b>	<b>FY 2019/2020</b>	<b>YTD FY 2019/2020</b>	<b>ESTIMATE FY 2019/2020</b>	<b>FY 2020/2021</b>
General Fund	1,026,995	530,983	871,290	1,097,626
Hospitality Tax Fund	463,001	145,449	388,038	854,662
Stormwater Funds	150,000	-	226,235	300,000

Town of James Island  
Public Works Department  
Traffic Calming Policy and Procedures  
Guide



~~September, 2014~~ January, 2020



## Traffic Calming Policy and Procedures

### **Purpose:**

The purpose of this policy and procedures guide is to provide residents of the Town of James Island with a plan and the tools needed to slow traffic in their residential neighborhoods and to improve the quality of their lives. Resources and materials from the Federal Highway Administration, South Carolina Department of Transportation, Charleston County and other local municipalities have been used to put together this comprehensive and locally customized policy and procedures plan.

### **General Policy:**

The general policy of the Town of James Island in regards to Traffic Calming is to encourage and allow methods to be employed that reduce hazards from vehicular traffic, nurture and encourage a neighborhood atmosphere and maintain public safety. The Town of James Island strives to achieve these goals through sound, accepted engineering practices, community participation in the decision process and responsible financial stewardship.

### **Procedures for Traffic Calming:**

The Town has adopted a three-point method of addressing neighborhood traffic issues: Education, Enforcement and Engineering. There are several options under each general method that neighborhoods can use to reduce traffic issues. Not every option is right for every neighborhood and the variety ensures that there are several choices to try in order to provide a measured solution.

Traffic calming programs are only implemented in residential neighborhoods under the jurisdiction, or partial jurisdiction, of the Town of James Island. These programs ~~must~~ may be initiated at the request of the Neighborhood Association or by evidence of substantial interest from residents in the neighborhood.

### **Education:**

Education of the public shall be a component of any traffic calming program. There are several ways that the Town of James Island can educate the public about traffic issues. These include the following public awareness measures:

- Distribution of traffic safety brochures within the neighborhood, area schools and businesses.
- Presentations at public events on programs such as child safety seats, seatbelt usage, pedestrian safety, bicycle safety, safe driving tips or Operation Lifesaver.
- Driver education and enforcement presentations to younger drivers.

The Town of James Island will partner with SCDOT and the Charleston County Sheriff’s Office through the Island Sheriff’s Patrol to provide educational materials to local neighborhoods and institutions. Other groups and agencies will be involved in these programs as appropriate to the overall program.

### **Enforcement:**

The Town of James Island will work with local law enforcement including the Island Sheriff’s Patrol to provide participating neighborhoods with increased presence and enforcement activities. Some law enforcement activities will include:

- Increased enforcement by officers, especially during times that residents report most incidents occur.
- Public Service Announcements to remind motorists that speeding will result in tickets and accidents.
- ~~Speed Monitoring Awareness Radar Trailer (SMART) use in neighborhoods and on feeder roads in the area.~~ Driver Feedback Radar Signs.

### **Reducing the Speed Limit:**

In 2013, Town Council passed an Ordinance that allowed for the reduction of the speed limit on Residential Streets. In the Town of James Island, the speed limit on residential streets can be lowered to 25 mph.

If you live on a SC Department of Transportation owned and maintained street, then the Town of James Island must perform an in-house traffic study and receive the necessary approval and permits from SCDOT. Part of this approval process will be support for this from your neighborhood. If you have a Neighborhood Association, then you will need to provide evidence of their support, such as minutes from a meeting or a neighborhood petition. A sample petition form is at the end of this guide. If you do not have a Neighborhood Association, then we encourage you to organize a Neighborhood meeting to discuss and vote on the issue. ~~Or, you can submit a petition from your neighborhood with as many signatures as is reasonably possible.~~ If those options are unavailable, then Town can assist in soliciting resident feedback.

## Engineering:

One of the best known traffic calming device is the speed “hump”. While this is the first option people think of when considering traffic calming for neighborhoods, there are often several reasons for not using them on many roads and in many neighborhoods. The Town of James Island offers and encourages the use of several other types of physical, engineered methods to address traffic calming measures and recommends serious consideration of these alternatives.

Other engineered devices for traffic calming include:

- All Way Stop Control at intersections (AWSC)
- Pedestrian Crossing Signs and Crosswalks
- School Zone Signing
- Raised crosswalks at strategic locations
- [Driver Feedback Radar Signs](#)

For any engineered traffic calming device, all applicable SCDOT and FHWA regulations and guidelines must be followed. An engineering study may be required, and for certain devices engineering drawings will be required. Any work within a SCDOT right of way requires SCDOT approval and encroachment permitting.

All roads which are to be considered for traffic calming devices must meet the following criteria:

- Must be either a local residential or minor collector road.
- 30 mph or less existing speed limit
- Two lane paved road (may have parking and may have turn lanes).
- Traffic volume less than 4000 AADT (average annual daily traffic).
- Within the Town of James Island Town Limits [and under the Town’s jurisdiction](#).
  - [Areas where jurisdiction is mixed between the Town, City of Charleston and/or Charleston County may be considered. However, consultation and possible approvals may have to be obtained from other jurisdiction\(s\) before any traffic calming measures can be taken.](#)

## Getting Started:

The first step for a neighborhood to participate in a traffic calming program is to contact the Town of James Island Public Works Department. A Neighborhood Association representative should schedule an appointment with Town Staff or attend a Town Neighborhood Council

meeting and present their request. A copy of the Town's Policies and Procedures will be provided as well as the forms to begin this process. If a formal neighborhood association does not exist, enough resident interest in traffic calming measures can result in further study from the Public Works staff at the Public Works Director's discretion.

The Town of James Island will ~~first engage the services of an engineer to perform traffic studies and advise on engineering issues as needed or~~ perform an in-house traffic study and review whether the data warrants further study. As part of the overall program concept, a cost analysis will be performed to determine if funding will be available for construction and maintenance.

Some methods may be initiated at staff level, such as increasing law enforcement in a neighborhood or adding "Children at Play" signs.

For other traffic calming measures, such as speed humps, eligible roads and/or neighborhoods ~~must meet~~ the following program criteria ~~and must be approved~~ will be considered by Mayor and Council:

- ~~• Must have met the eligibility criteria~~
- ~~Must have a~~ Approval of Neighborhood Association (if one exists).
- Average speed exceeds posted limit, or the 85<sup>th</sup> percentile speed exceeds posted limit by 5 mph or more.
- ~~For physical traffic calming devices, must not be on a~~ Primary emergency vehicle route or bus route.
- Physical traffic calming devices ~~must not interfere and any possible interference~~ with storm water drainage.
- For SCDOT roads, approval and necessary permits from SCDOT ~~must be secured.~~
- ~~Must meet engineering~~ Criteria is met for the desired devices if an engineering study is commissioned for the project.
- Funding for traffic calming devices ~~must be~~ is available and approved for use by the Town of James Island.

Any recommended traffic ~~devices~~ calming program will go back to the neighborhood residents for feedback approval. 2/3 or 66.6% of the properties on the street where the proposed devices would be installed must be in support of the proposed device. The Town will help you determine how many signatures that is by looking at your neighborhood boundaries Feedback may include public meetings and/or mailouts and should be considered from residents directly impacted by the installation. Council may give more weight to residents along the stretch of road where proposed devices are to be installed. This is an important part of the process, because traffic devices on one street can affect residents in the entire neighborhood; especially

~~if the street in question is the only access to and from another resident's home. Once approval by the neighborhood is obtained, it must go before Town Council for approval. Staff will present any recommendations to Town Council for consideration. If approved by Town Council, further approvals and/or consultation with other jurisdictions may need to be obtained.~~ If the road is a SCDOT-owned and maintained road, the proper channels for DOT must then be followed. That includes getting necessary approval and any encroachment permits that may be needed.

Please see below for a Summary of the necessary steps in the process:

### Sequence of Events:

- Neighborhood Association Group or enough residents agree there is traffic problem and requests assistance from the Town. ~~A copy of minutes from the meeting where this was discussed, email chains, or substantial interest from the neighbors in the neighborhood is needed.~~
- ~~Neighborhood representative meets with the Public Works Department. Picks up copies of Town Traffic Calming Policies and Procedures, Neighborhood Petition Form and Traffic Calming Program Application.~~
- Returns completed Traffic Calming Program Application.
- ~~If there is not a Neighborhood Association or formal neighborhood group, residents can report speeding problems to the Public Works Department.~~
- ~~Public Works makes field inspection of area and starts file including: types of roads, ownership of roads, condition of roads and signage, existing traffic control devices, existing speed limit and posted speed limit, number of effected residents, other jurisdictions involved in neighborhood and traffic incident history of neighborhood.~~
- The Public Works Department will investigate the situation by field inspection of conditions, requesting additional law enforcement and/or conducting a traffic study.
- Public Works develops appropriate program for the neighborhood. At this point it may be necessary to engage the services of an engineering consultant to do a traffic study if sufficient funds are available in the budget. Town Administrator and Mayor are informed of the proposed program details and anticipated costs. In-house traffic studies may also be performed by the Town.
- ~~In order for traffic devices to be installed,~~ Traffic studies must. should show the average speed is over the speed limit or the 85<sup>th</sup> percentile is 5 mph or more to warrant additional study by the Town.
- If further study or action is warranted, an engineering firm will be engaged to evaluate the situation and develop a strategy for traffic calming. A public meeting will be held to inform the residents of the neighborhood that traffic calming is being proposed and to get their ideas and suggestions as well as hear comments from those who want traffic calming measures and those who do not. Residents not able to attend this meeting can

voice their opinions by emailing, writing to or coming by Town Hall to discuss the issues with Town staff.

- Reactions and suggestions from the initial public meeting will be evaluated and studied by the engineering firm and Town staff. If warranted, A-a neighborhood traffic program will be developed from this information and presented to the residents at another public meeting, and/or mailouts where residents can see what is being proposed, express opinions about the program and suggest changes to the program.
- ~~Public Works identifies the location of devices and presents proposed program to the Neighborhood Association for approval.~~
- ~~2/3 or 66.6% of the neighborhood must be in support of the proposed device. The Town will help you determine how many signatures that is by looking at your neighborhood boundaries.~~
- The proposed traffic calming program goes to Town Council for approval.
- SCDOT approval and permits must be obtained for DOT-owned roads.
- Plan is put out for bid to contractors.
- Qualified low bidder ~~Winning bid~~ is approved by Town Council.
- Construction is scheduled.



## Town of James Island

# Traffic Calming Program Application Request

**Please Print Clearly**

Authorized Neighborhood Representative:

---

Neighborhood/Subdivision:

---

Contact Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Name of Problem Street(s):

---

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Description of Problem:

---

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Neighborhood Representative Signature and Date:

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**Please attach any Neighborhood correspondence on this issue.**

***For Office Use Only:*** Inspection Date: \_\_\_\_\_ Photos: \_\_\_\_\_

Posted Speed Limit: \_\_\_\_\_ Type of Roads: \_\_\_\_\_

Road Owner: \_\_\_\_\_ Jurisdiction(s): \_\_\_\_\_



February 6, 2020

Ms. Ashley R. Kellahan, Town Administrator  
Town of James Island  
1122 Dills Bluff Road  
James Island, SC 29412

RE: **Town of James Island – James Island Arts & Cultural Center**

Dear Ashley:

Thank you so much for the opportunity to continue our relationship with the Town of James Island, and work with you on the old Camp Road library building. We greatly enjoyed the chance to participate in the community charrette, and are excited about this project for the James Island community.

As requested, the following is a proposed scope of services to help the Town with the interior renovation and furniture selections for this space. We are not including structural, civil, mechanical/electrical/plumbing engineering, as we do not anticipate these services being required for the renovation scope of work. We understand that the scope should include:

Interior Renovation \$12,300

- Two council meeting presentations
- Prepare Bid Documents for interior renovation
- Bidding Phase Services
- Construction Administration services

Furniture Package \$2,900

- Coordination with one furniture vendor for state contract furniture selections
- One council meeting presentation
- Two owner review / coordination meetings

We propose to provide the above services for a fixed fee of \$18,100 plus reimbursable expenses. We would be able to start work two weeks following the approval / notice to proceed. Please don't hesitate to let me know any questions or if you would like to refine/tailor this proposed scope to suit your needs and goals for the process. We treasure our collaborative relationship and are grateful for your trust and confidence!

Sincerely,

LIOLLIO ARCHITECTURE

Jennifer Charzewski, AIA, LEED AP  
Principal

cc: Elissa Bostain, AIA, File





# Memo

**To:** Mayor and Town Council  
**From:** Ashley Kellahan, TA  
**Date:** March 12, 2020  
**Re:** DataMax Corporation

- The Town is looking to enter into an agreement DataMax for the purposes of capturing revenue from businesses who are operating in the Town yet not currently remitting. The current Draft Budget for 2020/2021 includes a projected \$80k in additional business license revenue.
- The process:
  - Research ordinances (state and local) to ensure that we are compliant with the State and local laws.
  - Request a list from **Town of James Island** of businesses that are paying Business Licenses taxes currently.
  - Cross reference this list with DataMax list of known businesses that operate without a Business License.
  - Create a list of Businesses (usually about 25 a month) for Town review. Once the Town approves the list, we start contacting the businesses to get them to complete your business license application, and get them current on their Business License Taxes.
  - Businesses pay the Town directly and you report the payments back to DataMax.
  - DataMax receives 50% of the revenue from newly found businesses for two years.
- Has had a lot of success in generating revenue with many municipalities in South Carolina.

Aiken	North Augusta	New Ellenton
Central	Pacolet	Abbeville
Cheraw	St George	Ninety Six
Cowpens	Union	Wagener
Darlington	Walhalla	Ridge Spring
Easley	Ware Shoals	

Gaffney	Williston	
Hartsville	York	
Inman	Dillon	
Irmo	Ridgeland	
Johnston	Saluda	
Kingstree	Orangeburg	
Laurens	Allendale	
Lexington	Estill	
Manning	Pickens	
McCormick	Marion	
Moncks Corner	Liberty	

- See attached Draft Agreement and accompanying information.

STATE OF SOUTH CAROLINA	)	
	)	
COUNTY OF CHARLESTON	)	AGREEMENT
	)	
TOWN OF JAMES ISLAND	)	

- 1) CBHBC Corp, LLC d/b/a DataMax Corporation (“DataMax”) is a North Carolina Limited Liability Company which will be authorized to do business in South Carolina prior to undertaking any work for the Town of James Island (CLIENT).
- 2) DataMax will research and identify businesses currently not paying business license fees to CLIENT. Further, DataMax will contact such businesses which it identifies and work with them to submit a business license application and pay all applicable fees and penalties.
- 3) CLIENT will pay DataMax **50%** of such business license fees and penalties collected by the efforts of DataMax. Any additional business license fees and penalties paid by the same business during the next twenty-four (24) month period will also be subject to this agreement and DataMax will receive **50%** of such fees and penalties paid by such business during that time.
- 4) This Letter of Agreement may be terminated by either party upon sixty (60) days written notice; however, CLIENT’s obligation to pay DataMax for recommendations made prior to the date of termination will survive as provided in this Letter of Agreement notwithstanding such termination.
- 5) DataMax will supply a list to CLIENT at least quarterly to identify such businesses which DataMax expects to complete applications and pay license fees and penalties.
- 6) CLIENT will reconcile such list with applications and fees received and pay to DataMax such share of the fees and penalties within 30 days thereafter.
- 7) The calculation of such business license fees, which may apply, will be determined by CLIENT based on such applications received through the efforts of DataMax.
- 8) DataMax will comply with all rules, regulations and ordinances applicable, and will maintain all information in strict confidence.
- 9) DataMax is not entitled to any business license fees collected by CLIENT from its normal and routine business license efforts.
- 10) Each party agrees to maintain in strict confidence all information received concerning revenues, expenses and methods of doing business. Furthermore, DataMax acts as a consultant only and does not receive any commissions or remuneration of any kind from any vendors or service providers.
- 11) DataMax may engage subcontractors to assist with this project.
- 12) DataMax is an independent contractor.

# DātaMax

C O R P O R A T I O N

Assumed business name of CBHBC Corp, LLC

The person(s) signing below are authorized to do so on behalf of their respective organizations. This Agreement shall be binding upon the parties hereto, their heirs, successors and assigns.

This Agreement is entered into effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CLIENT: Town of James Island, SC**

**CBHBC Corp, LLC d/b/a DataMax Corporation**

By: \_\_\_\_\_

By: Bobby Monroe

Printed Name: \_\_\_\_\_

Printed Name: Bobby Monroe

Title: \_\_\_\_\_

Title: Vice President of Sales

Address: \_\_\_\_\_

Address: 711 Coliseum Plaza Ct

City, St, Zip: \_\_\_\_\_

City, St, Zip: Winston-Salem, NC 27106

Phone #: \_\_\_\_\_

Phone #: 336.413.6955

Email: \_\_\_\_\_

Email: [bobby.monroe@datamax.com](mailto:bobby.monroe@datamax.com)

## **Business License Tax Collections** **Recent Success Stories**

### **SC Town/City with 2,100 population**

- **2017: \$ 104,793**
- **2018: \$ 98,563**

### **SC Town/City with 3,200 population**

- **2017: \$ 53,411**
- **2018: \$ 105,410**

### **SC Town/City with 6,700 population**

- **2017: \$ 183,000**
- **2018: \$ 130,569**

### **SC Town/City with 7,700 population**

- **2015: \$ 66,662**
- **2016: \$ 58,973**
- **2017: \$ 58,548**
- **2018: \$ 99,922**

### **SC Town/City with 31,000 population**

- **2016: \$ 369,011**
- **2017: \$ 142,457**
- **2018: \$ 141,312**

*Data provided is based on actual client results.  
Results may vary by municipality.*

A RESOLUTION CALLING FOR A REFERENDUM TO INCREASE TOWN COUNCIL FROM FOUR TO SIX MEMBERS

**WHEREAS**, it is in the best interest of the Town of James Island to allow for:

- a. Greater representation and participation of the public in the governing of the Town.
- b. Staggered terms such that some members of council will be elected every two years

**THEREFORE**, the James Island Town Council hereby resolves:

By this action Council calls a referendum pursuant to SC Code §5-15-30 on the following question:

**Shall the Town of James Island change its number of members of Council from four to six with the two additional positions filled at the next municipal election in November of 2021?**

**YES** {  }

**NO** {  }

This referendum shall be included on the ballot for the Town election scheduled for the 3<sup>rd</sup> day of November 2020.

\_\_\_\_\_  
Bill Woolsey  
Mayor

ATTEST

\_\_\_\_\_  
Frances Simmons  
Town Clerk

Adopted: \_\_\_\_\_

Effective upon approval

**ORDINANCE 2020-01**

**AN ORDINANCE**

**AN ORDINANCE AMENDING THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE, NUMBER 2013-07: SECTION 153.332 OFF-STREET PARKING AND LOADING (EXHIBIT A), AND SECTION 153.093 FRC-O FOLLY ROAD CORRIDOR OVERLAY DISTRICT (EXHIBIT B):**

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 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 recommended that the Town of James Island Council adopt the proposed text amendment of the ZLDR as set forth in Section 153.332 and 153.093 herein; and

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

WHEREAS, the Town Council has determined the proposed text amendments meet the following criteria:

- (1). The proposed amendment corrects an error or inconsistency or meets the

challenge of a changing condition; and

- (B). The proposed amendment is consistent with the adopted Town of James Island Comprehensive Plan and goals as stated in Section 153.005; and
- (C). The proposed amendment is to further the public welfare in any other regard specified by Town Council.

NOW, THEREFORE, be ordained it, 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 AMENDMENT 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 Section 153.332 and Section 153.093, is attached hereto as "Exhibit A" and "Exhibit B" 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. EFFECTIVE DATE

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



ADOPTED and APPROVED in meeting duly assembled this 19<sup>th</sup> day of March 2020.

TOWN OF JAMES ISLAND COUNCIL

By: \_\_\_\_\_  
Bill Woolsey  
Mayor of the Town of James Island

ATTEST:

By: \_\_\_\_\_  
Frances Simmons  
Town Clerk of the Town of James Island

Public Hearing: February 20, 2020  
First Reading: February 20, 2020  
Second Reading: March 19, 2020

“EXHIBIT A”

§ 153.332 OFF-STREET PARKING AND LOADING.

**(J) Bicycle Parking.**

**(1) Purpose. Bicycle parking encourages customers, employees, and other visitors to use bicycles by providing a convenient, safe and readily accessible place to park bicycles. Bicycle parking should serve the main entrance of a building and should be visible to pedestrians and bicyclists.**

**(2) Rate of provision. One bicycle parking space shall be required per every 10 off-street required parking spaces, rounding bicycle parking spaces up when the number is not a multiple of 10. (6 automobile parking spots required = 1 bicycle parking space; 12 automobile parking spots required = 2 bicycle parking spaces)**

**(3) Standards. Required bicycle parking must meet the following standards:**

**(a) Location. Bicycle parking must be:**

**1. Outside a building; and within 50 feet of the main entrance to the building as measured along the most direct pedestrian access route, or no further from the building's main entrance than the closest automobile parking space, whichever is closer.**

**2. At the same grade as the sidewalk or at a location that can be reached by an accessible route; and**

**3. If required bicycle parking is not visible from the street or main building entrance, a sign must be posted at the main building entrance or in a highly visible and used location indicating the location of the parking.**

**(b) Design. Bicycle parking must meet the following standards:**

**1. Bicycle lockers. Where required bicycle parking is provided in lockers, the lockers must be securely anchored.**

**2. Required bicycle parking may be provided in floor, wall, or ceiling racks. Where required bicycle parking is provided in racks, the racks must meet the following standards:**

**- The bicycle frame and one wheel can be locked to the rack with a high security, U-shaped shackle lock if both wheels are left on the bicycle;**

**- A space 2 feet by 6 feet must be provided for each required bicycle parking space, so that a bicycle six feet long can be securely held with its frame supported so**

**that the bicycle cannot be pushed or fall in a manner that will damage the wheels or components. and**  
**- The rack must be securely anchored and coated in a material that will not damage the bicycle.**

### **3. Parking and maneuvering areas.**

**- Each required bicycle parking space must be accessible without moving another bicycle;**  
**- There must be an aisle at least 5 feet wide in front and behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way; and**  
**- The area devoted to bicycle parking must be permeable hard surface.**

**4. Covered bicycle parking. Covered bicycle parking, as required by this section, can be provided inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures. Where required covered bicycle parking is not within a building or locker, the cover must be:**

**- Permanent;**  
**- Designed to protect the bicycle from rainfall; and**  
**- At least 7 feet above the floor or ground.**

**5. Lighting shall be provided for bicycle parking facilities so that the bicycle parking area is thoroughly visible and illuminated.**

\*All Changes are highlighted

\*Proposed additions are indicated by **bold, underlined, italicized** font

\*Proposed redactions are indicated by ~~strikethrough~~

“EXHIBIT B”

**§ 153.093 FRC-O, FOLLY ROAD CORRIDOR OVERLAY DISTRICT**

(6) *Rethink Folly Road Standards.* The following development standards and requirements apply to all parcels within the Folly Road Corridor Overlay District in addition to the requirements described in each of the five Areas. All non-single family detached development applications shall, at the time application is made, provide proof that the following requirements will be met:

(a) A separated 12-foot multi-use path along the frontage of the parcel shall be installed. Required ROW buffer plantings can be reduced to accommodate the path if space is limited. The Zoning Administrator shall be authorized to reduce the width of the required multi-use path if conditions exist that would render the required width unfeasible.

**(b) Required bicycle parking shall be installed in accordance with Section 153.332 (J).**

\*All Changes are highlighted

\*Proposed additions are indicated by ***bold, underlined, italicized*** font

\*Proposed redactions are indicated by ~~strikethrough~~

**AN ORDINANCE**

**AN ORDINANCE AMENDING THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE, NUMBER 2013-07: SECTION 153.093 (EXHIBIT A) FRC-O FOLLY ROAD CORRIDOR OVERLAY DISTRICT:**

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 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 recommended that the Town of James Island Council adopt the proposed text amendments of the ZLDR as set forth in Section 153.093 herein; and

WHEREAS, upon receipt of the recommendation of the Planning Commission, Town Council held at least one (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 amendments meet the following criteria:

- (1). The proposed amendment corrects an error or inconsistency or meets the

challenge of a changing condition; and

- (B). The proposed amendment is consistent with the adopted Town of James Island Comprehensive Plan and goals as stated in Section 153.005; and
- (C). The proposed amendment is to further the public welfare in any other regard specified by Town Council.

NOW, THEREFORE, be ordained it, 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 AMENDMENT 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 Section 153.093, 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. EFFECTIVE DATE**

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

ADOPTED and APPROVED in meeting duly assembled this 19<sup>th</sup> day of March 2020.

TOWN OF JAMES ISLAND COUNCIL

By: \_\_\_\_\_  
Bill Woolsey  
Mayor of the Town of James Island

ATTEST:

By: \_\_\_\_\_  
Frances Simmons  
Town Clerk of the Town of James Island

Public Hearing: February 20, 2020  
First Reading: February 20, 2020  
Second Reading: March 19, 2020

**“EXHIBIT A”**

**§ 153.093 FRC-O, FOLLY ROAD CORRIDOR OVERLAY DISTRICT.**

(G) *North Village Area. (City of Charleston and Charleston County).* The North Village Area extends from Crosscreek/Tatum Street to Oakpoint Road (Ellis Creek Area) as illustrated on the FRC-O map entitled “North Village.” Parcels in this area are within the jurisdiction of the City of Charleston and unincorporated Charleston County. This area currently consists of mixed medium and low intensity commercial such as shopping centers, professional office, and vehicle services. There are also higher intensity residential uses such as apartment complexes. This area is intended to have less intense commercial uses than the commercial uses found in the Commercial Core Area, particularly along the north side of Central Park Road and west side of Folly Road. This area is not intended for large scale commercial development such as big box stores or mega-shopping centers. Future development in this area is to be a mix of medium to lower intensity commercial, office, and residential uses with increased buffers along Folly Road for more intensive commercial uses. The following commercial recommendations apply to parcels within the North Village Area as indicated on the map. All development applications shall, at the time application is made, provide proof that the following requirements will be met:

(1) *Permitted uses.* Shall include those allowed in the Residential Office (OR), General Office (OG), and Neighborhood Commercial (CN) Zoning Districts as indicated on the overlay map and as described in [Table 153.110](#), Use Table.

**(a) Prohibited uses. Vehicle Sales (new or used)**

\*All Changes are **highlighted**

\*Proposed additions are indicated by ***bold, underlined, italicized*** font

\*Proposed redactions are indicated by ~~strikethrough~~



(H) *Commercial Core Area. (Town of James Island and City of Charleston).* This area is the gateway and commercial center to the town and extends from Oak Point Road (Ellis Creek Area) to Prescott Street as shown on the FRC-O map entitled “Commercial Core.” Parcels in this area are primarily within the town with a few parcels within the City of Charleston. This area consists of higher intensity commercial uses such as chain type restaurants, vehicle service and repair, drug stores, and shopping centers with minimal buffering along Folly Road. Future development in this area is intended for higher intensity commercial uses than those found in the other areas of the corridor. Future development in this area should place high priority on pedestrian connectivity between businesses and neighborhoods with attractive planted streetscapes and building architecture. The following commercial recommendations apply to parcels along Folly Road as indicated on the map. All development applications shall, at the time application is made, provide proof that the following requirements will be met:

(1) *Permitted uses.* Shall include those allowed in the Community Commercial (CC) Zoning District as indicated on the overlay map and as described in [Table 153.110](#), Use Table.

(a) *Prohibited uses.* Self-service storage/mini warehouses, **Vehicle Sales (new or used)**

(2) *Uses requiring special exception.* Liquor, beer, or wine sales (as defined in this chapter), bar or lounge, consumer vehicle repair, fast- food restaurant, gasoline service stations (with or without convenience stores), indoor recreation and entertainment, vehicle service.

\*All Changes are **highlighted**

\*Proposed additions are indicated by **bold, underlined, italicized** font

\*Proposed redactions are indicated by ~~strikethrough~~

(I) *South Village Area. (City of Charleston, Town of James Island, Charleston County).* The South Village Area extends from Prescott Street to Rafael Lane as illustrated on the FRC-O map entitled “South Village.” Parcels in this area are within the jurisdiction of the town and the City of Charleston, with a few parcels in unincorporated Charleston County. This area currently consists of mixed high to medium intensity commercial development along the west side of Folly Road such as shopping centers, big box stores, and consumer services, and small scale offices and residential uses along the east side of Folly Road. This area is intended to be developed similar to the North Village Area with less intense commercial development than the Commercial Core Area. This area is intended to have a mix of high to medium intensity uses along the west side of Folly and low intensive development on the east side of Folly Road. Future development in this area is to be a mix of commercial and residential uses with increased right-of-way buffers along the west side of Folly Road increased land use buffers on both sides of Folly Road when commercial development occurs adjacent to single-family detached residential uses. The following commercial recommendations apply to parcels within the South Village Area as indicated on the map. All development applications shall, at the time application is made, provide proof that the following requirements will be met:

(1) *Permitted uses.* Shall include those allowed in the Residential (R), Residential Office (OR), and Neighborhood Commercial (CN) Zoning Districts on the east side of Folly Road and Community Commercial (CC) Zoning Districts on the west side of Folly Road as indicated on the overlay map and as described in [Table 153.110](#), Use Table.

(a) *Prohibited uses.* Self-service storage/mini warehouses, **Vehicle Sales (new or used)**

(2) *Uses requiring special exception.* Vehicle storage, boat/RV storage, bar or lounge, consumer vehicle repair, fast-food restaurant, gasoline service stations (with or without convenience stores), indoor recreation and entertainment, consumer vehicle repair.

\*All Changes are **highlighted**

\*Proposed additions are indicated by ***bold, underlined, italicized*** font

\*Proposed redactions are indicated by ~~strikethrough~~

(J) *Neighborhood Preservation Area. (Charleston County, City of Charleston).* The Neighborhood Preservation Area extends from Rafael Lane to Battery Island Drive as illustrated on the FRC-O map entitled “Neighborhood Preservation.” This area consists primarily of low-intensity residential uses with some commercial development primarily along the northwest area of Folly Road. This portion of the overlay district is to provide an appropriate transition from the more intense commercial development on James Island before entering the Conservation Area and the City of Folly Beach by preserving the existing low density residential character. The following commercial and residential recommendations apply to parcels along Folly Road as indicated on the map. All development applications shall, at the time application is made, provide proof that the following requirements will be met:

(1) *Permitted uses.* Shall include those allowed in the Special Management (S3) and Neighborhood Commercial (CN) Zoning Districts as indicated on the overlay map and as described in [Table 153.110](#), Use Table.

***(a) Prohibited uses. Vehicle Sales (new and used)***

(2) *Uses requiring special exception.* Liquor, beer, or wine sales (as defined in this chapter), bar or lounge.

\*All Changes are **highlighted**

\*Proposed additions are indicated by ***bold, underlined, italicized*** font

\*Proposed redactions are indicated by ~~strikethrough~~

(K) *Conservation Area. (Charleston County, City of Folly Beach).* The Conservation Area extends from Battery Island Drive to Folly River as illustrated on the FRC-O map entitled "Conservation." This area is intended to be the least intensely developed area of the overlay zoning district and is to provide a natural scenic open space before entering the City of Folly Beach by preserving the marsh views and vistas of this area. The following commercial and residential recommendations apply to parcels along Folly Road as indicated on the map. All development applications shall, at the time application is made, provide proof that the following requirements will be met:

- (1) *Permitted uses.* Shall include those allowed in the Neighborhood Commercial (CN) and the Special Management (S3) Zoning District.

***a. Prohibited Uses. Vehicle Sales (new and used)***

- (2) *Uses requiring special exception.* Liquor, beer, or wine sales (as defined in this chapter), bar or lounge, consumer vehicle repair, fast- food restaurant, gasoline service stations (with or without convenience stores), indoor recreation and entertainment, vehicle service.

\*All Changes are **highlighted**

\*Proposed additions are indicated by ***bold, underlined, italicized*** font

\*Proposed redactions are indicated by ~~strikethrough~~



## Town of James Island

# Memo

**To:** Mayor and Town Council  
**From:** Ashley Kellahan, TA  
**Date:** March 12, 2020  
**Re:** RFP 1-2020 Town Arborist Services

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- The Town is looking to enter into an agreement with one or more qualified firms to provide arborist services within the Town. The Town is seeking qualified Certified Arborist services to perform consulting work on an as-needed basis. Services included, but are not limited to:
  - Monitoring tree trimming work being performed by Dominion Energy Contractors on as-needed basis to ensure ANSI 300 standards are met on all work performed. Also providing follow-up reports to Town staff to include recommendations on any remedial work that may need to be performed. to provide to procure several groundskeeping firms to assist in maintaining property owned by the Town. Contract period is on an annual basis with an option to renew for 3 years, for a total of 4 years.
  - Consult with Town staff and Tree Advisory Council on an as-needed basis. Services may include but are not limited to tree grading reports, consultation on development projects, street tree maintenance and inventory, and training on best practices.
- Town advertised the above-referenced solicitation with proposals being due on Jan. 24<sup>th</sup> – a total of 3 proposals were received:
  - Chris Gerards, Historic Tree Preservation
  - Natural Directions
  - Schneider Tree Care
- Staff and the Tree Advisory Council reviewed and scored the proposals. The Tree Advisory voted at their March 10<sup>th</sup> meeting to recommend awarding to all three firms. Staff also supports this recommendation of awarding to all three firms on an on-call basis for three (3) years, with an option to renew for an additional year, for a total of four (4) years).