



Town of James Island, Regular Town Council Meeting  
July 17, 2025; 7:00 PM; 1122 Dills Bluff Road, James Island, SC 29412

### IN-PERSON MEETING

**\*\*NEW\*\*** Watch Live and Meeting Recordings: <https://www.jamesislandsc.us/livestream-town-meetings>  
Watch Archived Recordings on the Town's YouTube Channel: <https://www.youtube.com/channel/UCm9sFR-ivmaAT3wyHdAYZqw>

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.

The Town encourages the public to provide comments prior to its Town Council meeting. Residents wishing to address the Council will be limited to three (3) minutes and must sign in to speak. Comments may also be sent ahead of the meeting by emailing to: [info@jamesislandsc.us](mailto:info@jamesislandsc.us), mail to P.O. Box 12240, Charleston, SC 29422, or placed inside the drop box outside of Town Hall at 1122 Dills Bluff Rd.

- 1) Opening Exercises: (Councilwoman Mignano)
- 2) Public Hearing: **Ordinance #2025-05** Proposed Amendments to the Zoning and Land Development Regulations (ZLDR) including Removing Fee Schedule from ZLDR  
  
Public Hearing: **Ordinance #2025-07** Proposed Amendments to the Town of James Island Zoning and Land Development Regulations (ZLDR): § Signs: (153.014) Adding Wording to Allow for Animated Signs with Restrictions  
  
Public Hearing: **Ordinance #2025-06** An Ordinance Rezoning Real Property Located at 1444 Folly Road (TMS#427-01-00-051) from the Residential Office (OR) Zoning District to the Neighborhood Commercial (CN) Zoning District
- 3) Special Order of Business:
  - **Commission of Code Enforcement Officer** (Emily "Parker" Richardson)
- 4) Presentation: **Lowcountry Local First**: Entrepreneur Development Program, Jacquie Berger, Executive Director
- 5) Public Comment:
- 6) Consent Agenda:
  - a) **Minutes**: Town Council Regular Meeting, June 19, 2025
- 7) Information Reports:
  - a) **Finance Report**
  - b) Island Sheriff's Patrol Report
  - c) **Public Works Report**
- 8) Requests for Consideration by Staff
  - Request to Purchase Town Vehicle
  - Recommendation for Auditor: Love Bailey & Associates

9) Requests for Consideration by Council

- Lowcountry Local First: **Entrepreneur Development Program**

10) Committee Reports:

- a) Land Use Committee
- b) Environment and Beautification Committee
  - Recognition: Virginia Smith, Chair, James Island Pride, June 2023-June 2025
- c) Children's Committee
- d) Neighborhood Council
  - Appointment: Maggie Badger Fitts, (Teal Acres)
- e) History Committee
- f) Rethink Folly Road
- g) Drainage Committee
- h) Business Development Committee
- i) Trees Advisory Committee
  - Bridget Lussier
- j) James Island Intergovernmental Council
- k) Accommodations Tax Committee
- l) James Island Arts Council
  - Appointment: Trudie Mack
  - Appointment: Christina Bailey Whitson

11) Proclamations and Resolutions: None.

12) Ordinances up for First Reading:

**Ordinance #2025-06:** An Ordinance Rezoning Real Property Located at 1444 Folly Road (TMS #427-01-00-051) from the Residential Office (OR) Zoning District to the Neighborhood Commercial (CN) Zoning District

**Ordinance #2025-07:** Proposed Amendments to the Town of James Island Zoning and Land Development Regulations (ZLDR) §Signs: (153.014) Adding Wording to Allow for Animated Signs with Restrictions

13) Ordinances up for Second/Final Reading:

**Ordinance #2025-05:** Proposed Amendments to the Zoning and Land Development Regulations (ZLDR) including Removing Fee Schedule from ZLDR

14) Old Business:

15) New Business:

- Discussion of Fireworks in the Town of James Island

16) Executive Session: The Town Council may enter into an Executive Session in accordance with Code of Laws of South Carolina 30-4-70 (A) (1) receipt of legal advice for the litigation matter KT Properties, LLC vs. Town of James

Island. Upon returning to Open Session the Council may act on matters discussed in the Executive Session.

17) Return to Regular Session:

18) Announcements/Closing Comments:

19) Adjournment:

**AN ORDINANCE**

**AN ORDINANCE AMENDING THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE, NUMBER 2013-07: (EXHIBIT A): SECTION 153.014 PLANNING AND ZONING FEE SCHEDULE.**

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

WHEREAS, the Town of James Island Planning Commission has reviewed the proposed text of the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) in accordance with the procedures established in State law and the ZLDR, and has recommended that the Town of James Island Council adopt the proposed text amendments of the ZLDR as set forth in Sections 153.014 herein; and

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

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

- (1). The proposed amendments correct an error or inconsistency or meets the

challenge of a changing condition; and

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

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

#### SECTION I. FINDINGS INCORPORATED

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

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

The Town of James Island Zoning and Land Development Regulations Ordinance is hereby amended to include the text amendments of Sections 153.014 and is attached hereto as "Exhibit A" and made a part of this Ordinance by reference.

#### SECTION III. SEVERABILITY

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

#### SECTION IV. EFFECTIVE DATE

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

ADOPTED and APPROVED in meeting duly assembled this 19th day of June 2025.

TOWN OF JAMES ISLAND COUNCIL

By: \_\_\_\_\_  
Frances H. Lyon  
Mayor of the Town of James Island

ATTEST:

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

First Reading: May 15, 2025  
Public Hearing July 17, 2025  
Second Reading: July 17, 2025

**The Planning and Zoning Fee Schedule shall be set and amended by Resolution of the Town Council.**

The planning and zoning fee schedule is contained below.

<b>Service Type</b>		<b>Fee</b>
<b>Service Type</b>		<b>Fee</b>
<b>A.</b>	<b>Zoning Permits</b>	
	1. Temporary zoning permit fee	\$50
	2. Protected/grand tree removal permit (zoning permit)	\$25
	3. Residential land disturbance	\$25
	4. Residential zoning permit	\$25
<b>B.</b>	<b>Commercial and Industrial</b>	
	1. Up to 5,000 sq. ft. building size	\$50
	2. Greater than 5,000 sq. ft. building size	\$75
<b>C.</b>	<b>Zoning and Comprehensive Plan Amendments</b>	
	1. Zoning map amendments (rezonings)	\$150 + \$10/acre
	2. Planned Development (PD) Zoning District	
	a. Less than 10 acres	\$300 + \$10/acre
	b. 10—99 acres	\$1,000 + \$15/acre
	c. 100 acres or greater	\$1,500 + \$20/acre
	3. Amendment to existing planned development text	\$300 + \$2/acre
	4. Sketch plan amendment	\$300 + \$2/acre
	5. Zoning and Land Development Regulations Ordinance text amen	\$250
	6. Comprehensive Plan amendments	\$250
<b>D.</b>	<b>Site Plan Review</b>	
	1. Limited site plan review	\$50
	2. Up to 5,000 sq. ft. building size	\$250
	3. Greater than 5,000 sq. ft. building size	\$500
<b>E.</b>	<b>Board of Zoning Appeals</b>	
	1. Appeals of zoning related administrative decisions	\$250
	2. Special exceptions	\$250
	3. Zoning variances	\$250
	4. Protected/grand tree removal zoning variances	\$250 + \$50
<b>F.</b>	<b>Addressing</b>	
	Street name change	\$50
	Street sign	\$200
<b>G.</b>	<b>Signs</b>	
	1. Billboards	Site plan- review + \$50
	2. Wall signs (per use)	\$50
	3. Free standing sign	\$50
	4. Agricultural sign	\$20
<b>H.</b>	<b>Subdivision Plats</b>	
	1. One lot or exempt plat	\$50
	2. 2—10 lots or minor subdivision plat	\$100 + \$10/lot
	3. 11 or more lots or preliminary plat for major subdivision	\$200 + \$10/lot
	4. Conditional plat	\$200 + \$10/lot
	5. Final plat	\$100 + \$10/lot

	6. Public improvement(s) review (engineering)	\$10/lot
	7. Appeals of subdivision related administrative decisions	\$250
I.	<b>Special Events</b>	
	1. Special events	\$25
<b><i>Fee Schedule Notes:</i></b>		
Civic/institutional/non profits may be waived.		
Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council.		
If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with this chapter, the zoning application/permit fees shall be doubled.		
Separate applications and fees shall be filed for more than one variance request to each requirement of this chapter. If an applicant requests a variance for removal of more than one protected/grand tree, each additional protected/grand tree shall require an additional fee.		



**AN ORDINANCE**

**AN ORDINANCE AMENDING THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE, NUMBER 2013-07: (EXHIBIT A): SIGNS: SECTION 153.341 A 3 A 2 AND 14;**

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

WHEREAS, the Town of James Island Planning Commission has reviewed the proposed text of the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) in accordance with the procedures established in State law and the ZLDR, and has recommended that the Town of James Island Council adopt the proposed text amendments of the ZLDR as set forth in Section 153.341, herein; and

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

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

- (1). The proposed amendments correct an error or inconsistency or meets the

challenge of a changing condition; and

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

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

#### SECTION I. FINDINGS INCORPORATED

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

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

The Town of James Island Zoning and Land Development Regulations Ordinance is hereby amended to include the text amendments of Section 153.341 and is attached hereto as "Exhibit A" and made a part of this Ordinance by reference.

#### SECTION III. SEVERABILITY

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

#### SECTION IV. EFFECTIVE DATE

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

ADOPTED and APPROVED in meeting duly assembled this 21<sup>st</sup> day of August 2025.

TOWN OF JAMES ISLAND COUNCIL

By: \_\_\_\_\_  
Frances H. Lyon  
Mayor of the Town of James Island

ATTEST:

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

First Reading: July 17, 2025  
Public Hearing August 21, 2025  
Second Reading: August 21, 2025

## § 153.341 SIGNS.

## (A) General provisions.

(1) Purpose. This section provides comprehensive regulations for signage in the town designed to promote public safety and welfare by highways, facilitating the efficient transfer of information and thus enhancing traffic flow and the ability to locate needed goods and services.

## (2) Administration and enforcement.

(a) Non-commercial copy. Any sign authorized in this division (A) is allowed to contain non-commercial copy in lieu of any other copy. Non-commercial on-premises signs are permitted in any zoning district provided that such signs comply with the regulations of that district.

(b) Building and Electrical Code standards. All permanent signs must meet the structural and installation standards of the Standard Building Code and electrical standards of the National Electrical Code as enforced by the Town Building Inspector.

(c) Permit required. No signs, except real estate signs shall be erected unless a zoning permit has been issued by the Zoning Administrator in accordance with the procedures of this chapter.

(d) Fees. An applicant for a zoning permit shall pay such fees as determined necessary for application processing. These fees are due upon submission of an application and shall be determined by the Town Council.

(e) Documentation of signs. Upon request, the owner of any existing sign shall provide the town's Zoning Administrator with evidence that documents the size, location, and date of construction of all existing signs on the premises.

## (3) Prohibited signs.

(a) Except as otherwise permitted by this chapter, the following signs will be prohibited:

1. Flashing signs;
2. Pennants, streamers; ~~and other animated signs;~~
3. Signs imitating traffic devices (signal);
4. Signs imitating traffic signs;
5. Signs in marshes;
6. Signs in rights-of-way;
7. Snipe signs (except when permitted per division (E) below);

8. Vehicle signs;
9. Roof signs;
10. Banners (except when permitted per division (E) below);
11. Flutter feather banner flags;
12. LED message boards (except for civic/institutional uses when approved by Zoning Administrator); and
13. Inflatables used for advertisement purposes.

**14. Animated signs ( except when approved by Zoning Administrator and calculated into signage allowance )**

(b) No sign or structure shall be erected so as to interfere with the vision of vehicles operated along any highway, street, road, or driveway or at any intersection of any street, highway, or road with a railroad track. Signs determined by the Zoning Administrator to be in violation shall be removed or relocated immediately upon notice.

(Ord. 2012-06, § 9.11, passed 10-18-2012; Ord. 2012-21, passed 12-20-2012; Ord. 2013-07, passed 10-17-2013; Ord. 2014-09, passed 7-17-2014; Ord. 2017-01, passed 2-16-2017; Ord. 2019-04, passed 8-15-2019)

## **ORDINANCE 2025-06**

**AN ORDINANCE REZONING REAL PROPERTY LOCATED AT 1444 FOLLY ROAD (TMS# 427-01-00-051) FROM THE RESIDENTIAL OFFICE (OR) ZONING DISTRICT TO THE NEIGHBORHOOD COMMERCIAL (CN) ZONING DISTRICT (EXHIBIT A).**

WHEREAS, property located at 1444 Folly Road, identified as Tax Map Number 427-01-00-051, and referenced on the attached exhibit is currently zoned as Residential Office (OR) Zoning District; and

WHEREAS, the applicant requests this parcel be zoned to the Neighborhood Commercial (CN) Zoning District for retail sales; and

WHEREAS, the applicant has submitted a complete application for Zoning Map Amendment (rezoning) pursuant to Section 153.043 of the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR); and

WHEREAS, the Town of James Island Planning Commission has reviewed the proposed Zoning Map Amendment and adopted a resolution, by majority vote of the entire membership, and submitted its recommendation to the Town of James Island Council (Town Council) regarding the proposed Zoning Map Amendment based on the Approval Criteria of Section 153.043 F of the ZLDR; and

WHEREAS, upon receipt of the recommendation of the Planning Commission, Town Council held at least one public hearing and after close of the public hearing, Town Council approved the proposed Zoning Map Amendment based on the Approval Criteria of Section 153.043 F of the ZLDR; and

WHEREAS, Town Council has determined the Zoning Map Amendment meets the following criteria;

- A. The proposed amendment is consistent with the Comprehensive Plan and the stated purposes of the Ordinance;
- B. The proposed amendment will allow development that is compatible with existing uses and zoning of nearby property;
- C. The Town and other service providers will be able to provide adequate water and sewer supply, storm water facilities, waste disposal and other public facilities and services to the subject property, while maintaining adequate levels of service to existing development;
- D. The applicant provides documentation that the proposed amendment will not result in significant adverse impacts on other property in the vicinity of the subject tracts or on the environment, including air, water, noise, storm water management, traffic congestion, wildlife and natural resources; and
- E. The subject properties are suitable for the proposed zoning classification considering such things as parcel size, parcel configuration, road access and the presence of natural resources and amenities.

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

#### SECTION 1. FINDINGS INCORPORATED

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

#### SECTION II. REZONING OF PROPERTY

- A. Town of James Island Council rezones the property located at 1444 Folly Road identified as Tax Map Number 427-01-00-051, and referenced on the attached “Exhibit A”, from the Residential Office (OR) Zoning District to the Neighborhood Commercial (CN) Zoning District; and
- B. Any and all development of the subject parcel must comply with the ZLDR and any and all other applicable ordinances, rules, regulations, and laws; and
- C. The Zoning Map of Tax Map Number 427-01-00-051 and referenced on the attached “Exhibit A”, is amended to Neighborhood Commercial (CN) in accordance with Section 153.043 H of the ZLDR.

### SECTION III. SEVERABILITY

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

### SECTION IV. EFFECTIVE DATE

This Ordinance shall become effective immediately upon approval of Town Council following second reading.

ADOPTED AND APPROVED in meeting duly assembled this 21<sup>st</sup> day of August 2025.

TOWN OF JAMES ISLAND COUNCIL

By: \_\_\_\_\_  
Brook Lyon  
Mayor of the Town of James Island



ATTEST:

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

First Reading: July 17, 2025  
Public Hearing: July 17, 2025  
Second Reading: August 21, 2025



**ZONING/PLANNING  
DEPARTMENT**

**Zoning Map Amendment**

**PC: July 10, 2025**

**Case Summary: ZCN-5-25-015**

***Request to rezone from the Residential Office (OR) Zoning District to the Neighborhood Commercial (CN) Zoning District***

**FIRST READING: JULY 17, 2025**

**SECOND READING: AUGUST 21, 2025**

**History and Overview:**

1444 Folly Road is located about 1400 feet south of the Fort Johnson and Folly Road intersection, in the South Village Area of the Folly Road Corridor Overlay (FRC-O) Zoning District. The property is currently vacant. The parcel included in the current Zoning Map Amendment Request is 0.50 acres in size and is in the OR Zoning District. The parcel is considered a legal conforming lot.

The applicant and owner, Ms. Amy Emde is seeking to rezone the parcel from the OR Zoning District to the CN Zoning District to establish a Retail Sales Use, which is allowed with a CN zoning designation, according to Use Table 153.110.

**Adjacent Zoning:**

Adjacent property to the north is in the OR Zoning District in the Town of James Island and has a residential use. To the east is residentially utilized property and is also in the Town. Property to the south is zoned SR-2, utilized as a church and is in the City of Charleston. Adjacent property to the west is in the City of Charleston, zoned General Business, and utilized by Pet Helpers.

**Approval Criteria:**

According to Section §153.043 of the *Zoning and Land Development Regulations Ordinance (ZLDR)*, applications for Zoning Map Amendment (Re-zoning) may be approved only if Town Council determines that the following criteria are met:

- 1. The proposed amendment is consistent with the *Comprehensive Plan* and the stated purposes of this Ordinance;**

Staff's response: In the Comprehensive Plan, a Community Facilities Element strategy is to "explore opportunities to create and maintain more active recreational facilities for the residents of James Island". The applicant's letter of intent states that "my sole intention is to operate this shed business as a temporary use until I am able to fund and develop a permanent swim school facility on the site. My goal is to activate and beautify an underutilized parcel in the interim, in a way that serves the

*James Island community and supports the local economy". The South Village Area of the FRC-O is "intended to have a mix of high to medium intensity uses along the west side of Folly and low intensive development on the east side of Folly Road."* Therefore, the proposed amendment and future use may be consistent with the intent and purpose of the Ordinance and the Comprehensive Plan.

**2. The proposed amendment will allow development that is compatible with existing uses and zoning of nearby property;**

Staff's response: Nearby properties have a wide range of existing uses and zoning. The immediate adjacent properties are mixed between commercial, religious and residential uses. If approved, the subject property will retain its residential office use capability. Therefore, the proposed amendment may allow development that is compatible with existing uses and zoning of nearby property.

**3. The Town and other service providers will be able to provide adequate water and sewer supply, storm water facilities, waste disposal and other public facilities and services to the subject property, while maintaining adequate levels of service to existing development;**

Staff's response: The Town and other service providers will be able to provide adequate water and sewer supply, stormwater facilities, waste disposal and other public facilities and services to the subject property, while maintaining adequate levels of service to existing development.

**4. The applicant provides documentation that the proposed amendment will not result in significant adverse impacts on other property in the vicinity of the subject tract or on the environment, including air, water, noise, storm water management, traffic congestion, wildlife and natural resources; and**

Staff's response: The applicant's letter of intent states that *"this quiet, low-traffic use is consistent with existing commercial activity along the Folly Road corridor and will not result in significant environmental impact, excessive noise, or traffic disruptions. Additionally, the sheds-positioned along the property's long edge-will offer an attractive visual buffer and sound barrier for neighboring properties."* The proposed use should not result in significant adverse impacts.

**5. The subject property is suitable for proposed zoning classification considering such things as parcel size, parcel configuration, road access and the presence of resources and amenities.**

Staff's response: The subject property is a legal conforming lot in its current zoning designation of OR. The subject property also meets the minimum standards for the Neighborhood Commercial zoning designation including parcel size and parcel configuration. The parcel has direct access from Folly Road.

**Planning Commission Meeting: July 10, 2025**

**Planning Commission Recommendation: Not Approved**

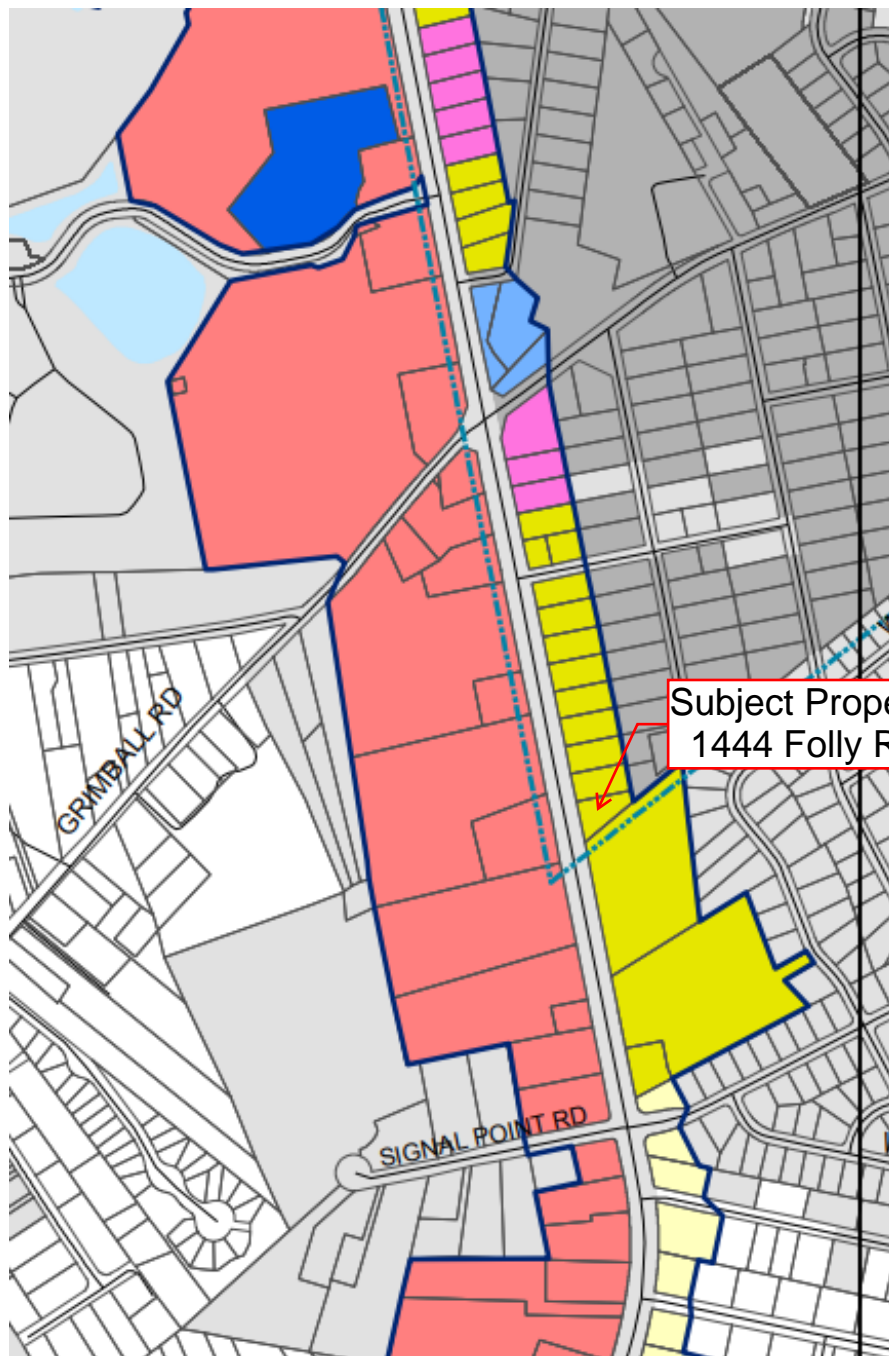
**Town Council Meetings: Public Hearing and 1<sup>st</sup> reading on July 17<sup>th</sup>**  
**2<sup>nd</sup> Reading on August 21<sup>st</sup>**

*Speakers in Support: none*

*Speakers in Opposition: none*

**Notifications:**

*A total of 42 notification letters were sent to owners of property within 300 feet of the boundaries of the proposed zoning map amendment and to the James Island Interested Parties List on July 2, 2025. Additionally, this request was noticed in the Post & Courier on July 2, 2024, and the property was posted on July 1, 2025. The meeting notice was also sent to the Town News email recipients and was posted on the Town's Facebook page and website.*



## Folly Road Corridor South Village Future Land Use





### Code Enforcement Oath of Office

I, Emily “Parker” Richardson, do solemnly swear on my honor,  
that I will never betray my badge or office,  
my integrity, my character or the public trust.

I will always have the courage to hold myself  
and others accountable for our actions.

I will always uphold the Constitution of the United States,  
the State of South Carolina,  
the Ordinances of the Town of James Island  
and the agency I serve,  
so help me God.

Appeared before me this 17 July, 2025

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Emily “Parker” Richardson  
Code Enforcement Officer  
Town of James Island

ATTEST

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Frances Simmons  
Town Clerk, Town of James Island

**Town of James Island  
Open for Business:  
Entrepreneur and Small Business  
Training and Support**



**LOWCOUNTRY**  
**LOCAL FIRST**

July 2025



## Overview

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Lowcountry Local First (LLF) will create and execute a program for the Town of James Island to provide business development training for existing local businesses and aspiring entrepreneurs.

## Scope of Work

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### Local Economic Ambassador Membership

Lowcountry Local First invites local government entities committed to the power of homegrown businesses to shape their communities, steward economic resilience, and amplify citizen's wealth and wellbeing to become Economic Ambassadors.

Lowcountry Local First works alongside our municipal members to steward the region's economic strength and resilience. As the only nonprofit advocacy organization dedicated solely to supporting and growing the local-independent businesses rooted in our community, we understand the unique needs, pain points and benefits of our Main Street business owners and entrepreneurs.

### Benefits of Membership

- Prominent town seal/branding inclusion on LowcountryLocalFirst.org home page and featured advocacy partner list
- Local Economic Ambassador member branding provided for municipality promotions (local toolkit: Member badge, social media graphics, banners for events, etc.)
- Visibility on quarterly public awareness campaigns
  - Jan - March: Do Good Season
  - Apr - June: Eat Drink Local Season
  - July - Sept: Invest Local Season
  - Oct - Dec: Buy Local Season
- Recognized in new and renewing member communications to inform local business owners of our region's supportive governments
- A social/networking event planned, hosted and promoted in your city/town limits
- Invitation to participate in Developer Scorecard Program and be recognized throughout the promotion of this offering to commercial developers
- Invitation for elected officials to attend local business round-tables and sector meet-ups
- Access to annual member survey results and to exclusive presentation of survey findings
- Invitation to table at any Resource Expos for local businesses
- The support of our team to bolster your local procurement efforts, connecting local businesses to opportunities to work with your municipality
- Access to discounted bulk membership rates to provide complimentary memberships on your behalf to local businesses in your region, granting them access to all the benefits of membership (see lowcountrylocalfirst.org for details)

**Cost: \$2,500 per year**

**OR included with \$15,000+ programming partnership**







### **COMMUNITY BUSINESS ACADEMY: ENTREPRENEUR TRAINING PROGRAM:**

Lowcountry Local First's Community Business Academy is a catalyst for reshaping the entrepreneurial ecosystem to one that provides equitable opportunity for business ownership to transform lives and communities. Through the adoption of a nationally recognized and proven curriculum, one-on-one coaching, and an access to capital model, Good Enterprises supports economic development opportunities directly in the communities that need it the most.

**Who We Serve:** The average entrepreneur who enrolls in the Community Business Academy is a 43-year old mother of two children with a low-income household and who does not have savings to start a business.

#### **Deliverables:**

One Cohort of the Community Business Academy: One 13-week courses over the 12-month partnership located in the Town of James Island offering hands-on training in business planning and management for existing and aspiring entrepreneurs. Each cohort will be composed of 15-22 participants with a class composition of a minimum of 70% low-income participants, based on area AMI.

Graduate Services – Graduates of the Community Business Academy will receive a free year of membership which provides an ongoing suite of services designed to help them take their businesses to the next level. In addition to membership, graduates Lowcountry Local First offers unique opportunities just for them. Graduates can participate in a retail residency program, compete in an annual pitch event, receive commercial space advising services, credit to capital support, or obtain other specific one-on-one sessions with expert advisors through our Local Expertise Exchange.

#### **Measuring Impact:**

Over a full program cycle of two years, we track the following metrics for program participants:

- New business starts
- Business strengthened
- Business expanded
- Full-time job creation
- Change in business sales
- Change in household income
- Change in use of public assistance

**Cost: \$29,800 per cohort**



## About

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Lowcountry Local First is a nonprofit organization established in 2007 that serves the local, independent business community in three ways: 1) We educate the general public on why it's important to choose local and how they can support their local business community; 2) We work with our elected officials, decision-makers and opinion leaders to foster a better environment for creating and sustaining local businesses; and 3) We deliver resources, training, networking, mentorship and more to local businesses of all shapes and sizes.

We develop innovative models for sustainable and equitable local economies. Our work leverages our understanding of our more than 700 local business members representing 14,000+ employees and is informed by staff with expertise and on-the-ground experience in local economy building, innovative economic development, marketing and communications, and entrepreneur support. We are connected to local economy and sustainable business organizations throughout the country, granting us access to the best models, case studies and thought leaders. Our Board of Directors is comprised of successful founders and business leaders from diverse industries and communities throughout the Lowcountry. Our team is comprised of nine local economy advocates with diverse skillsets and expertise.

We value diversity of perspective, identity, and passion and believe we are all better when surrounded by those with unique lived experiences from our own.

## Contact

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**Jacquie Berger, Executive Director**

[jacquie@lowcountrylocalfirst.org](mailto:jacquie@lowcountrylocalfirst.org)

**Jordan Amaker, Director of Advocacy & Communications**

[jordan@lowcountrylocalfirst.org](mailto:jordan@lowcountrylocalfirst.org)

1859 Summerville Ave, Suite 800, Charleston, SC 29405

843-801-3390

[LowcountryLocalFirst.org](http://LowcountryLocalFirst.org)



## Proposal Budget

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Membership dues		2026
Local Economic Ambassador Membership		
	Full year of membership benefits	\$ 2,500.00
TOTAL*		<b>\$ 2,500.00</b>

Proposal Budget		2026
Community Business Academy		
	Subsidized tuition for 8 students (\$3,200 * 8)	\$ 25,600.00
	Program marketing & promotion	\$ 3,000.00
	Lowcountry Local First annual membership (\$150/business/year * 8)	\$ 1,200.00
		<b>\$ 29,800.00</b>

*\*Local Economic Ambassador membership is included in any \$20,000+ partnership.*

The Town of James Island held its regularly scheduled meeting on Thursday, June 19, 2025, at 7:00 p.m. in person at the Town Hall, 1122 Dills Bluff Road, James Island, SC. This meeting was also live-streamed on the Town's website: [www.jamesislandsc.com/livestream-townmeetings](http://www.jamesislandsc.com/livestream-townmeetings) and was held in accordance with the SC Freedom of Information Act and the requirements of the Town of James Island.

The following members of Council were present: Dan Boles, Lewis Dodson, Cynthia Mignano, and Mayor Brook Lyon, who presided. Absent: Councilman Troy Mullinax (gave notice). Also present: Brian Quisenberry, Town Attorney, Mike Hemmer, Executive Assistant to the Mayor, Melissa Flick, Permitting and Licensing Manager, Lt. James, Island Sheriff's Patrol, Deputy Sheriff, Chris King, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Lyon called the meeting to order at 7:00 p.m. She wished everyone a happy Juneteenth, the celebration of freedom, and wanted to recognize and honor that.

Mayor Lyon announced that notice of this meeting was published and posted in accordance with the SC Freedom of Information Act and the requirements of the Town of James Island. The Town encourages the public to provide comments prior to Town Council meetings. Residents wishing to address Council are limited to three minutes to speak and must sign in. Comments may also be sent ahead of the meeting by emailing them to [info@jamesislandsc.us](mailto:info@jamesislandsc.us), mail to P.O. Box 12240, Charleston, SC, or placed inside the drop box outside of the Town Hall. Mayor Lyon asked those who wished to join in prayer and followed with the Pledge of Allegiance.

#### Public Comments:

Marilyn Clifford, 811 W. Madison Ave: Thank you for allowing public comments. Similar to other meetings I have gone to, comments are accepted and there is no banter back and forth. I want to call to Council's attention that the last time I attended a Council meeting when there was the time to speak one of the Councilmembers thought it would be productive to circle back and attack the people that made comments earlier without giving us a chance to rebuttal back to him. I hope that you learned from that meeting that it is probably not a professional way to handle your meetings. It's not like a courtroom where you make notes and come back to them and pick up on something said that you think you can use in your favor. I still want to express my "no support" for taking away the Cost Sharing Agreement. That is fine because you're going to do what you're going to do and that's ok. It's not what you're doing, it's how you're doing it. I read that the Town was closed for business today in honor of Juneteenth. Tonight is probably the most important meeting of the entire Town because you're going to pass a budget and I don't see a lot of people here supporting or being able to afford that opportunity. If they read that you're closed they're going to think that you're closed. I certainly did! I am glad that I revisited that. It reminds me of March 14 at 4:43, a Friday notifying us of the meeting that would be on March 20 and I did not open it until March 17 because it was 4:45. The timing of getting information out. If y'all could consider improving that it would be great and not sending conflicting messages like "We're closed but you are not. Town business is closed but we're conducting it here. This is the only entity that can afford to give any type of tax credit. We can tax you and y'all can make your own tax too but the PSD down the road can't give you a tax credit only y'all can. But that's going to be taken away and that's ok because it is your prerogative it's just that I wish you would reconsider how you're doing business with a little more transparency, maybe not these conflicting messages of "hey I support the Cost Sharing" Agreement" and as your next Mayor I'm going to work with the JIPSD and then see a resolution sponsored just by you. I never saw any public debate about it. If y'all would just be a little more transparent and a little more timely with your notices and a little clear, I think all of the citizens would appreciate that. Thank you. It's not easy to serve and I understand. God bless you all for what you do.

Mayor Lyon addressed that the Town advertises and publishes its meetings for the year and wanted to keep the meetings that were scheduled. She thanked those who were in attendance at tonight's meeting.

Consent Agenda:

Minutes of Town Council Regular Meeting, May 15, 2025: Motion to approve the minutes were made by Councilman Boles, seconded by Councilwoman Mignano. No discussion. Passed unanimously.

Use of Pinckney Park Pavilion:

Children's Bible Study: Every Tuesday, 10:00 a.m.–12:00 noon through mid-August: Mayor Lyon explained the Town's policy that groups requesting multiple meetings requires approval by Town Council. Motion to approve the Children's Bible Study was made by Councilman Dodson, seconded by Councilwoman Mignano. No discussion. Passed unanimously.

Mayor Lyon announced the absence of Councilman Mullinax due to attending a family wedding.

Information Reports:

Finance Report: Mike Hemmer, Interim Finance Director presented the written Finance Report and it was accepted as information.

Island Sheriff's Patrol Report: Lt. James informed everyone about the 6-foot snake that Deputy Chris King removed from Town Hall. He gave an update on recent crimes and infractions and issues that we are having with dirt bikes. He shared that a mobile stealth stat was recently purchased. This version does a good job in tracking time and speed and can be set for the size of the vehicle. It was recently placed on Seaside Lane. You can even track the size of a vehicle and its speed.

Public Works Report: Melissa Flick, Permitting and Licensing Manager, presented the written Public Works Report and it was accepted as information. Mayor Lyon thanked Melissa and Stan for taking their Saturday to man a booth at the Lowe's (Daniel Ellis) for the Hurricane Expo.

Requests for Consideration by Staff: None.

Requests for Consideration by Council: None.

Committee Reports:

Land Use Committee:

Appointment to BZA: Mayor Lyon announced that Councilwoman Mignano's appointment to the BZA is Schuyler Blair. Mr. Blair's application was provided for consideration of Council. Motion to approve Schuyler Blair to the Board of Zoning Appeals was made by Councilwoman Mignano, seconded by Councilman Dodson. No discussion. Passed unanimously.

Mayor Lyon reported that the Planning Commission did not meet in June but will meet in July to hear a rezoning of the property that was to be the Charleston Swim Academy on Folly Road. Mayor Lyon announced that the BZA met this month. She called the meeting one of the most amazing that she has attended. At that meeting the Board approved a daycare facility in the Honey Hill community. The applicant did her homework and had a petition with full support of the community and every seat in Council Chambers was packed with supporters. The request was approved with conditions. This is a great way of showing community support and how things work. The BZA will not meet in July.

Environment and Beautification Committee: Stan Kozikowski announced Amy Ball as the new Chair for James Island Pride beginning in August for a two year term. A James Island Pride "Gorilla Cleanup" will

be held on Saturday, July 12. Please meet at Town Hall at 8:00 a.m. for assignments. The Pride Committee is considering ordering “hats” for Helping Hands, but further research will be done before making a final decision.

Children’s Committee: No Report.

Neighborhood Council: Councilman Boles announced the Neighborhood Council meeting on June 26 at 6:00 p.m. The guest speaker, Mrs. Eva Heins, will tell her life story of being born and raised in Salzburg Austria. This is the area depicted in the movie “The Sound of Music” and where Hitler’s troops moved into Austria in 1938. This year marks 80 years of the end of World War II. Councilman Boles invited everyone to attend and listen to this historic presentation.

Appointments: Councilman Boles moved for the following appointments to the Neighborhood Council: Maggie Little, representing Stonepost; Sandrine Camporro and Wendy Teel representing Whitehouse, seconded by Councilman Dodson. No discussion. Passed unanimously.

History Committee: Mayor Lyon announced the History Committee did not meet in June. She gave an update of the celebration at Sol Legare dedicating the historical marker for the Sea Shore Farmers Lodge. Staff and members of the History Committee met with Bill “Cubby” Wilder to celebrate the well-attended event. Updates will be provided for another marker that the History Committee plans to present soon.

Rethink Folly Road: Mayor Lyon announced the next meeting on July 16 at 3:00 p.m. at the Town Hall.

Drainage Committee: No Report.

Business Development Committee: No Report.

Trees Advisory Committee: Mayor Lyon reported that the Trees Advisory Committee met last week and had a productive meeting. Discussion included a tree giveaway in November at the Town Market and a drive-through (in parking lot) on a Saturday in February. A Tree Canopy Award was presented to Norty and Lynda Glover on Monday for their stunning Live Oak tree. The committee is also working on putting a calendar together of pictures of the trees that were awarded to honor the recipients.

Appointments: Councilwoman Mignano moved for the following appointments to the Trees Advisory Committee: Susan Milliken and Lynda Glover, seconded by Councilman Dodson. No discussion. Passed unanimously.

James Island Intergovernmental Council: Councilwoman Mignano announced the next meeting of the James Island Intergovernmental Council on Wednesday, July 30 at 7:00 p.m. at the Town Hall.

Accommodations Tax Committee: No Report.

James Island Arts Council: Mayor Lyon announced that members are still be recruited to serve on this committee.

Proclamations and Resolutions:

Resolution #2025-09: Resolution Opposing New Offshore Oil and Gas Leasing: Motion to approve was made by Councilman Dodson, seconded by Councilman Boles. Mayor Lyon added how important it is that we protect our shores, environment and tourist industries. To piggyback on the importance, she shared a story of a big spill that occurred in Charleston Harbor and in the Gulf some time ago.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Mayor Lyon	Aye
Unanimous	

Ordinances up for First Reading: None.

Ordinances up for Second/Final Reading:

Ordinance #2025-04: An Ordinance Adopting the FY 2025-2026 Budget for the Town of James Island: Motion to approve second/final reading of Ordinance #2024-04 was made by Councilman Boles, seconded by Councilman Dodson. No discussion.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Mayor Lyon	Aye
Unanimous	

Ordinance #2025-05: Planning and Zoning Fee Schedule. This Ordinance was tabled to the July meeting in order to advertise for the Public Hearing for July 17. Motion to table was made by Mayor Lyon, seconded by Councilman Boles. No discussion.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Mayor Lyon	Aye
Unanimous	

Old Business:

Mayor Lyon gave an update of the pre-construction meeting for the James Island Arts and Community Center. She informed Council that over 40 people that represented 15 companies were present to hear about the plans for the new community center. Bids are due on July 10 and we should have a number of good companies to choose from.

Mayor Lyon gave an update on the flag ceremony scheduled for Thursday, June 26 at 11:00 a.m. and invited everyone to attend.

The last Town Market was a huge success with approximately 500 people in attendance. There will be no Town Market in July and August but will resume in September.

New Business: None.

Executive Session: Mayor Lyon announced that the Town Council may enter into an Executive Session in accordance with Code of Laws of South Carolina 30-4-70 (A)(1) &(2) regarding discussion of employee matters, receipt of legal advice for the litigation matter of KT Properties, LLC vs. Town of James Island. Upon returning to Open Session the Council may act on matters discussed in the Executive Session.

Mayor Lyon moved to enter into an Executive Session, seconded by Councilman Dodson at 7:34 p.m.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Mayor Lyon	Aye
Unanimous	

Return to Regular Session: Mayor Lyon asked for a motion to return to open session at 8:53 p.m. The motion was made by Councilman Boles, seconded by Councilwoman Mignano. Passed unanimously. Mayor Lyon announced that no votes were taken during the Executive Session.

Announcements/Closing Comments: Councilman Dodson thanked the staff for their hard work and encouraged everyone to stay hydrated.

Councilwoman Mignano thanked everyone and wished all a great weekend.

Councilman Boles thanked everyone for their public comment and hopes to have more at the next meeting. He encouraged everyone to come out and let Council know what they think.

Mayor Lyon thanked everyone for attending tonight's meeting and encouraged everyone to attend the Hurricane Expo and the Flag Ceremony events.

Adjournment: There being no further business to come before the body, the meeting adjourned at 8:55 p.m.

Respectfully submitted:

Frances Simmons  
Town Clerk





## **June 2025 Finance Report (Provided in July)**

This monthly financial summary report is for the period ending June 30, 2025 and represents the end of our fiscal year. Below are some unusual activities you may see in the month-to-month report.

### **Revenues:**

#### **Transfer from Accommodations Tax**

- This would be the minimum amount. The base is always \$25,000 per year.

#### **Brokers & Insurance Tax**

- As you can see, we received \$934,799 in June. This also put that revenue stream over budget by about \$345,000 or 45%. We will do the 2024-2025 amendment, but will also likely need to increase this revenue item in the 2025-2026 budget.

#### **Business Licenses, Franchise Fees, and LOST Revenue**

- Each of these revenue streams came in a bit lower than what was budgeted. In the overall picture, this is not a significant issue. We just budget better.

#### **Interest**

- This continues to come in higher than budgeted.

#### **Overall Revenue**

- As you can see from the totals, we reached about 99% of our income budget; with about 31% of our annual income being received in the last month of the fiscal year.

### **Expenses:**

#### **Administration and General Operations**

- Insurance, Legal Services, and Settlement costs are our overage/unforeseen expenses in this department.
- While salaries for Administration were over budget, salaries for General Operations (Public Works) were under budget for the year. These two personnel items will be combined going forward. There's no need for "General Operations" as a department.

**Public Works**

- Stormwater costs of \$30,000 have been paid and submitted to the County for reimbursement from the Stormwater Fund.
- The only overages (moderate) in Public Works were due to costs related to the Americorps projects and signage.

**Facilities & Equipment**

- No real surprises for the month, but several items were overbudget for the year. Again, we budget better in the future.

**Community Services**

- Home Repair bills for two projects were paid out.
- Community Tutoring Program got their first invoices for the year for payment.
- Community Services Contributions – Gullah Swim Lessons second payment.

**Hospitality Tax**

- Public Safety of Tourism Areas – I have come to realize that I'm not calculating this as past Finance Directors have (although I don't know what they did). However, I know how it is to work and will fix this in the next budget year so it is easy to follow.

**JISPD Cost Share**

- Lastly, please note that on prior monthly reports, there was only one JIPSD payment listed in January; when there were two that month. This means that the May payment was the last payment.

Mike Hemmer

Monthly Budget Report

Fiscal Year 2025 - Ending June 2025

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED										
		July	August	September	October	November	December	January	February	March	April	May	June												
GENERAL FUND REVENUE												377,881.41	274,373.35	1,317,294.66											
	Accommodations Tax (allowable percentage)											27,500	27,500	27,500											
	Brokers & Insurance Tax		155,885	1,845			2,764	166		473	14,060.77	934,799	1,109,992	765,000											
	Building Permit Fees	1,238	1,357		2,039	1,087	1,105	767	997	994	3,610.36	2,443	15,637	26,000											
	Business Licenses	17,810	2,422	8,865	8,888	2,722	3,884	2,053	6,704	14,004	58,901	162,650.61	77,771	366,675	480,000										
	Contributions/Donations-Park/Community Programs	25	170	20					100	66	-		381												
	Grants	9,600								2,400	-		12,000	17,192											
	Filing Fees										-		-	500											
	Franchise Fees		34,665		1,275	30,331		4,468	26,663	1,161	30,164.82	156,456	285,183	320,000											
	Interest Income	20,193	20,221	19,131	18,733	17,592	17,730	17,925	16,488	18,572	17,651	18,960.18	17,223	220,419	187,000										
	Alcohol Licenses -LOP	3,000								3,150	-		6,150	6,000											
	Local Assessment Fees		1,461				1,418		1,616		-	1,520	6,015	2,700											
	Local Option Sales Tax (PTCF)	116,561	117,844	113,292	107,375	109,495	115,447	107,594	123,735	96,203	100,584	12,120	1,120,251	1,360,000											
	Local Option Sales Tax (MUNI)	53,894	59,071	51,105	50,920	49,360	52,823	50,260	54,320	45,843	45,786	56,205	569,587	580,000											
	Miscellaneous							1,250		(21)	1,779.44		3,008	100											
	Planning & Zoning Fees	1,431	1,932	1,532	2,581	3,662	1,788	993	3,370	3,180	3,255	3,959.28	3,142	30,826	24,200										
	State Aid to Subdivisions		75,066		75,066			75,002		75,002			300,135	300,266											
	Telecommunications			89			23		9,989		-	209	10,310	16,000											
Homestead Exemption Tax Receipts	46,147									-		46,147	48,000												
Facility Rentals	150	600	599	1,500	150	150	800	1,050	1,721	1,250	(250.00)	8,345	7,500												
Stormwater Fees - Fee collection is being captured under planning & zoning fees												-													
												270,048	470,694	196,479	268,377	214,398	197,131	261,279	233,427	191,193	310,586	234,935.46	1,290,012	4,138,560	4,167,958
															% of Budget					99%					

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
		July	August	September	October	November	December	January	February	March	April	May	June		
ADMINISTRATION															
	Salaries	27,067	28,530	28,030	42,096	28,020	33,907	28,030	31,008	30,715	30,833	47,421.59	26,395	382,054	353,000
	Benefits, Taxes & Fees	11,582	11,965	12,169	18,100	12,316	12,401	12,169	13,321	13,245	13,276	20,086.63	11,604	162,235	155,500
	Copier	707		881	54	264	293	449	264	497	417	264.13	773	4,861	4,500
	Supplies	1,144	497	631	1,325	245	713	806	985	1,020	830	1,065.14	433	9,693	5,500
	Postage	233	10	35	314	12	200	614	4,911	125	278	896.58	10	7,638	7,000
	Information Services	11,900	5,777	6,009	7,121	5,690	6,592	1,541	44,205	6,511	6,440	12,256.32	1,233	115,275	116,680
	Equipment/Software/Maintenance			852			45					-		897	400
	MASC Membership							5,347				-		5,347	5,400
	Insurance	23,217		2,435		26,014	24,862			310		-	24,862	101,700	70,000
	Legal & Professional Services	73,767	1,000	30,096	43,932	43,150	38,881	62,430	12,000	12,518	20,225	18,428.57	24,721	381,148	90,000
	Legal Settlement							50,000				-		50,000	
	Town Codification				176	66		649	263		523	255.00		1,932	1,000
	Advertising			279	544	95		99				1,373.39		2,390	3,500
	Audit					7,500		6,000				-		13,500	13,500
	Mileage Reimbursement	32	32	33	34	33	33	1,256	34	34		-		1,522	800
	Employee Screening		135	120	138			62	228	60	12	-		755	149
	Employee Training & Wellness	154			1,925	69			296			540.00	1,215	4,198	5,600
	Dues and Subcriptions		336	175			212	79	37	114	22	133.60	420	1,528	1,000
	Training & Travel		95						85	165		-		345	2,400
	Grant Writing Services											-		-	4,000
	Employee Appreciation	70	162	63	81	1,159	171	527	362	146	85	154.70	259	3,242	2,800
	Mobile Devices	114	114		222	114	58	145	128	128	128	127.86	203	1,481	1,500
	Credit card (Square & QB)	81	70	36	35	3				5				231	1,500
	Bank Charges (Other)	93			0	132	60	165	55	82	80	104.53	88	858	300
	Payroll Processing	1,209	460		356								12	2,037	6,000
		151,370	49,183	81,845	116,452	124,883	118,427	170,369	108,180	65,673	73,149.17	103,108.04	92,228	1,254,867	852,029
												% of Budget			147%
ELECTED OFFICIALS															
	Salaries	5,385	5,385	5,385	8,077	5,385	5,385	5,385	5,385	5,385	5,385	8,076.90	5,385	70,000	70,000
	Benefit, Taxes & Fees	5,695	5,695	5,695	8,543	5,695	5,695	5,695	6,185	6,185	6,185	9,278.07	6,185	76,734	80,092
	Mayor Expense	318										-		318	1,000
	Council Expense		47	57	67	102	155		16	167	171	53.28	117	952	2,000
		11,398	11,127	11,137	16,687	11,182	11,235	11,080	11,586	11,737	11,741.25	17,408.25	11,687	148,005	153,092
												% of Budget			97%

														TOTAL	BUDGETED		
1st Quarter			2nd Quarter			3rd Quarter			4th Quarter								
July	August	September	October	November	December	January	February	March	April	May	June						
GENERAL OPERATIONS																	
	Salaries	38,576	39,062	35,367	55,670	36,563	40,847	31,010	31,133	28,245	30,950	40,568.33	24,903	432,895	478,000		
	Benefits, Taxes & Fees	15,194	15,322	14,353	21,878	14,740	13,748	12,676	13,133	12,376	13,085	16,926.96	10,371	173,805	191,000		
		53,770	54,384	49,721	77,548	51,303	54,596	43,686	44,266	40,621	44,035.14	57,495.29	35,273	606,699	669,000		
% of Budget													91%				

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
		July	August	September	October	November	December	January	February	March	April	May	June		
PLANNING AND ZONING															
	Supplies	16										-		16	700
	Advertising						86		114		202	91.11		493	1,500
	Community Outreach											-		-	200
	Mileage Reimbursement											-		-	200
	Dues and Subscriptions											-		-	1,525
	Training & Travel				1,020							-		1,020	2,100
	Mobile Devices											-		-	600
	Equipment/Software	178	221	199	199		199	199	199	199	199	1,514.75	399	3,707	4,800
	Uniform / PPE											-		-	700
	Arborist Services					2,800								2,800	-
	Planning Commission				300	275						200.00		775	3,800
	Board of Zoning Appeals		196	600				400	1,050		850	1,200.00	205	4,502	3,800
		194	417	799	1,519	3,075	285	599	1,363	199	1,251.50	3,005.86	604	13,313	19,925
											% of Budget			67%	

PUBLIC WORKS														
Charleston County Stormwater Reimbursement Fund				24,274					107,000				131,274	747,600
Stormwater Expenses for Reimbursement	3,465	66,959	10,903	165	46,318	495	2,970		3,960		30,000		165,234	165,234
														582,366
Mileage Reimbursement				64									64	100
Training & Travel		285									95.00		380	1,500
Public Outreach			96	623							31.32		750	300
Projects		3,800	15,873	9,000	577	12,000	6,000	-	-	-	-	-	47,250	38,000
Signage	413		220	1,676	39	52	4,840		1,401	285	2,100.85	1,576	12,604	4,000
Mobile Devices													-	-
Uniform / PPE	547	377		122	109	1,130				48			2,334	1,200
Stormwater Professional Fees							624		1,298		4,500.00		6,422	5,000
Supplies	93	504	626	1,013	1,358	295	27	24		135	291.38	879	5,246	6,000
Emergency Management	470	3,609	281	4,183	4,069	358	706	358	358	358	4,107.71	2,026	20,883	20,000
Dues and Subscriptions	39	39											78	725
Asset Management	15,000												15,000	15,000
Tree Maintenance and Care	300	6,050		506									6,856	10,000
Groundskeeping	4,153	9,880	8,033	1,662	5,560	1,211	1,490	3,070	920	2,948	1,799.14	3,550	44,276	45,000
	21,015	24,544	25,129	18,849	11,712	15,046	13,687	3,452	3,976	3,775	12,925.40	8,032	162,141	146,825
											% of Budget			110%

1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL BUDGETED
July	August	September	October	November	December	January	February	March	April	May	June	

## CODES & SAFETY

Mileage Reimbursement													-	-
Equipment													-	1,000
Radio Contract							1,596		861			861	3,318	3,200
Training		178											178	800
Supplies	65		109	25				44				95	338	250
Uniform / PPE		48											48	250
Unsafe Buildings Demolition													-	8,000
Overgrown Lot Clearing													-	750
Inoperable Vehicle Towing														200
Animal Control									350	350			700	2,500
Crime Watch Materials													-	200
Mobile Devices													-	-
Membership/Dues													-	250
	65	225	109	25	-	-	1,596	44	1,211	350	-	956.14	4,581	17,400
												% of Budget		26%

## ISLAND SHERIFF'S PATROL

[illegible]

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
		July	August	September	October	November	December	January	February	March	April	May	June		
PARKS & RECREATION															
	Dock Street Park Maintenance													-	1,000
	Pinckney Park Maintenance								335	3,875				4,210	1,000
	Park Maintenance	141	12,603	1,514	556	1,384	108	54	120			7,385.00		23,866	18,000
	Special Events	52												52	2,000
	Youth Sports Program										12,100			12,100	12,000
		193	12,603	1,514	556	1,384	108	54	455	3,875	12,100	7,385.00	-	40,227	34,000
													% of Budget		118%

FACILITIES & EQUIPMENT															
	Utilities	3,776	3,695	2,584	2,843	525	1,573	4,403	649	3,372	1,715	1,958.92	1,476	28,571	27,000
	Security Monitoring	458	76	76	316		643	365	618	5,194	145		111	8,002	1,500
	Janitorial	3,549		4,200	1,650	1,650	1,650	1,650	1,650	1,650	1,671	1,650.00	3,300	24,271	15,000
	Dog Station Maintenance												94	94	-
	Equipment / Furniture	4,637	1,888	1,404	77			1,028		1,718		296.47		11,049	4,000
	Facilities Maintenance	3,557	18,880	2,944	956	1,210	35	793	1,037	30,886	10,223	29,558.24	745	100,824	31,000
	Vehicle & Equipment Maintenance	1,713	433	3,148	1,241	3,274	1	487	954	449	1,658	429.81	421	14,209	12,000
	Generator Maintenance													-	2,000
	Street Lights	12,675	12,321	13,322	13,940		15,471	31,087		30,955	15,488	15,476.61	15,725	176,461	145,000
		30,366	37,292	27,679	21,023	6,659	19,374	39,814	4,907	74,223	30,900	49,370.05	21,872	363,481	237,500
													% of Budget		153%

COMMUNITY SERVICES															
	Repair Care Program								1,650				19,438	21,088	40,000
	Drainage Council													-	500
	History Council						250	379	343	5,301	169	3,423.72	409	10,274	5,000
	History Council_Grant - Audio Driving Tour			9,550	605	1,639								11,793	12,000
	Neighborhood Council				76		106							182	2,800
	Business Development Council													-	500
	James Island Pride			74	71	88	136	103	94	73	1,820	75.79		2,535	5,000
	Helping Hands		27	101	85	106	223		89	172	(71)	445.42	1,154	2,332	1,500
	Tree Council					131	715		204	262			1,595	2,906	5,000
	Community Tutoring Programs		1,814										5,230	7,044	12,000
	Community Service Contributions						34,149	4,800				1,650.00	1,650	42,249	50,000
		-	1,841	9,725	837	1,963	35,578	5,282	2,381	5,807	1,918	5,594.93	29,476	100,402	134,300
													% of Budget		75%



1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
July	August	September	October	November	December	January	February	March	April	May	June		

CAPITAL PROJECTS

INFRASTRUCTURE													-	
Regatta Road Sidewalk									105,288				105,288	125,000
Honey Hill Road Paving														58,800
Nabors Phase I													-	235,000
Traffic Calming Projects	132		131	41				21,900				3632	25,835	30,000
Septic Tank Testing													-	10,000
RIA Sewer Project (Connections)														1,500,000
James Island Creek Septic and Sewer Projects							213,957						213,957	444,000
Total Infrastructure	0		131	41	0	0	213,957	21,900	105,288	-	-	3,632	345,081	2,402,800
OTHER CAPITAL EXPENSES														
Audio Visual Upgrades													-	1,000
Public Works Equipment				8,526						5,312			13,838	1,000
Vehicle Purchase			47,399										47,399	50,000
Dock Street Park Improvements				1,900	11,841		1,611		3,301		940.00		19,593	130,000
Pinckney Park Improvements							3,543						3,543	10,000
Park Acquisitions	10,250			36,284	3,200	13,333							63,067	370,000
Total Other Capital Projects	0	10,250	47,399	46,710	15,041	13,333	5,154	-	3,301	5,312	940.00	-	147,440	562,000
DRAINAGE PROJECTS - ARPA FUNDED														
Greenhill/Honey Hill Drainage Phase I-II				7,088									7,088	
Oceanview Stonepost Drainage Basin -I-II			6,405		160,617	37,587	3,895		75,062	600			284,166	
Drainage Improvement Projects	11,930								1,500				13,430	25,000
James Island Creek Basin Drainage Improvements													-	15,000
Woodhaven Drainage Improvements	900			235,181	22,445				15,025				273,551	
Quail Run Drainage Improvements				23,560									23,560	5,000
Total Drainage Projects	900	11,930	6,405	265,828	183,062	37,587	3,895	0	91,587	600	-	0	601,795	45,000
		22,180	53,935	312,579	198,103	50,920	223,006	21,900	200,176	5,912	940.00	3,632	1,094,315	3,009,800
												% of Budget		36%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
	July	August	September	October	November	December	January	February	March	April	May	June		
<b>HOSPITALITY TAX</b>														
Hospitality Tax Revenue	83,084		59,934	51,924	83,035	61,327	45,530	74,403	67,602	84,947	42,999.61	44,505	699,290	680,000
Hospitality Tax Transfer In											-		-	
<b>TOTAL</b>	<b>83,084</b>	<b>-</b>	<b>59,934</b>	<b>51,924</b>		<b>61,327</b>	<b>45,530</b>		<b>67,602</b>	<b>84,947</b>	<b>42,999.61</b>	<b>44,505</b>	<b>699,290</b>	<b>680,000</b>
														103%
<u>GENERAL</u>														
The Town Market	343	250	250	2,314	1,620	595	640	763	600	2,093	271.51	690	10,430	6,000
Rethink Folly - Staff Cost-Sharing						12					-		12	18,000
Santee Street Public Parking Lot	2,600	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700.00	2,700	32,300	34,000
James Island Arts & Cultural Center Ops	2,138	4,495	21,413	2,176	2,426	3,138	625	522	11,571	104	104.00	145	48,857	170,000
JIACC Programs & Events	1,410	642	909		1,500	3,000	1,239	540	675		540.00		10,455	15,000
Promotional Grants		650									-		650	10,000
Public Safety of Tourism Areas	8,879	9,242	9,816	13,053	8,872	8,132	8,291	9,299	9,284	15,715	7,810.47	10,212	118,607	166,243
Camp and Folly Landscaping Maintenance					2,650						-		2,650	5,000
Entrepreneur and Small Business Support											-		-	
Guide to Historic James Island											-		-	1,000
Brantley Park OPS	14			39	14	14		39	16	16	15.70		168	2,400
Community Events	58	2,000		106		1,115			394	506	69.95	70	4,318	6,000
<i>Total Non-Capital Expense</i>	<b>15,442</b>	<b>19,980</b>	<b>35,088</b>	<b>20,387</b>	<b>19,783</b>	<b>18,707</b>	<b>13,495</b>	<b>13,863</b>	<b>25,240</b>	<b>21,133</b>	<b>11,511.63</b>	<b>13,817</b>	<b>228,447</b>	<b>433,643</b>
<u>PROJECTS</u>														
Camp/Folly Bus Shelter											-		-	25,000
Rethink Folly Road Phase 1											-		-	400,000
Camp and Folly Signage											-		-	35,000
Folly Road Beautification											-		-	5,000
Pinckney Park						8,185			2,250		-		10,435	12,500
James Island Arts & Cultural Center	2,200		18,766							15,510	-	6,479	42,955	150,000
Historic Ft. Johnson-MUSC NOA											-		-	
Holiday Decorations					2,559	289			800		-		3,648	2,000
Park Projects	141	3,760					2,087	8,741	10,459	4,226	26,712.80		56,128	20,000
ISP Dedicated Officer Initial Expense											-			
Folly Road Multi Use Path Wilton-Ft. Johnson											-		-	42,000
Other Tourism-Related Projects			3,350								-		3,350	50,000
<i>Total Projects</i>	<b>2,341</b>	<b>3,760</b>	<b>22,116</b>	<b>-</b>	<b>2,559</b>	<b>8,474</b>	<b>2,087</b>	<b>8,741</b>	<b>13,509</b>	<b>19,736</b>	<b>26,712.80</b>	<b>6,479</b>	<b>116,516</b>	<b>741,500</b>
	<b>17,783</b>	<b>23,740</b>	<b>57,204</b>	<b>20,387</b>	<b>22,342</b>	<b>27,181</b>	<b>15,582</b>	<b>22,604</b>	<b>38,749</b>	<b>40,870</b>	<b>38,224.43</b>	<b>20,296</b>	<b>344,963</b>	<b>1,175,143</b>
											% of Budget			29%

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
		July	August	September	October	November	December	January	February	March	April	May	June		
ACCOMMODATIONS TAX FUND															
	Accommodation Tax Revenue - County		1,774			839			415			507.58		3,535	
	Accommodation Tax Revenue - State	26,171				15,018			9,981			14,890.88		66,061	
												15,398.46	-	69,596	
	Prior year funds for disbursement													137,328	
	Transfer out to General Fund													-	
	Advertising and Promotions										43,367			43,367	
	Tourism Related Expenditures									84,000				84,000	
										127,367	-	-	-		
Total															

TREE MITIGATION FUND															
	Tree Mitigation revenue		2,175									-		2,175	500
	Tree Mitigation expense											-		-	1,200
		-	2,175	-	-	-		-	-	-	-	-	-	2,175	1,700

JIPSD Cost Share Agreement															
	JIPSD Tax Relief				453,332	113,333	113,333	226,666	113,333	113,333	113,333	113,337.00		1,360,000	1,360,000
	Auditor Expense										-	-		-	1,000
											113,333	113,337.00	-	1,360,000	1,361,000
% of Budget														100%	

MILL POINT PARK DONATIONS															
	Donations received							25,000.00				-		25,000.00	
	Expenses								7,275.00	15,459.08		-		22,734	
													Balance	2,265.92	

# Public Works Report

**Oceanview Drainage Project** – Vegetation stabilized, received final inspection approval June 25, 2025.

**Quail Run** – Slip lining of two pipes started 07/09/25, County to repair road where needed after pipe work complete

**Maintenance Work** – County and SCDOT assisting with culvert clearing in areas where ditches have been reestablished, County scheduled to complete hydro excavation July 21-24 on ditch area at end of Dill Ave to Camp Rd

**Vac Truck Demo by Southern Vac** – scheduled for 07/15/25 9:00am