



Town of James Island, Regular Town Council Meeting
April 20, 2023; 7:00 PM; 1122 Dills Bluff Road, James Island, SC 29412

IN-PERSON MEETING

(This Meeting will also be live-streamed on the Town's You-Tube Channel, <https://www.youtube.com/channel/UCm9sFR-ivmaAT3wvHdAYZqw/>)

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, 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
- 2) Public Hearing: Ordinance #2023-03: An Ordinance Adopting the Fiscal Year 2023-2024 Budget for the Town of James Island
- 3) Public Comment:
- 4) Consent Agenda:

Minutes: March 16, 2023, Regular Town Council Meeting
- 5) Information Reports:
 - a) Finance Report
 - b) Town Administrator's Report
 - c) Public Works Report
 - d) Island Sheriff's Patrol Report
- 6) Requests for Approval by Staff:
 - a) Dock Street Fence Replacement
 - b) Repair Care Program: Roof Replacement @1537 Westwood Drive
 - c) Repair Care Program: Roof Replacement @ 1264 Fort Johnson Road
 - d) Amendments to the Town's Facilities Use Policy
 - e) Request for weekday (M-Th, or combination thereof) 8-1 for JI Learning Co-op at PP Pavilion
 - f) Fort Johnson Road Speed Sign Repair and Reinstall
 - g) VC3 Managed Security Contract Renewal

7) Committee Reports:

- a) Land Use Committee
- b) Environment and Beautification Committee
- c) Children's Committee
- d) Public Safety Committee
- e) History Committee
- f) Rethink Folly Road
- g) Drainage Committee
- h) Business Development Committee
- i) Trees Advisory Committee
- j) James Island Intergovernmental Council

8) Proclamations and Resolutions:

- a) Proclamation: 2023 Yom HaShoah Holocaust Commemoration
- b) Proclamation: 2023 Pet Helpers 45th Anniversary

9) Ordinances up for First Reading:

- a) Ordinance #2023-03: An Ordinance Adopting the Fiscal Year 2023-2024 Budget for the Town of James Island
- b) Ordinances up for Second/Final Reading: Ordinance #2023-02: Amending Ordinance #2021-09 Authorizing the Town of James Island to continue participating in SC Local Revenue Services with Municipal Assn. of South Carolina (MASC)

10) Old Business:

11) New Business:

- a) Council to instruct staff to hire Joe Qualey for a period of one month to look into both the efficient and legal way for the Town to be able to create affordable, middle class housing in our municipality. At the conclusion of his research into this issue, he would provide his complete findings to Council.

12) Executive Session: The Town Council may enter into an Executive Session in accordance with 30-4-70(a) Code of Laws of South Carolina for discussion of contractual matters, relating to the purchase of adjoining Hillman Street Property. Upon returning to Open Session the Council may act on matters discussed in Executive Session.

13) Return to Regular Session:

14) Announcements/Closing Comments:

15) Adjournment:

The Town of James Island held its regularly scheduled meeting on Thursday, March 16, 2023 at 7:01 p.m. in person at the Town Hall, 1122 Dills Bluff Rd., James Island, SC. This meeting was also live streamed on the Town's YouTube Channel.

The following members of Council were present: Boles, Mignano, Milliken, Mullinax, and Mayor Woolsey, presided. Also, Niki Grimball, Town Administrator, Merrell Roe, Finance Director, Mark Johnson, Public Works Director, Attorney, Bonum S. Wilson, Deputy Chris King, Island Sheriff's Patrol, and Frances Simmons, Town Clerk. A quorum was present to conduct business. This meeting was held in accordance with the SC Freedom of Information Act and the requirements of the Town of James Island. Notification provided to the public.

Opening Exercises: Mayor Woolsey called the meeting to order at 7:01 p.m. Councilman Boles asked Council for a Moment of Silence for the recovery of Lt. Shawn James and wished him a happy birthday. The Pledge of Allegiance followed afterward.

Public Comment: No one signed in to address Council.

Consent Agenda:

Minutes: February 16, 2023, Regular Town Council Meeting: Councilman Milliken moved to approve the February 16, 2023 meeting minutes, Councilman Mullinax seconded. Passed unanimously.

Information Reports: Finance Director, Merrell Roe, gave an overview of the Budget Report highlighting the following: Franchise fees; LOST revenue for January; Pinckney Park Rentals; Insurance (second SC Municipal Insurance Reserve Fund payment); Dominion legal and professional fees, and correction made to postage of \$200.

Town Administrator's Report: Town Administrator, Niki Grimball, reported that work continues to familiarize the staff on the GoGov application. She stated that the marketing campaign will begin mid- to late March for information to the public. The bid opening for Oceanview-Stone Post drainage was awarded to Landscape Pavers who began work this week. Construction is expected to be completed by the end of 2023. Ms. Grimball noted that time will be spent reworking the signage project at the corner of Camp and Folly Road and the new concept would be presented to Council in the next month.

Councilman Milliken asked when the solar panels on the Arts & Cultural Center would go live. Ms. Grimball said a definite date has not been set but hopefully by April. Information will be provided to Council.

Presentation of Draft Fiscal Year 2023-2024 Annual Budget: Ms. Grimball presented the draft budget for the 2023-24 fiscal year. The council held a workshop last month and the recommended changes were incorporated into the presentation. Mayor Woolsey complimented the Town Administrator and Finance Director for doing a great job with the budget.



Budget Workshop
FY23-24 Presentation

Public Works Report: Public Works Director, Mark Johnson, reported there were no new requests for service in February. He noted during this period that staff transitioned to the new Work Order Request System. Staff participated in discussions with the Clemson Extension for a citizens training seminar on Low Impact Development Practices for Stormwater on residential property. Invitations to attend the 13th Annual James Island Hurricane Expo to be held at Lowe's on Saturday, May 6 have been mailed. A meeting has

been held with Sierras Construction to discuss the replacement of the Fort Johnson radar sign that was run over. Additional septic tank inspections were accomplished in January and provided the statistics of the project so far.

Councilwoman Mignano asked how many septic inspections had failed. Mr. Johnson said three (3) but he is getting responses daily from residents for inspections so that number could potentially change quickly.

Mayor Woolsey asked Mr. Johnson if, at the Drainage Committee meeting, he reported the results from the last James Island Creek TMDL testing that showed remarkably high counts of bacteria in that location found in February's report. He also asked Mr. Johnson if he had contacted Charleston Water Systems (CWS) about that and he responded that he had. Councilman Milliken asked if he received feedback after it was reported and Mr. Johnson said he had not. Councilman Milliken said he would imagine that if we had elevated levels of bacteria and they were told, they would be curious to do some of their own testing. Mayor Woolsey said that has been pursued. He said the Town, County and City receive reports, and staff has requested that the PSD and CWS also get notification. He said the significance of this very high result was missed but hopefully it won't happen again now that the PSD and CWS would be receiving the results every month.

Councilman Mullinax thanked Mark Johnson for his work in getting the issue resolved on Schooner Road with the SC Department of Transportation (SC DOT) for blowing out the pipes there. He appreciates the DOT and Mark Johnson's prompt action in this matter.

Island Sheriff's Patrol Report: Deputy Chris King announced that Lt. James is doing better and he is expected to return to light duty on the 22nd. Deputy King's report included offenses that occurred in the Town, auto break-ins; gift card frauds; property scams; and drive by shootings.

Requests for Approval by Staff:

Refresh Mulch @ Camp & Folly Roads: Ms. Grimball presented a quote from Heart Pine Landscaping to refresh the area at Camp @ Folly Roads in the Town's easements. The cost of \$4,575 includes annual trimmings; installing/removing sweetgrass, and maintenance. Motion in favor by Councilman Mullinax, second by Councilman Boles. Councilman Milliken asked if the area is where the bank is located. Mayor Woolsey explained that the Town has no responsibility to place mulch at the bank. The area is on the other corner in front of the bus stop and along Camp Road by Walgreen's. He said there are several places that are part of the Camp & Folly Intersection Improvements which would be included in this job. The Town paid to place palm trees, sweetgrass, shrubbery, and to refresh the mulch in this area. He said the Town has an easement at the bank but they have planted grass on it and are maintaining it. The mulching at the bank is not a part of this request.

Councilman Milliken spoke that an area by the Cornercopia shop at the intersection of Camp and Dills Bluff Roads could also use some landscaping. Mayor Woolsey said the Town paid to have landscaping there years ago and was mostly maintained by him and Town staff and the owners of the Cornercopia maintain it now but could talk to them about a shared responsibility. Passed Unanimously.

Quote for Dock Street Fence: Ms. Grimball requested to defer this agenda item to the April Town Council meeting and it was granted without objection.

Action Items:

Allocation of \$15,000 for pruning, vine removal, and care of Camp Road Grand Trees (between Dills Bluff & Fort Johnson Road: Motion in favor by Councilman Milliken, second by Councilwoman Mignano. Councilman Milliken spoke in favor of the request stating that we have a number of reports from arborists for a subset of these trees near the Camp Road/Ft. Johnson Road intersection. He stated in those reports it

was indicated that the trees were not in the best shape because of an abundance of vines growing in them and some of trees needs to have dead branches removed. Councilman Milliken said the idea is to begin a process in caring for our right-of-way trees. There are a number of grand trees along this stretch of road and this would be a good opportunity to begin the process of caring for our right-of-way trees, particularly in this location because it is close to the Town Hall and near the churches. Passed Unanimously.

Committee Reports:

Land Use Committee: No Report.

Environment and Beautification Committee: Councilman Milliken reported that the James Island Pride, the Citizens Council of the Environment and Beautification Committee hosted an Adopt-A-Highway Litter Pickup last Saturday along Dills Bluff, Camp, Folly, and Harborview Roads. 23 volunteers removed 32 bags of litter from our island's roadways. He thanked volunteers from the JI Exchange Club, James Island Pride and JI Charter High School Trojan Baseball Team for picking up litter. He also thanked Mark Johnson, Brian Stokes, and Conor Stickney, Public Works Department, for planting four trees last week. Three of them are in the right-of-way next to First Baptist Church Cemetery. He also thanked Mayor Woolsey and Town staff for participating in the solar panel "turn on" at Town Hall. He said it was great to see the demonstration of the software that accounts for the kilowatt hours generated by the new panels, and to see the equivalent of three trees of carbon savings realized after just five days of use, for which the statistics are impressive. Councilman Milliken said he hopes to get more updates on how trees are being saved with the help of solar panels as time goes on. He thanked Lowe's for donating an electric mower and battery to Helping Hands. The Helping Hands service event and the Seaside Lane/Greenhill Road litter pickup for Saturday morning has been cancelled due to inclement weather. The rescheduled dates are April 22 (Helping Hands) and April 29 (Seaside Lane/Greenhill).

Children's Committee: No Report.

Public Safety: Councilman Mullinax announced the next meeting of the Neighborhood Council on Thursday, March 23 @ 7:00 p.m. at the Town Hall.

History Committee: Mayor Woolsey reported that the members of the History Council terms have all expired. He asked Council to please consider reappointing the current members as they all have expressed interest in continuing to serve.

Members appointed in 2021 by Council:

Councilwoman Mignano	– Melissa Dority
Councilman Milliken	– Susannah Sheldon (no longer active)
Councilman Boles	– Jim Morrisette
Councilman Mullinax	– Paul Hedden

Mayor Woolsey recently appointed Mike Corbo to the History Council.

Mayor Woolsey announced that the History Council is working on preparations for the annual Civil War event, First Shot, scheduled on April 16th at Fort Johnson and the History Council's subcommittee is working on a History Trail within the new GoGov app.

Rethink Folly Road: Mayor Woolsey stated that the preliminary report was received on Phase I and he gave a brief update on Phase II, which includes a sidewalk that will run along Folly Road from George Griffith Blvd. to South Grimball Road. The City of Charleston stated that they will add this to their list of requests through Transportation Sales Tax (TST) funds.

Drainage Committee: Councilman Mullinax announced the quarterly meeting of the Drainage Committee on Wednesday, May 10 @ 3:00 p.m.

Business Development Committee: No Report.

Trees Advisory Committee: Councilman Milliken announced the Trees Advisory Council met and elected new officers: David Tomblin, Chair; Kathy Woolsey, Vice Chair, and Robin Hardin, Secretary. The Council discussed plans to identify future areas on James Island where they'd like to do work on the trees in the right-of-way.

James Island Intergovernmental Council: The next meeting is scheduled for Wednesday, April 26 at 7:00 p.m. at the Town Hall.

Proclamations and Resolutions:

American Red Cross Month Proclamation: Motion in favor by Councilman Milliken, second by Councilman Mullinax. Passed Unanimously.

Resolution #2023-04: Camp Road Grand Trees Preservation Project: Motion in favor by Councilman Milliken, second by Councilman Mullinax. Councilman Milliken said the location of the trees in this project is the same area that Council allocated money for maintenance of the trees. This Resolution states the specifics of what is to be done with those trees. The Resolution also calls for a public ceremony to recognize the good work of the Town in caring for these trees and to commemorate the occasion by starting a process to move forward to other locations.

Mayor Woolsey said in his review of the Resolution some of the checks and balances that Councilman Milliken added are inconsistent with state law and Town's ordinances. He does not think it is of much significance procedurally but will vote in opposition for that reason. Councilman Milliken asked Mayor Woolsey what sections was he referring to and Mayor Woolsey said the various procedures for instructions for the Town Administrator and procedures for trees that may be dead, dying or hazardous. He said the fundamentals of the project are sound and with the powers of Council. He added that the Town worked previously with one property owner at this intersection to remove vines from a tree and the Charleston Tree Experts Company were the people who actually removed it. The homeowner paid for part of the cost and the Town paid for the other part, so this Resolution would extend the program without requiring homeowners participation as was beneficial in the past. Mayor Woolsey added that his concern would be in educating property owners to keep up with removing the vines may be lost if the Town were to take on all of the responsibility and work to clean them up. He said it is easy to keep up with it when they first appear but today would be difficult for someone to take care of. Councilman Milliken said we are looking at seven (7) years of vine growth. No further discussion. Motion passed. Mayor Woolsey opposed.

Resolution: #2023-05: Usage of Town Hall and Town Hall Facilities: Motion in favor by Councilman Milliken, second by Councilman Mullinax. Councilman Milliken spoke that the Resolution is basically a mechanism to specify the timeframe for the Anglican Church to utilize the Town Hall and Town Hall Facilities. He said their current application has expired and this would allow them to extend through Easter services, and then reapply. It also provides a mechanism for the Council to evaluate applications for the usage of the Town facilities; not only the Town Hall, but also the parks. Councilman Milliken said it is okay to have groups to use the facilities frequently, but sometimes an abundance of use gets in the way of other things that are designed for the municipal use of the space. He said this is a way to keep everything fair and gives everyone a chance to use the space.

Councilman Boles asked about the use of the Pavilion at Pinckney Park. Ms. Grimball explained the procedure for reserving the Pavilion and the fee someone pays (\$150.00). She said the Pavilion is reserved

two weekends/month, and the other times on a first come basis. Dock Street is reserved by a special permit; however, the Town does not get many requests for usage there. Councilman Boles said he would imagine in the summer months, even with our solar panels, which using indoor space would increase utilities, specifically use of air conditioning. He asked why would we charge for the Pavilion at Pinckney Park and not for the Town Hall, which is nicer. Ms. Grimball said she believes the intention to use the Town Hall is for community groups, HOA's, Civic Clubs, meetings, trainings, and educational; (i.e., DHEC trainings). She said the Council Chambers is available for a wide variety of community and education purposes. She said typically there are no conflicts with scheduling the space. When a meeting is taking place in the Council Chambers it does not interfere with the staff in the administrative offices.

Mayor Woolsey added that private parties are not allowed at the Town Hall. He said the parks are used on a first-come basis unless it has been reserved. He said when the Town Hall was built, it availed itself to the community for civic uses and has never been rented. He continued by explaining that parties in many places, and not just at Town facilities, would require a special event permit and it wouldn't allow for an exclusive use of that facilities as other people are allowed on the park property if an event is happening. Councilman Milliken said with respect to Town Hall, the intent is to have a municipal purpose and it is okay to let others do that through an application process but sometimes if there is too much use by a particular group it might impede the use by other groups. Councilman Milliken said it is a good idea to have a public schedule for groups meeting so people would know when space is available. Mayor Woolsey noted that generally we would not want to have a public schedule (i.e., for a little girl's birthday party) at Pinckney Park, but for other uses at Town Hall, which should not be an issue. He said the notion that during business hours this place generally has municipal uses is not correct and generally during the day there is no one in Chambers except when other groups come. But, we do have people come for different classes, such as DHEC. He said if we go to a system of Council input then we would basically require a month's notice for any use, which he does not think is necessary or desirable. On the other hand, if we think about the groups that are meeting weekly, that is very limited and if there are some groups that want to meet weekly for some extended period of time, he thinks it is reasonable to say *"you can do that but you have to go to Council and wait for approval"*. He thinks it would be better if people wanted to go weekly, they could start immediately then the request would come to Council at its next meeting. Councilman Milliken noted that this is what the Resolution speaks to. Mayor Woolsey said rather than two consecutive Saturdays and Sundays to think about weekly meetings requiring Council's approval. He also thinks that the "all meetings" during the business day requiring Council approval having a month lead time (and it depends on the date of the Council meeting) does not seem desirable, and he opposes that portion of the Resolution. Mayor Woolsey then moved to amend the Resolution to strike the portion that references meetings during the business day and leave the consecutive Saturday and Sunday.

Mayor Woolsey said if the Council is willing, he would like to defer this agenda item and have Council come up with a policy that is consistent with this approach. Councilman Boles seconded the amendment to defer and said he would rather take the time to get the policy right the first time rather than having to amend it later. Councilman Milliken agreed that Council come up with a policy to have it done correctly the first time. Mayor Woolsey added that the Church plans to meet at First Baptist in a joint service on Palm Sunday and will be in their new facility on Easter and their weekly Bible Studies will also be in there. Councilman Boles said he would like to see a calendar to better understand the types of meetings that are held here. Ms. Grimball has a calendar and will provide a pdf copy to him. The motion to defer passed unanimously.

Ordinances up for First Reading:

Ordinance #2023-02: Amending Ordinance #2021-09 Authorizing the Town of James Island to continue participating in South Carolina Local Revenue Services with Municipal Association of South Carolina (MASC): Ms. Grimball reported that the Municipal Association (MASC) offers collection programs for certain business license taxes. The programs include the Insurance Tax Collection Program; Brokers Tax

Collection Program; and Telecommunication Tax program. The Municipal Association has collectively rebranded these programs as Local Revenue Services and has renamed the three business license programs as the Insurance Tax Program (ITP), the Brokers Tax Program (BTP); and the Telecommunication Tax Program (TTP). Ms. Grimball said this request is for the Town to continue to participate in these programs under the rebranded name through MASC. Motion in favor by Councilman Boles, second by Councilwoman Mignano. Passed unanimously.

Ordinances up for Second/Final Reading: None.

Old Business: None.

New Business: Discussion of Potential Election Ballot Referendum to Create a President of Town Council Position: Councilman Mullinax said this topic is something that he's thought about for some time and have spoken to some members of Council casually about in the past few months. He said a lot of other municipalities and cities have done this throughout the country. He said in some cases it is no more than a ceremonial position and in others it is like a mayor that presides over meetings and acts as the parliamentarian but he doesn't want to go that far. He is looking at a way, (not to diminish the role of the mayor) but is looking to form a balance between the two sides for better and a more direct route of communication, i.e., agendas. He said the President position would have to be voted on by the public because Council cannot make that type of decision. For agendas, when they are set he would like to see that the Mayor and Council have an equal say. He said this position would be elected by the Council and the Mayor so everyone has a say in what goes on the agendas. He also thinks the position should appoint Town committees. He said since the position is on Council, it is better that the person elected by Council make that call. Also, in extraordinary or emergency situations or if a state of emergency agency arises this person would be contacted along with the mayor so both sides know what is going on. Councilman Mullinax said he would like to offer a balance; not to weaken the office of the mayor, but to have better and direct communication. Councilman Milliken said, if he understands correctly, the position would not be as a mayor pro-tempore who acts in the stead of the mayor, but as the President of Council would be a spokesperson for Council and have direct communication with the Mayor and sets agendas. Councilman Mullinax describe the position such as in the legislative branch of the state and federal governments that has a majority leader. Whereas, our mayor pro-tempore is like a Lt. Governor or a Vice President with largely ceremonial duties, but steps in if something happens with the executive. He said the Mayor Pro-Tempore and President of Council are different position operating in two opposite directions. He said these positions are called by different titles in other places. In New York City it is speaker of City Council, in Los Angeles and Baltimore, President of Town Council. Councilman Mullinax said this is something he read about and thought to be interesting. Something that he toyed with for quite some time and wanted to bounce around in public forum, and if approved would be voted on by the public through a referendum on an election ballot.

Mayor Woolsey said that this question was posed to the Municipal Association (MASC) and they said under the Mayor/Council form of government this is not possible. Under state law, the mayor presides on Council. We asked our Town Attorney for his opinion and he referred to various Attorney General opinions and cases that in South Carolina. Mayor Woolsey shared the three forms of governments in SC: Mayor/Council; Council/Mayor, and Council/Manager. He said the examples that Councilman Mullinax gave in Baltimore, New York State, and California are not in South Carolina. He is unsure what kinds of governments they have but thinks to have a position called President of Council or Speaker of Council the first step would be to get the state legislature to create a new form of government that allows for this, and then if that were to happen, Town Council could approve moving to this new form of government, then it would go to a referendum. He said it is not possible for us to create our own system of government through the referendum process. He said we could move to a Council/Mayor form of government, or we could move to a Council/Manager form of government to occur next November. Exactly how that phases in with the

new people elected, he is unsure. Adding a President of Town Council does not appear to be, according to the Municipal Association and the Town Attorney, legal in South Carolina. If we move to a Council/Mayor form of government that would be flexible for what Council chooses to do and all administrative responsibilities of Council is more feasible under that form of government. He said under the status quo, our agendas are developed by the Town Clerk. As a practical matter those things the Town Clerk places on the agenda are items the Town Administrator asks for and things we need to do. All members of Council are free to add items to the agenda; however, there is a deadline of Thursday close of business so we are not under a system where the mayor forms the agenda and say to Council that we're not going to put their item on the agenda. He knows there is conflict with the PSD where their rules are the Manager/Administrator creates the agenda with the advice and consent of the officers, but we don't have that system. All members of Council can place items on the agenda. He said in some municipalities the mayor does appoint council committees, as he understands how the City of Charleston and the PSD does. Their chairperson appoints all committees and chairs, but our committees are done by resolutions and includes all members of Council and committees elects the chairs. He said the mayor does not appoint the chairs of committees or decides who serves on committees. Unlike the City of Charleston and the PSD, we don't need to have a President of Town Council to appoint committees. He does not think that we can move in this direction and if there is interest in changing our form of government the choices are limited. He has always thought that the Council/Manager form of government is best for our size operation. This is his opinion, but that would require a referendum to change. The other possibility is the Council/Mayor form of government and if we do nothing, it stays the same. Councilman Mullinax said it was his hope to promote better communication so things don't happen without Council's knowledge. He had requested guidance on the legal part. This is the first time he had heard it and would not have proposed this if he had known that the Municipal Association had so many good ideas and didn't think this was a good idea themselves. He thanked the Mayor for his enlightened speech. Ms. Grimball stated that the deadline to put a question on this year's election ballot is August 15.

Executive Session: Not Needed.

Announcements/Closing Comments:

Councilman Boles asked everyone to keep Lt. James in their thoughts; wished him a Happy Birthday and thanked the staff for their hard work

Councilwoman Mignano thanked the staff for their hard work and stated that the BZA awaits an apology from the PSD Commission Chair for her actions leading to the removal of the tree on Camp Road for which the BZA had ruled on.

Councilman Milliken announced the cancellation the Helping Hands and Seaside/Greenhill Road litter pickup this Saturday.

Councilman Mullinax sated that Lt. James is in his thoughts for a speedy recovery.

Adjournment: There being no further business to come before the body, the meeting adjourned at 8:21 p.m.

Respectfully submitted:

Frances Simmons
Town Clerk

% FY Complete **75%**

Fiscal Year 2022-23

		1st Quarter			2nd Quarter			3rd Quarter				
		July	August	September	October	November	December	January	February	March	TOTAL	BUDGET
GENERAL FUND REVENUE												
	Accommodations Tax				15102.66			10,748		431	26,282	50,000
	Brokers & Insurance Tax						3,607				3,607	870,000
	Building Permit Fees				4,133	5,508		4,273	2,822		16,736	15,000
	Business Licenses	2,095	49,260	(793)	58,123	6,302	42,965	8,144	34,414	20,486	220,996	380,000
	Contributions/Donations-Park										-	
	Grant Reimbursement										-	25,000
	Franchise Fees	137,406			2,431	40,408		7,478	34,036		221,758	332,500
	Interest Income	127	157	155	179	242		536	242		1,638	500
	Alcohol Licenses -LOP										-	10,000
	Local Assessment Fees			1,032		1,014			1,109		3,155	2,500
	Local Option Sales Tax (PTCF)			225,751	106,907	100,740	106,984	101,458	118,329	93,080	853,248	1,270,000
	Local Option Sales Tax (rev)			95,157	45,718	43,533	45,511	43,645	51,438	41,006	366,007	530,000
	Miscellaneous							371		86,000	86,371	500
	Planning & Zoning Fees	1,000	1,241	1,506	1,005	1,631	890	1,442	980	1,995	11,690	15,000
	State Aid to Subdivisions					68,087		68,087			136,173	272,350
	Telecommunications						19			11,838	11,857	17,000
	Homestead Exemption Tax Receipts										-	50,000
Facility Rentals	456	1,060	152	452	299		1,062	758	910	5,149	5,400	
Stormwater Fees	400	600	1,000	700	900	800	400	300	700	5,800		
ARP Allocation				1,854,631						1,854,631	1,854,631	
	141,484	51,718	322,959	2,089,382	268,663	199,977	247,643	244,426	255,746	3,825,099	5,700,381	
												67%

[illegible]

	1st Quarter			2nd Quarter			3rd Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March		

BUILDING SERVICES

	County Contract Building Permit Tech		14,792	134		14,538		14,538	44,003	60,000	
	Community Outreach								-	250	
	-	-	14,792	134	-	14,538	-	-	14,538	44,003	60,250
											73%

PUBLIC WORKS

[illegible]

1st Quarter

2nd Quarter

3rd Quarter

July

August

September

October

November

December

January

February

March

TOTAL

BUDGET

CAPITAL PROJECTS

INFRASTRUCTURE

Dills Bluff Sidewalk Phase III										-	147,514
Dills Bluff Sidewalk, Phase IV			3000			6000				9,000	45,000
Regatta Road Sidewalk										-	116,000
Camp and Riverland Sidewalk (match)										-	100,000
Town Hall Solar Panels										-	68,200
Hillman Street Property			226998							226,998	
Capital Improvement Projects										-	
Secessionville to Ft. Johnson Sidewalk Connector										-	13,000
Honey Hill Road Paving										-	58,800
Nabors Phase I			3900							3,900	52,400
Underground Power Lines										-	220,000
Traffic Calming Projects		64	64	64	127		9099	63	63	9,543	50,000
Septic Tank Testing	900	2350	600		3100	600	1900	5400	4200	19,050	100,000
James Island Creek Septic and Sewer Projects										-	1,854,630

268,491 2,825,544

10%

Capital Equipment

Audio Visual Upgrades	382									382	70,000
ISP Dedicated Officer Initial Expenses											67,500
Public Works Equipment								49742	517	50,259	50,000

PARK IMPROVEMENTS

Dock Street Park			500							500	50,000
Pinckney Park										-	
Park Projects										-	50,000

DRAINAGE PROJECTS

Greenhill/Honey Hill Drainage Phase I-II				1112						1,112	261,000
Oceanview Stonepost Drainage Basin -I-II				15000		15583	204	1803	36519	69,108	417,000
Drainage Outflow Valve Devices										-	48,000
Drainage Improvement Projects								1115	4830	5,945	100,000
James Island Creek Basin Drainage Improvements										-	145,300
Highwood Circle Drainage Improvements										-	17,900
Quail Run Drainage Improvements										-	57,675

1,282 2,414 235,061 16,176 3,227 22,183 11,203 58,123 46,129 395,796

1,046,875

38%

	1st Quarter			2nd Quarter			3rd Quarter				
	July	August	September	October	November	December	January	February	March	TOTAL	BUDGET
HOSPITALITY TAX											
Hospitality Tax Revenue		57,100		113,133		95,552	75,648	70,504	46,331	458,267	655,000
Hospitality Tax Transfer In										-	
TOTAL										458,267	655,000
											70%
GENERAL											
The Town Market			191		300	763				1,253	2,000
Rethink Folly Phase I-III, Staff Cost-Sharing					12,109		(1,571)	(10,210)		328	20,000
Santee Street Public Parking Lot	15,000						15,600			30,600	33,100
James Island Arts & Cultural Center Ops	7,024	9,903	12,632	11,424	11,048	16,022	10,105	11,513	10,599	100,270	145,000
Promotional Grants					9,000					9,000	15,000
Public Safety of Tourism Areas	8,463	8,243	8,034	6,828	11,249	9,342	8,282	9,229	7,189	76,860	129,757
Camp and Folly Landscaping Maintenance	350		350	350	700		350	350	350	2,800	10,000
Entrepreneur and Small Business Support	4,500					21,000				25,500	72,300
Guide to Historic James Island											5,000
Brantley Park OPS	275		75			300	150	150	150	1,100	2,050
Community Events		2,000			419	692				3,111	5,000
Total Non-Capital Expense	35,612									250,821	439,207
											57%
PROJECTS											
Camp/Folly Bus Shelter										-	25,000
Rethink Folly Road Phase 1										-	400,000
Wayfinding Signage									3,800	3,800	35,000
Folly Road Beautification										-	10,000
Brantley Park			105				9,021		1,550	10,676	171,800
James Island Arts & Cultural Center	1,950	2,650	4,211	1,884					451	11,146	175,000
James Island Arts and Cultural Center Solar Panels									35,928	35,928	75,550
Historic Ft. Johnson										-	100,000
Decorative Banners				13,699						13,699	15,000
Park Projects										-	20,000
ISP Dedicated Officer Initial Expense											22,500
Intersection Improvement at Camp/Dills Bluff										-	
Folly Road Multi Use Path Wilton-Ft. Johnson										-	
Other Tourism-Related Projects										-	50,000
											1,099,850
	73,174	22,796	25,597	34,185	44,825	48,119	41,937	11,032	60,018	326,071	30%

1st Quarter			2nd Quarter			3rd Quarter			TOTAL	BUDGET
July	August	September	October	November	December	January	February	March		

TREE MITIGATION FUND

Tree Mitigation revenue										9,488	500
Tree Mitigation expense	-	-	-	-	-	-	-	-	-	-	1,200
										9,488	

JIPSD FIRE & SOLID WASTE SERVICES

JIPSD Tax Relief	105,833	105,833	105,833	105,833	105,833	105,833	105,833	105,833	105,833	105,833	952,497	1,270,000
Auditor Expense											-	1,000
											952,497	1,271,000
												75%

American Rescue Plan

	21/22 Actual											
Beginning Balance		1672408	1671508	1669094	1434033	3272488	3269261	3247078	3235875	3227494		
Revenue	1,854,631				1854631							
Expense	182,223.	900	2414	235061	16176	3227	22183	11203	8381	45612		
	1,672,408	1671508	1669094	1434033	3272488	3269261	3247078	3235875	3227494	3181882		

ADMINISTRATOR'S REPORT

Mar-23

ADMIN NOTES

- 1) The solar panels at the JI Arts & Cultural Center are expected to be "turned on" in the next two weeks. Alder Energy provides a fantastic dashboard with information about how solar panel usage at Town Hall and the JIACC equate to reduced environmental impacts. We hope to include a link to this site on the Town website and possibly on the TV screen in the lobby at Town Hall.
- 2) Natural Directions, one of the Town's on-call tree service companies, has been contracted to conduct the evaluation of the trees to begin the Camp Road Trees Preservation Project. Natural Directions will provide an initial evaluation and report on how the trees in this stretch of road can be maintained and cleaned up to prolong their lifespans. We will provide updates as this project moves along.
- 3) Suggested by Councilman Milliken at the March Town Council meeting, staff have created a calendar on the Town webpage to display events and meetings being held at Town Hall. On the website, go to "About" on the menu bar and select the "Council Chambers Events" calendar for more details, or visit <https://www.jamesislandsc.us/meetings-and-events/council-chambers-events>.
- 4) In May, the Town will welcome a graduate intern from the College of Charleston's Master of Public Administration program. This internship will be funded in partnership with MASC through their "Build a Bench" program, partnering qualified students with local governments to gain lasting experience in the field. We are excited to introduce him to all the things the Town of James Island has to offer!
- 5) We are working to get a special meeting scheduled to learn about Dominion Energy's herbicide policy. More details to come.

Code Enforcement Cases

TOTAL CASES	907
ABATED	851
INVESTIGATION CONTINUING	56
RANK VEGETATION / SOLID WASTE	245
INOPERABLE VEHICLE	149
TREE CASES	58
NUISANCE PROPERTY	74

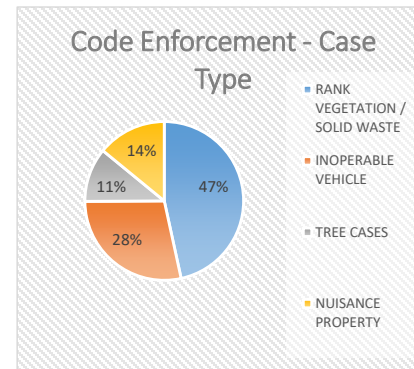
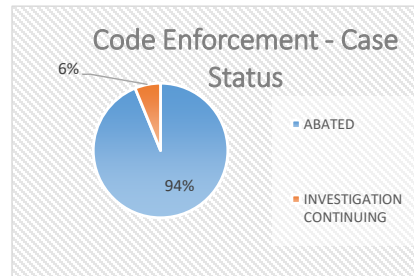
*9 new cases in March

James Island Arts and Cultural Center

Continuing Classes : knitting group, watercolor group, area artist exhibits, children's art lessons, private art tutoring, princess parties, History Council meetings, Historic Pathway meetings, Palmetto Youth Choir practices, energy classes, QiGong sessions.

March Classes and Events : Sherri Bently Energy class, closing reception for "Letters to My Mother", Paint Workshop with Charleston Paint Party

April and other Upcoming Events : 2nd Annual Juried Art Exhibition (April 6); exhibition runs through May 18. Summer camps start in June.

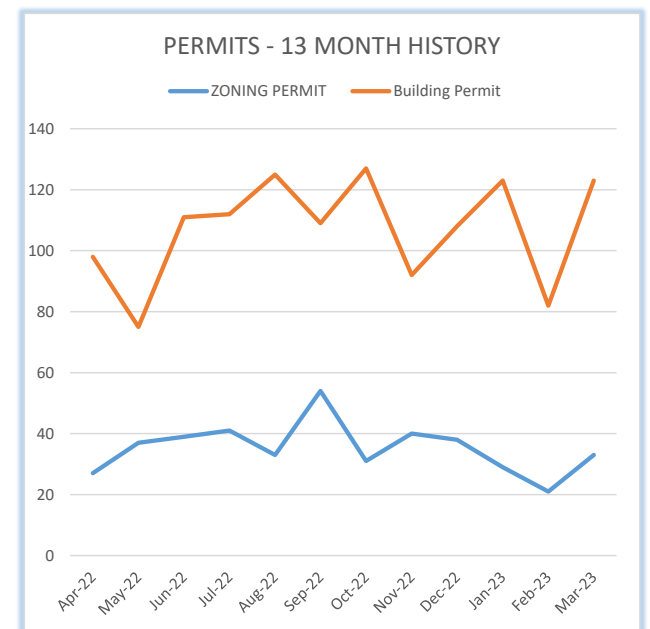


PERMIT TYPE	Mar-23
ACCESSORY STRUCTURE	5
CLEARING & GRUBBING	-
DEMOLITION PERMIT	-
EXEMPT PLATS	-
FIREWORK STAND	-
HOME OCCUPATION	6
LIMITED SITE PLAN REVIEW	1
NON-EXEMPT PLAT	-
PD AMENDMENT (REZONING)	-
RESIDENTIAL ZONING	10
REZONING	-
SPR	-
SIGN PERMIT	2
SITE PLAN REVIEW	-
SPECIAL EVENT	-
SPECIAL EXCEPTION	-
TEMPORARY ZONING	-
TREE REMOVAL	12
TREE TRIMMING	-
VARIANCE	-
ZONING PERMIT	6
TOTAL	21

PUBLIC WORKS NOTES

- 1) There were 18 new requests for service in March. 9 have been closed and all other requests were addressed by staff.
- 2) Staff held the project kick off meeting for the Oceanview-Stonepost drainage project.
- 3) Staff held the monthly stormwater managers meeting.
- 4) Staff attended the First Quarter SCASM meeting.
- 5) Staff met with the HOA President at the Preserve at Dills Bluff about their stormwater pond. This involved checking outfalls and offering advice on maintenance and landscaping. A follow up meeting was scheduled.
- 6) Staff held a tornado drill in conjunction with the state drill.
- 7) Staff met with an engineer from the Mt. Pleasant Waterworks to discuss our septic tank program. Mount Pleasant is looking to emulate our program in an effort to get folks on sewer service, especially around Shem Creek and the unincorporated areas.
- 8) The Town hosted the quarterly Pet Helpers Rabies Clinic and vaccinated 54 animals, 35 dogs and 19 cats.
- 9) Staff met with residents on Oxbow Drive about the Oceanview drainage improvements.
- 10) Staff attended the Charleston Regional Hazard Mitigation Plan meeting.
- 11) Staff did some vegetative maintenance and filled 3 potholes and repaired 1 sign in March.
- 12) Five septic tank inspections were accomplished in March. Of the 96 TOJI properties in the James Island Creek TMDL watershed that have septic tanks, 57 have been inspected and 9 have failed.

BUILDING PERMITS ISSUED MARCH 2023: 123





Town of James Island

Memo

To: Mayor and Town Council
From: Niki Grimball, TA
Date: March 29, 2023
Re: Fence Repairs

During Hurricane Ian, we had two fences damaged by fallen trees at Pinckney Park and Dock Street Park. Staff have been working with the insurance provider (SCMIRF) and we expect reimbursement for the full cost to repair both fences. The repair to the fence at Pinckney Park is underway.

We have received two quotes to repair the fence at Dock Street Park. The repair would entail removal of damaged fence sections, damaged limbs, and clear around the fence line; install split rail fence to match the existing fence which runs along the street side of the park, and replace the damaged chain link fence with a metal fence with wooden posts and top rail. This type of fence is the same that we have at Brantley Park. This type of fence would allow for a more visually pleasing fence while the cost is comparable to a chain link fence. If desirable, this type of fence could also allow for a "living fence" to provide a buffer between the home and the park.

Staff recommends accepting the quote from Lockridge Builders for a total cost of \$6214.00.

Sea Island Habitat for Humanity
2545 Bohicket Rd
Johns Island, SC 29455
accountant@seaislandhabitat.org

Invoice

BILL TO
Town of James Island 1 The Town of James Island 1122 Dills Bluff Road James Island, SC 29412

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
475	03/20/2023	\$9,435.70	04/19/2023	Net 30	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Repair Program	Roof replacement for Dorothy Smith at 1537 Westwood Dr. Charleston, SC 29412	1	9,435.70	9,435.70

BALANCE DUE

\$9,435.70

Sea Island Habitat for Humanity
2545 Bohicket Rd
Johns Island, SC 29455
accountant@seaislandhabitat.org

Invoice

BILL TO
Town of James Island 1 The Town of James Island 1122 Dills Bluff Road James Island, SC 29412

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
477	04/06/2023	\$22,344.10	05/06/2023	Net 30	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Repair Program	Gwendolyn Watsons roof at 1264 A Ft Johnson Rd.	1	22,344.10	22,344.10

BALANCE DUE

\$22,344.10





1264-A. Fort Johnson Rd



Town of James Island

Town Facilities Policy

Town Facilities:

Town Hall – 1122 Dills Bluff Rd.

Pinckney Park – 461 Fort Johnson Rd.

Dock Street Park – 749 Sprague St.

Brantley Park – 1708 Brantley Dr.

The Town of James Island is pleased to offer space to accommodate groups and community organizations who may need and/or desire meeting space to the extent possible in a fair and equitable manner and in a way that does not disrupt Town of James Island government operations or services. Use of Town facilities is subject to the policies stated herein, and subject to approval. The Town of James Island reserves the right to deny applications for use of Town facilities. Complete and submit this form to apply for use of a Town facility or park.

Special Events at Town Facilities

1. Any event held at a Town Facility will require a Special Event Permit through the Planning Dept. The form can be obtained online here: [Special Events Permit](#). **Town-sponsored events are not required to obtain a Special Event Permit.**
2. There is a required \$25 fee for all Special Events Permits. Fees may be waived for qualified cCivic, iInstitutional and nNon-pProfit oOrganizations may be waived with-if current proof of status (federal exempt identification number) is provided.
3. Group Organizers for a Special Event may be required to purchase a special event liability policy through a private insurance carrier depending on the function, size and/or use of alcohol.
4. Applications must be submitted thirty (30) days prior to the event.
- ~~5.~~ Incomplete applications will not be considered. Completion and submittal of this application does not guarantee approval. If approved, the meeting organizer will receive formal notification of approval from Town staff.

Special Considerations:

1. Please notify the ~~Town Clerk Frances Simmons~~ Jackie Mays at Town Hall, (843) 795-4141 or email jmayfsimmons@jamesislandsc.us if there is an event change, (time, date(s), location, route, etc.) Inaccurate and/or deviation from ~~final approval~~ approved activities may result in immediate revocation of the permit and use of the facility will not continue. ~~the event may be invalidated and cannot proceed.~~
2. Smoking is not allowed at any Town Facility event.
3. Vehicles or cookers cannot be driven on grass or sidewalks at any Town facility.

Meeting Space at Town Hall Policy

1. Meeting space at the Town of James Island is available at no charge for use by groups of a size that do not exceed the established safe capacity of the meeting space they request to use. Meeting space is based on availability on a first come, first-served basis and is made available for civic, educational, and community events and meetings, subject to approval by the Town Administrator, unless otherwise stated in this policy. ~~The Town Administrator may make determinations as to the appropriateness of the proposed use of the facility, and may approve or deny use of meeting space at Town Hall based on this determination.~~
- ~~1-2.~~ Meeting space is limited to Town Council Chambers (139 capacity) and a Conference Room that seats 10-12 persons. Alternative spaces may be available upon request, subject to approval of the Town Administrator (i.e., screened porch, front lobby, front lawn, etc.). Meeting space will not take precedence over Town meetings or functions.
- ~~2-3.~~ Groups that meet on a regular schedule will be permitted to reserve meeting space up to three (3) months in advance; applications must be resubmitted after each three (3) month term and are subject to the requirements stated in this policy. Groups wishing to use a meeting room on a regular weekly or bi-weekly schedule ~~shall~~ must gain approval of Town Council at the next available Town Council meeting. Temporary approval may be granted by the Town Administrator, if deemed appropriate, for meetings scheduled to take place during the period between application submittal and the next available Town Council meeting. If granted approval, regularly scheduled meetings must relinquish the use of the meeting room in the event of an unplanned ~~Town-related~~ Town-related meeting or function. Any change or cancellation of a meeting must be reported to the Town as soon as possible.
- ~~3-4.~~ Meeting space will not be made available for social gatherings (such as private parties, birthday parties, showers, or weddings) or for gaming purposes (such as bingo or card parties). Depending on the type of meeting, a special event liability policy through a private insurance carrier may be required.
- ~~4-5.~~ The limited kitchen facility may be used for light refreshments.

~~5-6.~~ No smoking is allowed on Town premises.

~~6-7.~~ All groups are expected to leave the meeting space clean and orderly. ~~If a group damages the facility, p~~Payment for repairs and/or extensive cleaning required as a result of the facility usage will be the responsibility of the meeting organizer. All debris from meeting activities or refreshments served must be completely cleared away and discarded in trash receptacles. Town equipment (audio visual, microphones, etc.) may be used with prior approval.

~~7-8.~~ A signed and approved application/meeting room usage agreement facilities use application must be on file with the Town of James Island prior to use of meeting room. Meeting rooms must be reserved by adults only. Youth organizations using the meeting rooms must have an adult sponsor present at all times.

~~8-9.~~ The applicant must pick up a visitor pass to have access to the building and shall pick up the pass during business hours at an agreed upon time between the meeting organizer and Town staff. (i.e., for a Saturday/Sunday meeting, the pass must be picked up on the Friday prior to 5:00 p.m.) and the pass must be returned the next business day. Lost pass holders shall pay a \$20 fee to the Town to replace the pass, due on the next business day after the meeting/event date.

~~10.~~ The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs. Any advertisement of a scheduled meeting or event must include a disclaimer stating such. If approval is not gained from the Town Administrator prior to making claims of endorsement, the facilities use agreement may be terminated and the meeting or event canceled.

~~9-11.~~ Any additional requirements of the meeting organizer may be added to this facilities use policy and stated in the space provided on the last page.

Hold Harmless Clause

Permitter/organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, or injury, of whatever kind or nature to person or property directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permitter hereby expressly agrees to defend and save the Town of James Island harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, loss of damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its

operation or resulting from the negligence or intentional acts or omission of permittee or its officers, agents, and employees.

Acknowledgement: Signature(s) indicates that you have read, understand, and agree to the terms of this application, the Hold Harmless Clause, and event rules as described.

Additional Requirements may be listed here:

Signature/Date

Town of James Island/Date



Laura.jamesislandlearningcoop@gmail.com

Find us on [Instagram](#) @jamesislandlearningcoop

“Education is not the filling of a pail, but the lighting of a fire.” - William Butler Yeats

Created for families whose children will be kindergarten aged in the 23/24 school year and are interested in establishing a strong and supportive homeschooling community that prioritizes socialization and learning, the James Island Learning Co-op offers an opportunity for children to meet four days per week and:

- have peer support to navigate the unique world of homeschooling
- **receive guidance, and phonics and mathematics lessons from a career teacher with over a decade of classroom experience**
- share resources such as curriculum materials and extra-curricular opportunities/activities
- play freely together in nature, build lasting friendships, foster imagination, and learn problem solving skills

Our Vision:

...unstructured play can help stimulate children's creativity and problem-solving abilities, improve learning outcomes, and support healthy physical, social, and emotional development.

Outdoor, free and nature-rich play also supports healthy brain development by encouraging exploration and building activities... *National Institutes of Health*

We envision the James Island Learning Co-op (JILC) as a group of families who have selected to homeschool their child and want the academic and social support of a **teacher-led** community that will engage approximately 15 children/families. While each parent will ultimately hold responsibility for their own child's learning, JILC will provide a strong academic and social foundation as well as shared learning experiences and community building. It is the goal of JILC to provide the nurturing and cooperative environment of homeschool, but with additional flexibility and support needed for working parents.

What to Expect:

Cost: Depending on the costs of our meeting space and mutually agreed upon curriculum materials, costs for each family will be, at most, \$75 per week.

Commitment: Each family will contribute two to three chaperoning days per month.

Cooperative Engagement: Parents will volunteer to lead DISCOVERY lessons (yoga, science, social studies, art, music, seasonal/thematic projects, etc.)

A typical day with JILC:

8:30-9:00 drop off time: morning free play outside

9:00-9:30 circle time: shared songs and read aloud

9:30-10:30 snack and free play/nature exploration

10:30-10:45 phonics-based literacy lesson

10:45-11:25 DISCOVERY

11:25-11:45 foundational mathematics lesson

11:45-1:00 lunch/free-play/pick up (**parents arrive by 12:45**)

Parents can receive support with their homeschooling practice from our lead teacher who will be available for consultations during free play times.

Next steps: fill out our [interest survey](#)

About Our Lead Teacher - Laura Mohan

I am a certified teacher with over a decade of classroom experience. I hold a Bachelor of Science in Elementary Education from the College of Charleston and a Master of Education in Literacy Education from The Citadel, I have also received OGAP training on mathematical thinking. As I embark on the journey of homeschooling my children, I am looking forward to sharing resources, support, and community with the families of the James Island Learning Co-op. I value time in nature, a strong foundation in literacy and mathematics, and a loving community for my children. I am looking forward to sharing this journey with you!



Date: 2/23/2023

1220 Kennestone Circle
Suite 130
Marietta, GA 30066

PROPOSED BY:	
Name	Anna Duckworth
Phone	(678) 965-4814 Ext. 109 M: (470) 577-4982
Email	aduckworth@radarsign.com

Cloud Admin:
Phone:
Email:

PROPOSED TO / BILL TO:

SHIP TO:

James Island Refresh		Account
		Address
		City, ST, Zip
		Phone
		Email
		Attention

P. O. NUMBER

TERMS

LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	1	Refresh TC-600 A	AC Power Radar Sign: Refresh	\$1,195.00	\$1,195.00
			A refresh* of your sign includes: Replacement of CPU board, radar interface board, and radar component Two new 18 amp/hour batteries for solar models that use them Replacement of Bluetooth transmitter with Wi-Fi transmitter Upgrade of sign code to the latest version Return ground shipping New 1 year warranty on entire sign		
2	1	RS019	Standard faceplate, 28" x 33", 4" lettering: (White RS019, Fl. Yellow/Green RS020, Orange RS021, OR Yellow RS022)	\$190.00	\$190.00
3	1	AA073	Optional Heavy Duty Lock for Universal Pivot Bracket (TC-600, 800, 1100)	\$30.00	\$30.00
4	3	AC027	SS pipe clamp set fits 4" to 6" OD (medium size round pole) Used for mounting sign, solar panel bracket or sign extender bracket (Qty 2 per package)	\$14.00	\$42.00
6	1	AR005	Speed Limit Sign Extender Bracket Set - Stainless Steel	\$26.00	\$26.00
7	1	SL00xx	R2-1 Speed Limit Sign: 24" x 30" HIP (High Intensity Prismatic). Specify speed limit (xx = 15, 20, 25, 30, 35, 40, 45, 50, or 55 mph)	\$88.00	\$88.00
8	1	AA003	Mounting bracket for 40-50 watt solar panels	\$70.00	\$70.00
9	1	AA041	50 watt solar panel with 8' flexible conduit & wiring	\$165.00	\$165.00
10	1	RH003	Aluminum Pole, 4.5" O.D. 12 foot (Incl. Breakaway Square Base & Pole Cap RH002/RH008)	\$815.00	\$815.00
11	1	AA063	Universal Pivot Pole Mount Bracket set (includes tilt feature) TC-600 only	\$75.00	\$75.00
11	1	SHP-MISC	Shipping and Handling for miscellaneous hardware	\$30.00	\$30.00
12	1	SHP-POLEKIT	Ground shipping - 11'-16' Pole Kit	\$175.00	\$175.00

Minimum re-stock fee: 15%.

* Quote valid for 30 days. Pricing does not include any international taxes, fees, or duties.

TOTAL US\$ \$2,901.00

Sales Tax Rate: **0.000% \$0.00**

Grand Total: \$2,901.00

TOTALS

US State sales tax must be collected unless you provide a sales tax exempt form.

Authorized Signature

Print Name/Title

Date



Certified Quality System
ISO 9001:2015



100% MUTCD Compliant
Radar Speed Signs



Proudly Engineered & Manufactured in the USA

State On-Call Traffic Signal Cost Estimate Sheet

Contractor: Sierras Construction LLC Contract#4400010485 Vendor #7000072005

Project Location & Work Order #: Fort Johnson Rd Radar Sign Rebuild

Expected Completion Date:

* SCDOT Fixed Price On-Call Contract, effective 7/7/2014- 7/6/2019, change order #3 effective 1/2018

[Click here to see contract.](#)

4/13/2023

LINE	PAY ITEM	ESTIMATED QUANTITY	UNIT	COST	TOTAL COST	DESCRIPTION, SPECIFICATION REFERENCE
19	6750278	40.00	LF	\$8.25	\$330.00	FURNISH & INSTALL 2.0" SCHEDULE 80 PVC CONDUIT
71	6770318	50.00	LF	\$1.88	\$94.00	FURNISH AND INSTALL # 6 TRIPLEX ALUMINUM SERVICE WIRE
86	6888190	1	EA	\$250.00	\$250.00	INSTALL 10' PEDESTRIAN PEDESTAL POLE AND BASE
87	6825486	1	EA	\$200.00	\$200.00	FURNISH & INSTALL ALUMINUM PEDESTAL POLE CONCRETE FOUNDATION
145	6885990	1	EA	\$750.00	\$750.00	REMOVAL, SALVAGE AND DISPOSAL OF EXISTING TRAFFIC SIGNAL EQUIP
180	6888245	1	EA	\$313.13	\$313.13	INSTALL SPLICE/FLASH CABINET

Total**: \$1,937.13

103.1 MOBILIZATION, 103.2 MOBILIZATION OF MATERIAL

1	1031010	1	1/0	4%	\$400.00	MOBILIZATION (4% of the total cost of work order or minimum of \$400, whichever is greater)
		INSERT '1' above to calculate 4% of TOTAL** ABOVE or \$400 (whichever is greater)				
2	9610021		EA	\$173.89	\$0.00	MOBILIZATION OF MATERIAL PER WORK ORDER, 1-100 MILES BETWEEN LOCATION OF MATERIAL AND WORKSITE
3	9610022		EA	\$289.82	\$0.00	MOBILIZATION OF MATERIAL PER WORK ORDER, 101-250 MILES BETWEEN LOCATION OF MATERIAL AND WORKSITE
4	9610023		EA	\$405.75	\$0.00	MOBILIZATION OF MATERIAL PER WORK ORDER, 251+ MILES BETWEEN LOCATION OF MATERIAL AND WORKSITE

TRAFFIC CONTROL

5	1071100	1	1/0	10.00%	\$275.00	TRAFFIC CONTROL PRIMARY ROAD / WORK ORDER (10% of total cost of work order or minimum of \$275, whichever is greater)
		INSERT '1' above if day work; This will calculate 10% of TOTAL** ABOVE or \$275 (whichever is greater)				
		OR				
6			1/0	14.00%	\$0.00	TRAFFIC CONTROL PRIMARY ROAD / WORK ORDER (NIGHT WORK) (14% of total cost of work order or minimum of \$350, whichever is greater)
		INSERT '1' above if night work; this will calculate 14% of TOTAL** ABOVE or \$350 (whichever is greater)				
6a			HR	\$175.00	\$0.00	TRAFFIC CONTROL PROVIDED FOR SCDOT WORK INCLUDING FLAGMAN, TEMP SIGNS SET UP AND CONE SET UP
6b			HR	\$250.00	\$0.00	TRAFFIC CONTROL PROVIDED FOR SCDOT WORK INCLUDING FLAGMAN, CONE SET UP, TEMPORARY SIGNS , ARROW BOARD
6c			HR	\$400.00	\$0.00	TRAFFIC CONTROL PROVIDED FOR SCDOT WORK INCLUDING FLAGMAN, CONE SET UP, TEMPORARY SIGNS , ARROW BOARD, TRUCK W/ CRASH CUSHION

Total: \$675.00

TOT SIGNAL CONTRACTOR: \$2,612.13



Table A: Services & Fees

Description	Units	Unit Price	Monthly Fee	One-Time Fee	Annual Fee
CyberGardVMBase <i>Cyber Security Services - Vulnerability Management Base Fee</i>	1.00	\$550.00	\$550.00	\$0.00	\$0.00
CyberGardVMAgent <i>Vulnerability Management Patching Agent</i>	24.00	\$3.00	\$72.00	\$0.00	\$0.00
Office 365 Advanced Threat Protection	22.00	\$2.00	\$44.00	\$0.00	\$0.00
Office 365 Data Loss Prevention	7.00	\$3.00	\$21.00	\$0.00	\$0.00
DarkWebID Domain Monitoring @jamesislandsc.us	1.00	\$51.40	\$51.40	\$0.00	\$0.00
Web Content and Malware Filtering - Per User	24.00	\$1.62	\$38.88	\$0.00	\$0.00
Managed Firewall <i>NaaS for Town Hall firewall</i>	1.00	\$305.17	\$305.17	\$0.00	\$0.00
Total Services Monthly:		\$1,082.45			

Notes:

- Prices shown above are valid for 30 days from date of work order.
- Items denoted with an asterisk (*) are new to the renewal solution.

Table B: Summary of Fees

One-Time Fees*	Monthly Fees	Annual Fees
\$0.00	\$1,082.45	\$0.00

* One-Time fees may include implementation if required.

2023 YOM HASHOAH HOLOCAUST COMMEMORATION PROCLAMATION

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

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

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

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

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

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

WHEREAS, we remember and honor the liberators who liberated the World War II concentration camps 78 years ago.

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

NOW, THEREFORE, I, Bill Woolsey, Mayor of the Town of James Island and the members of Town Council, pursuant to an act of Congress (Public Law 96-388 October 7, 1980) and United States Holocaust Memorial Council do hereby proclaim the week of Tuesday, April 18 until Sunday, April 23 WEEK OF REMEMBRANCE IN MEMORY OF THE VICTIMS, SURVIVORS, RESCUERS AND LIBERATORS OF THE HOLOCAUST and further proclaim that we as citizens of the Town of James Island, South Carolina should promote human dignity and confront hate whenever and wherever it occurs.

The Charleston Jewish Federation encourages you to join the community as we remember and honor the victims, our Holocaust survivors, and liberators during the community-wide Yom HaShoah Holocaust Remembrance Program which will be held at the Gaillard Center on April 23rd at 2:00 PM. This year's theme is "Through their voices: Stories of Survival Carried on from Generation to Generation" and will display the importance of action through generational remembrance. Charleston's annual commemoration of the Holocaust is sponsored by the Charleston Jewish Federation and supported by the City of Charleston as well as the Gaillard Center. The event includes the reading of the names of people who perished with family connections to Charleston, performances, and local keynote speaker: Harry Schneider, Holocaust survivor. To learn more about this event contact remember@jewishcharleston.org.

Done this ____ day of ____ 2023

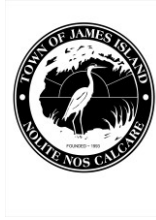
Bill Woolsey, Mayor

ATTEST

Frances Simmons, Town Clerk

PROCLAMATION

Pet Helpers 45th Anniversary



- WHEREAS,** Pet Helpers is celebrating its 45th anniversary on May 12th, 2023; and
- WHEREAS,** Pet Helpers was founded in 1978 by Carol Linville, a pioneer in the animal welfare world, with the mission to end the euthanasia of all adoptable animals. Pet helpers became the first no-kill animal shelter in the Lowcountry; and
- WHEREAS,** Carol Linville began her animal-saving journey with a weekly “Pet of the Week” column for the local newspaper but knew that she needed to do more to start rescuing cats and dogs across the Lowcountry and help them find loving and caring homes; and
- WHEREAS,** Carol Linville lives every day focused on rescuing animals and Pet Helpers has saved tens of thousands of furry lives over 45 years through her dedication and drive, and by speaking out on behalf of all animals. In 1983, Pet Helpers first shelter was a Shop space at 808 Folly Road; In 1992, Pet Helpers found its larger home in a renovated house at 1430 Folly Road; and
- WHEREAS,** with the help of countless friends and supporters, Pet Helpers built and moved to its current, modern shelter at 1447 Folly Road in 2008, featuring low-cost spay/neuter clinic to open to the public; and
- WHEREAS,** Carol Linville and dedicated Staff continue to further Pet Helpers’ mission, matching all animals to their new families for a lifetime commitment of love and care; and
- WHEREAS,** the City of Charleston is proud and honored to have had Pet Helpers as part of the community for 45 years and takes great pleasure in helping to celebrate this remarkable milestone. Congratulations and best wishes to Pet Helpers for its ongoing dedication to saving animals and serving as a voice for all creatures.

NOW, THEREFORE, I, Bill Woolsey, Mayor and the members of Town Council, in honor of their 45th anniversary on May 12th, do hereby proclaim Friday, May 12, 2023 as:

PET HELPERS’ 45th ANNIVERSARY DAY

IN WITNESS WHEREOF, I do hereby set my hand, and cause the seal of Charleston to be affixed, this 20th day of April, 2023.

Bill Wooley, Mayor

Frances Simmons, Town Clerk

Attest:

Town of James Island
Fiscal Year 2023/2024 Budget Narrative
April 5, 2023

1. The proposed total general fund expenditures remain close to \$4 million; this is consistent over the past two fiscal year budgets.
2. The capital projects budget is not expected to increase significantly, however, several infrastructure and drainage projects are expected to be completed in FY24. All project-related expenditures will be allocated to American Rescue Plan Funds, which must be expended by the end of 2026. In addition to project-related capital expenses, these funds will also support in matching funds for the JIPSD sewer expansion project to address pollution in James Island Creek.
3. The proposed budget has a minimal amount to be transferred in from the unencumbered fund balance. This reflects only the amount allocated to Capital Equipment Projects (all others are allocated to ARPA funds), which began in FY22/23. These expenditures are for the audio-visual upgrades to Council Chambers and equipment for a second deputy.
4. Proposed increases to general fund expenditures include the following:
 - a. Funding for two new positions to bring building permitting and inspections in-house. Revenue from permits, plan review, and contractor licenses would increase by roughly \$330,000 and cover both positions.
 - b. Proposed cost of living increase of 7% for Town staff, which is in line with the CPI for the Southeast Region.
 - c. Salary increase for the Mayor, per Council's directive, will be implemented at the start of calendar year 2024.
 - d. Purchase of one computer for new Building Services employee, a laptop for Planning & Zoning, and four tablets for field staff for use of GoGov software for field inspections and code compliance. These expenses are allocated to each of the respective departments that they will be used by.
 - e. Information Technology budget increase for new GoGov and SwagIt programs approved in 2022.
5. General fund areas having little or no change in expenditures: Planning & Zoning, Parks & Rec, Codes & Safety, Facilities & Equipment and Community Services; each of these have little change.
6. Hospitality/ non-capital: the budget sheet shows a decrease of roughly \$50,000 but that is due to the completion of the Lowcountry Local First/ Business Academy. James Island Arts & Cultural Center operational expenses now has a dedicated line item, and a new line added for Center events and supplies. All of these items were formerly combined on one line, but now separated to allow for better tracking of various expenses.

Town of James Island
Fiscal Year 2023/2024 Budget Narrative
April 5, 2023

7. The Public Works projects budget line item has been decreased for next fiscal year as most upcoming project expenditures are reflected in the capital projects budget.
8. The proposed property tax millage remains unchanged at 17.9 (estimated \$1,436,570) with Local Option Sales Tax (LOST) credits keeping the net property tax owed to the Town by each taxpayer at zero.
9. JIPSD Tax Relief: the proposed cost-share is approximately \$1,285,000, based on the estimated revenue from the LOST property tax credit fund.
10. While a second full-time deputy was funded for FY22/23, due to limited resources, the Sheriff's Office has not been able to follow through with this request. They have indicated that conditions have changed and this request could be possible for the next fiscal year. The increase to this line item reflects funding needed for an additional deputy and part-time deputy pay, which the total hours needed would be offset once a second deputy is contracted. The capital equipment budget for a second deputy would have a one-time cost of \$87,000. 20% of this cost would be covered by the Hospitality Tax fund, as would the hourly and annual pay.
11. As with last fiscal year, there are no expenditures planned for Stormwater funds, which will have an estimated balance of \$447,190 at the end of FY22/23.
12. Budget workshop recommendation: increase to Community Services that might be used for warming stations \$20,000 (based on last year's allocation); \$12,500 added back to Community Tutoring Programs; \$15,000 allocated from the Tree Fund for the Camp Road Tree Preservation Project.

EXHIBIT A
GENERAL FUND BUDGET SUMMARY
DRAFT APRIL 5, 2023

Revenues	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 DRAFT	DIFFERENCE
Operating Revenues	3,838,490	3,845,750	3,829,965	4,075,722	229,972
Transfer In from Funds Balance	343,998	235,490	144,510	76,300	
Transfer In from Reserve Fund			13,000		
Transfer in from American Rescue Plan Act				2,795,955	
Total Revenues	\$ 4,182,488	\$ 4,081,240	\$ 3,987,475	\$ 6,947,977	2,866,737

Expenditures	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 DRAFT	DIFFERENCE
ADMIN	671,516	720,969	692,852	792,085	71,116
ELECTED OFFICIALS	110,965	113,500	107,974	134,778	21,278
GENERAL OPERATIONS	388,626	501,359	447,574	799,743	298,384
PLANNING AND ZONING	5,988	15,335	9,287	17,915	2,580
BUILDING SERVICES	24,809	60,250	60,000	6,100	(54,150)
PUBLIC WORKS	190,942	355,930	203,260	218,775	(137,155)
ISLAND SHERIFF'S PATROL	320,285	361,269	377,417	404,066	42,797
CODE AND SAFETY	17,353	21,360	9,250	22,460	1,100
PARKS AND RECREATION	33,074	36,475	14,173	33,500	(2,975)
FACILITIES & EQUIPMENT	218,329	239,330	210,779	242,300	2,970
COMMUNITY SERVICES	50,716	120,030	85,031	119,000	(1,030)
JIPSD FIRE AND SOLID WASTE	1,069,000	1,271,000	1,271,000	1,285,000	14,000
TRANSFER OUT TO CAPITAL	392,890	-	295,410	2,872,255	2,872,255
Total Expenditures	\$ 3,494,492	\$ 3,816,807	\$ 3,784,008	\$ 6,947,977	3,131,170

Town Funds	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 DRAFT	DIFFERENCE
UNENCUMBERED FUND BALANCE	\$ 2,440,221	\$ 1,418,084	\$ 1,273,574	\$ 2,113,421	695,337
RESERVE	1,328,484	1,328,484	1,328,484	1,328,484	-
TREE FUND	1,392	692	80,488	80,488	79,796
STORMWATER FUNDS	502,866	364,190	447,190	510,190	146,000
HOSPITALITY TAX FUND	1,936,147	500,443	2,260,348	1,615,760	1,115,317
AMERICAN RESCUE FUND	\$ 1,672,408	\$ -	\$ 3,235,875	\$ -	\$ -

	21/22 Actual	22/23 Budget	YTD 01/31/2023	22/23 Estimate	23/24 Draft	DIFFERENCE
Revenues						
Accommodations Tax	77,485	50,000	25,748	51,495	52,000	2,000
Brokers and Insurance Tax	801,598	870,000	3,607	801,600	801,600	(68,400)
Building Permit Fees	15,529	15,000	13,914	23,853	327,812	312,812
Business Licenses	384,411	380,000	198,310	339,960	360,000	(20,000)
Franchise Fees*	320,182	332,500	187,723	321,810	309,000	(23,500)
Grants	69,718	25,000	-	-	11,000	(14,000)
Liquor Licenses	12,000	10,000		-	10,000	-
Local Assessment Fees	3,571	2,500	2,046	2,500	2,500	-
LOST Revenue Fund	524,734	530,000	273,564	547,128	547,000	17,000
LOST Property Tax Credit Fund	1,225,380	1,270,000	641,839	1,283,679	1,284,000	14,000
Miscellaneous	26,741	500	371	88,000		(500)
Planning and Zoning Fees	16,162	15,000	8,715	14,940	15,000	-
Stormwater Plan Review Fees	7,700		4,800	8,229	8,200	
State Aid to Subdivisions	263,279	272,350	136,173	272,350	272,350	-
Telecommunications	12,901	17,000	-	16,982	17,000	-
Filing Fees	-				760	760
Donations	120		120			-
Tree Mitigation	-	-	-			-
Interest Income	437	500	859	1,473	1,500	1,000
Facility Rentals	6,824	5,400	3,480	5,966	6,000	600
Property Tax (17.9 mils)	1,296,230	1,436,560	1,318,627	1,318,627	1,436,560	117,933
Property Tax Rollback Credit	(1,225,380)	(1,270,000)	(641,839)	(1,283,679)	(1,284,000)	(14,000)
Property Tax Credit from Revenue Fund	(70,850)	(166,560)	(676,788)	(34,948)	(152,560)	14,000
Homestead Exemption Tax Receipts	69,718	50,000	-	50,000	50,000	-
TOTAL	3,838,490	3,845,750	1,501,270	3,829,965	4,075,722	339,705

	21/22 Actual	22/23 Budget	1/31/2023 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Administration						
Salaries	316,254	320,000	179,463	311,069	343,261	23,261
Benefits, Taxes & Fees	129,645	130,000	73,536	127,462	142,724	12,724
Advertising	1,816	3,500	809	1,387	3,500	-
Audit	12,500	12,500	12,500	12,500	12,500	-
Bank charges	1,533	2,000	870	1,491	2,000	-
Copier	5,562	5,500	2,448	4,196	4,500	(1,000)
Dues and Subscriptions	120	1,500	245	1,500	1,500	-
Elections						-
Employee Appreciation	1,220	800	295	800	800	-
Employee Training & Wellness	3,510	3,800	4,123	3,800	5,800	2,000
Election Expenses				8,500	8,500	8,500
Information Services	69,327	72,000	46,074	91,484	95,000	23,000
Insurance	48,162	50,569	32,935	48,161	54,500	3,931
Legal & Professional Services	41,490	80,000	11,339	52,000	80,000	-
Grant Writing Services	8,560	16,000	2,310	8,000	8,400	(7,600)
MASC Membership	5,347	5,500	-	5,800	5,800	300
Mileage Reimbursement	316	800	180	308	800	-
Mobile Devices	1,954	2,100	613	1,050	1,500	(600)
Postage	6,060	6,000	1,720	2,949	6,800	800
Supplies	4,512	5,000	2,980	5,108	5,200	200
Town Codification	4,168	1,400	220	376	1,000	(400)
Payroll Expenses	6,060		2,864	4,909	6,000	6,000
Training and Travel	1,227	2,000	-	-	2,000	-
TOTAL	671,516	720,969	375,522	692,852	792,085	71,116

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Elected Officials						
Salaries	50,884	50,000	28,269	49,000	61,250	11,250
Benefits, Taxes & Fees	58,850	60,000	33,686	58,388	70,528	10,528
Mayor Expense	690	1,000	190	326	1,000	-
Council Expenses	71	2,000	-	-	2,000	-
Mobile Devices	469	500	152	261		(500)
TOTAL	110,965	113,500	62,297	107,974	134,778	21,278

	21/22 Actual	22/23 BUDGET	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
General Operations						
Salaries	281,367	366,766	186,566	323,381	547,102	180,336
Benefits, Taxes & Fees	107,259	134,593	71,650	124,194	252,641	118,048
TOTAL	388,626	501,359	258,216	447,574	799,743	298,384

	21/22 Actual	22/23 Budget	1/31/2023 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Planning & Zoning						
Advertising	809	1,500	398	682	1,500	-
Mobile Devices	24	660		-		(660)
Dues and Subscriptions	59	715	-	715	715	-
Mileage Reimbursement	-	200	-	100	200	-
Equipment / Software	2,412	2,160	1,739	2,981	5,500	3,340
Supplies	190	600	76	131	500	(100)
Training and Travel	90	1,000	740	1,268	1,000	-
Uniform / PPE	-	500	-	-	500	-
Planning Commission	750	4,000	350	600	4,000	-
Board of Zoning Appeals	1,655	4,000	2,060	2,810	4,000	-
TOTAL	5,988	15,335	5,363	9,287	17,915	2,580

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Budget	DIFFERENCE
Building Services						
County Contract Building Permit Tech	24629	60000		60,000	0	-60,000
Mobile Devices	180				600	600
Dues and Subscriptions					1,000	1,000
Equipment/Software	-		-	-	1,500	1,500
Mileage Reimbursement					500	500
Supplies					600	600
Travel and Training					1,400	1,400
Uniform / PPE	-		-		250	250
Community Outreach	-	250	-		250	-
TOTAL	24,809	60,250	-	60,000	6,100	(54,150)

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 estimate	23/24 Budget	DIFFERENCE
Public Works						
Dues and Subscriptions	238	425	353	605	725	300
Mobile Devices	621	1,080	39	67	1,100	20
Emergency Management	9,287	20,000	37,176	63,731	26,000	6,000
Groundskeeping	66,810	70,000	32,342	55,444	70,000	-
Tree Maintenance and Care	1,355	20,000	700	1,200	10,000	(10,000)
Mileage Reimbursement	23	300	23	39	300	-
Public Outreach	20	500	20	34	250	(250)
Projects	80,023	180,000	15,956	27,353	50,000	(130,000)
Signage	2,070	8,000	1,685	2,889	4,000	(4,000)
Supplies	2,771	8,000	4,300	7,371	8,000	-
Asset Management	26,569	45,000	25,231	43,252	45,000	-
Training and Travel	815	1,925	280	480	2,500	575
Uniform / PPE	339	700	464	795	900	200
TOTAL	190,942	355,930	118,569	203,260	218,775	(137,155)

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 ESTIMATE	23/24 DRAFT	DIFFERENCE
ISLAND SHERIFF'S PATROL						
ISP Salary	183,349	173,852	136,565	236,713	186,814	12,962
ISP Benefits, Taxes & Fees	50,752	42,758	39,043	67,674	52,102	9,345
ISP Programs & Supplies	15,597	15,000	5,266	9,027	17,250	2,250
ISP - Dedicated Officer Annual Expense	70,587	129,660		64,003	147,900	18,240
TOTAL	320,285	361,269	180,874	377,417	404,066	42,797

	21/22 Actual	22/23 Budget	01/31/23 YTD	22/23 Estimate	23/24 Budget	DIFFERENCE
Codes & Safety						
Memberships/Dues		250		-	250	-
Crime Watch Materials	273	250		250	250	-
Equipment		900		960	1,960	1,060
Mileage Reimbursement		100		-	100	-
Mobile Devices	322	360			700	340
Animal Control	3,000	3,000		3,000	3,000	-
Overgrown Lot Clearing		2,000		500	2,000	-
Radio Contract	1,368	3,500	1,596	2,736	3,200	(300)
Supplies	940	250	997	1,710	250	-
Training		500		-	500	-
Uniform / PPE		250	55	94	250	-
Unsafe Buildings Demolition	11,450	10,000	9,950		10,000	-
TOTAL	17,353	21,360	12,598	9,250	22,460	1,100

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	22/23 Draft	DIFFERENCE
Parks & Recreation						
Dock Street Park	7,500					-
Pinckney Park						-
Park Maintenance	12,309	12,000	4,028	6,904	12,500	500
Special Events	939	5,000	940	1,611	5,000	-
JIRC Contribution		4,750	-	-		(4,750)
Youth Sports Program	12,325	14,725	3,300	5,657	16,000	1,275
TOTAL	33,074	36,475	8,268	14,173	33,500	(2,975)

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Facilities & Equipment						
Equipment/Furniture	137	5,700	1,399	2,398	5,000	(700)
Facilities Maintenance	6,444	6,500	8,143	13,960	19,800	13,300
Generator Maint.	3,384	2,410	398	682	2,000	(410)
Janitorial	9,359	7,920	6,750	11,571	12,000	4,080
Security Monitoring	4,160	1,000	696	1,194	1,500	500
Street Lights	152,868	161,700	73,285	146,570	155,000	(6,700)
Utilities	34,555	44,100	14,865	29,729	35,000	(9,100)
Vehicle Maint. Expense	7,422	10,000	2,727	4,675	12,000	2,000
TOTAL	218,329	239,330	108,263	210,779	242,300	2,970

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Community Services						
Community Service Contributions	31,000	50,000	31,100	31,000	55,000	5,000
Repair Care Program	13,300	35,000	2,793	35,000	35,000	-
CERT Program		-	-	-	-	-
Drainage Council		500	-	-	500	-
Business Development Council		3,500		31	500	(3,000)
Children's Council		-	-	-	-	-
History Council	1,884	3,780	1,140	2,500	5,000	1,220
James Island Pride	1,902	3,500	2,116	1,000	3,500	-
Helping Hands	518	500	140	500	500	-
James Island Arts Council		3,500				(3,500)
Neighborhood Council	45	3,750	249	1,500	3,000	(750)
Tree Council	2,067	3,500		1,000	3,500	-
Community Tutoring Programs		12,500		12,500	12,500	-
TOTAL	50,716	120,030	37,538	85,031	119,000	(1,030)

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
JIPSD Fire & Solid Waste Services						
Tax Relief	1,068,000	1,270,000	740,831	1,270,000	1,284,000	14,000
Admin Expense	-		-	-		-
Auditor Expense	1,000	1,000	1,000	1,000	1,000	-
TOTAL	1,069,000	1,271,000	741,831	1,271,000	1,285,000	14,000

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Tree Fund						
Tree Mitigation Revenue	8,096	500		86,000	500	-
Tree Mitigation Expense		1,200		15,000	1,200	-
Change in Balance	8,096	(700)	-	71,000	(700)	-
Initial Balance	1,392	9,488	9,488	9,488	80,488	71,000
Ending Balance	9,488	8,788	9,488	80,488	79,788	71,000

	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 DRAFT	Difference
Stormwater					
Stormwater Revenue	182,280	63,000	83,000	63,000	-
Stormwater Expense					-
Transfer Out to Capital Projects	0	0	0	0	
Change in Balance	182,280	63,000	83,000	63,000	
Initial Balance	118,910	301,190	364,190	447,190	146,000
Ending Balance	301,190	364,190	447,190	510,190	146,000

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 Draft	DIFFERENCE
Hospitality Tax Fund						
Hospitality Tax Revenue	700,953	655,000	341,432	682,864	680,000	25,000
Hospitality Current Expense						-
The Town Market	169	2,000	1,253	747	2,000	-
Guide to Historic James Island		5,000	-	5,000	5,000	-
ReThink Folly Rd - Staff Cost-Sharing	31,149	20,000	10,538	9,462	20,000	-
Santee St. Public Parking Lot	29,400	33,100	30,600	2,500	34,400	1,300
James Island Arts & Cultural Center Operations	106,038	145,000	78,168	66,832	150,000	5,000
James Island Arts & Cultural Center Projects & Events					15,000	15,000
Promotional Grants	7,000	15,000	9,000		10,000	(5,000)
Public Safety of Tourism Areas	85,545	129,757	60,441	103,613	134,688	4,931
Camp and Folly Landscaping Maintenance	5,790	10,000	2,100	7,900	10,000	-
Community Events	4,091	5,000	3,504	1,496	5,000	-
Brantley Park Ops	800	2,050	1,025	1,025	2,400	
Entrepreneur and Small Business Support		72,300	25,500	46,800		
TOTAL Current Expense	269,981	439,207	222,129	245,375	388,488	(50,719)
Current Surplus/Deficit	430,972	215,793	119,303	437,489	291,512	75,719
Hospitality Tax Transfer Out to Capital	339,993	903,050	99,383	113,287	936,100	33,050
Transfer (out from/ in to) Hospitality Fund Balance	(90,979)	687,257	(19,920)		644,588	(42,669)
Total Hospitality Expenditures (Capital and Current)	609,974	1,342,257	321,512	358,663	1,324,588	(17,669)
Hospitality Tax Fund Balance						
Initial Fund Balance	1,463,027	1,690,431	1,690,431	1,936,147	2,260,348	
End Fund Balance	1,690,431	1,003,174	1,670,511	2,260,348	1,615,760	612,586

	21/22 Actual	22/23 Budget	22/23 YTD	22/23 Estimate	23/24 DRAFT	TOTALS
American Rescue Plan						
Revenue	1,854,631	1,854,631	1,854,631			3,709,262
Expense			291,164	439,920	2,795,955	3,527,039
Transfer Out to Capital Projects	182,223	0	3,467,397		2,795,955	3,527,039
Change in Balance	1,854,631	1,854,631	1,563,467	439,920	2,795,955	
Initial Balance	1,854,631	3,527,039	1,672,408	3,235,875	2,795,955	
Ending Balance	1,672,408	(1,672,408)	3,235,875	2,795,955	0	

FIVE YEAR CAPITAL IMPROVEMENT PLAN FY2023/24 - FY2027/2028

Infrastructure	Actual FY 21/22	Budget 22/23	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	5 Year Total
Dills Bluff Sidewalk, Phase III - Seaside to Winborn	27,056			174,570						-
Dills Bluff Sidewalk, Phase IV - Winborn to HBVR		45,000	9,000	45,000	250,000					250,000
Lighthouse Point Sidewalk and Drainage, Phase I	55,000									-
Regatta Road Sidewalk	2,393	105,000			9,000					9,000
Town Hall - Second Floor					45,000					45,000
Traffic Calming Projects	142	50,000	9,417		75,000					75,000
Nabors Phase I	18,100	45,000	3,900			250,000				250,000
Camp Riverland Sidewalk (Match)		100,000								
Secessionville to Ft. Johnson Sidewalk connector		13,000								-
Honey Hill Road Paving		58,800				58,800				58,800
Undergrounding Power Lines	-	220,000								-
Town Hall Solar Panels	31,785	53,000								-
Other Capital Improvement Projects			226,998							-
Septic Tank Testing	2,400	100,000	9,450		50,000					50,000
James Island Creek Septic and Sewer Projects	50,000	1,854,631	-		444,000					444,000
Total	194,361	2,644,431	258,765	219,570	873,000	308,800	-	-	-	1,181,800

Drainage Projects	Actual FY 21/22	FY 2022/2023	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	5 Year Total
Greenhill / Honey Hill Drainage Phase I-II	63,083	261,000	1,112		280,000					280,000
Oceanview-Stonepost Drainage Basin, Phases I-II	25,966	384,000	30,787	59,000	808,000					808,000
Woodhaven Drainage Improvements	26,200	14,500			700,000					700,000
Quail Run Drainage Improvements	\$ 22,275	45,400		-	735,000					735,000
Drainage Outflow Valve Devices	-	48,000								-
Drainage Improvement Projects		100,000			25,000					25,000
Total	352,722	852,900	31,899	59,000	2,548,000	-	-	-	-	2,548,000

Capital Equipment	Actual FY 21/22	FY 2022/2023	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	5 Year Total
ISP - Dedicated Officer Initial Expense		67,500			66,300					66,300
License Plate Recognition Camera - HBVR	27,186									
Public Works Equipment	15,328	50,000		50,000	10,000					10,000
Audio Visual Upgrades	-	70,000	382	70,000						-
Total	42,513	187,500	382	144,510	76,300	-	-	-	-	76,300

Parks and Recreation	Actual FY 21/22	FY 2022/2023	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	5 Year Total
Dock Street Park	7,500	50,000	500	2,810	59,000	310,000				369,000
Pinckney Park	14,339			14,030		37,500				37,500
Park Projects		50,000								-
Park and Rec Improvements										-
Total	21,839	100,000	500	16,840	59,000	347,500	-	-	-	406,500

Transfers In:	Actual FY 2021/2022	FY 2022/2023	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24
General Fund	392,890	235,490	382	144,510	76,300
Stormwater Funds	218,545	0		-	0
American Rescue Plan Funds	182,223	0	3,467,397	439,920	\$ 2,795,955.00

FIVE YEAR HOSPITALITY CAPITAL IMPROVEMENT PLAN

Hospitality Tax Capital Projects	Actual FY 21/22	22/23 Budget	YTD FY 22/23	ESTIMATE 22/23	FY 2023/24	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	5 Year Total
Bus Shelters/Bench on Folly Road		25,000			25,000					25,000
Camp and Folly -- Signage/Flags		35,000		3,800	35,000					35,000
Camp / Folly Landscaping	30,000									-
Streetscape Lighting at Camp / Dills Bluff										-
Rethink Folly Road - Phase I	28	400,000	-	-	400,000					400,000
ISP Dedicated Officer Initial Expense		22,500			22,100					
Rethink Folly Road - Phase II-III					-					-
Folly Road Beautification	1,657	10,000	-	-	10,000					10,000
Pinckney Park	418		418	418		12,500				12,500
Brantley Park	113,027	50,000	9,126	9,126	100,000					100,000
James Island Arts and Cultural Center	122,789	100,000	10,694	10,694	150,000					150,000
James Island Arts and Cultural Center Solar Panels	24,446	75,550		75,550						75,550
Holiday Decorations	1,042	15,000	13,699	13,699	2,000					2,000
Other Tourism-Related Projects		50,000	-	-	50,000					50,000
Undergrounding Power Lines -Folly Road						68,039	62,689	55,840	55,840	242,408
Folly Road Multi-Use Path, Wilton to Ft. Johnson					42,000					42,000
Park Projects		20,000				29,250	35,500	35,500		100,250
Historic Fort Johnson		100,000			100,000					100,000
Total	293,406	903,050	33,937	113,287	936,100	109,789	98,189	91,340	55,840	1,344,708

Transfers In:	Actual FY 2021/2022	22/23 Budget	YTD FY 22/23	ESTIMATE 21/22	FY 2023/24
Hospitality Tax Fund	339,993	903,050	99,383	113,287	936,100

Date: February 28, 2023

To: Mayors, Managers, Administrators, Clerks and
Local Revenue Service Contacts

From: Caitlin Cothran, Manager for Local Revenue Services

Re: Ordinance, Agreement, and Supplement for Local Revenue Service Programs
PROMPT ACTION REQUIRED

For many years, the Municipal Association has offered collection programs for certain business license taxes. These programs include the Insurance Tax Collection Program, the Brokers Tax Collection Program, and the Telecommunication Tax Program. The Municipal Association has collectively rebranded these programs as Local Revenue Services and has renamed the three business license programs as the Insurance Tax Program (ITP), the Brokers Tax Program (BTP), and the Telecommunication Tax Program (TTP).

In addition, by Act 176 of 2020,¹ the General Assembly standardized business licensing in the State of South Carolina. Following the adoption of this Act, the Municipal Association provided a revised model business license ordinance. Every municipality in the State has adopted a revised business license ordinance based on Act 176 and the new model ordinance.

As a result of the Local Revenue Services rebranding and the adoption of new local business license ordinances under Act 176, the Association is required to update the ordinances and agreement by which municipalities may participate in Local Revenue Services. Please note as follows:

- There are THREE attachments to this memo: (1) an ordinance to participate in Local Revenue Services, (2) an intergovernmental agreement for the programs, and (3) a program participant supplement by which a municipality elects which programs to join.
- In order to continue to participate in Local Revenue Services, **your municipality must (1) enact the attached ordinance and, (2) once the ordinance is enacted, sign the attached agreement and supplement.**
- The ordinance must be **completed where highlighted and then enacted exactly as written.**
- The agreement must be **signed exactly as written.**
- The supplement must be **completed where highlighted and then signed exactly as written.**
- The Setoff Debt Program is not affected by the attached documents, which relate only to ITP, BTP, and TTP.
- The Association must have a certified copy of your amended ordinance, together with the original signed agreement and supplement, by **May 26, 2023**. We will send you a copy of the final agreement with the Municipal Association's signature for your file. If you require an original signed agreement for your files, provide two signed agreements to the Municipal Association.

¹ The Business License Standardization Act, found at S.C. Code Sec. 6-1-400 to -420.

The new program documents will not substantially change the operation of the Local Revenue Services programs from your perspective. The Municipal Association will continue to administer and collect business license taxes within ITP, BTP, and TTP. The rates for the Municipal Association's services will remain exactly the same as they are now. Finally, distributions of collected amounts will be made in the same manner and at approximately the same times as they are now.

The substantial changes to the Local Revenue Services programs are as follows:

- The new agreement is an intergovernmental agreement among all of the participating governments, rather than a series of standalone agreements.
- Local Revenue Services will act in its own name as a division of the Municipal Association and will be governed by a committee of the Municipal Association's Board of Directors.
- The terms on which the Municipal Association is delegated the authority to resolve litigation on behalf of its members have been clarified.
- An appeals process, as required by and consistent with Act 176, has been formally adopted.

If you have questions about the attached documents, please contact Caitlin Cothran at (803) 354-4786 or ccothran@amsc.sc.

If your municipal attorney has questions about the attached documents, please direct him or her to contact Eric Shytle, General Counsel of the Municipal Association, at (803) 933-1214 or eshytle@masc.sc.

AN ORDINANCE

AUTHORIZING AND DIRECTING THE TOWN OF JAMES ISLAND TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT RELATING TO SOUTH CAROLINA LOCAL REVENUE SERVICES; TO PARTICIPATE IN ONE OR MORE LOCAL REVENUE SERVICE PROGRAMS; TO EXECUTE AND DELIVER ONE OR MORE PARTICIPANT PROGRAM SUPPLEMENTS; AND OTHER MATTERS RELATING THERETO.

WHEREAS, the TOWN of JAMES ISLAND (the "Municipality") is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income;

WHEREAS, under State law, certain business license taxes are applicable in a manner or at a rate that applies throughout the State ("Statewide Business License Taxes");

WHEREAS, such Statewide Business License Taxes include without limitation the business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; to brokers under Title 38, Chapter 45 of the S.C. Code; and to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code;

WHEREAS, the Municipal Association of South Carolina (the "Association") has previously established local revenue service programs in which the Association administers Statewide Business License Taxes on behalf of and for the benefit of participating municipalities;

WHEREAS, such local revenue service programs include a program known as the Insurance Tax Program ("ITP") that administers business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; a program known as the Brokers Tax Program ("BTP") that administers business license taxes applicable to brokers under Title 38, Chapter 45 of the S.C. Code; and a program known as the Telecommunications Tax Program ("TTP") that administers business license taxes applicable to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code;

WHEREAS, the Municipality currently participates in the Insurance Tax Program (ITP), Brokers Tax Program (BTP), and Telecommunications Tax Program;

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420 (the "Standardization Act"), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 2023-02 on April 20, 2023, in order to comply with the requirements of the Standardization Act (the "Current Business License Ordinance");

WHEREAS, in connection with the enactment of the Standardization Act and the adoption of locally compliant business license ordinances, the municipalities of the State have determined that it would be advisable and prudent to update the existing local revenue service programs;

WHEREAS, in particular, the municipalities of the State have determined to establish and join South Carolina Local Revenue Services (“LRS”) by intergovernmental agreement, which among other things will administer Statewide Business License Taxes on behalf of its participants, including but not limited to by continuing to offer the services provided by the ITP, BTP, and TTP;

WHEREAS, Article VIII, Section 13(A) of the South Carolina Constitution provides that “(a)ny county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof;”

WHEREAS, the Town Council of the Municipality (the “Council”) now wishes to authorize and direct the Municipality to join LRS and to participate in one or more local revenue service programs;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town James Island, as follows:

SECTION 1. Direction to Apply to and Join LRS. The form of the Local Revenue Services Agreement (the “Agreement”) pursuant to which a municipality may request to participate in LRS and, if approved, become a participant is attached hereto as Exhibit A. The Town Administrator (the “Executive Officer”) is hereby authorized and directed to apply to participate in LRS. If the Municipality’s application is approved by LRS, then the Executive Officer shall execute and deliver a counterpart to the Agreement in substantially the form attached hereto. The Council hereby approves the terms and conditions of and agrees to comply with the Agreement upon the execution and delivery thereof by the Executive Officer.

SECTION 2. Participation in Local Revenue Service Programs. The Council determines that, if admitted to LRS, the Municipality will participate in the [ITP, the BTP, and the TTP]. The Executive Officer is hereby authorized and directed to execute and deliver any required Participant Program Supplements (as such term is defined in the Agreement) as may be necessary to participate in such local revenue service programs.

SECTION 3. Business License Taxes Applicable to Insurance Companies. Notwithstanding anything in the Current Business License Ordinance to the contrary, the following provisions shall apply to insurance companies subject to Title 38, Chapter 7 of the S.C. Code.

- a) Except as set forth below, “gross premiums” for insurance companies means gross premiums written for policies for property or a risk located within the municipality. In addition, “gross premiums” shall include premiums written for policies that are sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company’s office located in the municipality, (2) the insurance company’s employee conducting business within the municipality, or (3) the

office of the insurance company's licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium.

- b) As to fire insurance, "gross premiums" means gross premiums (1) collected in the municipality, and/or (2) realized from risks located within the limits of the municipality.
- c) As to bail bonds, "gross premiums" shall exclude any amounts retained by a licensed bail bondsman as defined in Title 38, Chapter 53 of the S.C. Code for authorized commissions, fees, and expenses.
- d) Gross premiums shall include all business conducted in the prior calendar year. Gross premiums shall include new and renewal business without deductions for any dividend, credit, return premiums, or deposit.
- e) Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality.
- f) The business license tax for insurance companies under Title 38, Chapter 7 of the S.C. Code shall be established at the rates set forth below. Declining rates shall not apply.

NAICS Code

524113 **Life, Health, and Accident.** 0.75% of Gross Premiums.

524126 **Fire and Casualty.** 2% of Gross Premiums.

524127 **Title Insurance.** 2% of Gross Premiums.

- g) License taxes for insurance companies shall be payable on or before May 31 in each year without penalty. The penalty for delinquent payments shall be 5% of the tax due per month, or portion thereof, after the due date until paid.

SECTION 4. Business License Tax Applicable to Brokers. Title 38, Chapter 45 of the S.C. Code (the "Brokers Act") establishes a blended premium tax rate applicable to brokers of 6 percent, comprising a 4 percent State premium tax and a 2 percent municipal premium tax, each to be collected by the South Carolina Department of Insurance. Pursuant to §§ 38-45-10 and 38-45-60 of the Brokers Act, the Municipal Association of South Carolina is designated the municipal agent for purposes of administration of the municipal broker's premium tax.

SECTION 5. Business License Taxes Applicable to Telecommunication Companies.

- a) Notwithstanding any other provisions of the Current Business License Ordinance, the

business license tax for “retail telecommunications services,” as defined in S. C. Code Section 58-9-2200, shall be at the maximum rate authorized by S. C. Code Section 58-9-2220, as it now provides or as provided by its amendment. Declining rates shall not apply.

- b) The business license tax year for retail telecommunications services shall begin on January 1 of each year. The business license tax for retail telecommunications services shall be due on January 1 of each year and payable by January 31 of that year, without penalty. The delinquent penalty shall be five percent (5%) of the tax due for each month, or portion thereof, after the due date until paid.
- c) In conformity with S.C. Code Section 58-9-2220, the business license tax for “retail telecommunications services” shall apply to the gross income derived from the sale of retail telecommunications services for the preceding calendar or fiscal year which either originate or terminate in the municipality and which are charged to a service address within the municipality regardless of where these amounts are billed or paid and on which a business license tax has not been paid to another municipality. The measurement of the amounts derived from the retail sale of mobile telecommunications services shall include only revenues from the fixed monthly recurring charge of customers whose service address is within the boundaries of the municipality. For a business in operation for less than one year, the amount of business license tax shall be computed on a twelve-month projected income.
- d) Nothing in this Ordinance shall be interpreted to interfere with continuing obligations of any franchise agreement or contractual agreement. All fees collected under such a franchise or contractual agreement shall be in lieu of fees or taxes which might otherwise be authorized by this Ordinance.

SECTION 6. No Exemption for Interstate Commerce. Properly apportioned gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.

SECTION 7. LRS to Appoint Business License Official and to Designate Appeals Board. Pursuant to the Agreement, LRS is hereby authorized to appoint one or more individuals (each, an “LRS Business License Official”) to act as the Municipality’s business license official for purposes of administering Statewide Business License Taxes. In addition, LRS is hereby authorized pursuant to the Agreement to designate an appeals board (the “Appeals Board”) for purposes of appeals arising with respect to such taxes. The LRS Business License Official so appointed and the Appeals Board so designated shall have all of the powers granted to the Municipality’s business license official and appeals board under the Current Business License Ordinance, except as may be modified by this ordinance.

SECTION 8. Appeals Process. With respect to the calculation, assessment, and collection of Statewide Business License Taxes, in lieu of the appeals process described in the Current Business License Ordinance, the following appeals process required by S.C. Code Section 6-1-410 shall

apply:

- a) If a taxpayer fails or refuses to pay a Statewide Business License Tax by the date on which it is due, the LRS Business License Official may serve notice of assessment of the Statewide Business License Tax due on the taxpayer by mail or personal service. Within thirty days after the date of postmark or personal service, a taxpayer may request, in writing with reasons stated, an adjustment of the assessment. An informal conference between the LRS Business License Official and the taxpayer must be held within fifteen days of the receipt of the request, at which time the taxpayer may present any information or documents in support of the requested adjustment. Within five days after the conference, the LRS Business License Official shall issue a notice of final assessment and serve the taxpayer by mail or personal service with the notice and provide a form for any further appeal of the assessment by the taxpayer.
- b) Within thirty days after the date of postmark or personal service, the taxpayer may appeal the notice of final assessment by filing a completed appeal form with the LRS Business License Official, by mail or personal service, and by paying to LRS in protest at least eighty percent of the business license tax based on the final assessment. The appeal must be heard and determined by the Appeals Board. The Appeals Board shall provide the taxpayer with written notice of the hearing and with any rules of evidence or procedure prescribed by the Appeals Board. The hearing must be held within thirty days after receipt of the appeal form unless continued to another date by agreement of the parties. A hearing by the Appeals Board must be held at a regular or specially called meeting of the Appeals Board. At the appeals hearing, the taxpayer and LRS have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing must be recorded and must be transcribed at the expense of the party so requesting. The Appeals Board shall decide the assessment by majority vote. The Appeals Board shall issue a written decision explaining the basis for the decision with findings of fact and conclusions and shall inform the taxpayer of the right to request a contested case hearing before the Administrative Law Court. The written decision must be filed with the LRS Business License Official and served on the taxpayer by mail or personal service. The decision is the final decision of LRS on the assessment.
- c) Within thirty days after the date of postmark or personal service of LRS's written decision on the assessment, a taxpayer may appeal the decision to the Administrative Law Court in accordance with the rules of the Administrative Law Court.

SECTION 9. Repealer, Effective Date. All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective on the date of final reading.

ENACTED IN REGULAR MEETING, this ____ day of _____, 20 ____.

Bill Woolsey, Mayor

ATTEST:

Frances Simmons, Town Clerk

First reading: _____

Final reading: _____