



## AGENDA

Town of James Island, Regular Town Council Meeting  
November 21, 2019; 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

2. Special Order of Business: Election of Mayor Pro-Tempore

3. Presentation of 2018-2019 Financial Statement: Henry Wilson, Wilson & Quirk, CPA

4. Public Comment

5. Consent Agenda

a. Minutes: October 17, 2019 Regular Town Council Meeting

6. Information Reports

a. Finance Report

b. Administrator's Report

c. Public Works Report

d. Island Sheriffs' Patrol Report

7. Requests for Approval

Clearview Traffic Calming Plan

Sterling Dr. Traffic Calming Plan

Purchase of new 800 MHZ Radios

• Workshop / Special Council Meeting to Review Town's Committee Structure

• Tree Purchase for Arbor Day

Request for Staff to Present Detailed Accounting of Hospitality Tax Fund for FY 18/19

Scope and Fee to Develop Ordinance Based on Proposed Stormwater Revisions

8. Committee Reports

• Land Use Committee – Nomination and Appointment of Chair

• Environment and Beautification Committee - Nomination and Appointment of Chair

- Children’s Commission
- Public Safety Committee - Nomination and Appointment of Chair
- History Committee - Nomination and Appointment of Chair
- Rethink Folly Road Committee Report
- Drainage Committee – Nomination and Appointment of Chair
- Business Development Council – Nomination and Appointment of Chair

9. Proclamations and Resolutions

- a. Proclamation Recognizing a Town of James Island Community Arbor Day Observance and Celebration
- b. Resolution 2019-22: Add an Additional Committee of Town Council and Citizens Committee to be Named the Tree Advisory Committee
- c. Resolution 2019-23: Amending the Children’s Commission Structure

10. Ordinances up for Second/Final Reading:

- a. Ordinance #2019-09: An Ordinance Amending Ordinance #2018-16 Pertaining to Environmentally Accepted Packaging and Products

11. Ordinances up for First Reading:

- a. Ordinance #2019-10: Amend Ordinance #2012-07 to Modify the Election of Mayor Pro-Tempore
- b. Ordinance #2019-11: Amend Ordinance #2014-06 to Change the Time of Taking Office
- c. Ordinance #2019-12: Amend Ordinance #2012-07 to Amend the Order of Business; Agenda

12. New Business

13. 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 take action on matters discussed in Executive Session.

14. Return to Regular Session

15. Adjournment

# TOWN OF JAMES ISLAND

## INDEPENDENT AUDITOR'S REPORT

AND

## BASIC FINANCIAL STATEMENTS

JUNE 30, 2019

### MAYOR

Bill Woolsey

### MAYOR PRO TEMPORE

Leonard Blank

### TOWN COUNCIL MEMBERS

Garrett Milliken

Darren "Troy" Mullinax

Joshua P. Stokes

### TOWN ADMINISTRATOR

Ashley Kellahan

### TABLE OF CONTENTS

	<u>Page</u>
Independenet Auditor's Report	1-2
Basic Financial Statements:	
Government Wide Financial Statements	
Statement of Net Position	3
Statement of Activities	4
Fund Financial Statements	
Balance Sheet - Governmental Fund	5
Statement of Revenue, Expenditures and Changes in Fund Balances	6-7
Notes to Financial Statements	8-24
Budgetary Comparison Schedules	25-26
Schedule of Proportionate Share of Net Pension Liability (SCRS)	27
Schedule of Contributions - State Pension Plan (SCRS)	28
Schedule of Proportionate Share of Net Pension Liability (PORS)	29
Schedule of Contributions - State Pension Plan (PORS)	30

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Members  
American Institute of CPAs  
South Carolina Association of CPAs

October 18, 2019

## **INDEPENDENT AUDITOR'S REPORT**

Mr. William Woolsey, Mayor and  
Town Council Members  
Town of James Island, South Carolina

We have audited the accompanying financial statements and the related notes of the Town of James Island, South Carolina, as of June 30, 2019, and for the year then ended, as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the general fund as of June 30, 2019, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that budgetary comparison information, the schedule of proportionate share of net pension liability and the schedule of contributions – state pension plan be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. Our opinion on the basic financial statements is not affected by the missing information.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

*Wilson & Quirk, LLC*

THE TOWN OF JAMES ISLAND,  
SOUTH CAROLINA  
STATEMENT OF NET POSITION  
AS OF JUNE 30, 2019

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<u>ASSETS</u>	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 3,193,176
Restricted cash and cash equivalents	1,937,642
Receivables:	
Insurance collection	187,764
Franchise fees	59,399
Local option sales tax	301,796
Hospitality tax	114,338
Business license	17,274
State aid to subdivisions	68,307
Miscellaneous	48,535
 <u>Property and Equipment</u> , net of accumulated depreciation	 <u>7,731,805</u>
 Total assets	 <u>13,660,036</u>
 <u>Deferred Outflows of Resources</u>	
Related to pensions	<u>579,868</u>
 <u>LIABILITIES</u>	
Accounts payable	205,739
Accrued payroll and payroll taxes	126,375
Net pension liability	<u>1,396,894</u>
 Total liabilities	 <u>1,729,008</u>
 <u>Deferred Inflows of Resources</u>	
Related to Pensions	<u>166,445</u>
 <u>NET POSITION</u>	
Investment in capital assets	7,731,805
Restricted for	
Debt service	-
Public Works	1,937,642
Unrestricted	<u>2,675,004</u>
 Total Net Position	 <u>\$ 12,344,451</u>

See notes to financial statements.

THE TOWN OF JAMES ISLAND,  
SOUTH CAROLINA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019

<u>Functions/Programs</u>	Program Revenues				
<u>Expense</u>	<u>Operating Grants and Contri- butions</u>	<u>Charges for Services</u>	<u>Capital Grants and Contri- butions</u>	<u>Net (Expense) Revenues and Changes in Net Position</u>	
Primary Government:					
Government Activities:					
General government	\$ 887,178	\$ -	\$ -	\$ -	\$ (887,178)
Elected officials	90,850	-	-	-	(90,850)
Planning	154,207	-	8,291	-	(145,916)
Public works	518,169	-	-	-	(518,169)
Building inspection	97,052	-	10,782	-	(86,270)
Codes & safety	403,554	-	4,915	-	(398,639)
Parks & community	91,549	20	-	14,800	(76,729)
Facilities & equipment	196,285	-	-	-	(196,285)
Interest expense	49,336	-	-	-	(49,336)
Total government activity	<u>\$2,488,180</u>	<u>\$ 20</u>	<u>\$23,988</u>	<u>\$ 14,800</u>	<u>(2,449,372)</u>
General Revenues:					
Local option sales tax - revenue					425,560
Local option sales tax - property tax					1,079,002
State aid to subdivisions					263,494
Franchise fees					376,680
Brokers and insurance tax					954,592
Business licenses					331,700
Stormwater fees					306,358
Hospitality tax					572,511
Homestead Exemption					136,851
Interest and other					108,367
Loss of defeasance of bonds					(5,881)
Total general revenue					<u>4,549,234</u>
Changes in net position					2,099,862
Net Position - Beginning					<u>10,244,589</u>

THE TOWN OF JAMES ISLAND,  
SOUTH CAROLINA  
BALANCE SHEET – GOVERNMENTAL FUND  
AS OF JUNE 30, 2019

<u>ASSETS</u>	<u>General Fund</u>	<u>Project Fund</u>	<u>Debt Service Fund</u>	<u>Storm Water Fund</u>	<u>Hospitality Tax Fund</u>	<u>Total Governmental Funds</u>
Cash and cash equivalents	\$ 3,193,176	\$ -	\$ -	\$ -	\$ -	\$ 3,193,176
Restricted cash and cash equivalents	-	-	-	607,886	1,329,756	1,937,642
Receivables:						
Insurance collection	187,764	-	-	-	-	187,764
Franchise fee	59,399	-	-	-	-	59,399
Local option sales tax	301,796	-	-	-	-	301,796
Hospitality tax	114,338	-	-	-	-	114,338
Business license	17,274	-	-	-	-	17,274
State aid to subdivisions	68,307	-	-	-	-	68,307
Miscellaneous	48,535	-	-	-	-	48,535
Total assets	<u>3,990,589</u>	<u>-</u>	<u>-</u>	<u>607,886</u>	<u>1,329,756</u>	<u>5,928,231</u>
 <u>LIABILITIES</u>						
Accounts payable	205,739	-	-	-	-	205,739
Accrued payroll and payroll taxes	82,853	-	-	-	-	82,853
Total liabilities	<u>288,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>288,592</u>
 <u>FUND BALANCE</u>						
Nonspendable	-	-	-	-	-	-
Restricted	-	-	-	607,886	1,329,756	1,937,642
Committed	-	-	-	-	-	-
Unassigned	3,701,997	-	-	-	-	3,701,997
Total fund balance	<u>3,701,997</u>	<u>-</u>	<u>-</u>	<u>607,886</u>	<u>1,329,756</u>	<u>5,639,639</u>
Total Liabilities and Fund Balances	<u>3,990,589</u>	<u>-</u>	<u>-</u>	<u>607,886</u>	<u>1,329,756</u>	<u>5,928,231</u>
Total Fund Balance - Governmental Funds						5,639,639
Amounts to be reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund (net of accumulated depreciation)						7,731,805
Long-term liabilities are not due and payable in the current period and, therefore, are not recorded in the General Fund						
Compensated absences (vacation time earned)						(43,522)
Net pension liability						(983,471)
Bonds payable						-
Net position of Governmental Activities						<u>\$ 12,344,451</u>

See notes to financial statements.

THE TOWN OF JAMES ISLAND,  
SOUTH CAROLINA  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019

	General Fund	Project Fund	Debt Service Fund	Storm Water Fund	Hospitality Tax Fund	Total Governmental Funds
<u>Revenues</u>						
Local option sales tax - revenue	\$ 425,560	\$ -	\$ -	\$ -	\$ -	\$ 425,560
Local option sales tax - property tax	1,079,002	-	-	-	-	1,079,002
State aid to subdivisions	263,494	-	-	-	-	263,494
Permits, planning and other charges	23,988	-	-	-	-	23,988
Business license	331,700	-	-	-	-	331,700
Hospitality tax	-	-	-	-	572,511	572,511
Franchise fees	376,680	-	-	-	-	376,680
Insurance collection program	954,592	-	-	-	-	954,592
Stormwater fees	-	-	-	306,358	-	306,358
Donations and grants	20	-	-	-	-	20
Interest and other	240,109	-	-	14,163	-	254,272
Total revenues	<u>3,695,145</u>	<u>-</u>	<u>-</u>	<u>320,521</u>	<u>572,511</u>	<u>4,588,177</u>
<u>Expenditures</u>						
Current:						
General government	625,180	-	-	-	-	625,180
Elected officials	82,400	-	-	-	-	82,400
Planning	137,215	-	-	-	-	137,215
Public Works	364,281	-	-	137,555	-	501,836
Building Inspection	87,036	-	-	-	-	87,036
Code & Safety	360,872	-	-	-	-	360,872
Parks & Community	35,999	-	-	-	55,550	91,549
Facilities & Equipment	196,285	-	-	-	-	196,285
Capital outlay	743,281	344,297	-	20,000	42,162	1,149,740
Debt services:						
Principal	-	-	2,790,000	-	-	2,790,000
Interest	-	-	49,336	-	-	49,336
Total expenditures	<u>2,632,549</u>	<u>344,297</u>	<u>2,839,336</u>	<u>157,555</u>	<u>97,712</u>	<u>6,071,449</u>
Excess (deficiency) of revenues over expenditures	1,062,596	(344,297)	(2,839,336)	162,966	474,799	(1,483,272)
<u>Other Financing Sources</u>						
Operating transfers	(2,917,761)	344,297	2,573,464	-	-	-
Net change in fund balance	(1,855,165)	-	(265,872)	162,966	474,799	(1,483,272)
Fund Balance - Beginning	5,535,305	-	265,872	444,920	854,957	7,101,054
Fund Balance - Ending	<u>\$ 3,680,140</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 607,886</u>	<u>\$ 1,329,756</u>	<u>\$ 5,617,782</u>

See notes to financial statements.

THE TOWN OF JAMES ISLAND,  
SOUTH CAROLINA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019

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Net change in fund balances - Total Governmental Fund \$(1,483,272)

Amounts reported for governmental activities in the  
Statement of Activities are different because:

Capital outlays are reported as expenditures in the governmental fund. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	1,149,740
Depreciation expense	(210,161)

An item reported in the Statement of Activities does not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund. This activity consists of:

Pension accrual	(142,772)
Compensated absence	(3,538)

The repayment of bonds payable consumes current financial resources of governmental funds; however, it does not have any effect on net position. Also, governmental funds report the effect of discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. The net effect of these differences in the treatment of bonds payable and bond discount is as follows:

Principal repayments	2,790,000
Amortization of issuance discounts	<u>-</u>
Change in Net Position of Governmental Activities	<u><u>\$ 2,099,997</u></u>

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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General

The Town of James Island (the Town) was created by South Carolina Code Section 5-1-70 and began operations August 2, 2012. Services provided by the Town include zoning, permitting, public works, building inspection, code enforcement, public safety, disaster and emergency preparedness, recreation, and general government. The Town operates under a Council form of government. The Town Council is composed of a mayor and four town council members elected at large.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Accounting Principles Board (APB) and the Financial Accounting Standards Board (FASB) issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this Note.

A. Financial Reporting Entity

The Town is fiscally autonomous in accordance with Statement Number 14 of the Governmental Accounting Standards Board, therefore is a separate governmental entity.

As required by GAAP, the financial statements must present the Town's financial information with any of its component units. The primary criterion for determining inclusion or exclusion of a legally separate entity (component unit) is financial accountability, which is presumed to exist if the Town both appoints a voting majority of the entity's governing body, and either (1) the Town is able to impose its will on the entity or, (2) there is a potential for the entity to provide specific financial benefits to, or impose specific financial burdens on the Town. If either or both of the foregoing conditions are not met, the entity could still be considered a component unit if it is fiscally dependent on the Town and there is a potential that the entity could either provide specific financial benefits to, or to impose specific financial burdens on the Town.

In order to be considered fiscally independent, an entity must have the authority to do all of the following: (a) determine its budget without the Town having the authority to approve or modify that budget; (b) levy taxes or set rates or charges without approval by the Town and (c) issue bonded debt without approval by the Town. An entity has a financial benefit or burden relationship with the Town if, for example, any one of the following conditions exists: (a) the Town is legally entitled to or can otherwise access the entity's resources, (b) the Town is legally obligated or has otherwise assumed the obligation to finance the deficits or provide financial support to, the entity, or (c) the Town is obligated in some manner for the debt of the entity. Finally, an entity could be a component unit even if it met all the conditions described above for being fiscally independent if excluding it would cause the Town's financial statements to be misleading.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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Included in the Town's government wide financial statements is the James Island Public Facilities Corporation, incorporated as a non-member public benefit nonprofit corporation on June 16, 2016. The Corporation's governing board consists of the Mayor, Mayor Pro Tem of the Town and the Town Administrator.

The corporation is the issuer of the Lease Revenue Bonds Series 2016 to acquire, construct, furnish and equip a Town Hall and administrative building for offices for certain Town officials and for other functions and to finance the costs of the issuance of the Series 2016 Bonds. The Town contributed \$266,443.76 of its revenues for deposit into the Debt Service Reserve Account established with respect to the Series 2016 Bonds. The Town is also providing for the debt service payments as the Corporation has no assets other than its interest in the Series 2016 Town Hall project, and has paid off entirely the Lease Revenue Bonds as of June 30, 2019. (See Note 8)

**B. Basis of Presentation**

**Government-wide Financial Statements:**

The Statement of Net Assets and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through intergovernmental revenues, business licenses and fees. The Town does not have any business type activities.

**Fund Financial Statements:**

Fund financial statements of the reporting entity are organized into funds. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditure/expenses. The Town has five governmental funds. An emphasis is placed on major funds within the governmental category. A fund is considered major if it is the primary operating fund of the Town or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental funds.

The Governmental Funds of the financial reporting entity are described below:

**General Fund** – The General Fund is the primary operating fund of the Town and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.



THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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Storm Water Fund – This fund is a special revenue fund used to account for storm water fees charged by the Town, collected by the County of Charleston and used for storm water projects within the Town in conjunction with the County.

Hospitality Tax Fund – This fund is a special revenue fund used to account for the 2% sales tax on food and beverage sales within the Town to be used for projects to support hospitality industry.

Project Fund – This fund is used to account for the purchase and construction of the Town Hall project and for the payment of the issuance costs of the Series 2016 Bonds. The project was completed during the year ended June 30, 2019.

Debt Service Fund – The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the Series 2016 Bonds. (See Note 8)

C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Assets and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined below.

In the fund financial statements, the “current financial resources” measurement focus is used. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. This fund uses the fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide Statement of Net Assets and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds and agency funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available”. Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest, which are reported when due.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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D. Assets, Liabilities, Equity, Revenue and Expenses

Cash equivalents – Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon an analysis of and the periodic aging of accounts receivable. Accounts receivable consists primarily of franchise fees, sales and intergovernmental taxes. The allowance for uncollectible accounts was -0- for the year.

Property Tax

The Town levied a property tax during the year ended June 30, 2019, which was netted to zero by the local option sales tax credit.

Government-wide Statements:

In the government-wide financial statements, capital assets are valued at historical cost, except for donated fixed assets, which are recorded at their estimated fair value at the date of donation. Items greater than \$500, and have a life expectancy of more than one year, are capitalized.

Depreciation of all exhaustible capital assets is recorded and allocated in the Statement of Activities (See Note 5), with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is computed over the assets' estimated useful lives using the straight-line method of depreciation. The leasehold improvements are amortized over the remaining term of the lease. The range of estimated useful lives by type of asset is as follows:

Vehicle	5 years
Office Equipment	3 years
Park Improvements	20 years
Infrastructure	20 years
Signs	5 years

Restricted Assets

Certain cash and cash equivalents are restricted on the basic financial statements as they have been set aside for specific purposes. These assets have been restricted because their use is (a) limited to purchases of certain capital assets, (b) limited for debt service or (c) limited for other specific purposes.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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Governmental Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Compensated Absences

The Town's policies regarding vacation time permit employees to accumulate earned, but unused, vacation leave. An expense and a liability for vacation pay are accrued as the leave is earned in the government-wide financial statements. The compensated absences liability is liquidated using funds to which the liability accrued as the accumulated leave is used.

Equity Classifications

Government-wide Statements:

Equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt—Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets—Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets—All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Fund Balances – Governmental Funds:

As of June 30, 2019, fund balances are classified as follows:

*Non-spendable* – Amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

*Restricted* – Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* – Amounts that can be used only for specific purposes determined by a formal action of the Town. The Town Council is the highest level of decision-making authority for the Town of James Island. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Council.

*Assigned* – Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The Town Council is the only party that has the right to make assignments of fund balance through the budget process and agenda items for the Town at this time.

*Unassigned* – All other spendable amounts.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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E. Use of Restricted Funds

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

F. Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Subsequent Events

Management has evaluated subsequent events through October 19, 2019, the date the financial statements were available.

NOTE 2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets and Budgetary Accounting – Formal budgets are employed as management control devices for the General Fund. Prior to the beginning of the year, the General Fund is approved by the Town Council. This budget constitutes a legal limit on spending and subsequent budget amendments must be approved. In addition, budget transfers between individuals' accounts are limited to \$10,000.

Permitted Deposits and Investments – State statutes permit the Town to make deposits/investments in insured commercial banks, savings and loan institutions, obligations of the U. S. Treasury and U. S. Agencies, State obligations and certificates of deposit that are collaterally secured by U.S. or state obligations and certificates of deposit that are collaterally secured by U.S. or state obligations.

NOTE 3. DEPOSITS AND INVESTMENTS

The Town's deposits and investments are classified by three categories of risk as either (1) insured or collateralized with securities held by the Town or by its agent in the Town's name, (2) collateralized with securities held by the pledging financial institution's trust department or agent, or (3) uncollateralized. Bank balances are not classified if collateralized with securities held by the pledging financial institution or its trust department or agent but not in the Town's name.

The following reflects the allocation of deposits by risk category as of June 30, 2019:

<u>Type of Deposits</u>	<u>Bank Balance</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Total Carrying Value</u>
Demand deposits	<u>\$7,255,338</u>	<u>\$7,165,208</u>	<u>\$00</u>	<u>\$00</u>	<u>\$7,165,208</u>

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

NOTE 4. CAPITAL ASSETS

Capital asset activity for the period ended June 30, 2019, was as follows:

Governmental Activities:	Balance 7/1/18	Additions	Disposals	Balance 6/30/19
Land	\$1,648,722	\$ -	\$ -	\$ 1,648,722
Buildings	-	3,481,205	-	3,481,205
Leasehold Improvements	4,650	-	4,650	-
Equipment	81,186	11,312	-	92,498
Vehicles	71,784	-	-	71,784
Park improvements	475,011	-	-	475,011
Infrastructure	1,248,037	607,640	-	1,855,677
Town signs	23,361	-	-	23,361
Construction in progress	3,443,533	1,143,088	4,088,845	497,776
	6,996,284	5,243,245	4,093,495	8,146,034
Less: accumulated depreciation	(208,718)	(210,161)	(4,650)	(414,229)
Net Capital Assets - Governmenta	<u>\$6,787,566</u>	<u>\$5,033,084</u>	<u>\$4,088,845</u>	<u>\$ 7,731,805</u>

Depreciation expense is \$210,161 for the governmental activities and is allocated to facilities and equipment.

NOTE 5. INTERFUND RECEIVABLE, PAYABLE, AND TRANSFERS

The balances of interfund receivables, payables, and transfers at June 30, 2019, were as follows:

<u>Receiving Fund</u>	<u>Transfer Out Fund</u>	<u>Amount</u>
Debt Service	General	\$2,573,464
Project	General	\$344,297

The above transfer from the General to the debt service fund was to make the required principal and interest payments for the Lease Revenue Bonds, Series 2016, and to pay off and defease the outstanding bonds. The transfer to the Project Fund was used to pay construction costs for the Town Hall.

NOTE 6. POST EMPLOYEE BENEFITS OTHER THAN PENSIONS

In June 2004, the Government Accounting Standards Board issued GASB statement No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits other than Pensions. This statement establishes standards for the measurement, recognition and display of other post-employment benefit expenses, related liabilities and notes. The Town does not provide post-employment benefits as defined by GASB No. 45.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

NOTE 7. LONG-TERM LIABILITIES

Details of the long-term debt as of June 30, 2019, was as follows:

Lease Revenue Bonds - Series 2016

The Lease Revenue Bonds - Series 2016 - issued June 29, 2016, in the amount of \$3,190,000. The interest rate on the bonds ranges from .90% to 2.65%. The bonds are payable in 15 annual installments ranging from \$200,000 to \$245,000 beginning June 1, 2017. The bonds were scheduled to mature on June 1, 2031. During the year ended June 30, 2019, the Town paid off a portion of the bond issue totaling \$1,675,000. The Town also defeased the remaining bonds outstanding totaling \$1,115,000.

The following is a summary of the Town's long-term obligations for the year ended June 30, 2019:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Bonds payable					
Lease Revenue Bonds					
Series 2016	\$2,953,677	\$ -	\$(2,953,677)	\$ -	\$ -
Compensated absences	<u>40,400</u>	<u>13,818</u>	<u>00</u>	<u>54,218</u>	<u>00</u>
Total	<u>\$2,994,077</u>	<u>\$ 13,818</u>	<u>\$(2,953,677)</u>	<u>\$ 54,218</u>	<u>\$ -</u>

NOTE 8. DEFEASANCE OF A PORTION OF THE LEASE REVENUE BONDS – SERIES 2016

The Town executed an in-substance defeasance of a portion of the Lease Revenue Bonds – Series 2016 using only existing resources placed in trust solely to satisfy scheduled payments of principal and interest of the defeased debt. Due to the difference between the carrying amount required to defease the bonds, a loss is incurred as scheduled below.

Bonds defeased	\$1,115,000
Accrued interest	2,718
Less: Unamortized bond discount	<u>(12,759)</u>
Net carrying Value	1,104,959
Funds required to defease bonds	<u>(1,110,840)</u>
Loss on defeasance	<u>\$ (5,881)</u>

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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**NOTE 9. EMPLOYEE RETIREMENT SYSTEMS AND PLANS**

*Plan Description*

The South Carolina Retirement System (SCRS), a cost-sharing multiple-employer defined benefit pension plan, was established July 1, 1945, pursuant to the provisions of Section 9-1-20 of the South Carolina Code of Laws for the purpose of providing retirement and other benefits for teachers and employees of the state and its political subdivisions. SCRS covers employees of state agencies, public school districts, higher education institutions, other participating local subdivisions of government and individuals newly elected to the South Carolina General Assembly at or after the 2012 general election.

The South Carolina Police Officers Retirement System (PORS), a cost-sharing multiple-employer defined benefit pension plan, was established July 1, 1962, pursuant to the provisions of Section 9-11-20 of the South Carolina Code of Laws for the purpose of providing retirement and other benefits to police officers and firefighters. PORS also covers peace officers, coroners, probate judges and magistrates.

*Plan Membership*

**Membership**

Membership requirements are prescribed in Title 9 of the South Carolina Code of Laws. A brief summary of the requirements under each system is presented below.

- SCRS - Generally, all employees of covered employers are required to participate in and contribute to the system as a condition of employment. This plan covers general employees and teachers and individuals newly elected to the South Carolina General Assembly beginning with the November 2012 general election. An employee member of the system with an effective date of membership prior to July 1, 2012, is a Class Two member. An employee member of the system with an effective date of membership on or after July 1, 2012, is a Class Three member.
  
- PORS - To be eligible for PORS membership, an employee must be required by the terms of his employment, by election or appointment, to preserve public order, protect life and property, and detect crimes in the state; to prevent and control property destruction by fire; or to serve as a peace officer employed by the Department of Corrections, the Department of Juvenile Justice, or the Department of Mental Health. Probate judges and coroners may elect membership in PORS. Magistrates are required to participate in PORS for service as a magistrate. PORS members, other than magistrates and probate judges, must also earn at least \$2,000 per year and devote at least 1,600 hours per year to this work, unless exempted by statute. An employee member of the system with an effective date of membership prior to July 1, 2012, is a Class Two member. An employee member of the system with an effective date of membership on or after July 1, 2012, is a Class Three member.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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*Benefits*

Benefit terms are prescribed in Title 9 of the South Carolina Code of Laws. PEBA does not have the authority to establish or amend benefit terms without a legislative change in the code of laws. Key elements of the benefit calculation include the benefit multiplier, years of service, and average final compensation/current annual salary. A brief summary of the benefit terms for each system is presented below.

- SCRS - A Class Two member who has separated from service with at least five or more years of earned service is eligible for a monthly pension at age 65 or with 28 years credited service regardless of age. A member may elect early retirement with reduced pension benefits payable at age 55 with 25 years of service credit. A Class Three member who has separated from service with at least eight or more years of earned service is eligible for a monthly pension upon satisfying the Rule of 90 requirement that the total of the member's age and the member's creditable service equals at least 90 years. Both Class Two and Class Three members are eligible to receive a reduced deferred annuity at age 60 if they satisfy the five- or eight-year earned service requirement, respectively. An incidental death benefit is also available to beneficiaries of active and retired members of employers who participate in the death benefit program.

The annual retirement allowance of eligible retirees or their surviving annuitants is increased by the lesser of one percent or five hundred dollars every July 1. Only those annuitants in receipt of a benefit on July 1 of the preceding year are eligible to receive the increase. Members who retire under the early retirement provisions at age 55 with 25 years of service are not eligible for the benefit adjustment until the second July 1 after reaching age 60 or the second July 1 after the date they would have had 28 years of service credit had they not retired.

- PORS - A Class Two member who has separated from service with at least five or more years of earned service is eligible for a monthly pension at age 55 or with 25 years of service regardless of age. A Class Three member who has separated from service with at least eight or more years of earned service is eligible for a monthly pension at age 55 or with 27 years of service regardless of age. Both Class Two and Class Three members are eligible to receive a deferred annuity at age 55 with five or eight years of earned service, respectively. An incidental death benefit is also available to beneficiaries of active and retired members of employers who participate in the death benefit program. Accidental death benefits are also provided upon the death of an active member working for a covered employer whose death was a natural and proximate result of an injury incurred while in the performance of duty.

The retirement allowance of eligible retirees or their surviving annuitants is increased by the lesser of one percent or five hundred dollars every July 1. Only those annuitants in receipt of a benefit on July 1 of the preceding year are eligible to receive the increase.



THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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*Contributions*

Contributions are prescribed in Title 9 of the South Carolina Code of Laws. If the scheduled employee and employer contributions provided in statute, or the rates last adopted by the board, are insufficient to maintain the amortization period set in statute, the board shall increase employer contribution rates as necessary.

After June 30, 2027, if the most recent annual actuarial valuation of the Systems for funding purposes shows a ratio of the actuarial value of system assets to the actuarial accrued liability of the system (the funded ratio) that is equal to or greater than eighty-five percent, then the board, effective on the following July first, may decrease the then current contribution rates upon making a finding that the decrease will not result in a funded ratio of less than eighty-five percent. If contribution rates are decreased pursuant to this provision, and the most recent annual actuarial valuation of the system shows a funded ratio of less than eighty-five percent, then effective on the following July first, and annually thereafter as necessary, the board shall increase the then current contribution rates until a subsequent annual actuarial valuation of the system shows a funded ratio that is equal to or greater than eighty-five percent. The Retirement System Funding and Administration Act establishes a ceiling on employee contribution rates at 9 percent and 9.75 percent for SCRS and PORS respectively. The employer contribution rates will continue to increase annually by 1 percent through July 1, 2022. The legislation's ultimate scheduled employer rate is 18.56 percent for SCRS and 21.24 percent for PORS. The amortization period is scheduled to be reduced one year for each of the next 10 years to a twenty year amortization period.

Required employee contribution rates<sup>1</sup> are as follows:

	Employee		Employer	
	2019	2018	2019	2018
<b>SCRS</b>				
Employee Class Two	9.00%	9.00%	14.41%	11.41%
Employee Class Three	9.00%	9.00%	14.41%	11.41%
Incidental Death Benefit	0.00%	0.00%	0.15%	0.15%
<b>PORS</b>				
Employee Class Two	9.75%	9.75%	15.84%	13.84%
Employee Class Three	9.75%	9.75%	15.84%	13.84%
Incidental Death Benefit	0.00%	0.00%	0.20%	0.20%

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

*Actuarial Assumptions and Methods*

Actuarial valuations of the plan involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. South Carolina state statute requires that an actuarial experience study be completed at least once in each five-year period. An experience report on the Systems was most recently issued for the period ending June 30, 2015.

The June 30, 2018, total pension liability (TPL), net pension liability (NPL), and sensitivity information shown in this report were determined by our consulting actuary, Gabriel, Roeder, Smith and Company (GRS) and are based on an actuarial valuation performed as of July 1, 2017. The total pension liability was rolled-forward from the valuation date to the plans' fiscal year end, June 30, 2018, using generally accepted actuarial principles.

The following table provides a summary of the actuarial assumptions and methods used to calculate the TPL as of June 30, 2018.

	SCRS	PORS
Actuarial cost method	Entry age normal	Entry age normal
Investment rate of return*	7.25%	7.25%
Projected salary increases	3.0% to 12.5% (varies by service)*	3.5% to 9.5% (varies by service)*
Benefit adjustments	lesser of 1% or \$500 annually	lesser of 1% or \$500 annually
*includes inflation at 2.75%		

The post-retiree mortality assumption is dependent upon the member's job category and gender. The base mortality assumptions, the 2016 Public Retirees of South Carolina Mortality table (2016 PRSC), was developed using the Systems' mortality experience. These base rates are adjusted for future improvement in mortality using published Scale AA projected from the year 2016.

Assumptions used in the determination of the June 30, 2018, TPL are as follows.

<u>Former Job Class</u>	<u>Males</u>	<u>Females</u>
Educators	2016 PRSC Males multiplied by 92%	2016 PRSC Females multiplied by 98%
General Employees and Members of the General Assembly	2016 PRSC Males multiplied by 100%	2016 PRSC Females multiplied by 111%
Public Safety and Firefighters	2016 PRSC Males multiplied by 125%	2016 PRSC Females multiplied by 111%

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

*Net Pension Liability*

The net pension liability (NPL) is calculated separately for each system and represents that particular system's total pension liability determined in accordance with GASB No. 67 less that System's fiduciary net position. For the year ended June 30, 2018, NPL amounts and the change in NPL amounts for SCRS and PORS are as follows:

System	Total Pension Liability	Plan Fiduciary Net Position	Employers' Net Pension Liability (Asset)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
SCRS	\$ 48,821,730,067	\$ 26,414,916,370	\$ 22,406,813,697	54.10%
PORS	7,403,972,673	4,570,430,247	2,833,542,426	61.70%

At June 30, 2019, the Town reported a liability of \$1,141,265 and \$255,629 for its proportionate share of the net pension liability for the SCRS and PORS plans, respectively. The TPL is calculated by the Systems' actuary, and each plan's fiduciary net position is reported in the Systems' financial statements. The NPL is disclosed in accordance with the requirements of GASB 67 in the Systems' notes to the financial statements and required supplementary information. Liability calculations performed by the Systems' actuary for the purpose of satisfying the requirements of GASB Nos. 67 and 68 are not applicable for other purposes, such as determining the plans' funding requirements.

The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating organizations, actuarially determined. At June 30, 2018, the Town's SCRS proportion was .005093% and its PORS proportion was .009022%

For the year ended June 30, 2019, the Town recognized pension expense of \$179,496 and \$82,091 for the SCRS and PORS, respectively. At June 30, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b><u>SCRS</u></b>	<u>Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,060	\$ 6,716
Assumption changes	45,279	
Net difference between projected and actual earnings on Pension plan investments	18,129	-
Changes in proportional share and differences between employer contributions and proportional share of total plan employer contributions	155,202	110,634
Town contributions subsequent to the measurement date	86,416	-
Total	<u>\$307,086</u>	<u>\$117,350</u>

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

<b><u>PORS</u></b>	<u>Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 7,876	\$ -
Assumption changes	16,855	-
Net difference between projected and actual earnings on Pension plan investments	5,112	-
Changes in proportional share and differences between employer contributions and proportional share of total plan employer contributions	161,566	-
Town contributions subsequent to the measurement date	<u>32,278</u>	<u>-</u>
Total	<u><u>\$223,687</u></u>	<u><u>\$ -</u></u>

The \$86,416 and \$32,278 reported as deferred outflows of resources related to pensions resulting from the Town's contributions to the SCRS and PORS plans respectively subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>	<u>SCRS</u>	<u>PORS</u>	<u>Total</u>
2019	\$ 94,858	\$ 64,481	\$ 159,339
2020	57,337.00	60,020.00	117,357.00
2021	(44,111.00)	50,277.00	6,166.00
2022	(4,764.00)	16,632.00	11,868.00
	<u>\$ 103,320</u>	<u>\$ 191,410</u>	<u>\$ 294,730</u>

*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension plan investments is based upon 30 year capital market assumptions. The long-term expected rate of returns represent assumptions developed using an arithmetic building block approach primarily based on consensus expectations and market based inputs. Expected returns are net of investment fees.

The expected returns, along with the expected inflation rate, form the basis for the target asset allocation adopted at the beginning of the 2018 fiscal year. The long-term expected rate of return is produced by weighting the expected future real rates of return by the target allocation percentage and adding expected inflation and is summarized in the table below. For actuarial purposes, the 7.25 percent assumed annual investment rate of return used in the calculation of the TPL includes a 5.00 percent real rate of return and a 2.25 percent inflation component.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Expected Arithmetic Real Rate of Return</u>	<u>Expected Portfolio Real Rate of Return</u>
Global Equity	47%		
Global Public Equity	3300%	6.99%	2.31%
Private Equity	9%	8.73%	0.79%
Equity Options Strategies	5%	5.52%	0.28%
Real Assets	10%		
Real Estate (Private)	6%	3.54%	0.21%
Real Estate (REITs)	2%	5.46%	0.11%
Infrastructure	2%	5.09%	0.10%
Opportunistic	13%		
GTAA/Risk Parity	8%	3.75%	0.30%
Hedge Funds (non-PA)	2%	3.45%	0.70%
Other Opportunistic Strategies	3%	3.75%	0.11%
Diversified Credit	18%		
Mixed Credit	6%	3.05%	0.18%
Emerging Markets Debt	5%	3.94%	0.20%
Private Debt	7%	3.89%	0.27%
Conservative Fixed Income	12%		
Core Fixed Income	10%	0.94%	0.09%
Cash and Short Duration (Net)	2%	0.34%	0.01%
Total Expected Real Return	<u>100%</u>		5.03%
Inflation for Actuarial Purposes			<u>2.25%</u>
Total Expected Nominal Return			<u><u>7.28%</u></u>

### *Discount Rate*

The discount rate used to measure the TPL was 7.25 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers in SCRS and PORS will be made based on the actuarially determined rates based on provisions in the South Carolina Code of Laws. Based on those assumptions, the System's fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

### *Sensitivity Analysis*

The following table presents the collective NPL of the participating employers calculated using the discount rate of 7.25 percent, as well as what the employers' NPL would be if it were calculated using a discount rate that is 1.00 percent lower (6.25 percent) or 1.00 percent higher (8.25 percent) than the current rate.

THE TOWN OF JAMES ISLAND  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2019

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

<b>System</b>	<b>1.00% Decrease (6.25%)</b>	<b>Current Discount Rate (7.25%)</b>	<b>1.00% Increase (8.25%)</b>
SCRS	\$ 28,631,746,951	\$ 22,406,813,697	\$ 17,956,852,707
PORS	3,819,969,291	2,833,542,426	2,025,575,990

*Additional Financial and Actuarial Information*

Detailed information regarding the fiduciary net position of the plans administered by PEBA is available in the Systems' audited financial statements for the fiscal year ended June 30, 2018 (including the unmodified audit opinion on the financial statements). Additional actuarial information is available in the accounting and financial reporting actuarial valuation as of June 30, 2018.

The Town owed a balance of \$15,007 at the end of the year for the second quarter of 2019.

**NOTE 10. RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts including theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Town is a member of the State of South Carolina Insurance Reserve Fund, a public entity risk pool currently operating as a common risk management and insurance program for local governments. The Town pays an annual premium to the State Insurance Reserve Fund for its general insurance coverage. The State Reserve Fund is self-sustaining through member premiums and reinsures through commercial companies for certain claims. The Town insures the risk of job-related injury or illness to its employees through South Carolina Counties Worker's Compensation Trust, a public entity risk pool operating for the benefit of local governments. The Town pays an annual premium to the Worker's Compensation Trust for its insurance coverage.

For all of the above risk management programs, the Town has not significantly reduced insurance coverage or settled claims in excess of insurance coverage for the past year. For each of the insurance programs and public entity risk pools, in which they participate, the Town has effectively transferred all risk with no liability for unfunded claims.

**NOTE 11. STORM WATER FUND**

The Town did not adopt a formal budget for the Storm Water Fund and therefore, a budgetary comparison schedule is not presented.

**NOTE 12 CORRECTION OF AN ERROR**

The beginning balance of the net position of the government wide financial statements and the Stormwater Tax Fund restricted fund balance was increased by \$173,271 as a result of an error in the balance of the account held at the County of Charleston.

THE TOWN OF JAMES ISLAND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019

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**NOTE 13. OPERATING LEASES**

The Town signed a ten year lease in August 2017 for two parking lots on Folly Road. The rental expenditures for the year ended June 30, 2019, for operating leases were \$40,252.

Total remaining minimum rental commitments at June 30, 2019 is as follows:

Year Ended June 30,		
2020	\$	27,000
2021		28,200
2022		29,400
2023		30,600
2024		31,800
Thereafter		<u>108,600</u>
Total	\$	<u><u>255,600</u></u>

THE TOWN OF JAMES ISLAND  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES:</b>				
Lost - revenue	375,000	375,000	425,560	50,560
Lost - property tax	975,000	975,000	1,079,002	104,002
State aid to subdivisions	263,946	263,946	263,494	(452)
Franchise fee	390,000	390,000	376,680	(13,320)
Brokers and insurance tax	545,000	545,000	954,592	409,592
Business licenses	375,000	375,000	331,700	(43,300)
Permits, planning and other charge	72,800	72,800	23,988	(48,812)
Miscellaneous	14,000	14,000	240,129	226,129
<b>Total revenues</b>	<b><u>3,010,746</u></b>	<b><u>3,010,746</u></b>	<b><u>3,695,145</u></b>	<b><u>684,399</u></b>
<b>EXPENDITURES:</b>				
General government	600,069	600,069	625,180	(25,111)
Elected officials	90,100	90,100	82,400	7,700
Planning	152,903	152,903	137,215	15,688
Public works	372,239	372,239	364,281	7,958
Building Inspection	80,936	80,936	87,036	(6,100)
Code & Safety	309,058	409,058	360,872	48,186
Parks, Recreation & Community	116,990	116,990	35,999	80,991
Facilities & Equipment	229,577	229,577	196,285	33,292
Capital outlay	1,127,529	808,504	743,281	65,223
<b>Total expenditures</b>	<b><u>3,079,401</u></b>	<b><u>2,860,376</u></b>	<b><u>2,632,549</u></b>	<b><u>227,827</u></b>
Excess (Deficiency) of revenues over expenditures	(68,655)	150,370	1,062,596	912,226
Other financing sources (uses):				
Transfers out to reserve fund	<u>(250,930)</u>	<u>(553,930)</u>	<u>(2,917,761)</u>	<u>(2,363,831)</u>
Revenues Over (Under) Expenditures and Other Uses	(319,585)	(403,560)	(1,855,165)	(1,451,605)
Fund Balance, July 1, 2018	<u>5,845,873</u>	<u>5,435,364</u>	<u>5,535,305</u>	<u>-</u>
Fund Balance, June 30, 2019	<u><u>\$5,526,288</u></u>	<u><u>\$5,031,804</u></u>	<u><u>\$3,680,140</u></u>	<u><u>\$(1,451,605)</u></u>



THE TOWN OF JAMES ISLAND  
 BUDGETARY COMPARISON SCHEDULE  
 HOSPITALITY TAX FUND  
 FOR THE YEAR ENDED JUNE 30, 2019

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUE				
Hospitality tax	<u>500,000</u>	<u>500,000</u>	<u>572,511</u>	<u>72,511</u>
Total revenues	<u>500,000</u>	<u>500,000</u>	<u>572,511</u>	<u>72,511</u>
EXPENDITURE				
Projects	<u>500,000</u>	<u>500,000</u>	<u>97,712</u>	<u>402,288</u>
Total expenditures	<u>500,000</u>	<u>500,000</u>	<u>97,712</u>	<u>402,288</u>
Excess (Deficiency) of revenues over expenditures	-	-	474,799	474,799
Other financing sources (uses): and Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues Over (Under) Expenditures and Other Uses	-	-	474,799	474,799
Fund Balance, July 1, 2018	<u>487,230</u>	<u>487,230</u>	<u>854,957</u>	<u>-</u>
Fund Balance June 30, 2019	<u><u>\$487,230</u></u>	<u><u>\$487,230</u></u>	<u><u>\$1,329,756</u></u>	<u><u>\$ 474,799</u></u>

THE TOWN OF JAMES ISLAND  
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY  
 REQUIRED SUPPLEMENTAL INFORMATION (SCRS)  
 FOR THE YEAR ENDED JUNE 30, 2019

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of net pension liability	0.005093%	0.005809%	0.004501%	0.004047%
Proportionate share of net pension liability	\$ 1,141,265	\$ 1,307,699	\$961,408	\$767,533
Covered employee payroll	\$ 593,517	\$ 526,930	\$587,873	\$435,818
Proportionate share of the net pension liability as a percentage of its covered employee payroll	52.01%	40.29%	163.54%	176.11%
Plan fiduciary net position as a percentage of the total pension liability	54.1%	53.3%	52.9%	59.9%

THE TOWN OF JAMES ISLAND  
 SCHEDULE OF CONTRIBUTIONS-STATE PENSION PLAN  
 REQUIRED SUPPLEMENTAL INFORMATION (SCRS)  
 FOR THE YEAR ENDED JUNE 30, 2019

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	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contributions	\$ 86,416	\$ 71,452	\$ 67,076	\$ 47,458
Contributions in relation to the contractually required	<u>(86,416)</u>	<u>(71,452)</u>	<u>(67,076)</u>	<u>(47,458)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	<u>\$593,517</u>	<u>\$526,930</u>	<u>\$587,873</u>	<u>\$ 453,818</u>
Contributions as a percentage of covered employee payroll	14.56%	13.56%	11.41%	10.46%

THE TOWN OF JAMES ISLAND  
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY  
 REQUIRED SUPPLEMENTAL INFORMATION (PORS)  
 FOR THE YEAR ENDED JUNE 30, 2019

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	<u>2019</u>	<u>2018</u>
Proportion of net pension liability	0.009022%	0.000380%
Proportionate share of net pension liability	\$ 255,629	\$ 10,438
Covered employee payroll	\$ 189,429	\$ 128,025
Proportionate share of the net pension liability as a percentage of its covered employee payroll	74.10%	1226.53%
Plan fiduciary net position as a percentage of the total pension liability	61.7%	60.9%

THE TOWN OF JAMES ISLAND  
 SCHEDULE OF CONTRIBUTIONS-STATE PENSION PLAN  
 REQUIRED SUPPLEMENTAL INFORMATION (PORS)  
 FOR THE YEAR ENDED JUNE 30, 2019

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	<u>2019</u>	<u>2018</u>
Contractually required contributions \$	32,278	\$ 20,279
Contributions in relation to the contractually required	<u>(32,278)</u>	<u>(20,279)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	<u>\$ 189,428</u>	<u>\$ 128,025</u>
Contributions as a percentage of covered employee payroll	17.04%	15.84%

The Town of James Island held its regularly scheduled meeting at 7:00 p.m. in Council Chambers, 1122 Dills Bluff Rd., James Island, SC on Thursday, October 17, 2019. The following members of Council were present: Leonard Blank, Mayor Pro-Tem, Garrett Milliken, Joshua P. Stokes, Darren “Troy” Mullinax and Mayor Bill Woolsey, presided. Also, Ashley Kellahan, Town Administrator, Bonum S. Wilson, Town Attorney, Merrell Roe, Finance Director, Mark Johnson, Public Works Director, Sgt. Shawn James, Island Sheriff’s Patrol, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Woolsey called the meeting to order and led Council in prayer. Boy Scout Troop #50, led by Scout Master, Mark Johnson, performed the Pledge of Allegiance. Mayor Woolsey thanked the scouts for leading the pledge. FOIA: this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

2019-2020 Community Assistance Grant Requestors:

Dana Ellis, James Island Arts Council: Ms. Ellis thanked Council and spoke in support of funding for the James Island Arts Council. She expressed excitement about the continuing and new collaborations with the Town to bring quality educational and cultural programming to James Island. She said feedback from a recent public charrette has motivated the Arts Council to continue to strive for high quality arts because people are still grieving the loss of the Camp Rd. library and the departure of the Charleston Performing Arts Center. She commented on the Art Council’s fundraising efforts including the Silent Art Auction, student artist competition, Sea Island Arts Fest; James Island Outreach, and other art events. Virginia Nieland, the Arts Council Treasurer, was also present.

Cole Campbell, James Island HS Band: Mr. Campbell spoke in support of funding for the James Island HS Band. He thanked the Town for its continued support. The band is growing and is in triple digits with over 300 + students. The band’s mission is to be more involved in the community.

Rowdy Floyd, James Island Youth Soccer Club (JIYSC) : Mr. Floyd thanked Council for its past support to the JIYSC. The Soccer Club is the oldest in the State and serves over 400 families and is dedicated to teaching boys and girls soccer.

Rich Stotum, VFW Post #445: Mr. Stotum thanked Council. The VFW is requesting funds to repair the roof damaged by Hurricane Dorian. He said the hurricane caused \$50,000 in uninsured damages. Donations have been received from other sources, but not what is needed for the repair. Post #445 serves over 300 veterans.

Julie Frye, Remember Niger Coalition: Ms. Frye thanked Council for its previous support. The coalition sponsors a School Spirit Fun Run for Niger. This is a 5K run/walk at the James Island County Park. The participants are children from James Island schools, approximately 300-350 along with their parents. Funds from the Town would help to off-set the costs for the run.

Denise Ladson-Johnson, Opportunity Calls Everyone (OCE): Thanked Council and spoke in support of her non-profit for youth development. Ms. Ladson-Johnson said the funds would help to expand academic mentoring on James Island; bring awareness to students through the purchase of books, one-on-one mentoring, and would foster self-esteem in the students. Ms. Ladson-Johnson is working with the West Ashley Salvation Army to begin a Boys & Girls Club on James Island.

Public Comments:

Susan Frauley, 512 Wampler Dr: spoke about traffic calming in Eastwood. Ms. Frauley said she is a former resident of the Harbor Woods subdivision. She was unable to attend the traffic calming meeting for the Eastwood residents. She expressed concern about how the signage for the traffic calming is displayed in Harbor Woods with hideous huge white lettering on the roadway and fears this will happen in Eastwood.

She supports traffic calming but objects to having the lettering on the roadway in the neighborhood. She talked about the beauty of James Island and that would have a negative effect on the neighborhood.

Consent Agenda:

- a. Minutes of September 19, 2019 Regular Town Council Meeting: Motion to approve by Councilman Stokes, seconded by Councilman Mullinax. Passed unanimously.

Information Reports:

- a. Finance Report: Merrell Roe, Finance Director, provided an overview of the Finance Report commenting on local option sales tax (LOST) revenue for July, Jordan St. Traffic Calming, 10,000 sandbags purchased, and payment to JIPSD for Tax Relief.
- b. Administrator's Report: Ashley Kellahan, Town Administrator's report included an overview of meetings and events held during the month including Code Enforcement cases. Mrs. Kellahan added that the Island-wide Drainage Study would be held on Wednesday, Oct. 23 as a drop-in from 6-8 p.m. The public is invited to learn how the study would assist all JI jurisdictions with its drainage improvements. Engineers with Thomas & Hutton will be present to answer questions. Mrs. Kellahan informed Council that tree permit costs were waived for Hurricane Dorian damages.
- c. Public Works: Mark Johnson, Public Works Director, reviewed his report. He added that during Hurricane Dorian, James Island experienced sustained tropical storm force winds with gusts of 80 MPH along the harbor side neighborhoods, rain amounts between 7- and 10-inches island wide over a 24-hour period, widespread tree damage and some structural damage and widespread power outages. While there were some instances of ponding water and localized flooding during the height of the storm, the drainage systems in the Town performed well and as intended. There were no reports of long-term flooding or standing water.
- d. Island Sheriffs' Patrol Report: Sgt. James reviewed the Island Sheriff's Patrol Report and gave an update on recent crimes. He is working with Sgt. Barton with the Animal Control Unit about a problem with stray dogs. Sgt. Barton has met with Mrs. Kellahan and gave her an update on this situation. Sgt. James said on October 25, School Resource Officers will be stationed at Stiles Point and Murray Lesaine Elementary and a few other JI schools.

Requests for Approval:

2019-2020 Community Assistance Grant Requests: Mrs. Kellahan presented for approval the recommended awards for the Community Assistance Grants. The requests highlighted in "yellow" totaling \$30,000 would be paid from the General Fund, and the requests highlighted in "green" totaling \$12,300 would be paid from the Hospitality Tax. Mayor Woolsey asked and received permission to separate the James Island Outreach request from the others. Motion to approve the recommended requests for the 2019-2020 Community Assistance Grants was made by Councilman Stokes, seconded by Councilman Milliken. Passed unanimously. Mayor Woolsey passed the gavel to Mayor Pro-tem Blank for the vote on James Island Outreach. Mayor Pro-tem Blank asked for a motion in favor. Councilman Stokes moved for approval, seconded by Councilman Mullinax. Motion passed 4-1; Mayor Woolsey abstained from vote.

Redevelopment of 896 Folly Rd. and Purchase of Easement from Corky's: Mrs. Kellahan stated that this proposal is far from being a park that may have been heard on the news and social media. She said the conceptual renderings is a project to beautify and make standard improvements to a key intersection in the Town and to partner with a local business that has been in operation on James Island for over 30 years. Danny O'Quinn, and Daniel Stewart, the owners of Corky's were present to answer questions. Mrs. Kellahan said Corky's is proposing to purchase the parcel from Charleston County at their asking price of \$500,000, and the Town, \$100,000 for 30% of the parcel for easement and public improvements. The Town would be using Hospitality Taxes to purchase the easement and improvements. Mrs. Kellahan said hospitality funds are specifically earmarked for improvements along the commercial corridor and this proposal hits every aspect of the Rethink Folly Road Plan and the idea of leveraging public funds with

private funds to achieve this positive redevelopment. Mrs. Kellahan said there has been several different approaches regarding this property with Charleston County since 2017; and the Town has been looking into this since Subway vacated the building. The County staff will be recommending this proposal to County Council at the Finance Committee meeting next week. She said if the County does not sell to Corky's, the County will put the property out for bids. Mrs. Kellahan recommended taking advantage of this opportunity. Motion in favor was made by Councilman Blank, seconded by Councilman Stokes.

Councilman Milliken said he would vote against the request mainly because it seems like an awful lot of money for a very little amount of property. He also feels that the bus stop where it is currently located near the BI-LO has a very large parking lot for people to park and ride public transportation going into town. These are his reasons; but he agree that it would be nice to beautify the area because he is tired of looking at a deserted building. But, we should consider other options. Mayor Woolsey asked Mrs. Kellahan the location of the bus stop and she said it is now in front of the Pizza Hut and it would not have to be moved very much. She said in conversations with CARTA there is enough room for a bus to stop there. Councilman Blank said the old Subway building is one of the biggest eyesores on James Island and if we have the opportunity, we should fix it. Councilman Stokes talked about big box retailers; that we have enough of them on Folly Rd. and we should make the people proud of that intersection. He said it is not an insignificant amount of money; however, it is earmarked for hospitality use and that is a good use of the money. He is in support of the request. Mayor Woolsey called for the vote and it passed 3-2. Councilmembers Milliken and Mullinax voted no.

Pet Waste Stations: Pilot Program Recommended by Drainage Committee: Councilman Stokes spoke about the formation of the pilot program. He said Mark Johnson, Public Works Director, could also answer questions about the program. This matter was brought up at the Drainage Committee meeting. The program is two-fold. First, Public Works staff had been noticing that residents were placing pet wastes into trashcans as they walk their dogs; and two, the James Island Creek TMDL found elevated levels of enterococcus bacteria in waters of the creek, which is an indicator of pet wastes. Eight (8) locations are proposed for the pet waste stations. He said in discussions with the PSD, they have small waste containers that could be placed in the eight locations and they would empty them during their regular run. The Town would supply the waste bags and materials. The cost for eight locations is \$4,832 including the first year of waste bags. The total program cost for the eight locations over 5 years would be \$9,632. Councilman Stokes said the Drainage Committee, (comprised of full Council), recommends moving forward with the pilot program. Motion passed unanimously.

Stiles Drive Traffic Calming: Mrs. Kellahan presented the request for traffic calming on Stiles Drive. She said over the years staff had received many complaints about speeding along Stiles Drive. As a result of staff's internal traffic studies, it identified speeding concerns and Council engaged the services of Johnson Laschober Associates (JLA) at its June meeting to investigate a traffic calming plan. Three meetings were held with the residents along Stiles Drive. JLA's proposal includes speed humps on Stiles Drive as well as on Jerdone. Mrs. Kellahan noted good turnouts from the residents and those in attendance were in favor of calming the traffic. Mrs. Kellahan said her follow-up emails did not include feedback for tonight's meeting in favor or opposition. The estimate for construction is \$35,000. Motion in favor was made by Councilman Blank, seconded by Councilman Milliken. No discussion. Motion passed unanimously.

Eastwood Traffic Calming Plan: Mrs. Kellahan presented the request for traffic calming in Eastwood. She said the same process was followed as Stiles Dr. She said some areas in Eastwood are City and Town. Laura Cabiness, JLA, is present to answer questions from Council. Council was provided updated information and feedback from neighborhood rep., Katherine Shapiro, present tonight. Mrs. Kellahan expressed appreciation to Mrs. Shapiro for her help in gathering information from the neighborhood. She said, overall, 80% of those who responded were in support of traffic calming. Motion in favor was made by Councilman Stokes, seconded by Councilman Milliken. Councilman Blank said he hopes that we would not have



signage painted in the roads as mentioned by Mrs. Frauley, during the Public Comments. He does not think we need to paint the roads but we should do what is necessary to calm the traffic. Councilman Stokes noted that the options did not say anything about striping or having wording on the roadway. He asked if that would be included or addressed later. Mrs. Kellahan said she did not think it was included in the options and referred the question to Ms. Cabiness. Ms. Cabiness said that is done as a standard to make the stop signs more obvious but it is not a requirement. Mayor Woolsey explained about the stop signs on Northshore; and why white signage was added, and stop was written on the street. The road was paved; however, he is not happy with the job that was done. Councilman Milliken asked about signage because usually a speed hump is accompanied with a sign. Mrs. Kellahan said there are signs that goes with the humps and we would work with the property owners on the placement of them. Councilman Stokes asked for an explanation of the two Options. Mrs. Kellahan said 30 were in support of Option 1; and 32 in support of Option 2. She said the difference is Option 2 does not include the all-way stops at Sweet Bay and Wildwood. She said if the DOT does not permit the all-way stop, we would move forward with trying to permit Option 2. Estimated cost for construction is \$62,300. Motion passed unanimously.

Santee Drainage Improvements: Mrs. Kellahan requested approval for drainage improvements at 841 Santee Street. She said this project has been ongoing since early spring. The proposal is from Eadie's Construction, one of the Town's on-call drainage contractors at \$65,634. Mrs. Kellahan noted that the Town had estimated a cost at \$80,000 and the proposal came in under that cost. Motion in favor was made by Councilman Milliken, seconded by Councilman Blank. Motion passed unanimously.

Town to Negotiate with Charleston County for Full-time Deputy: Mayor Woolsey said he has contacted the Sheriff's Office about the concept of having a full-time deputy for the Town. The idea is to have the Island Sheriff's Patrol modified so that rather than having all part-time deputies, we would have one full-time Sheriff's Deputy dedicated to the Town. The Town would pay the Charleston County Sheriff's Office and the Sheriffs Office would pay the deputy's salary. Mayor Woolsey said he would like to ask for Council's support in order to move forward. He said the Sheriff's Office is open to this concept but it is not something that we would begin next month. He said before any decisions are made, he would bring it to Council and have specific costs. Mayor Woolsey said there would be a one-time cost to equip a deputy and the annual salary with benefits. A motion in favor was made by Councilman Blank, seconded by Councilman Mullinax. Councilman Milliken asked if there is a range for what the costs would be, and Mayor Woolsey said a one-time equipment cost is \$80,000 and a beginning deputy salary could be \$80,000. A more experienced deputy would be close to \$100,000 annually. Mayor Woolsey said he would recommend to the Town Administrator next year to expand the Island Sheriff's Patrol budget and substitute for how many part-time deputies we have. Both Councilmen Blank and Mullinax said this is an excellent idea. Councilman Blank said it would bring more presence to the community by having a full-time employee. Motion passed unanimously.

Recommended Stormwater Policy Updates: Mayor Woolsey asked for a motion to defer consideration for the Town to look into the City's draft. Councilman Milliken moved, seconded by Councilman Stokes and passed unanimously.

#### Committee Reports:

Land Use Committee: No report

Environment and Beautification Committee: Councilman Milliken reported that the Helping Hands service was rescheduled to Saturday, October 26. Volunteers meet at the Town Hall at 9:00 a.m. The Committee still needs volunteers, contact Stan Kozikowski, (860) 847-0544. James Island Litter Pickup is rescheduled to November 9 at 9:00 a.m. due to the opening of the new library on November 2. An Arbor Day Celebration will be held on Friday, December 6. More details will follow.

Children's Commission: Councilman Stokes announced that the Lights On After School event would be held on Thursday, October 24 at the Town Hall. The event is sponsored in conjunction with the James Island Kaleidoscope After School Program. The event is from 6-8 p.m.

Public Safety Committee: Councilman Mullinax announced the Neighborhood Council meeting on Thursday, October 24 at 7:00 p.m.

History Commission: Mayor Woolsey reported that the History Booklet was reviewed at the October meeting. He passed around a copy for Council to view. The Booklet will be revised to add a section about our neighbor, First Baptist Church.

Rethink Folly Road Committee Report: Mayor Woolsey announced that at the last meeting, the Toole Group would prioritize the information they received from the group. The next meeting would be announced.

Drainage Committee: Councilman Stokes gave a brief update from the Drainage Committee. At that meeting the group recommended moving forward with the Pet Waste Stations (previously discussed). The next meeting would be held on Wednesday, January 8 at 3 p.m. after the Stormwater Managers Meeting.

Proclamations and Resolutions:

Resolution #2019-20: Adoption of Repetitive Loss Area Analysis Report by Charleston County: Mrs. Kellahan presented a Resolution for Repetitive Loss that the Town is required to adopt for the National Flood Insurance Program and the Community Rating System. The report prepared by Charleston County details properties and areas that frequently floods, identifies sources of flooding and determines mitigation actions to correct flooding issues. Motion in favor was made by Councilman Blank, seconded by Councilman Stokes and passed unanimously.

Resolution #2019-21: Request for SCDOT to Install Speed Limit Signs in Residential Neighborhoods: Councilman Mullinax spoke in support of a request to the SCDOT to install more speed limit signs within residential neighborhoods. He noted that most speed limit signs are only posted at the entrance of a neighborhood. By posting these signs throughout, people are aware of the speed limit. Councilman Mullinax thanked Mark Johnson for erecting traffic radar signs. Motion was seconded by Councilman Milliken and passed unanimously.

Ordinances up for Second/Final Reading: None

Ordinances up for First Reading:

Ordinance #2019-09: An Ordinance Amending Ordinance #2018-16 Pertaining to Environmentally Accepted Packaging and Products: Councilman Milliken spoke in support of amending our ordinance with the changes made by the SC Retail Association for single-use Plastic Regulations. He noted that the City of Charleston and the Town of Mt. Pleasant has made these changes and for the Town to do the same for consistency. This regulation goes into effect January 1, 2020. Motion was seconded by Councilman Mullinax and passed unanimously.

New Business: None

Executive Session: Mayor Woolsey asked for a motion to enter into an executive session in accordance with 30-4-70(a) Code of Laws of South Carolina for personnel matters regarding the Town Administrator's

Contract Renewal. Councilman Blank seconded and the motion passed unanimously. Council entered at 8:01 p.m.

Return to Regular Session: Council returned to regular session at 8:10 p.m. Mayor Woolsey stated that no votes were taken while Council was in the executive session. Mayor Woolsey moved to extend the Town Administrator's Contract to April, 2022, Councilman Milliken seconded, and passed unanimously.

Mayor Woolsey moved to increase the Town Administrator's salary with a 3% merit; Councilman Milliken seconded and passed unanimously.

Adjournment: There being no further business to come before the body, the meeting adjourned at 8:12 p.m.

Respectfully submitted;

Frances Simmons  
Town Clerk

DRAFT

# Town of James Island

% FY Complete 33%

## Monthly Budget Report

Fiscal Year 2019-2020

	1st Quarter			2nd Quarter	4th Quarter	TOTAL	BUDGET
	July	August	September	October			
<b>GENERAL FUND REVENUE</b>							
Accommodations Tax						-	15,000
Brokers & Insurance Tax		1,673	54			1,727	620,000
Building Permit Fees		791	2,835	649		4,275	15,000
Business Licenses	1,919	3,291	26,589	9,890		41,689	365,000
Contributions/Donations-Park							
Grant Reimbursement							5,187
Franchise Fees	149,860			3,798		153,658	341,000
Interest Income	220	218	170			608	3,000
Alcohol Licenses -LOP							15,550
Local Assessment Fees				910		910	3,000
Local Option Sales Tax (PTCF)			99,785	98,191		197,976	1,025,000
Local Option Sales Tax (rev)			39,916	39,188		79,104	400,000
Miscellaneous		11,540	400	103		12,043	500
Planning & Zoning Fees	1,326	953	504	579		3,362	12,500
State Aid to Subdivisions						-	260,200
Telecommunications						-	30,000
	<b>153,325</b>	<b>18,466</b>	<b>170,254</b>	<b>153,309</b>	<b>Total</b>	<b>495,354</b>	<b>3,110,937</b>
					<b>% of Budget</b>		<b>16%</b>

## ADMINISTRATION

Salaries	20,248	29,644	19,954	20,412	90,258	273,130
Fringe Benefits	7,617	11,259	7,578	7,649	34,103	103,500
Copier	319	495	325	325	1,463	5,000
Supplies	338	232	740	1,187	2,497	6,600
Postage	296		3,678	469	4,443	6,000
Information Services	22,688	5,017	566	5,930	34,202	65,000
MASC Membership					-	5,500
Insurance		32,262	1,388		33,650	35,000
Legal Services		4,308	7,551	3,838	15,697	50,000
Town Codification					-	2,500
Advertising		51	103	20	174	5,000
Audit					-	16,000
Elections					-	
Mileage Reimbursement			28	58	86	800
Bonding			350		350	2,150
Employee Training / Screening	90				90	850
Dues and Subscriptions					-	1,500
Training & Travel					-	3,000
Employee Appreciation	53	1,172	55	540	1,820	3,900
Mobile Devices	73	182	74	244	573	2,300
Bank Charges	201	126	135	138	600	2,000
		<b>84,748</b>	<b>42,523</b>	<b>40,811</b>	<b>Total</b>	<b>220,006</b>
					<b>% of Budget</b>	<b>37%</b>

## ELECTED OFFICIALS

Salaries	3,769	5,465	3,769	3,769	16,773	50,000
Fringe Benefits	2,409	3,557	2,409	2,410	10,785	34,000
Mayor Expense	444	14		60	518	2,000
Council Expense					-	4,000
Mobile Devices		178		134	312	2,100
		<b>9,214</b>	<b>6,179</b>	<b>6,373</b>	<b>Total</b>	<b>28,388</b>
					<b>% of Budget</b>	<b>31%</b>

## GENERAL OPERATIONS

Salaries	25,778	36,199	25,538	25,417		112,933	351,765
Fringe Benefits	8,996	13,120	8,975	8,985		40,076	128,360
		<b>49,319</b>	<b>34,513</b>	<b>34,403</b>	<b>Total</b>	<b>153,009</b>	<b>480,125</b>
					<b>% of Budget</b>		<b>32%</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		158	660
Uniform / PPE						-	500
Planning Commission	250			300		550	4,000
Board of Zoning Appeals		150				150	4,000
		<b>522</b>	<b>74</b>	<b>663</b>	<b>Total</b>	<b>1,856</b>	<b>14,300</b>
					<b>% of Budget</b>		<b>13%</b>

## BUILDING INSPECTION

Mileage Reimbursement						-	500
Community Outreach						-	500
Mobile Devices	55	55	55	76		240	660
Supplies						-	500
Equipment / Software						-	500
Uniform / PPE						-	250
Dues & Subscriptions				10		10	800
Travel & Training		50	90			140	1,800
		<b>105</b>	<b>145</b>	<b>86</b>	<b>Total</b>	<b>390</b>	<b>5,510</b>
					<b>% of Budget</b>		<b>7%</b>

## PUBLIC WORKS

Mileage Reimbursement					-	300
Training & Travel			212		212	1,925
Public Outreach						500
Projects	330	5,824	39,340	8,743	54,237	135,800
Mobile Devices	91	83	93	43	310	1,200
Uniform / PPE		97			97	700
Supplies	930	931	48	1,015	2,924	5,500
Emergency Management		4,223	7,363	975	12,561	15,000
Dues and Subscriptions						425
Groundskeeping	3,555	7,304	541	9,333	20,733	50,000
		<b>18,463</b>	<b>47,384</b>	<b>20,320</b>	<b>Total</b>	<b>211,350</b>
					<b>% of Budget</b>	<b>43%</b>

## CODES & SAFETY

Mileage Reimbursement					-	100
Equipment					-	900
Radio Contract					-	1,400
Training					-	1,000
Supplies	21	76		26	123	250
Uniform / PPE					-	250
Other Security	53	3,875	3,345	1,325	8,599	4,320
Sheriff's Office Contract	25,168	14,975	15,815	16,355	72,313	265,460
Deputy Fringes	7,012	4,187	4,403	4,528	20,130	73,950
Unsafe Buildings Demolition					-	20,000
Overgrown Lot Clearing					-	4,000
Animal Control				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>Total</b>	<b>372,630</b>
					<b>% of Budget</b>	<b>27%</b>

## PARKS & RECREATION

JIRC Contribution						-	4,750
Pinckney Park			9,776			9,776	2,500
Special Events						-	10,000
Dock Street Park							1,500
Youth Sports Program			1,100			1,100	14,725
		-	-	10,876	Total	10,876	33,475
					% of Budget		32%

## FACILITIES & EQUIPMENT

Utilities	1,862	4,168	1,736	2,549		10,315	28,200
Security Monitoring		152		152		304	1,200
Janitorial	617	566	617	605		2,406	7,000
Equipment / Furniture	1,451	809	52	592		2,904	7,500
Facilities Maintenance	471	75	952	600		2,098	6,500
Vehicle Maintenance Expense	304	(746)	327	273		157	6,000
Generator Maintenance						-	3,500
Street Lights	10,346	10,348	10,348	10,359		41,401	154,000
	15,050	15,372	14,032	15,130	Total	59,584	213,900
					% of Budget		28%

## COMMUNITY SERVICES

Repair Care Program						-	35,000
Teen Cert Program							500
Drainage Committee							500
History Commission						-	4,880
Neighborhood Council		568	39			606	1,500
Children's Commission				875		875	4,000
Community Service Contributions				30,000		30,000	30,000
					Total	31,481	76,380
					% of Budget		41%



## CAPITAL PROJECTS

INFRASTRUCTURE						
Quail Drive Sidewalk	61200				61200	61200
Dills Bluff Sidewalk Phase II			28340	20236	48576	69270
Dills Bluff Sidewalk, Phase III & IV					0	26500
Lighthouse Point Blvd Sidewalk and Drainage Phase I					0	55000
Regatta Road Sidewalk					0	17000
Town Hall - Second Floor					0	45000
Town Hall Sidewalks to Hillman and to Camp					0	211500
Capital Improvement Projects	3985		3985		7970	100000
Traffic Calming Projects			3830	6085	9915	30000
					0	
PARK IMPROVEMENTS						
Pinckney Park	2576	150	-4858	5300	3168	347775
Greenbelt Park Project	2250	26025	-2250		26025	63750
DRAINAGE PROJECTS						
Greenhill/Honey Hill Drainage Phase i		8000	8000	18163	34163	49657
Lighthouse Pt. Sdwalk & Drainage Phase 1						55000
Oceanview Stonepost Drainage Basin						20000
Hazard Mitigation Project						150000
Drainage Improvement Projects				4000		50000
Santee St. Drainage Improvements		6400		3200	9600	75600
	<b>70,011</b>	<b>40,575</b>	<b>37,047</b>	<b>56,984</b>	<b>Total</b>	<b>204,616</b>
						<b>1,427,252</b>
					<b>% of Budget</b>	<b>14%</b>

## JIPSD FIRE & SOLID WASTE SERVICES

JIPSD Tax Relief	250,000	83,334		333,334	1,000,000
Admin Expense	10,000			10,000	10,000
Auditor Expense					10,000
	<b>260,000</b>	<b>83,334</b>	<b>Total</b>	<b>343,334</b>	<b>1,020,000</b>

## HOSPITALITY TAX

<u>GENERAL</u>							
Hospitality Tax Revenue			52,322	56,068		108,390	510,000
The Town Market	866	338	194	409		1,807	10,000
Guide to Historic James Island						-	15,000
Rethink Folly Phase I-III, Staff Cost-Sharing		6,229		(2,951)		3,279	20,000
Santee Street Public Parking Lot	13,200					13,200	27,000
Community Events		2,000	25	12,300		14,325	5,000
<u>PROJECTS</u>							
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							54,683
Folly Road Beautification							25,000
Pinckney Park Pavilion	859	51		1,766		2,676	110,925
Greenbelt Park Project	750	8,675	(750)			8,675	21,250
1248 Camp Road Building	103	40	13	2,896		3,052	50,000
Decorative Banners							8,400
Other Tourism-Related Projects						-	108,900
					% of Budget	155,403	540,001
							29%

## TREE MITIGATION FUND

Tree Mitigation revenue						1,392	500
Tree Mitigation expense						-	500
	-	-	-	-	Total	1,392	

## JAMES ISLAND PRIDE

James Island Pride revenue/donations						391	3,100
Jsmes Island Pride expense	-	58	175	31		(264)	
Helping Hands Donations						423	400
Helping Hands Expense		150	260	63		473	
					Total		-

# ADMINISTRATOR'S REPORT

Oct-19

## ADMIN NOTES

- 1) Oct mtgs at Town Hall - 27 total- 8 were Town Mtgs
- 2) Old Subway Redevelopment Update - [See Attached](#)
- 3) Update Pinckney Park Pavilion - [see attached](#)
- 4) Brantley Park - Spent 26k YTD with additional 34k in Engineering & Permitting Fees. Awaiting Cost Estimate and Timeline - dependent on permitting
- 5) Town has \$172,467 in available Greenbelt funds for 2020 - [see attached breakdown](#)
- 6) Grant Writer Update - currently scheduling mtgs with consultants - Working on [PARD gran](#) for Brantley
- 7) ISP & Full-time Officer Update - [see attached](#) breakdown of estimated cost.
- 8) Conducted 2 stakeholder meetings for Old Library Space - Anticipate Plan for Council to approve in Dec.
- 9) Business License Update - County/Town moving toward standardizing process [See attached](#)

**Business Licenses** 46

\*25 of those processed at Town hall

## Code Enforcement Cases

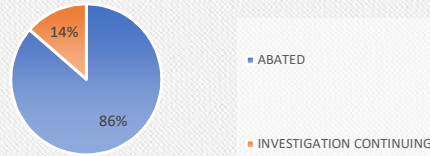
<b>TOTAL CASES</b>	<b>524</b>
<b>ABATED</b>	<b>453</b>
<b>INVESTIGATION CONTINUING</b>	<b>71</b>
RANK VEGETATION / SOLID WASTE	131
INOPERABLE VEHICLE	93
TREE CASES	48
NUISANCE PROPERTY	39

#6 new cases for Oct

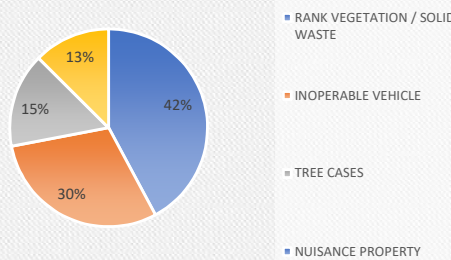
## Building Permits & Inspections

	Permits	Inspections
	96	186
Building	18	90
Electrical	19	37
Plumbing	7	26
Mechanical	5	15
Gas	6	18
Pool	1	
Roofing	16	
Fire System	-	
Sign	-	
Trades	24	
Previous Month	81	141

## Code Enforcement - Case Status



## Code Enforcement - Case Type



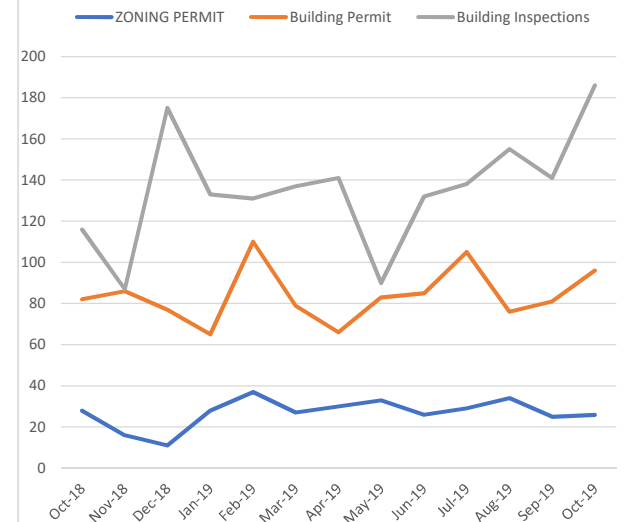
PERMIT TYPE	Oct-19
ACCESSORY STRUCTURE	
CLEARING & GRUBBING	
DEMOLITION PERMIT	
EXEMPT PLATS	
FIREWORK STAND	
HOME OCCUPATION	7
LSPR	
NON-EXEMPT PLAT	
PD AMENDMENT (REZONING)	
RESIDENTIAL ZONING	7
REZONING	
SPR	
SIGN PERMIT	1
SITE PLAN REVIEW	
SPECIAL EVENT	
SPECIAL EXCEPTION	
TEMPORARY ZONING	1
TREE REMOVAL	7
TREE TRIMMING	
VARIANCE	
ZONING PERMIT	3
<b>TOTAL</b>	<b>26</b>

\* 2 tree permits hurricane related - permit fee waived

## PUBLIC WORKS NOTES

- 1) There were 3 new requests for service in October, all drainage related. Staff has responded to all requests.
- 2) Construction continues for Quail Drive sidewalk. Contractor has been installing drainage features and the sidewalk paving.
- 3) Seaside- Honey Hill Drainage easement acquisition update: of 32 needed easements, we have received 7 and have another 21 pending.
- 4) Santee St. Drainage Project was awarded to Eadies Construction and work begun at the end of the month.
- 5) Pre-construction and groundbreaking meetings for the Pinckney Pavilion were held.
- 6) Oceanview-Stonepost drainage easement work is underway with Thomas and Hutton
- 7) Repairs to Sweetgrass Creek erosion control is being looked at by Davis and Floyd engineers.
- 8) The James Island Comprehensive Drainage Plan group: Thomas and Hutton and staff from Town, County and City held a charette to introduce the public to the study results.
- 9) Dills Bluff Sidewalk Phase II (Boardwalk) completed construction and was officially opened.
- 10) Staff met with JIPSD staff to discuss disaster debris removal.
- 11) The quarterly Drainage Committee meeting was held.
- 12) Staff attended bi-monthly LEPC meeting at Charleston County EOC.
- 13) Staff replaced 19 street name signs.

## PERMITS - 13 MONTH HISTORY



## Redevelopment of 896 Folly Rd.

### Additional Items to Consider

- Total square footage of parcel is 14,810.
- Estimated square footage of proposed easement is 4,500 square feet.
- That's 30% of the area which equates to \$150,000 of the \$500,000 Appraisal price. \$50k more than our proposed contribution of \$100,000.

### Estimated improvements costs for our Easement Area funded from the Hospitality Tax:

- Bus Shelter (including concrete pad) \$40,000
- Design, permitting, utility surveying \$36,000
- Low wall with signage \$35,000
- Landscaping \$20,000
- Screening Arbor \$10,000
- Wayfinding Signage \$10,000
- Half of cost for soil remediation \$5,000
- Bike Rack \$1,200

Total \$161,000

Current Status is the Owners of Corkey are working with the real estate staff at Charleston County regarding their contract. The Town is also working on preparing an easement agreement with Corkey's to ensure items listed in the proposal are addressed such as the compensation for the easement, public parking access, location of curb cuts, and sharing the cost of environmental testing. One of Corkey's conditions to the County on its offer was they wanted to conduct environmental testing on the site before they closed on the property. The Town agreed to share in that cost which is estimated to be \$5k a piece. Currently awaiting scope and fee from Stantec regarding that assessment.

No Budget Amendment is needed for the approved easement purchase, as there are \$108k of undesignated Hospitality Tax funds in the budget for this fiscal year.

I think approaching CARTA regarding funding or funding assistance for the shelter is a great idea. They did provide their standard bench and trashcan free of charge at the Walgreens location, and we can see if there are shelter funds available they can contribute.

The proposed improvements at this easement are still conceptual. We plan to approach the ReThink Folly Steering Committee as well as Town Council to solicit input before approving any final plan. Along with the final plan, any additional costs needed at this site such as landscaping, wayfinding signage, etc. would have to come back to Town Council for approval. I would anticipate having more firm cost estimates for the improvements to include in the FY 20/21 Budget but it may be something we want to do in phases depending on cost and other priorities.



**Total FY20 Urban Allocation**

<b>Municipality</b>	<b>Balance from 1st Allocation</b>	<b>FY 19 Allocation</b>	<b>FY20 Allocation</b>	<b>Obligated</b>	<b>Awarded To Date</b>	<b>Balance</b>
James Island	\$ 6,234	\$ 276,620	\$ 122,750	\$ -	\$ (233,137)	\$ 172,467

# Town of James Island

*Bill Woolsey*  
Mayor



Council Members  
*Leonard Blank*  
*Garrett Milliken*  
*Darren Troy Mullinax*  
*Joshua Stokes*

## VIA EMAIL

November 8, 2019

David Bennett, Associate Executive Director  
CCPRC  
861 Riverland Drive  
Charleston, SC 29412

RE: Letter of Intent – 2019-20 PARD Grant

Dear Mr. Bennett:

This letter is to notify you that the Town of James Island does intend to apply for 2019-20 PARD grant funding for improvements to our Town park.

We appreciate the opportunity and look forward to submitting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ashley R. Kellahan', with a long horizontal flourish extending to the right.

Ashley R. Kellahan  
Town Administrator

cc: Shante Ellis

[www.JamesIslandSC.us](http://www.JamesIslandSC.us)

Charleston County Sheriff's Office

James Island - New Deputy

<b>Deputy Sheriff</b>			
<b>Description</b>	<b>Initial Cost</b>	<b>Recruit</b>	<b>Experienced</b>
<b>Personnel</b>			
Salary		43,980	65,000
Holiday Pay (12 holidays)		2,030	3,000
Fringe Benefits @ 44.5%		20,475	28,925
<b>Annual Salary</b>		<b>66,485</b>	<b>96,925</b>
<b>Operating</b>			
<b>Description</b>	<b>Cost</b>	<b>Recurring Expenses</b>	
Uniforms/Public Safety	5,200		
Training	200		
Body Camera/Digital Camera	1,100		
Weapons	4,300	1,200	1,200
Mobile Data Terminal/ <b>CAD</b> /Hand Held Scanner	7,950	550	550
Vehicle Equipment (brackets, lights, partition, stop stick)	6,225		
Console	540		
Radar	2,200		
Preemployment Screening	140		
Radio Maintenance Fee	0	2,400	2,400
Printer (in vehicle)	250		
Wireless Tech ISF Charges	0	805	805
Fuel/Maintenance	0	15,000	15,000
Vehicle	36,500		
Mobile Radio 800MHZ	6,500		
Portable Radio	4,500		
In Car Camera	5,500		
<b>TOTAL OPERATING COSTS</b>	<b>81,105</b>	<b>19,955</b>	<b>19,955</b>
<b>Total Cost - One (1) Deputy Sheriff</b>		<b>86,440</b>	<b>116,880</b>

Printed: 11/15/2019



## ***Business License Standardization in South Carolina***

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### **Municipalities are pursuing local solutions.**

Most South Carolina municipalities that require a business license have voluntarily adopted standardized practices that simplify and modernize the business license process.

Cities and towns are

- adopting April 30 as the standardized due date.
- adopting a standard definition of gross income.
- adopting a standardized business license ordinance.
- accepting the standardized business license application.
- adopting a standardized 12-month period for calculating the gross income of a business.
- preparing to use an online payment portal that allows businesses to renew all business licenses online in one place.

### **Current business licensing legislation, H4431, creates more statewide problems rather than solutions.**

- H4431 complicates business licensing by requiring **more documentation from businesses to assure equal treatment**.
- H4431 shifts the basis for calculating the business license tax from gross income to net income, which will result in lower revenues for cities and force them to either **slash services or increase business license taxes or property taxes** in order to maintain current service levels.
- H4431 exempts certain businesses from the tax based on their structure or accounting practices and **shifts the tax burden** onto businesses that can't avoid the tax.
- H4431 creates an **unfair burden on resident-owned businesses** by allowing nonresident-owned businesses to deduct their first \$75,000 of income before paying a delivery license tax that is capped at a maximum of \$100. Resident-owned businesses get no such deduction or cap.
- H4431 **expands state government** by handing many critical functions of business licensing to the Office of the SC Secretary of State, which currently has no role or experience with administering the local business license tax.



## Town of James Island

# Memo

To: Mayor and Town Council  
From: Ashley Kellahan, TA  
Date: November 14, 2019  
Re: Clearview Traffic Calming

---

Town Staff has received many complaints over the years regarding speeding in the Clearview Neighborhood. In addition to requesting more police presence, the Town has conducted internal traffic studies over the years at the request of residents. Attached to this memo are two traffic reports conducted in 2019 on Clearview Drive, and one traffic report conducted in 2018 on Beauregard. Since internal reports did identify speeding concerns, the Town approved a scope and fee from JLA, Inc. at their June 20<sup>th</sup> Town Council to investigate a traffic calming plan.

The first public meeting was held on August 14<sup>th</sup> at which time residents from Clearview, Eastwood, and Stiles Drive were invited to participate. The meeting was advertised through traditional means, as well as through use of localized signage, the Nextdoor app, and communication efforts from neighborhood reps. The meeting was well-attended with approximately 80 residents. The engineers went over the data, the possible traffic calming methods that would be considered, and went over the process. They then opened the meeting up to input from the residents where they took notes on areas of concern, as well as areas where residents felt there were not speeding concerns.

The follow-up meeting for Clearview was on Sept. 9<sup>th</sup>. JLA presented draft recommendations of the plans and then invited feedback. The neighborhood was very split on the issue. Some were opposed, and some were supportive. Some also wanted to see less traffic calming devices in the back of the neighborhood as they felt there was less of a speeding concern in this area.

JLA revised the plans accordingly and presented 2 Options to staff. Town staff mailed out the options to every resident in the Clearview subdivision, requesting feedback.

The Town mailed out 308 letters and received 134 responses. Out of the 134 responses, 14 preferred Option 1, 72 preferred Option 2, and 48 preferred Option 3 which was no traffic calming.

Option 1: (6 all-way stops, 2 speed humps) 10%

Option 2: (1 all-way stop, 5 speed humps) 54%

Option 3: (Leave as-is) 36%

One observation that became clear in the feedback was that many residents who supported Option 2 did not support Option 1. However, most of the residents who favored Option 1 were also supportive of Option 2 as opposed to having no traffic calming measures.

Another observation is that overall, 64% of the respondents did support traffic calming in some form. However, those opposed were strongly in opposition. Thus, one possibility to consider is moving forward with Option 2, however modifying to only keep the first speed hump as you enter the neighborhood and then reevaluate the need for additional speed humps in the future.

If Council approves the Traffic Calming plan prepared by JLA, Inc., then the Town would move forward with submitting the encroachment permits to SCDOT. If approved, the project will then be bid out for construction and the qualified low bid would come back before Town Council for approval. The estimate for construction on Option 1 is \$22,000 and Option 2 is \$41,000.

Attachments: Traffic Studies, Mailing to Residents including Traffic Calming Plans

# Town of James Island

*Bill Woolsey*  
Mayor



Council Members  
*Leonard Blank*  
*Garrett Milliken*  
*Darren Troy Mullinax*  
*Joshua Stokes*

RESIDENT

Re: Clearview Traffic Calming

Dear Resident:

The Town of James Island is reaching out to you regarding a recent traffic calming project that has been conducted in the Clearview Neighborhood. You may have attended one of our two public meetings. From the resident feedback and participation, our engineers at JLA, Inc. have recommended 2 options to staff. The Town would like your feedback regarding the options.

Attached to this letter are both options. Please tell us if you Support Option 1, Support Option 2, or if you don't support either Option. There are several ways to submit your feedback:

1. Email [akellahan@jamesislandsc.us](mailto:akellahan@jamesislandsc.us) and provide your feedback.
2. Call Town Hall at 843.795.4141 to speak with Ashley Kellahan. If unavailable, please leave a detailed message with your feedback.
3. Mail a response to Town Hall at PO Box 12240, Charleston, SC 29422.
4. Come visit Town Hall and submit your feedback to the Receptionist or Ashley Kellahan, if available.

The feedback will be compiled and provided to Town Council ahead of their Nov. 21<sup>st</sup> meeting. Resident names and addresses will not be publicized to the general public. If you wish to also address Town Council directly, please attend the Nov. 21<sup>st</sup> Town Council meeting at 7 pm in Council Chambers at 1122 Dills Bluff Rd. Arrive at least 5 minutes early and sign-in to be recognized to speak.

Thank you for your feedback. **Please submit your response by Wednesday, Nov. 15<sup>th</sup>.**

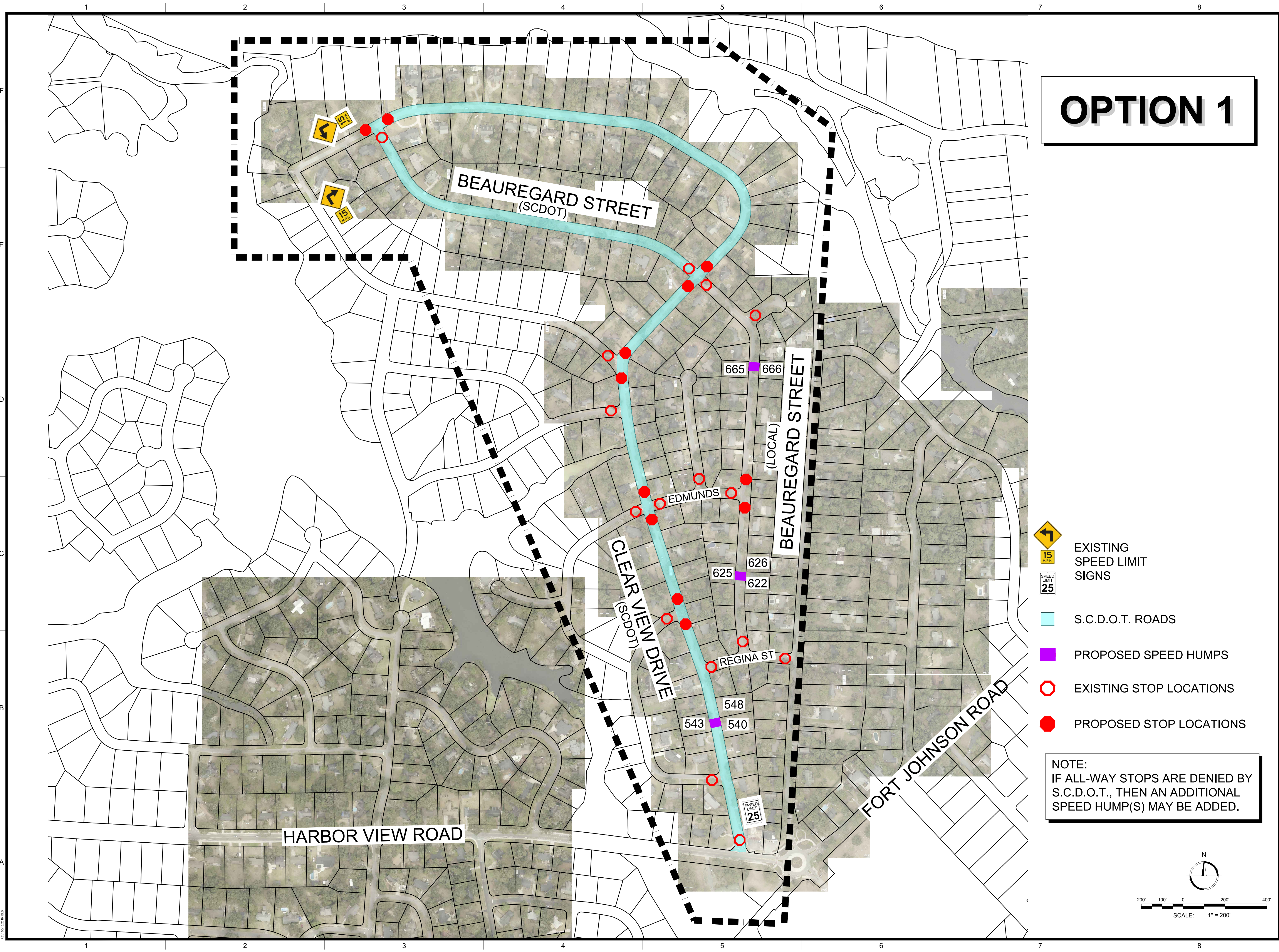
Respectfully,









Ashley Kellahan, Town Administrator

[www.JamesIslandSC.us](http://www.JamesIslandSC.us)

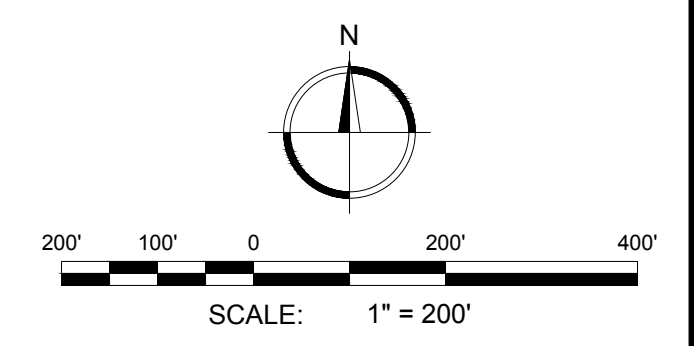




# OPTION 1

-  EXISTING SPEED LIMIT SIGNS
-  SPEED LIMIT 25
-  S.C.D.O.T. ROADS
-  PROPOSED SPEED HUMPS
-  EXISTING STOP LOCATIONS
-  PROPOSED STOP LOCATIONS

**NOTE:**  
IF ALL-WAY STOPS ARE DENIED BY S.C.D.O.T., THEN AN ADDITIONAL SPEED HUMPS MAY BE ADDED.

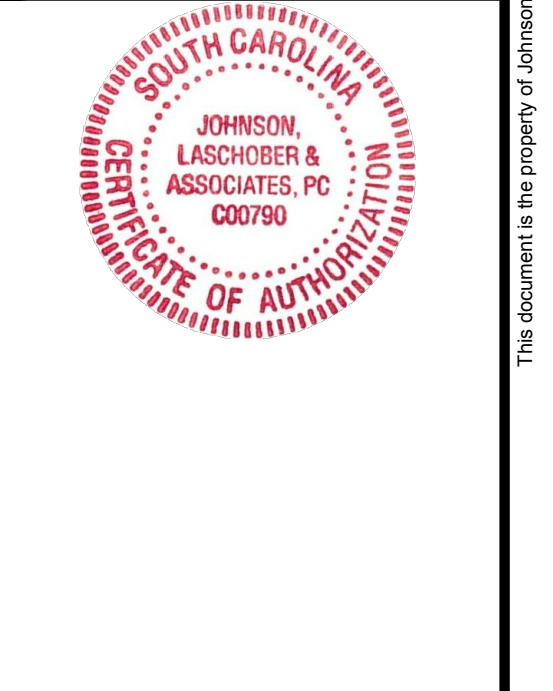



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TEL (706) 724-5756 • TEL (843) 619-4656  
FAX (706) 724-3955  
WWW.THEJLAGROUP.COM

CLIENT: THE TOWN OF JAMES ISLAND  
JAMES ISLAND, SC

PROJECT NAME: **CLEARVIEW, BEAUREGARD, STERLING, SWANSON, WILDWOOD, & STILES STREETS**

PROJECT LOCATION: MULTIPLE STREETS LOCATED OFF HARBORVIEW AND FORT JOHNSON



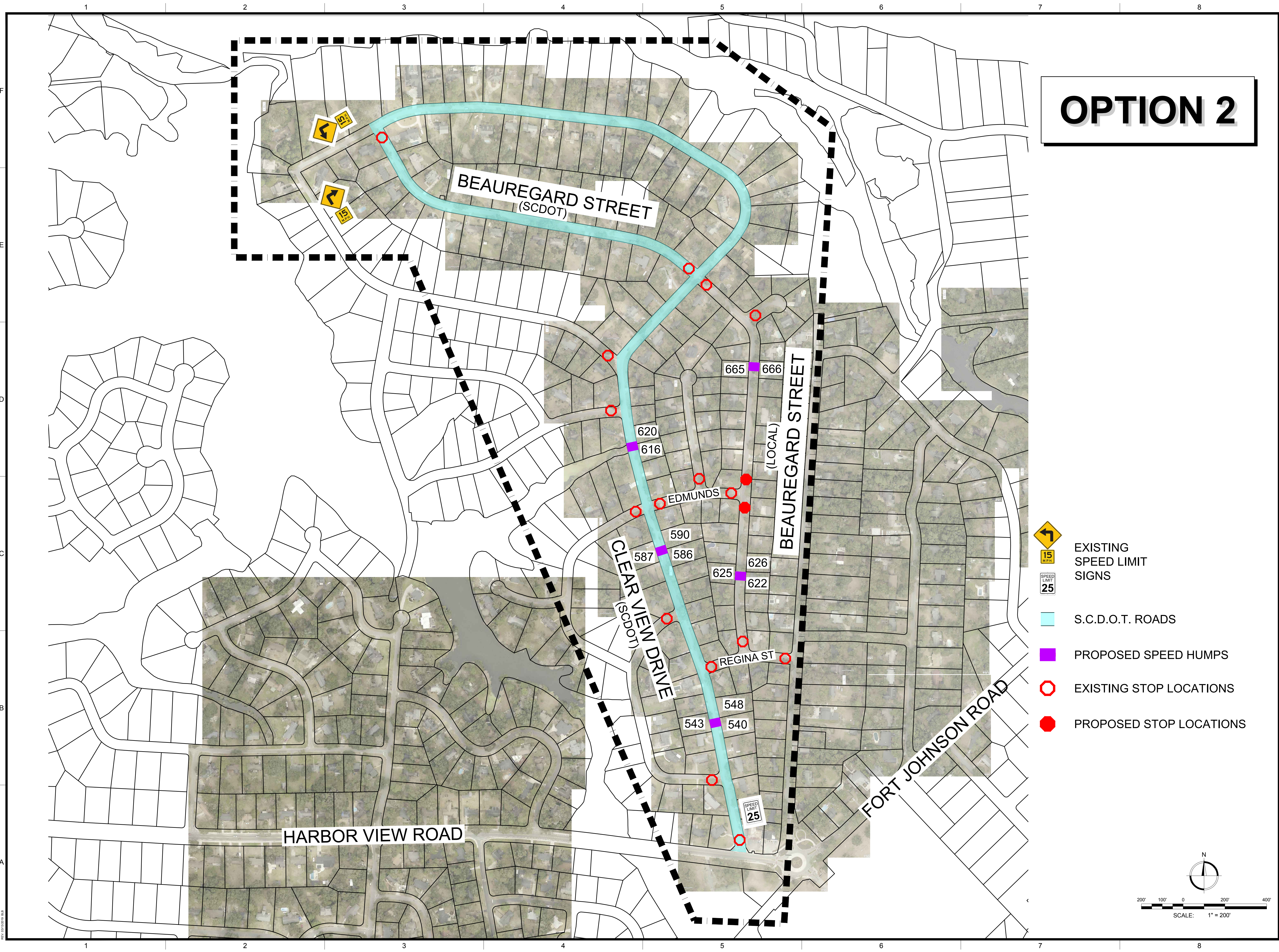
REV	DATE	BY	DESCRIPTION

PROJECT NO. 3082.1601 CLEARVIEW  
DRAWN BY: JFC  
CHECKED BY: HWG  
DATE: 07/01/2019  
SHEET TITLE:  
**CLEARVIEW SITE PLAN**  
**OPTION 1**







SCALE: 1" = 200'  
DRAWING NO. **C-101** REV. -

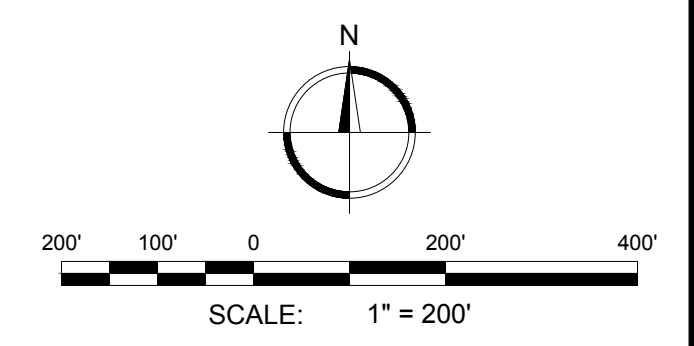
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# OPTION 2

-  EXISTING SPEED LIMIT SIGNS
-  SPEED LIMIT 25
-  S.C.D.O.T. ROADS
-  PROPOSED SPEED HUMPS
-  EXISTING STOP LOCATIONS
-  PROPOSED STOP LOCATIONS

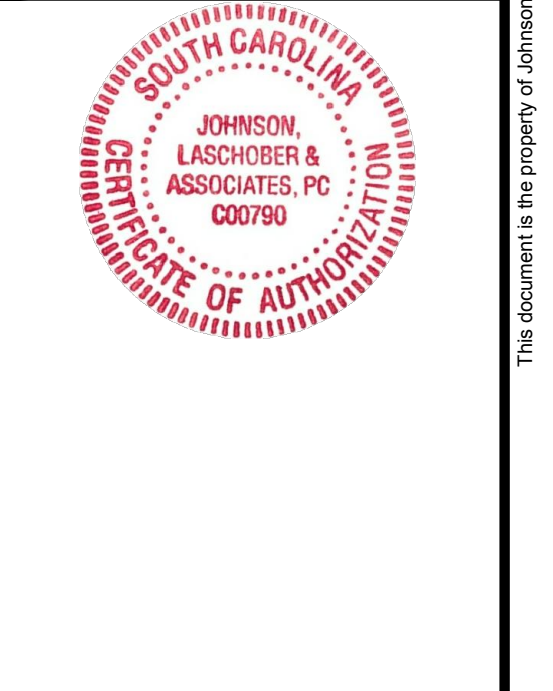



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CLIENT: THE TOWN OF JAMES ISLAND  
JAMES ISLAND, SC

PROJECT NAME: **CLEARVIEW, BEAUREGARD, STERLING, SWANSON, WILDWOOD, & STILES STREETS**

PROJECT LOCATION: MULTIPLE STREETS LOCATED OFF HARBORVIEW AND FORT JOHNSON



REV	DATE	BY	DESCRIPTION

PROJECT NO. 3082.1601 CLEARVIEW  
DRAWN BY: JFC  
CHECKED BY: HWG  
DATE: 07/01/2019  
SHEET TITLE: **CLEARVIEW SITE PLAN**  
**OPTION 2**

SCALE: 1" = 200'  
DRAWING NO. **C-102**

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# Town of James Island Neighborhood Traffic Study

## Beauregard St. (4/27 through 5/16, 2018)

The Town of James Island Public Works Department conducted a study on Beauregard St., a road under the ownership and maintenance of the Town of James Island, in order to determine if traffic-calming measures were warranted and to possibly recommend which methods would be most effective. A tube counter (TrafficViewer Pro) was placed on Beauregard (1/3 of the way northbound) for a period of 20 days, from the 27<sup>th</sup> of April until the 16<sup>th</sup> of May, 2018. The volume, speed, and direction of traffic were recorded.

Beauregard St. is a meandering road located within the Clearview portion of James Island that consists of 3 bends. It is approx. 22 feet wide and 0.75 miles long, has mainly swale drainage structures, and is entirely residential. Beauregard runs northbound from its southernmost end at Regina St., having intersections with Edmonds and Clearview Dr., until eventually terminating at Clearview Dr. to the northwest. The posted speed limit is 25 mph all throughout the area of Clearview, with the exception of Harbor View Road (40mph).

The location of the tube counter was as follows: approx. 2/5 of a mile north from the southernmost end of Beauregard, past Edmonds Dr. (left) but before the first significant bend in the road. The counter was placed adjacent to a utility pole so that it could be securely locked.

The 20-day count was 3,167 vehicles resulting in an average daily volume of 168.57 vehicles. The highest recorded speeds were of two vehicles traveling at 50-54 mph, in addition to another 18 vehicles traveling at 45-49 mph. It should be noted that each day averaged 13 vehicles moving from 35-39 mph, with 8 days having >20 of these occurrences.

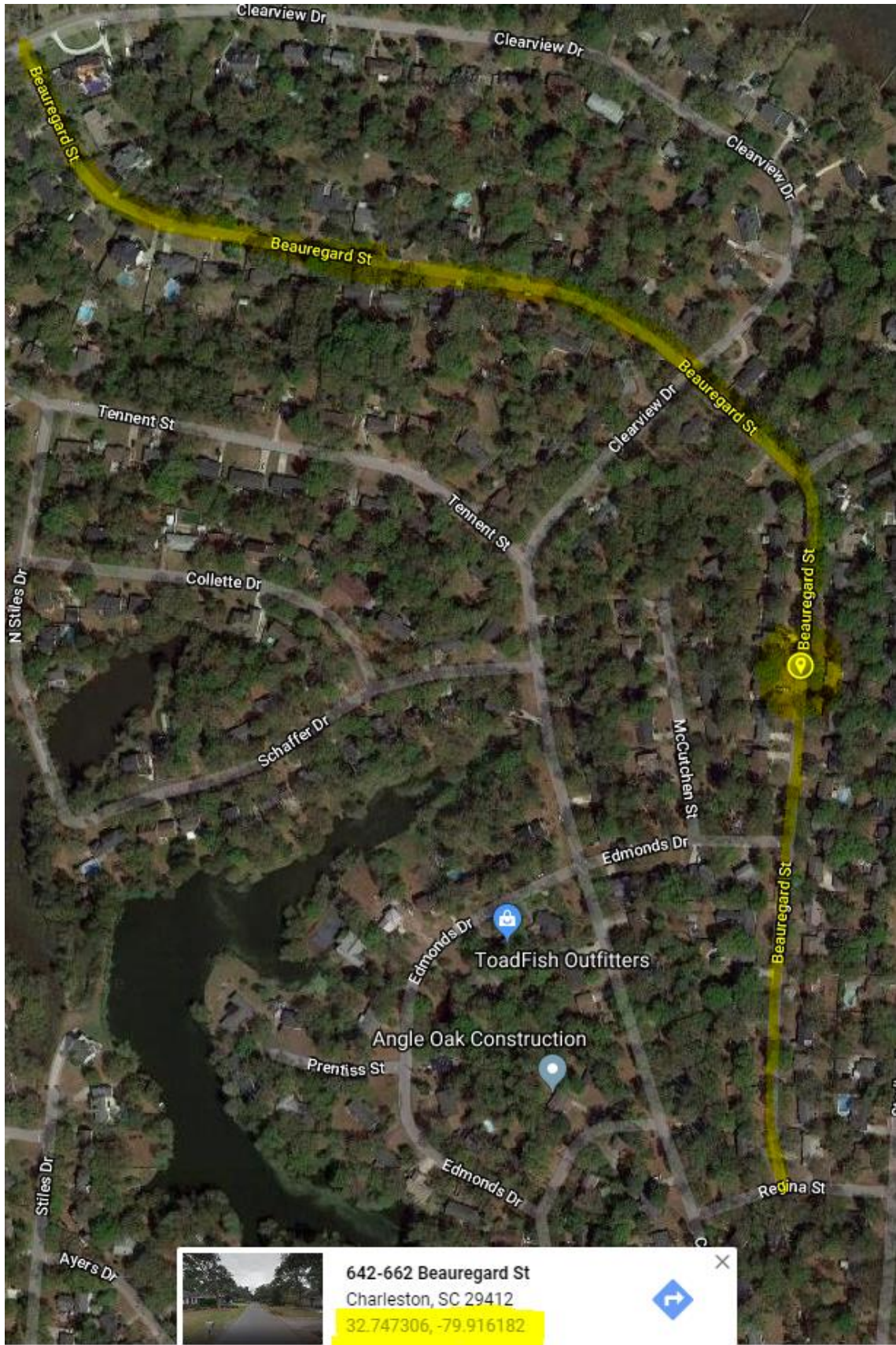
The total average speed and 85<sup>th</sup> percentile were 27.43 mph and 34.705 mph, respectfully. The daily volumes were consistent throughout the week, as well as the 85<sup>th</sup> percentiles and mean speeds. The average speed for each day was 29, 28.2, 27.2, 27.7, 28.1, 27.4, 28.7, 28.2, 26.9, 26.7, 26.5, 27.5, 27, 25.3, 28, 28, 27.6, 28.2, 27.6, and 24.8 mph, respectfully. The 85<sup>th</sup> percentile for each day was 36.1, 36.3, 34.2, 34.1, 34.8, 34.2, 35.3, 36.1, 35.1, 34.0, 33.7, 34.3, 34.5, 33.1, 36, 36.1, 35.5, 34.9, 34.5, and 31.3 mph, respectfully.

The 85<sup>th</sup> percentile is a statistical measure used by traffic engineers to determine what most prudent drivers find to be an appropriate and comfortable speed. As is apparent in the data, the 85<sup>th</sup> percentiles are all well above the posted limit (almost +10 mph). This is high for residential streets, and therefore does indicate the need to implement traffic calming measures of some sort.

### SCDOT Eligibility Criteria:

Beauregard Street is a local residential road with a speed limit of less than 40 mph and only 2 lanes. Traffic volume is less than 4000 AADT and is located in an urban district, as defined by the South Carolina Code of Laws, Sec. 56-5-1520.

Public Works Department  
Town of James Island



642-662 Beauregard St  
Charleston, SC 29412  
32.747306, -79.916182



# Town of James Island Neighborhood Traffic Study

## Clearview Dr. (1/18 through 1/27, 2019)

The Town of James Island Public Works Department conducted a study on Clearview Dr., a road under the ownership and maintenance of the SCDOT, in order to determine if traffic-calming measures are warranted and to possibly recommend which methods would be most effective. A tube counter (TrafficViewer Pro) was placed at 616 Clearview for a period of 10 days, from the 18<sup>th</sup> until the 27<sup>th</sup> of January, 2019. The volume, speed, and direction of traffic were recorded.

Clearview Dr. is shaped like a question mark, beginning at its southern end at Harbor View Rd. and starting out straight north until its intersection with Tennant St., where it begins to curve to the right. Here it heads northeast and passes an intersection with Beauregard, continuing to curve until it terminates at the other end of Tennant St to the northwest. It is approx. 25 feet wide and 1.1 miles long, and is entirely residential. Clearview Dr. has swale drainage structures, the only pond being partially visible from the road just past the location of the tube counter (on left). The posted speed limit is 25 mph.

The location of the tube counter was as follows: approx. 0.38 miles northbound from the southernmost end of Clearview, past Edmonds Dr., and across from 616 Clearview. The counter was placed adjacently to a pine tree in the side yard, so that it could be securely locked.

The 10-day count was 8,738 vehicles resulting in an average daily volume of 919.79. The highest recorded speeds were of 9 vehicles traveling at excess of 50 mph, as well as 20 going (45-49 mph) and another 136 vehicles traveling at 40-44 mph. An additional 622 cars were traveling from 35-39 mph. Note that this results in 787 vehicles, an average of 82.84 vehicles per day, moving faster than 10 mph above the posted speed limit.

The total average speed and 85<sup>th</sup> percentile were 28.07 mph and 33.65 mph, respectfully. The daily volumes were consistent throughout the week, as well as the 85<sup>th</sup> percentiles and mean speeds. The average speed for each day was 27.8, 27.8, 27.9, 27.3, 28.7, 29.2, 29.4, 27.0, 27.4, and 28.2 mph, respectfully. The 85<sup>th</sup> percentile for each day was 33, 33.3, 33.5, 32.9, 34.4, 35.2, 34.6, 32.6, 33.2, and 33.8 mph, respectfully.

The 85<sup>th</sup> percentile is a statistical measure used by traffic engineers to determine what most prudent drivers find to be an appropriate and comfortable speed.

### SCDOT Eligibility Criteria:

Clearview Drive is a local residential road with a speed limit of less than 40 mph and only 2 lanes. Traffic volume is less than 4000 AADT and is located in an urban district, as defined by the South Carolina Code of Laws, Sec. 56-5-1520.

Public Works Department  
Town of James Island

# Town of James Island Neighborhood Traffic Study

## Clearview Dr. (3/15 through 3/29, 2019)

The Town of James Island Public Works Department conducted a study on Clearview Dr., a road under the ownership and maintenance of the SCDOT, in order to determine if traffic-calming measures are warranted and to possibly recommend which methods would be most effective. A tube counter (TrafficViewer Pro) was placed at 740 Clearview for a period of 14 days, from the 15<sup>th</sup> until the 29<sup>th</sup> of March, 2019. The volume, speed, and direction of traffic were recorded.

Clearview Dr. is shaped like a question mark, beginning at its southern end at Harbor View Rd. and starting out straight north until its intersection with Tennant St., where it begins to curve to the right. Here it heads northeast and passes an intersection with Beauregard, continuing to curve until it terminates at the other end of Tennant St to the northwest. It is approx. 25 feet wide and 1.1 miles long, and is entirely residential. Clearview Dr. has swale drainage structures, the only pond being partially visible from the road just past Edmonds Drive (on left). The posted speed limit is 25 mph.

The location of the tube counter was as follows: approx. 0.82 miles northbound from the southernmost end of Clearview, past Edmonds Dr., and across from 740 Clearview. The counter was placed on a power pole yard, so that it could be securely locked.

The 14-day count was 1,933 vehicles resulting in an average daily volume of 138.07. The highest recorded speeds were of 2 vehicles traveling at excess of 40 mph, with a total of 52 vehicle going over 30 MPH, which is 5 MPH over the posted speed limit.

The total average speed and 85<sup>th</sup> percentile were 22.0 mph and 27.07 mph, respectfully. The daily volumes were consistent throughout the week, as well as the 85<sup>th</sup> percentiles and mean speeds.

The 85<sup>th</sup> percentile is a statistical measure used by traffic engineers to determine what most prudent drivers find to be an appropriate and comfortable speed.

### SCDOT Eligibility Criteria:

Clearview Drive is a local residential road with a speed limit of less than 40 mph and only 2 lanes. Traffic volume is less than 4000 AADT and is located in an urban district, as defined by the South Carolina Code of Laws, Sec. 56-5-1520.

Public Works Department  
Town of James Island



## Town of James Island

# Memo

To: Mayor and Town Council  
From: Ashley Kellahan, TA  
Date: November 14, 2019  
Re: Sterling Traffic Calming

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Town Staff has received complaints over the years regarding speeding on Sterling Drive. In addition to requesting more police presence, the Town has conducted internal traffic studies over the years at the request of residents. Attached to this memo are two traffic reports, one conducted in 2014 and one in July of 2019 on Sterling Drive. Since internal reports did identify speeding concerns, the Town approved a scope and fee from JLA, Inc. at their June 20<sup>th</sup> Town Council to investigate a traffic calming plan.

The first public meeting was held on August 14<sup>th</sup> at which time residents from Clearview, Eastwood to include Sterling Drive, and Stiles Drive were invited to participate. The meeting was advertised through traditional means, as well as through use of localized signage, the Nextdoor app, and communication efforts from neighborhood reps. The meeting was well-attended with approximately 80 residents. The engineers went over the data, the possible traffic calming methods that would be considered, and went over the process. They then opened the meeting up to input from the residents where they took notes on areas of concern, as well as areas where residents felt there were not speeding concerns.

The follow-up meeting for Eastwood to include Sterling Drive was on Sept. 9<sup>th</sup>. JLA presented draft recommendations of the plans and then invited feedback. It became clear that the folks attending the meeting who lived on Sterling Dr. were opposed to any traffic calming efforts. Therefore, we pulled out this particular street from Eastwood as a whole and decided to do a direct mailing for more comprehensive feedback.

The Town mailed out 66 letters of the proposed plan to residents along Sterling Dr. and received 29 responses. Out of the 29 responses, 23 preferred the presented plan and 6 were opposed to the plan and preferred no traffic calming.

Support the Plan: 79%

Against the Plan: 21%

One observation was out of the respondents who supported the plan, 39% of them were opposed to the all-way stop. One alternative Town Council could consider is moving forward with adding a speed hump to the entrance of the neighborhood and reevaluating the traffic data in the future.

If Council approves the Traffic Calming plan prepared by JLA, Inc., then the Town would move forward with submitting the encroachment permits to SCDOT. If approved, the project will then be bid out for construction and the qualified low bid would come back before Town Council for approval. The estimate for construction with the all-way stop approved is \$17,000 and without the all-way stop and additional speed hump is \$24,000.

Attachments: Traffic Studies, Mailing to Residents including the Traffic Calming Plan

# Town of James Island

*Bill Woolsey*  
Mayor



Council Members  
*Leonard Blank*  
*Garrett Milliken*  
*Darren Troy Mullinax*  
*Joshua Stokes*

RESIDENT

Re: Sterling Dr. Traffic Calming

Dear Resident:

The Town of James Island is reaching out to you regarding a recent traffic calming project that has been conducted along your street. You may have attended one of our two public meetings. From the resident feedback and participation, our engineers at JLA, Inc. have recommended a plan to staff. The Town would like your feedback regarding the plan.

Attached to this letter is a copy of the plan. Please tell us if you Support the Plan or Do Not Support the Plan. There are several ways to submit your feedback:

1. Email [akellahan@jamesislandsc.us](mailto:akellahan@jamesislandsc.us) and provide your feedback.
2. Call Town Hall at 843.795.4141 to speak with Ashley Kellahan. If unavailable, please leave a detailed message with your feedback.
3. Mail a response to Town Hall at PO Box 12240, Charleston, SC 29422.
4. Come visit Town Hall and submit your feedback to the Receptionist or Ashley Kellahan, if available.

The feedback will be compiled and provided to Town Council ahead of their Nov. 21<sup>st</sup> meeting. Resident names and addresses will not be publicized to the general public. If you wish to also address Town Council directly, please attend the Nov. 21<sup>st</sup> Town Council meeting at 7 pm in Council Chambers at 1122 Dills Bluff Rd. Arrive at least 5 minutes early and sign-in to be recognized to speak.

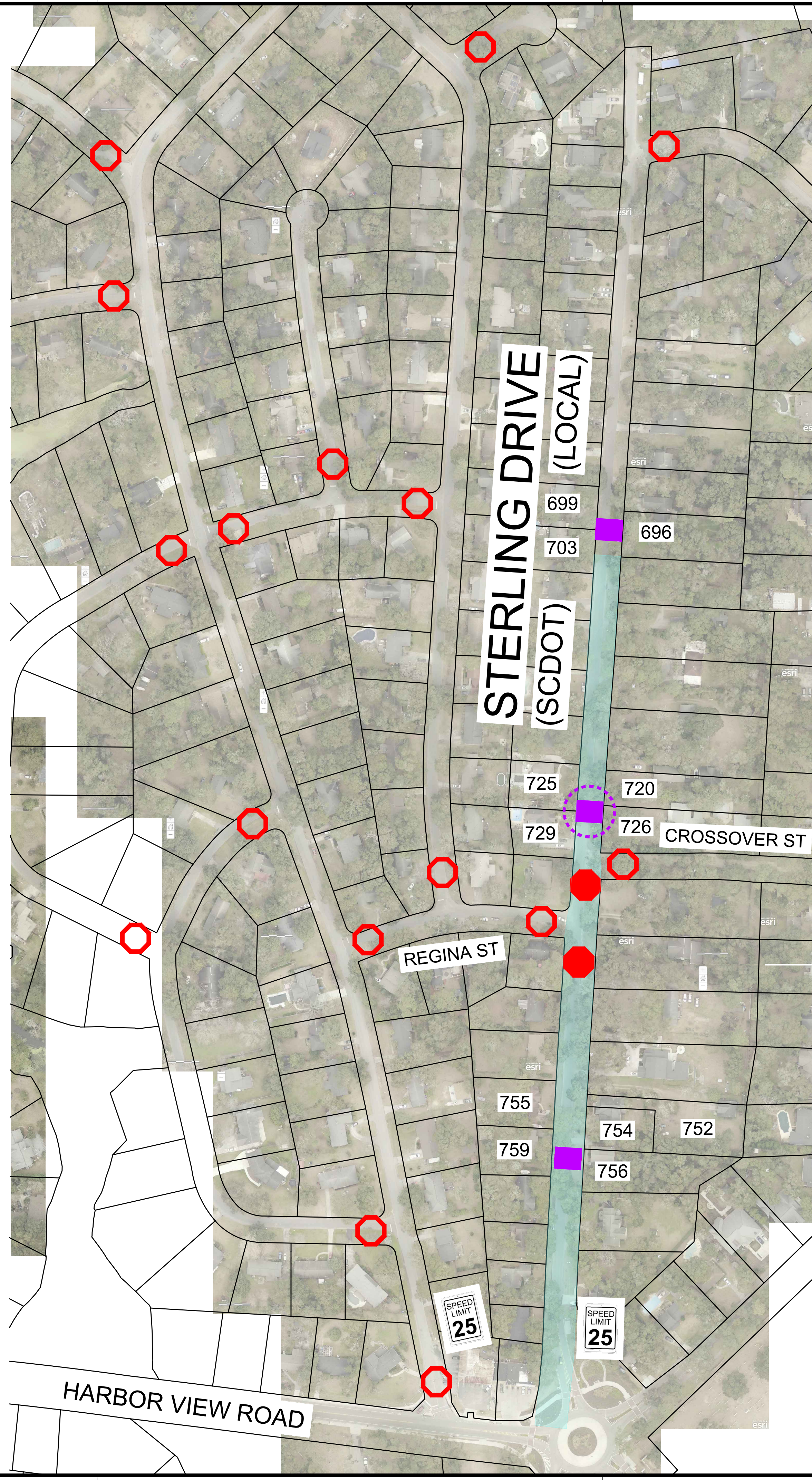
Thank you for your feedback. **Please submit your response by Wednesday, Nov. 15<sup>th</sup> and reference STERLING DR. TRAFFIC CALMING.**







Respectfully,

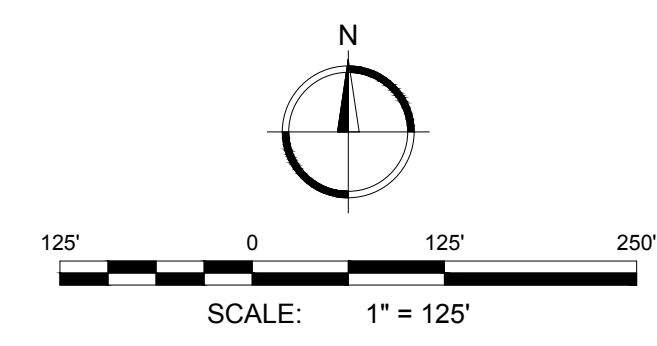
Ashley Kellahan, Town Administrator

[www.JamesIslandSC.us](http://www.JamesIslandSC.us)





-  EXISTING SPEED LIMIT SIGNS
-  PROPOSED SPEED HUMPS
-  ADD IF ALL-WAY STOP IS DENIED
-  S.C.D.O.T. ROADS
-  EXISTING STOP LOCATIONS
-  PROPOSED ALL-WAY STOP



**JLA**  
 Since 1980  
 Architects • Engineers • Landscape Architects  
**JOHNSON, LASCOBER & ASSOCIATES, P.C.**  
 AUGUSTA, GA • MT. PLEASANT, SC  
 TEL (706) 734-9730 • TEL (843) 619-4656  
 FAX (706) 734-3955  
 WWW.THEJLAGROUP.COM

CLIENT: THE TOWN OF JAMES ISLAND  
 JAMES ISLAND, SC  
 PROJECT NAME: **CLEARVIEW, BEAUREGARD, STERLING, SWANSON, WILDWOOD, & STILES STREETS**  
 PROJECT LOCATION: MULTIPLE STREETS LOCATED OFF HARBORVIEW AND FORT JOHNSON



REV	DATE	BY	DESCRIPTION

PROJECT NO. 3082.1601 CLEARVIEW  
 DRAWN BY: JFC  
 CHECKED BY: HWG  
 DATE: 07/01/2019

SHEET TITLE:  
**STERLING DRIVE**

SCALE: 1" = 125'  
 DRAWING NO. **C-104** REV. -



# Town of James Island

## Neighborhood Traffic Study

### Sterling Drive (S-1757), Eastwood

The Town of James Island Public Works Department conducted a study on Sterling Drive (S-1757), a road under the ownership and maintenance of SCDOT, in order to determine if traffic calming measures are warranted and to possibly recommend which methods would be most effective. A traffic counter device (PICOCount 2500) was placed at a midpoint on Sterling Drive for a 8 day period from 21 May 2014 to 28 May 2014. Volume, speed, direction of travel and vehicle types were recorded.

Sterling Drive in the test area is a straight road from Harbor View Road (SC-1028) to its terminus, a distance of approximately 2587 feet or 0.49 miles. There are only residential properties along this route. The posted speed limit in the neighborhood is 25 MPH.

The 8 day count was 2966 total vehicles resulting in an Average Daily Volume of 370 vehicles. The highest speed recorded was five vehicles at 50-54 MPH on several days in the early morning hours and 144 vehicles traveling the lowest recorded metric of 5-14 MPH. There were 572 vehicles traveling over 30 MPH through this period. The average speed recorded through the study period was 25.8 MPH and the average of the 85<sup>th</sup> percentile for all vehicles over the study period was 31.35 MPH. The 85<sup>th</sup> percentile is a statistical measure used by traffic engineers to determine what most prudent drivers find to be an appropriate and comfortable speed.

Sterling Drive is a local residential road with a speed limit of less than 30 MPH and is a two lane road. Traffic volume is less than 4000 AADT and is located in an urban district as defined by the South Carolina Code of Laws, Section 56-5-1520.

# Town of James Island Neighborhood Traffic Study

## Sterling Dr. (7/1 through 7/8, 2019)

The Town of James Island Public Works Department conducted a study on Sterling Dr., a road under the joint ownership and maintenance of TOJI and SCDOT (S-1757), in order to determine if traffic-calming measures are warranted and to possibly recommend which methods would be most effective. A tube counter (PicoCount 2500) was placed on Sterling for a period of 8 days, from the 1<sup>st</sup> until the 8<sup>th</sup> of July, 2019. The volume, speed, and direction of traffic were recorded.

Sterling Dr. is a straight road that is oriented north-to-south and is 0.46 miles long. It begins at the Harbor View and Fort Johnson traffic circle and extends northward, terminating at Sterling Dr. (gravel) to the right. Sterling Dr. has mostly swale or open ditch drainage structures and a posted speed limit of 25 mph.

The location of the tube counter was as follows: approx. 0.25 miles northbound from the southernmost end of the street, at 725 Sterling. The counter (CC4) was placed next to a tree and securely locked.

The 8-day count was **2189** vehicles resulting in an average daily volume of **273.6**. The highest recorded speeds were of **20** vehicles traveling at between 40-44 mph. Note that **175 vehicles** were traveling (30-34 mph) and an additional **76 vehicles** were traveling between 35-39 mph. This results in an average of **38.7 vehicles** speeding per-day.

The total average speed and 85<sup>th</sup> percentile were **22.24 mph** and **29.1 mph**, respectfully. The daily volumes were consistent throughout the week, as well as the 85<sup>th</sup> percentiles and mean speeds. The average speed for each day was **21.6, 23.0, 23.2, 21.3, 22.8, 21.8, and 22.5 mph**, respectfully. The 85<sup>th</sup> percentile for each day was **29.5, 31.0, 29.8, 28.4, 29.3, 29.1, 28.4, and 27.3 mph**, respectfully.

*The 85<sup>th</sup> percentile is a statistical measure used by traffic engineers to determine what most prudent drivers find to be an appropriate and comfortable speed.*

### SCDOT Eligibility Criteria:

Sterling Drive is a local residential road with a speed limit of less than 40 mph and only 2 lanes. Traffic volume is less than 4000 AADT and is located in an urban district, as defined by the South Carolina Code of Laws, Sec. 56-5-1520.

Public Works Department  
Town of James Island



	<b>Sterling (4th of July weekend)</b>					
<i>Time</i>	<i>Speed Bins (7-day totals)</i>					
-	<b>35-39</b>	<b>40-44</b>	<b>45-49</b>	<b>50-54</b>	<b>55-59</b>	<b>60+</b>
12:00 AM	2	-	-	-	-	-
1:00 AM	1	-	-	-	-	-
2:00 AM	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-
5:00 AM	3	1	-	-	-	-
6:00 AM	2	1	-	-	-	-
7:00 AM	-	-	-	-	-	-
8:00 AM	3	1	-	-	-	-
9:00 AM	4	1	-	-	-	-
10:00 AM	4	2	-	-	-	-
11:00 AM	2	4	-	-	-	-
12:00 PM	7	-	-	-	-	-
1:00 PM	2	1	-	-	-	-
2:00 PM	2	2	-	-	-	-
3:00 PM	8	-	-	-	-	-
4:00 PM	8	3	-	-	-	-
5:00 PM	7	1	-	-	-	-
6:00 PM	6	1	-	-	-	-
7:00 PM	5	-	-	-	-	-
8:00 PM	4	-	-	-	-	-
9:00 PM	4	1	-	-	-	-
10:00 PM	2	1	-	-	-	-
11:00 PM	-	-	-	-	-	-



# MOTOROLA SOLUTIONS

## Proposal

Date: 1/15/2019  
 TO: Town of James Island

ATTN: Mark Johnson

Wes Porter  
 Mobile Communications  
 Motorola Solutions Manuf. Rep.  
 Office 843-744-3780  
 Mobile 843-566-2098

Radio	Line #	Qty	Model / Options	Description	Unit List	Unit SC Contract	Unit Trade-In	Unit Net	Extended
APX900 Portable M2 Limited Keypad No Secure									
84	5		H92UCF9PW6 N	APX 900 7/800 MHZ MODEL 2 PORTABLE	3,242.00	2,431.50	(637.86)	1,793.64	8,968.20
84a	5		QA04096	ENH: P25 9600 BAUD	-	-	-	-	-
84b	5		QA06765AA	ALT: IMPRES L1-H1N 3000MAH	-	-	-	-	-
84c	5		H899BK	ADD: 3 YEAR SERVICE FROM THE START	-	-	-	-	-
84d	5		QA09008	ADD: GROUP SERVICES	-	-	-	-	-
84e	5		G996	ADD: PROGRAMMING OVER P25 (OTAP)	-	-	-	-	-
84f	5		QA03399	ADD: ENHANCED DATA	-	-	-	-	-
98	1		T7914	RADIO MANAGEMENT ONLINE	-	-	-	-	-
98a	5		UA00049AA	ADD: RADIO MANAGEMENT LICENSES ONLU	100.00	100.00	(20.00)	80.00	400.00
86	0		PMNN4493A	BATT IMPRES L1ON LOW VOLT IP68 3000T	127.00	95.25	(5.08)	90.17	-
87	5		PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US	69.25	51.94	(2.77)	49.17	245.84

Please include SC State Contract # On P.O.

Equipment Total	Equipment Total
\$ 9,614.04	\$ 9,614.04
Taxes 9%	\$ 865.26
Install	\$ -
Programming	\$ 250.00
<b>TOTAL</b>	<b>\$ 10,729.30</b>

Terms:  
 Net 30 days  
 Shipment FOB Destination  
 Delivery 4 to 6 weeks  
 State Contract # 4400013531  
 Proposal # 2018-CC70

**TOWN OF JAMES ISLAND**  
**Transactions by Account**  
 As of June 30, 2019

	Date	Name	Memo	Amount	Balance
<b>REVENUE</b>					
<b>HOSPITALITY TAX</b>					
	09/27/2018	County of Charleston	Aug 2018	50,515.00	50,515.00
	10/30/2018	County of Charleston	Sept. 2018	39,782.96	90,297.96
	11/21/2018	County of Charleston	Oct. 2018 Hospitality	34,193.26	124,491.22
	12/20/2018	County of Charleston	Nov. 2018	45,429.50	169,920.72
	01/18/2019	County of Charleston	Dec. 2018	46,018.62	215,939.34
	02/26/2019	County of Charleston	Jan 2019	42,185.78	258,125.12
	03/20/2019	County of Charleston	Feb. 2019	44,069.86	302,194.98
	04/17/2019	County of Charleston	March 2019	38,485.87	340,680.85
	05/24/2019	County of Charleston	April 2019	69,347.82	410,028.67
	06/27/2019	County of Charleston	May 2019	48,144.63	458,173.30
	06/30/2019	County of Charleston	June 2019 Hospitality Tax	60,136.59	518,309.89
	06/30/2019	County of Charleston	July Hospitality Tax 2019	54,201.42	572,511.31
Total HOSPITALITY TAX				<u>572,511.31</u>	<u>572,511.31</u>
Total REVENUE				<u>572,511.31</u>	<u>572,511.31</u>
<b>TOTAL</b>				<b><u>572,511.31</u></b>	<b><u>572,511.31</u></b>

	Date	Name	Memo	Amount	Balance
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Folly Road Beautification</b>					
	06/14/2019	Kiaan LLC	Signage Reimbursement	1,500.00	1,500.00
Total Folly Road Beautification				<u>1,500.00</u>	<u>1,500.00</u>
Total HOSPITALITY TAX EXPENSE				<u>1,500.00</u>	<u>1,500.00</u>
<b>TOTAL</b>				<b><u>1,500.00</u></b>	<b><u>1,500.00</u></b>

	Date	Name	Memo	Amount	Balance
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Camp/Folly Civic Space</b>					
	06/28/2019	Stantec	Inv. # 1524214	2,688.00	2,688.00
Total Camp/Folly Civic Space				<u>2,688.00</u>	<u>2,688.00</u>
Total HOSPITALITY TAX EXPENSE				<u>2,688.00</u>	<u>2,688.00</u>
<b>TOTAL</b>				<b><u>2,688.00</u></b>	<b><u>2,688.00</u></b>

	Date	Name	Memo	Amount	Balance
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Community Events</b>					
	10/01/2018	Charleston County Parks & Rec.	HFOL Light Display	2,000.00	2,000.00
	04/09/2019	Amazon	Taste of James Island	53.98	2,053.98
	04/11/2019	James Island Outreach	Donation to the 2019 Taste of James Island	2,000.00	4,053.98
	04/15/2019	James Island Outreach	T-Shirt Sponsor Taste of James Island	500.00	4,553.98
	04/29/2019	Walmart	Taste of James Island	25.72	4,579.70
	05/01/2019	Merrell Roe	Reimburse Taste of JI expenses	277.39	4,857.09
	05/23/2019	Robin F. Sanders	reimburse expenses	10.00	4,867.09
Total Community Events				<u>4,867.09</u>	<u>4,867.09</u>
Total HOSPITALITY TAX EXPENSE				<u>4,867.09</u>	<u>4,867.09</u>
<b>TOTAL</b>				<b><u>4,867.09</u></b>	<b><u>4,867.09</u></b>

TOWN OF JAMES ISLAND  
Transactions by Account  
As of June 30, 2019

	Date	Name	Memo	Amount	Balance
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Guide to Historic JI (H)</b>					
	09/04/2018	Brockington and Associates	Inv. # 18-279	3,404.75	3,404.75
	06/20/2019	Brockington and Associates	Inv. # 19-046	6,809.50	10,214.25
				<u>10,214.25</u>	<u>10,214.25</u>
				<u>10,214.25</u>	<u>10,214.25</u>
Total Guide to Historic JI (H)					
Total HOSPITALITY TAX EXPENSE					
<b>TOTAL</b>					
<b>10,214.25</b>					
<b>10,214.25</b>					
<b>HOSPITALITY TAX EXPENSE</b>					
<b>The Town Market (HT)</b>					
	08/10/2018	Open Air Cinema	Inv. # 848	11,311.88	11,311.88
	08/31/2018	Jason's Jump Castles	July 7 and 28, 2018	337.90	11,649.78
	10/02/2018	Swank Motion Pictures	Hocus Pocus Movie Order	285.00	11,934.78
	10/16/2018	Alexandra Purro	Reimburse Facebook expense for The Town Market	339.72	12,274.50
	10/30/2018	Jason's Jump Castles	Aug 28, 2018 Town Market	168.95	12,443.45
	11/05/2018	Amazon	Extension Cords	149.98	12,593.43
	11/07/2018	Jason's Jump Castles	Town Market 10/27/2018	168.95	12,762.38
	11/13/2018	Alexandro Purro	Halloween Movie night expenses	397.99	13,160.37
	12/18/2018	Swank Motion Pictures	Order # 03619606-001	855.00	14,015.37
	12/27/2018	Alexandro Purro	Reimburse Movie Town Market expenses	505.01	14,520.38
	01/10/2019	Alexandra Purro	Movie night advertising	188.00	14,708.38
	04/18/2019	Jacob Poole	Easter Egg Hunt-Music	400.00	15,108.38
	04/22/2019	Alexandro Purro	Reimburse expenses 4/18/2019	276.13	15,384.51
	04/22/2019	Jason's Jump Castles	Easter Town Market	245.25	15,629.76
	05/16/2019	Find Your Folly	Bus card add	300.00	15,929.76
	06/01/2019	Facebook		39.47	15,969.23
	06/14/2019	Jason's Jump Castles	Inv. #5/31/2019	168.95	16,138.18
	06/25/2019	Alexandra Purro	Reimburse expenses for The Town Market	436.78	16,574.96
	06/30/2019	Jason's Jump Castles	Inv. # 5224009	168.95	16,743.91
	06/30/2019	Alexandro Purro	Town Market Expense reimbursement	124.78	16,868.69
	06/30/2019			-11,311.88	5,556.81
				<u>5,556.81</u>	<u>5,556.81</u>
				<u>5,556.81</u>	<u>5,556.81</u>
Total The Town Market (HT)					
Total HOSPITALITY TAX EXPENSE					
<b>TOTAL</b>					
<b>5,556.81</b>					
<b>5,556.81</b>					
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Santee St Public Pking Lot (HT)</b>					
	07/06/2018	JT 165, LLC/Jeffrey Morris	July-Dec. 2018	5,100.00	5,100.00
	07/06/2018	JT 187, LLC/Tess H. Morris	July-December 2018	7,500.00	12,600.00
	01/02/2019	JT 165, LLC/Jeffrey Morris	Jan- June 2019 Rent 1711 Santee Street	5,400.00	18,000.00
	01/02/2019	JT 187, LLC/Tess H. Morris	Jan-June 2019 Rent 1707 Santee Street	7,800.00	25,800.00
	06/30/2019	All Seasons Mulch and Landscape Supply	Inv. 6031903209 Santee Street Gravel	4,924.00	30,724.00
				<u>30,724.00</u>	<u>30,724.00</u>
				<u>30,724.00</u>	<u>30,724.00</u>
Total Santee St Public Pking Lot (HT)					
Total HOSPITALITY TAX EXPENSE					
<b>TOTAL</b>					
<b>30,724.00</b>					
<b>30,724.00</b>					
<b>HOSPITALITY TAX EXPENSE</b>					
<b>Camp/Folly Bus Shelter</b>					
	10/01/2018	Wildwood Contractors, Inc.	Inv. # 1577- Camp and Folly Bus Shelter	30,850.00	30,850.00
	06/30/2019			-30,850.00	0.00
				<u>0.00</u>	<u>0.00</u>
				<u>0.00</u>	<u>0.00</u>
Total Camp/Folly Bus Shelter					
Total HOSPITALITY TAX EXPENSE					
<b>TOTAL</b>					
<b>0.00</b>					
<b>0.00</b>					
<b>TOTAL</b>					
<b>97,712.03</b>					

November 14, 2019

Ashley Kellahan  
Town Administrator  
Town of James Island  
1122 Dills Bluff Rd  
Charleston, SC 29412

Re: Town of James Island Stormwater Policies and Ordinances

Dear Ashley,

Based on our recent discussion regarding the stormwater policies for the Town of James Island, Weston & Sampson Engineers, Inc. proposes to provide services to incorporate the proposed stormwater policies into the Town ordinance, as described herein.

1. Weston & Sampson will work with the Town of James Island to refine and finalize stormwater policies that meet the Town's needs.
2. Weston & Sampson will review the Town of James Island ordinances and make recommendations for the incorporation and implementation of the developed stormwater policies. We will meet with the Town staff and Mayor to review our recommendations and receive feedback and direction.
3. Weston & Sampson will develop the agreed upon ordinances necessary to incorporate and implement the stormwater policies. We will meet with the Town staff and Mayor to review the final ordinances and prepare for presentation to Council.
4. Weston & Sampson will attend one committee meeting and one council meeting to present to and answer questions from committee and council members.
5. Weston & Sampson will perform this work for a lump sum fee of \$5,560.

Weston & Sampson's services will be provided as described herein and in accordance with the attached Weston & Sampson General Terms and Conditions dated May 2, 2017, which are a part of our agreement with you.

If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services. Also, please initial, date, and return the enclosed Terms and Conditions that are hereby incorporated by reference.

We are pleased to submit this offering and look forward to working with you on this project.

If you have any questions on this matter, please contact me.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Robert L. Horner, PE  
Vice President

*Proclamation  
Recognizing a Town of James Island  
Community Arbor Day  
Observance and Celebration*

WHEREAS, in 1871 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, the planting of trees is a vital step in developing civic pride and a sense of community; and trees provide an abundance of environmental and aesthetic advantages to citizens and wildlife, wherever they are found, and

WHEREAS, James Island residents have shown an interest in the preservation and protection of trees as part of environmental and beautification efforts on James Island, and

WHEREAS, an important part of James Island's culture, history and identity is directly related to trees, and

WHEREAS, the Town of James Island has the goal of collaborating with the City of Charleston, Charleston County, the James Island Public Service District and other community groups and schools in the educating of the public relating to trees, the planting of trees and the care of trees on James Island, and

WHEREAS, the State of South Carolina has designated the first Friday in December as the State Arbor Day.

THEREFORE, BE IT RESOLVED that the Town of James Island will recognize December 6, 2019 as a Community Celebration and Observance of SC Arbor Day.

FURTHER, BE IT RESOLVED that on the first Friday of December 2019, the Town of James Island will plant trees and engage with the community and our youth to promote the planting of trees, and that the Town of James Island hereby designates Friday December 6, 2019 as Arbor Day, and urges all citizens to plant trees and to support our Town's efforts for tree preservation.

Signed and sealed this the 21<sup>th</sup> day of November, 2019

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Bill Woolsey  
Mayor

ATTEST

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Frances Simmons  
Town Clerk

AN AMENDMENT OF RESOLUTION 2012-05 TO ADD AN ADDITIONAL COMMITTEE  
OF TOWN COUNCIL AND CITIZENS COMMITTEE TO BE NAMED THE  
TREES ADVISORY COMMITTEE

WHEREAS, the Town of James Island has an Environment and Beautification Committee and a James Island Pride Committee focused on island beautification; and

WHEREAS, an important part of James Island's culture, history and identity is directly related to our Trees; and

WHEREAS, James Island residents have shown great interest in the preservation, planting and care of Trees as part of environmental and beautification efforts on James Island; and

WHEREAS, James Island has two SC Scenic Byways, Fort Johnson Road and Riverland Drive, along with many other island roadways, lined with iconic live oak allees embodying the beauty and character of our Lowcountry sea island; and

WHEREAS, James Island has lost many mature trees in recent years due to storm winds and rains and is losing large, mature trees in its urban canopy more often due to more frequent storm events; and

WHEREAS, the Town of James Island Tree Advisory Committee would focus on (1) planting trees to replenish our urban tree canopy, (2) support Arbor Day plantings and activities, (3) focus on the care of newly planted trees and the care of older trees along our island roadways, and (4) work with committee members, Town staff, arborists and the community to accomplish these goals;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF JAMES ISLAND, SOUTH CAROLINA THAT:

Section 1: A Town of James Island Trees Advisory Committee is hereby formed and the Committee Chairman shall serve as Council Liaison to the TOJI Trees Advisory Committee. The "Policies Regarding Committees of Town Council" shall apply to this committee.

Section 2: The Town of James Island Trees Advisory Committee is hereby formed and its purposes are as stated above to focus on (1) planting trees to replenish our urban tree canopy, (2) support Arbor Day plantings and activities, (3) focus on the care of newly planted trees and the care of older trees along our island roadways, and (4) work with committee members, Town staff, arborists and the community to accomplish these goals.

The Town of James Island Trees Advisory Committee will consist of five (5) members appointed by the Mayor and Town Council with service terms of two (2) years, in addition to the Chair of the Committee serving as Council Liaison.

Section 3: This Resolution to become effective upon its adoption and approval.

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Bill Woolsey  
Mayor

ATTEST

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Frances Simmons  
Town Clerk

Adopted and approved this 21<sup>st</sup> day of November, 2019.



RESOLUTION 2019-23

AN AMENDMENT OF RESOLUTION 2012-05 TO REMOVE THE CHILDREN'S COMMITTEE OF TOWN COUNCIL AND AMEND THE CHILDREN'S CITIZENS COMMISSION STRUCTURE

WHEREAS, the Town of James Island currently has the James Island Children's Committee as an active Committee of Council; and

WHEREAS, the James Island Children's Committee oversees many of the Town's community events; and

WHEREAS, the Council of the Town of James Island finds it desirable to remove the Children's Committee from the list of Town Committees and continue operating the Children's Commission as a Citizen's Committee with amendments to its structure;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF JAMES ISLAND, SOUTH CAROLINA THAT:

- A. The James Island Children's Committee is removed from the list of Committees of Town Council
- B. The James Island Children's Commission structure is amended to read as follows:

Committee:	James Island Children's Commission
Committee Type:	Advisory to Mayor/Council; community service; volunteer action
Council Liaison:	<del>Chair of Children's Committee of Town Council</del> <b><u>Mayor and Council members will rotate throughout the year to assist with Children's Commission events, with each elected official assigned to one event</u></b>
Established by:	Resolution
Members:	Representatives from schools on James Island (nominated by Principals with input from PTA); 2 year terms
Meetings:	To be set by Committee
Purpose:	Promote children welfare, including recreation and education; Provide community programs, activities and events

**\*deletions have strikethroughs and additions are underlined and in bold**

This Resolution to become effective upon its adoption and approval.

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Bill Woolsey  
Mayor

ATTEST

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Frances Simmons  
Town Clerk

Adopted and approved this 21<sup>st</sup> day of November, 2019.

AN ORDINANCE AMENDING ORDINANCE #2018-16 PERTAINING TO ENVIRONMENTALLY ACCEPTED PACKAGING AND PRODUCTS

BE IT ORDAINED BY THE MAYOR AND COUNCILMEMBERS OF THE TOWN OF JAMES ISLAND, IN TOWN COUNCIL DULY ASSEMBLED:

Section 1: Exemptions, of the Code of the Town of James island is hereby amended to read as follows.....

Section 1-C Exemptions: Although the Town of James Island encourages the use of recyclable or compostable products throughout, the following shall be exempt from the provisions of this Article.

- (a) Products made from polystyrene/plastic foam which is wholly encapsulated or encased by a more durable material are exempt from the provisions of this Article. Examples include surfboards, boats, life preservers, and craft supplies which are wholly encapsulated or encased by a more durable material, and durable coolers not principally composed of polystyrene/plastic foam;
- (b) Construction products made by polystyrene/plastic foam are exempted from this Article if the products are used in compliance with the Town of James island Code and used in a manner preventing the polystyrene/plastic foam from being released into the environment;
- (c) During a declared state of emergency or in an emergency where the immediate preservation of the public peace, health or safety is involved, any organization providing emergency services shall be exempt from the provisions of this Article;
- (d) Laundry dry cleaning bags, door-hanger bags, newspaper bags, or packages of multiple bags intended for use as garbage, recycling, pet waste, yard waste or similar use; although the Town of James Island encourages the use of recyclables or compostable products throughout;
- (e) Bags provided by physicians, dentists, pharmacists or veterinarians to contain prescription drugs or other medical necessities;
- (f) Bags used by a customer or an employee of ~~inside~~ a business establishment to:
  - (1) Contain bulk items, such as produce, nuts, grains, candy, or small hardware items
  - (2) Contain or wrap **raw or** frozen foods, **any meat product, (i.e., beef, pork or poultry, whether seasoned or otherwise processed)**, or **any seafood product** ~~fish~~ whether prepackaged;
  - (3) Contain or wrap flowers, potted plants or other items to prevent moisture damage to other purchases; or
  - (4) Contain unwrapped prepared foods or bakery goods;
- (g) Bags used by a non-profit corporation or other hunger relief charity to distribute food, grocery products, clothing, or other household items;

- (h) Bags of any type that the customer brings to the store for their own use for carrying away from the store goods that are not placed in a bag provided by the store;
- (i) Meat **and seafood** trays, egg cartons, plastic ~~drink~~ lids **used to contain foods and liquids**, to go condiment packages and cutlery (i.e., forks, spoons, knives) are exempt from the provisions of this Article
- (j) Plastic drinking straws when needed by customers due to medical or physical conditions and for whom other straws are unsuitable are exempt from the provisions of this Article.
- (k) **Any product purchased, prepared or packaged outside the Town of James island and thereafter sold in or delivered into the Town of James island are exempt from the provisions of this Article.**
- (l) **Any packaging used by Food or Grocery Establishments that is required in order to comply with South Carolina Department of Health and Environmental Control Retail Food Establishment Regulation 61-25 or similar food safety regulation, or with federal food safety laws or regulations.**
- (m) **Packaging used by Food or Grocery Establishments that are predominantly made of paper, including wax paper products, paper products that have a clear plastic window and paper products, like paper cups or soup bowls that are lined in plastic, which are used to package ready-to-eat foods.**

Section 2. This Ordinance shall become effective upon ratification.

First Reading: October 17, 2019

Second Reading: November 21, 2019

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

Bill Woolsey  
Mayor, Town of James Island

ATTEST:

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

Changes: new text in **bold and underlined**  
Deleted text with ~~strikethrough~~

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2012-07 TO MODIFY THE ELECTION OF MAYOR PRO-TEMPORE

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 5-7-30, South Carolina Code of Laws, 1976, as amended, authorizes all municipalities to enact regulations, resolutions and ordinances; and

WHEREAS, Section 5-7-260, South Carolina Code of Laws, 1976, as amended, requires that certain acts of the municipal council be done by ordinance; and

WHEREAS, from time-to-time, Council must amend ordinances to be consistent with State Law;

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

~~Strike Section 30.17, Subsection (B) Mayor Pro Tempore. At the first meeting of each calendar year, the Council shall elect a Mayor Pro Tempore from its membership. In the event of the Mayor's absence from any Council meeting, the Mayor Pro Tempore shall act as the Presiding Officer. Whenever the Mayor is unable, on account of absence, illness or other cause, to perform the functions of the office, the Mayor Pro Tempore shall perform the duties for the Mayor.~~

Replace Section 30.17, Subsection (B) to read: **Mayor Pro Tempore. At the first council meeting following the election of town officials, whenever a general municipal town election may occur, Town Council shall elect one of their body as Mayor Pro Tempore to serve as such for one year. Election of Mayor Pro Tempore will be held thereafter at a meeting of Town Council annually or as soon as practicable after one has served as Mayor Pro Tempore for a one-year period, or at each November meeting of Council. Mayor Pro Tempore shall act as Mayor during the absence or disability of the Mayor; and if a vacancy occurs shall act as Mayor until a successor is duly elected and qualified.**

First Reading: 11/21/2019

Second Reading: 12/19/2019

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Mayor

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Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2014-06 TO CHANGE THE TIME OF TAKING OFFICE

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 30.42 of the Town Code of Ordinances states newly elected officers shall take office on the Monday following an uncontested election; and

WHEREAS, the Town has moved its election to the first Tuesday of November and the first Monday after the Town election will always be a Town Holiday – Veterans Day; and

WHEREAS, it is desirable to allow adequate time following an election for results to be certified;

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

Section 30.42 TIME OF TAKING OFFICE

Incumbents shall remain in office until newly elected officers are qualified to take office. Newly elected officers shall be qualified to take office on the ~~Monday~~ **Tuesday** following an uncontested election. After the date any protest is finally determined, successors will take office the following ~~Monday~~ **Tuesday**.

First Reading: 11/21/2019  
Second Reading: 12/19/2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2012-07 TO AMEND THE ORDER OF BUSINESS; AGENDA.

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 30.19 of the Town Code of Ordinances provides for an order of business for all regular meetings of Council; and

WHEREAS, it is desirable for staff and/or elected officials to give reminders of upcoming events, meeting dates, etc.;

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

Section 30.19 Order of Business; Agenda

(A) *Order of business.* The order of business for all regular meetings of the Council shall be as follows; provided, however, that when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by two-thirds vote.

- (1) Opening exercises (includes call to order, prayer, pledge of allegiance);
- (2) Presentations by outside agencies;
- (3) Public hearings;
- (4) Public comment;
- (5) Consent agenda (includes approval of minutes and adoption of routine resolutions);
- (6) Special orders of business;
- (7) Information reports and announcements (items that require no Council action);
- (8) Reports of town boards, commissions, and committees;
- (9) Request for approval by Council;
- (10) Resolutions;
- (11) Ordinances receiving first reading;
- (12) Ordinances receiving second reading;



(13) New business; and

(14) Executive Session.

**(15) Announcements / Closing Comments**

First Reading: 11/21/2019

Second Reading: 12/19/2019

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Mayor

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Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**