



**AGENDA**  
CITY OF HARTSVILLE, SOUTH CAROLINA  
PUBLIC HEARINGS AND REGULAR CITY COUNCIL MEETING  
TUESDAY, JANUARY 14, 2020 - 5:30 PM  
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, JANUARY 10, 2020 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE AND ON HARTSVILLESC.GOV.

1. CALL TO ORDER - MAYOR
2. INVOCATION AND PLEDGE
3. APPROVAL OF MINUTES
  - a. MOTION TO WAIVE READING OF AND APPROVE MINUTES OF DECEMBER 10, 2019 REGULAR CITY COUNCIL MEETING.
4. PRESENTATIONS
  - a. 2020 Census Update: Ruth Baronda
5. MANAGER UPDATE
  - a. Miscellaneous Items from City Manager

CONSENT AGENDA - Received as Information Only

- a. Committee Draft Minutes/Reports  
December 2019 Draft Minutes/Reports
- b. Departmental Reports  
December 2019 Reports

UNFINISHED BUSINESS

6. PUBLIC HEARING AND FINAL READING ORDINANCE 4378: AUTHORIZING AND RATIFYING THE ASSIGNMENT OF ZONING CLASSIFICATION FOR TAX MAP NUMBERS 056-00-01-157 CONSISTING OF 12.0 (+/-) ACRES, 056-00-01-158 CONSISTING OF 6.28 (+/-) ACRES, AND 056-00-01-159 CONSISTING OF 31.85 (+/-) ACRES LOCATED BEHIND THE CURRENT WALMART PROPERTY; AND OTHER MATTERS RELATING THERETO.
  - a. Reading by Title and Presentation
  - b. Open/Close Public Hearing (state name and address for record)
  - c. Approval of Final Reading and Waiving of Complete Reading
7. PUBLIC HEARING AND FINAL READING ORDINANCE 4379: AN ORDINANCE AUTHORIZING THE CITY OF HARTSVILLE TO GRANT AND AUTHORIZE A RIGHT OF FIRST REFUSAL TO HARTSVILLE PARKING, BEAUTIFICATION AND BUSINESS IMPROVEMENT COMMISSION; AND OTHER MATTERS RELATING THERETO.
  - a. Reading by Title and Presentation
  - b. Open/Close Public Hearing (state name and address for record)
  - c. Approval of Final Reading and Waiving of Complete Reading

## NEW BUSINESS

8. FIRST READING ORDINANCE 4380: TO LEASE THE PROPERTY AT 231 WEST CAROLINA AVENUE TO KISHA CARRAWAY D/B/A BROWN SUGAR STUDIO.
  - a. Reading by Title and Presentation
  - b. Approval of First Reading and Waiving of Complete Reading

## EXECUTIVE SESSION

9. MOTION: TO ENTER EXECUTIVE SESSION PURSUANT TO SC CODE FOIA SECTION 30-4-70(a)(1)(2) FOR DISCUSSION OF ANNUAL APPOINTMENTS TO THE HARTSVILLE CITY COUNCIL COMMITTEES AND DISCUSSION OF CONTRACT NEGOTIATIONS FOR PROPOSED ECONOMIC DEVELOPMENT OPPORTUNITY IN WEST HARTSVILLE AREA.
10. MOTION: TO VERIFY THAT ONLY THE ITEMS STATED IN THE MOTION TO ENTER EXECUTIVE SESSION WERE DISCUSSED DURING EXECUTIVE SESSION.
11. RESOLUTION 01-20-01: APPOINTING MEMBERS TO THE HARTSVILLE CITY COUNCIL COMMITTEES.

## INFORMATION ONLY

- a. Calendars and Other Items

## ADJOURNMENT

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Please turn off or silence all mobile devices.

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The City of Hartsville located at 100 E. Carolina Avenue, is an accessible facility.  
For assistance call 843-383-3018.



**REQUEST FOR  
COUNCIL AGENDA**  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Minutes of December 10, 2019 Regular City Council Meeting.

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**IMPACT IF DENIED:**

**ATTACHMENTS:**

Description

- ▣ December 10, 2019 Regular Meeting Minutes



**MINUTES**  
CITY OF HARTSVILLE, SOUTH CAROLINA  
REGULAR CITY COUNCIL MEETING  
TUESDAY, DECEMBER 10, 2019 - 5:30 PM  
COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE

Mayor/Council:

Mayor Pennington  
Mayor Pro-Tem Andrews  
Councilmember Braddock  
Councilmember Caldwell  
Councilmember Gammage  
Councilmember Mack  
Councilmember McGee  
Councilmember Wilson  
Attorney - None  
Press

Executive Staff:

City Manager Zeigler  
City Clerk Skipper  
Public Service Director Slatton  
Community & Economic Dev Dir. Munoz  
Police Chief Thompson

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, DECEMBER 6, 2019 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE; AN ACCESSIBLE FACILITY, AND ON HARTSVILLESC.GOV.

Mayor Pennington called the meeting to order at 5:43pm and asked Councilmember Wilson to lead in the invocation and Pledge of Allegiance.

MOTION TO WAIVE READING OF AND APPROVE MINUTES OF NOVEMBER 12, 2019 REGULAR CITY COUNCIL MEETING - APPROVED.

Motion: Andrews; Second: Gammage; Carried: All ayes.

PRESENTATIONS

Certified 2019 General Election Results were presented to the Mayor and Council by the City Clerk and they were confirmed without objection.

Mayor and Council Comments to Councilmember Wilson: All thanked him for his service and expressed gratitude for knowing him and learning from him. Expressions of endearment were offered by all. The Mayor Pro-Tem expressed that this was a bittersweet moment having served together on Council as well as the Planning Commission. Mayor Pennington thanked him for his faithful service to The entire city, not just his district. Councilmember Wilson stated he was born and raised here and wouldn't trade Hartsville for anywhere else. Although he will miss being on Council he will still be checking in. He thanked the City Manager and the City Clerk for helping him all these years.

Swearing In of Newly Elected Officials: Mayor Pennington administered the oath of office to Johnny Andrews elected to District 4, Bobby McGee elected to district 6 and Bryson Caldwell elected to district 2.

Environmental Concerns - Rev. Alford and Rev. Robinson: These two men represented the community around the cotton gin area where they have environmental and aesthetic concerns. The

Mayor thanked them for coming and explained that conversations were already in the works on this matter before their concerns were brought to the city's attention and the city is looking at opportunities in this location while also developing the Butler District. To move the gin would cost 6-8 million dollars. Rev. Alford and Rev. Robison expressed concerns for damages to homes, vehicles, streets and toxic air being inhaled. There is also a humming by the machines that cause noise pollution in the neighborhood when children are trying to study or sleep. Councilmember Gammage stated that he was happy that voices are being heard and the cloud in this neighborhood is literal and metaphoric; the gin cannot expand without the approval of the Planning Commission and the City Council. Mayor Pennington assured everyone that continued conversations will happen in regard to this situation.

CareSouth Carolina Community Partnership - Joe Bittle, Chief of Community Health and Don Strickland of Pee Dee Regional Transit Authority: Hartsville Area Regional Transit (HART) is free to everyone and helps people get to doctor, hospital, post office, grocery store, work, school, etc. The Darlington County Coordinating Council is the gatekeeper. Mayor Pennington expressed appreciation for these efforts.

MANAGER UPDATE - None.

CONSENT AGENDA - Received as Information Only

NEW BUSINESS

RESOLUTION 12-19-01: ELECTION OF MAYOR PRO-TEMPORE – APPROVED.

Motion: Mack; Second: Gammage; Carried: All ayes.

RESOLUTION 12-19-02: APPROVAL OF PURCHASE OF A UTILITY CAMERA TRAILER – APPROVED.

Motion: Andrews; Second: Gammage; Carried: All ayes.

RESOLUTION 12-19-03: APPROVAL TO APPLY FOR A SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM (SCPRT) UNDISCOVERED SC GRANT - APPROVED.

Motion: McGee; Second: Andrews; Carried: All ayes.

RESOLUTION 12-19-04: APPROVAL AND AUTHORIZATION FOR THE ACCEPTANCE OF OWNERSHIP OF TAX MAP PARCEL 056-10-04-014 LOCATED AT THE CORNER OF MARLBORO AVENUE AND SEVENTH STREET FROM THE HARTSVILLE OIL MILL TO THE CITY OF HARTSVILLE, SOUTH CAROLINA; AND OTHER MATTER RELATED THERETO - APPROVED.

Motion: Mack; City Manager stated that communication about improvement to the street is still being held; Second: Caldwell; Carried: All ayes.

FIRST READING ORDINANCE 4378: AUTHORIZING AND RATIFYING THE ASSIGNMENT OF ZONING CLASSIFICATION FOR TAX MAP NUMBERS 056-00-01-157 CONSISTING OF 12.0 (+/-) ACRES, 056-00-01-158 CONSISTING OF 6.28 (+/-) ACRES, AND 056-00-01-159 CONSISTING OF 31.85 (+/-) ACRES LOCATED BEHIND THE CURRENT WALMART PROPERTY; AND OTHER MATTERS RELATING THERETO - APPROVED.

Motion: Andrews; Second: Gammage; Carried: All ayes.

FIRST READING ORDINANCE 4379: AN ORDINANCE AUTHORIZING THE CITY OF HARTSVILLE TO GRANT AND AUTHORIZE A RIGHT OF FIRST REFUSAL TO HARTSVILLE PARKING, BEAUTIFICATION AND BUSINESS IMPROVEMENT COMMISSION; AND OTHER MATTERS RELATING THERETO – APPROVED AS

AMENDED.

Motion: Andrews; Second: Gammage; Motion to amend the agreement to reflect a term of 30 years instead of 20: Andrews; Second: Caldwell; Carried as amended: All ayes.

Mayor Pennington thanked Councilmember Wilson again for his service and congratulated Councilmember Caldwell on beginning his service.

ADJOURNMENT: Without objection at 7:20pm.

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Carl M. (Mel) Pennington IV, Mayor

ATTEST: \_\_\_\_\_  
Sherron L. Skipper, City Clerk



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The City of Hartsville

Agenda Date:  
1/14/2020

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**ORDINANCE/RESOLUTION CAPTION:**

Update City Council on what is the 2020 Census, how to complete forms, how to apply for a job, what will census info be used for.



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**ORDINANCE/RESOLUTION CAPTION:**

Misc Items from City Manager.



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**ORDINANCE/RESOLUTION CAPTION:**

Committee Draft Minutes and Reports for December 2019.

**ATTACHMENTS:**

Description

- ▣ Architectural Review Board
- ▣ Parking, Beautification & Business Improvement Commission
- ▣ Zoning Board of Appeals



**MINUTES  
CITY OF HARTSVILLE  
ARCHITECTURAL REVIEW BOARD MEETING  
WEDNESDAY, DECEMBER 18, 2019 - 5:15PM  
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE**

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON TUESDAY, DECEMBER 17, 2019 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE; AN ACCESSIBLE FACILITY.**

**Members present:** Chairman Bobby Goodson, Deborah Gandy, Andy Newsom, Marci Tuten, and Albert Wingfield. **Absent:** Vice Chairman Danny Johnson and George Walden. **Guest:** Sully Blair and Suzy Moyd. **Staff:** Brenda Kelley and Karine Thomas. **Press:** Absent.

**Call to Order**

Chairman Goodson called the meeting to order at 5:23pm.

**Approval of Minutes**

Motion made by Gandy to approve the November 20, 2019 minutes as submitted; Second: Tuten; Carried: All in favor.

**New Business**

**Applications**

**State Farm – 154 Mantissa Row –projecting, window & door signs**

Sully Blair was present to participate in the discussion regarding a proposal to place a 3' x 3' projecting sign above the door. The sign would be internally illuminated. Two 12" x 48" vinyl strips would be placed on the center glass midway the door. The strip on the right window would read, "Here to help life go right." The strip on the left window would read, "Auto-Home-Life-Bank." The door would, include the business name, logo, agent name, phone number, and hours of operation. Tuten made a motion to approve the projecting sign with two options, all other signs approved as submitted. The first option was no internal illumination. The second option was that the sign would have an opaque background with letters and logo illumination only. Second: Wingfield; Carried: All in favor.

**Railroad Passenger Station – 114 S. Fourth St. – exterior renovations**

Without objection, Chairman Goodson removed the item from the agenda. The applicant wanted to participate in the Bailey Bill. The Special Property Tax Assessment Program for Rehabilitated Historic Properties Section 2-708 (b) ARB Review, requires that a finished application is filed with the planning department at least seven (7) calendar days before regularly scheduled ARB meeting; otherwise, consideration shall be deferred until the next occurring ARB meeting. The planning department received the application this morning.

**Main Street Update – Suzy Moyd**

- Extended Shopping Hours – Last Thursday of the year
- Midnight Rooster's Last Week of Opening in the Evening
- Downtown is being revived through Main Street Certificates
- The building that once housed 1000 Lives Gaming has been rented.
- Nutcracker – December 20, 2019

- Flex Fitness – Grand Opening was held on
- Shear Hairapy – Grand Opening scheduled on January 5, 2020

**Adjournment**

Tuten made a motion to adjourn at 5:37pm; Second: Gandy; Carried: All in favor.

The next meeting is scheduled for Wednesday, January 15, 2020 at 5:15PM in Council Chambers at City Hall.

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Signature

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Date

## MINUTES

PARKING, BEAUTIFICATION, AND BUSINESS IMPROVEMENT COMMISSION  
MONDAY, DECEMBER 16, 2019 AT 5:30 PM  
2<sup>nd</sup> FLOOR CONFERENCE ROOM - CITY HALL - 100 EAST CAROLINA AVENUE

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON WEDNESDAY, DECEMBER 11, 2019, AND DULY POSTED AT CITY HALL LOCATED AT 100 E. CAROLINA AVE, AN ACCESSIBLE FACILITY, AND ON HARTSVILLESC.GOV.

Commission Members Present: Chairman Carol Godwin, Emily Phillips, Gregory Alexander, Richard Porter, Steve Fagan

Members of the Public Present: None

City of Hartsville Staff: Shannon Munoz

Main Street Hartsville Staff: Suzy Moyd

Counsel: Jacob Godwin

1. Chairman Godwin called the meeting to order at 5:36 PM.
2. MOTION TO APPROVE THE MINUTES OF THE AUGUST 5, 2019, COMMISSION MEETING – APPROVED.  
Motion: Alexander; Second: Porter; Carried: All Ayes

### NEW BUSINESS

3. Right of First Refusal Contract with the City of Hartsville for Tax Map Nos.: 056-10-01-042 and 056-10-01-043. After a survey it was determined that the price for the Arthur property is \$49,000. PBBIC is considering giving the city \$24,500. Right of First Refusal Contract was drawn up by the city and presented tonight. The ordinance contract goes before City Council on January 14, 2020, for a second reading. Considered in ordinance 4379, is approval of the right of first refusal contract presented tonight. Discussion followed.
4. MOTION TO GIVE CHAIRMAN GODWIN THE AUTHORITY TO SIGN THE CONTRACT AND AUTHORIZE A CONTRIBUTION OF \$24,500 TOWARD THE PURCHASE OF THIS PROPERTY PENDING CITY COUNCIL'S APPROVAL OF ORDINANCE 4379. PBBIC will have right of first refusal. Motion: Alexander; Second: Fagan; Carried: All Ayes.
5. MOTION MADE TO ADJOURN THE MEETING at 6:10 PM. Motion: Fagan; Second: Porter; Carried: All Ayes

This is our report to the full Council.

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Carol Ann Godwin Commission Chair

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Date



## Planning and Zoning Department

### Minutes

#### Zoning Board of Appeals Meeting

City Council Chambers, City Hall

100 East Carolina Avenue

Monday, December 16, 2019 5:30p.m.

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON DECEMBER 9, 2019 AND DULY POSTED IN CITY HALL.**

**Members present:** Chairman Tommy Goodson, Vice-Chairman Brian Meadows, and Kirk Askins. **Absent:** Thomasena Davis and Luann Jeffords Post **Guest:** Daniel Watkins. **Staff:** Brenda Kelley. **Press:** Absent.

#### Call to Order

Chairman Tommy Goodson called the meeting to order at 5:34pm.

**Appeal Z – 2019 – 02: Request by Daniel and Holly Watkins for a variance to allow an accessory structure in the front yard setback at 604 West Home Avenue. The property is zoned Residential (R-1), Tax Map # 056-09-01-071.**

Staff member Brenda Kelley presented the staff report.

Mr. Watkins wants to construct a garage on the front of the property. Mr. Watkins said he has nowhere else on the property to place the garage where he would have access.

After consideration of the evidence and Mr. Watkins comments, Chairman Goodson presented the motion to approve the variance as requested. Brian Meadows seconded. The motion carried unanimously by a vote of 3-0 (Jeffords Post and Thomas absent).

Chairman Goodson presented the findings and the board's conclusions noting the following:

1. The applicant has an unnecessary hardship because there are extraordinary and exceptional conditions pertaining to the particular piece of property based on the following finding of fact: The property has no side yard to allow the garage behind the

house for construction. In addition, the topography does not allow construction anywhere else.

2. These conditions do not generally apply to other property in the vicinity based on the following finding of fact: The lot is very, unique and does not allow construction anywhere else.
3. These conditions would effectively prohibit or unreasonably restrict the utilization of the property based on the following finding of fact: Due to topography and the narrow lot.
4. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance base on the following finding of facts: Not visible to adjacent property or street.

### **Adjournment**

There being no further business, the meeting was adjourned at 6:02p.m.

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Signature

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Date



**REQUEST FOR**  
**COUNCIL AGENDA**  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Departmental Reports for December 2019

**ATTACHMENTS:**

Description

- ▣ Animal Control
- ▣ Business Navigator
- ▣ Code Enforcement Activity
- ▣ Code Enforcement - Issues Map
- ▣ Development
- ▣ Development - Permit Map
- ▣ Environmental Services
- ▣ Financial
- ▣ Financial Revenue
- ▣ Fire Incidents
- ▣ Fire Incidents by Zone
- ▣ Fire Recovery
- ▣ Grants
- ▣ Human Resources
- ▣ Main Street Hartsville
- ▣ Museum
- ▣ Parks & Recreation
- ▣ Police Statistics
- ▣ Tourism & Events

# City of Hartsville Fire Department

Hartsville, SC

This report was generated on 1/8/2020 10:41:09 AM



## Personnel and Events for Event Type for Event Category for Date Range

Event Categories: Animal Control | Event Type(s): Animal Control | Start Date: 12/01/2019 | End Date: 12/31/2019

DATE	EVENT NAME	CATEGORY	LOCATION	HOURS
12/03/2019	Hartsville PD (Stray Brown Dog)	Animal Control	Hartsville PD	1.5
	Thomas Catoe Jr			
12/04/2019	319 Bell ave (loose dogs)	Animal Control	319 Bell ave	0.5
	Thomas Catoe Jr			
12/04/2019	109 Lakeview Blvd (Stray Tabby Cat)	Animal Control	109 Lakeview Blvd	0.75
	Thomas Catoe Jr			
12/04/2019	4th Street at Sunoco Gas Station (Black Lab Mix)	Animal Control	4th St at Sunoco Gas Station	0.75
	Thomas Catoe Jr			
12/10/2019	North Hartsville Elementary (Brown Jack Russell)	Animal Control	North Hartsville Elementary	1
	Thomas Catoe Jr			
12/12/2019	201 N Second St (stray cats)	Animal Control	201 Second St	0.5
	Thomas Catoe Jr			
12/12/2019	201 N Second St (Stray Black Cat)	Animal Control	201 Second st	1
	Thomas Catoe Jr			
12/12/2019	207 14th ST (Black Terrier)	Animal Control	207 14th St	0.75
	Thomas Catoe Jr			
12/14/2019	419 College Ave( White Pit and Blue healer)	Animal Control	419 college ave	0.5
	Thomas Catoe Jr			
12/17/2019	Blue heeler Steven Willson First Offence	Animal Control	508 W College Ave	0.5
	Thomas Catoe Jr			
12/18/2019	303 Magnolia Ln	Animal Control	303 Magnolia Ln	3.5
	Thomas Catoe Jr			
12/19/2019	303 Magnolia Ln	Animal Control	303 Magnolia Ln	3.25
	Thomas Catoe Jr			
12/20/2019	303 Magnolia Ln	Animal Control	303 Magnolia LN	1.5
	Thomas Catoe Jr			
12/20/2019	419 Bell Ave 2 brown puppies	Animal Control	419 Bell Ave	1.25
	Jeffrey Burr, Thomas Catoe Jr			
12/20/2019	1032 Hartsville Airport rd (cat in the wall)	Animal Control	1032 Hartsville airport rd	0.5
	Thomas Catoe Jr			
12/20/2019	Easy St ( small white dog)	Animal Control	Easy St	1.5
	Thomas Catoe Jr			

List of events in chronological order for given Category and Type. Displays participants, location, and duration.

DATE	EVENT NAME	CATEGORY	LOCATION	HOURS
12/30/2019	609 14th St (2 Dogs)	Animal Control	609 14Th St	2
	Thomas Catoe Jr			
12/31/2019	609 Barefoot st Dog Complaint	Animal Control	609 Barefoot St	0.5
	Thomas Catoe Jr			

List of events in chronological order for given Category and Type. Displays participants, location, and duration.

# Monthly Departmental Report: Navigator 2019



## **Comprehensive Plan**

**January - July 2019:** Statistical information is still being gathered and the Natural Resources & Transportation Elements are almost complete. The Housing Element is currently being compiled. Commission members will provide updates to their elements by the end of July. At that point, Mark Stellingworth will help serve as a technical writer to further solidify the elements. Within three months or October 2019, the elements should be ready for presentation at the Planning Commission meeting and then submitted to Council for their review and approval in November 2019.

**August 2019:** Mark Stellingworth provided an update on the Comprehensive Plan and asked the element leaders to provide him with an outline. Mark will contact each element leader individually after September 7, 2019, to determine the key investment priorities for each.

**September 2019:** Curtis Lee provided an update on the Comprehensive Plan. City staff will continue to provide statistics to support the plan. There will be a Priority Investment element meeting to be scheduled by the Planning Commission Chair.

**November 2019:** Curtis Lee provided an update on the Comprehensive Plan. City staff provided the commission with a draft copy of the Priority Investment element for comment and review.

**December 2019:** Staff continues work on the Priority Investment element concerning capital improvements for the city and future projects.

## **Ordinance Revision**

**January 2019:** The Planning Commission met on January 28<sup>th</sup> to review the Alta Planning & Design Ordinance suggested changes. At this meeting, no action was taken so these ordinances will be further reviewed at February's Planning Commission meeting.

**February 2019:** The Planning Commission did not have a quorum for the February 25<sup>th</sup> meeting.

**March 2019:** The Planning Commission discussed and voted to allow staff to present a creative approach to the city's Sign Regulations Ordinance revision and present the updates at the May Planning Commission meeting.

**April 2019:** Due to several subdivisions of lots, the ordinance revision was not placed on the agenda. It will pick back up on the May agenda.

**May 2019:** Their Planning Commission did not have a meeting on May 27<sup>th</sup>, due to Memorial Day.

**June 2019:** None

**July 2019:** The sign ordinance was presented for review on July 29<sup>th</sup>. Staff prioritized the remaining ordinances and created a worksheet for the commission's review each month.

**August 2019:** Three ordinances (Sign, Temporary Pop Up Retail & Temporary Storage) were discussed. The commission asked that staff provide examples of how a few other cities addressed these and to put together a draft ordinance that incorporates best practices instead of just what the Alta Planning produced ordinance states.

**September 2019:** PC reviewed two of the three ordinances at their Sept. 30<sup>th</sup> meeting. The Temporary Pop Up Retail ordinance was determined by staff as redundant since other city ordinances and regulations would handle these types of retail businesses. PC made a motion to approve the Temporary Storage ordinance pending a few minor word changes.

PC will continue to review the Sign ordinance at their next meeting. A suggestion was made to survey the businesses in each of the business districts to gauge how the sign ordinance may affect them.

**October 2019:** The Planning Commission met on October 28<sup>th</sup>. A sign ordinance PPT was provided by staff and the next step will be to poll business in the B2-B3 districts to obtain their thoughts and to determine what types of signage may not be business friendly. The Comprehensive Plan was also discussed and the outline of each Element is being completed. In addition, the Priority Investment portion was stated by staff to be 40% complete and that a draft would be complete within a few weeks and emailed out to each commission member for review and input.

**November 2019:** No new ordinances were introduced.

**December 2019:** Planning Commission did not meet in December.

### **Historic Butler District Neighborhood Revitalization Strategy**

The City of Hartsville will be a partner in the Historic Butler EPA Brownfield grant utilized by Butler for asbestos removal/demo. The city will contribute and partner through technical assistance provided by staff for permitting and redevelopment activities. Per Mr. Heatley, Brownfield grant announcements should be made sometime in April.

### **Great American Cleanup**

The Great American Cleanup will be hosted and is in the planning phase for spring 2020.

# CODES ENFORCEMENT ACTIVITY


TIME STAMP	TYPE ACTIVITY	SUBJECT PROPERTY	PROPERTY OWNER NAME	OWNER'S ADDRESS	TAX MAP #	Letter/ Report sent? Date	Follow up target date	Disposition: Open or Closed
10/19/17	IPMC	810 Butler St., Hartsville, SC	Brockington, Joseph	206 Howard ST., Hartsville, SC	057-02-01-113	6-4-19		OPEN
2/26/18	IPMC	313 Lincoln ave., Hartsville, SC	Dorothy, Samuel	1210 Robinson Street, Hartsville,	057-02-01-083	2/26/18		OPEN
2/26/18	IPMC	1310 Robinson St., Hartsville,	Alsbrooks, Parolee	1310 Robinson St.,	057-06-03-071	2/26/18		OPEN
4/12/18	IPMC	315 Tillotson Ave., Hartsville,	Forfeited Land Commission			4/11/18		OPEN
4/12/18	IPMC	322 Tillotson Ave., Hartsville,	Forfeited Land Commission			4/11/18		OPEN
4/13/18	IPMC	823 Hampton St., Hartsville,	Forfeited Land Commission			4/12/18		OPEN
4/13/18	IPMC	411 Howard st., Hartsville, SC	Forfeited Land Commission			4/12/18		OPEN
7/27/18	IPMC	612 Howard St., Hartsville, SC	Liberty Hill	516 Society Avenue,	056-14-03-050	7/27/18		OPEN
5/8/19	IPMC	813 W. Home Ave., Hartsville,	Holiness Church	813 W. Home Ave., Hartsville,	035-12-01-079	5/8/19		OPEN
5/31/19	IPMC	528 Clyburn Ave., Hartsville,	Kirven, Jaqueline & Joel Pollard	21 S. Beach Dr., Surfside, SC	057-01-02-026	5/31/19	12/4/19	CLOSED
7/18/19	IPMC	2307 Myrtle St., Hartsville, SC	McLendon, Ann & Etal	4311 Queen Ann Ave., Lorain,	057-06-02-008	7/24/19		OPEN
7/29/19	IPMC	117 W. Washington St.,	Flo-Rose LLC, Bieneta Johnwon	1776 Brookshire Court,	057-03-01-018	7/29/19		OPEN
7/29/19	IPMC	204 Jasper Ave., Hartsville, SC	Jackson, Carrie	PO Box 381, Timmons ville,	056-14-03-093	7/29/19		OPEN
8/23/19	IPMC	324 Bell Ave., Hartsville, SC	JD Associates, LLC	1718 Broomfield Way,	056-10-04-080	8/23/19		OPEN
9/9/19	IPMC	Corner of Washington &	Myers, Benjamin c/o Myers,	2806 Redwood Dr., Florence,	057-02-01-049	10/8/19		OPEN
9/10/19	IPMC	Corner of Hampton & Sixth	Askins, Robert William	2606 Marybank Dr., Effingham,	056-14-04-067	9/10/19	11/5/19	CLOSED
9/17/19	IPMC	606 Howard St., Hartsville, SC	Florence County Habitat	1354 Celebration Blvd., Florence,	056-14-03-047	9/17/19		CLOSED
9/17/19	IPMC	505 S. Sixth St., Hartsville, SC	Florence County Habitat	1354 Celebration Blvd., Florence,	056-10-03-100	9/17/19		OPEN


9/26/19	IPMC	546 Poole St., Hartsville, SC	Dickey, James	44 Broad St. NW #601, Atlanta,	056-14-04-031	9/26/19		OPEN
10/9/19	IPMC	330 Jasper Ave., Hartsville, SC	Pinckney, Tina	40 Sycamore Ave., Mt.	056-14-02-083	10/9/19	12/20/19	CLOSED
10/11/19	IPMC	1003 Robinson St., Hartsville,	Mims, Emma C.	PO Box 637, Hartsville, SC	057-02-02-088	10/11/19		OPEN
10/11/19	IPMC	1001 Robinson St., Hartsville,	Hough, Major	101 Quimby Lane, Florence,	057-02-02-089	10/11/19		OPEN
10/24/19	IPMC	908 Tuskegee St., Hartsville,	Davis, Ikeybra & Brian c/o	705 Clinton Ave., Hartsville, SC	057-02-02-036	10/24/19		OPEN
10/31/19	IPMC	1525 W. Carolina Ave.,	Saleeby, Carl &etal	127 Bau Ridge Dr., Hartsville,	035-14-03-025	10/31/19	12/10/19	CLOSED
11/5/19	IPMC	412 Bell Ave., Hartsville, SC	Robinson, Wendell	229 West 29th St., Norfolk, VA	056-09-03-045	11/5/19		OPEN
11/5/19	IPMC	421 Brewer Ave., Hartsville, SC	Dennis, William	262 Bright St., Jersey City, JJ	056-13-03-044	11/5/19		CLOSED
11/5/19	IPMC	400 S. Sixth St. & 205 1/2 & 207	Kent, Phyllis	1166 Carmel Cir #40,	056-10-03-006 &056-10-03-052	11/27/19		OPEN
11/27/19	IPMC	Corner of Rice & Jasper Ave.,	Sayles, Barbara & Willie James	610 S. Sixth St., Hartsville, SC	056-14-03-062	11/27/19		OPEN
11/27/19	IPMC	801 S. Eighth St., Hartsville,	Marine, Elyard c/o Mary Carroll	1218 E. Cliveden St., Philadelphia,	057-02-01-002	11/27/19		OPEN
12/2/19	IPMC	District 6	Routine Patrol					
12/3/19	License	154 King's Place, Hartsville,	Southern Siding			12/3/19	12/3/19	CLOSED
12/4/19	License	514 Clyburn, Hartsville, SC	Gainey's Heating			12/4/19	12/4/19	CLOSED
12/4/19	License	810 Glen Acres, Hartsville, SC	Gamble's Roofing			12/4/19	12/4/19	CLOSED
12/4/19	License	928 Sparrow Dr., Hartsville, SC	Tino's			12/4/19	12/4/19	CLOSED
12/4/19	IPMC	District 4,5	Routine Patrol					
12/5/19	IPMC	District 1,2,3	Routine Patrol					
12/6/19	IPMC	District 4, 1,2,3						
12/9/19	IPMC	District 1,3	Routine Patrol					

12/10/19	License	1510 S. Fifth St, Hartsville, SC	Bone Dry Roofing			12/10/19	CLOSED
12/10/19	IPMC	District 4	Routine Patrol				
12/11/19	IPMC	District 2	Routine Patrol				
12/11/19	IPMC	118 Rogers Ave., Hartsville,	Barbara Johnson	118 Rogers Ave., Hartsville,	056-02-01-012	12/11/19	OPEN
12/12/19	IPMC	District 5,6	Routine Patrol				
12/13/19	IPMC	District 1,2,3	Routine Patrol				
12/16/19	IPMC	District 6	Routine Patrol				
12/17/19	IPMC	District 1,2,3	Routine Patrol				
12/18/19	IPMC	District 6	Routine Patrol				
12/19/19	IPMC	District 4	Routine Patrol				
12/20/19	IPMC	District 5,6	Routine Patrol				
12/23/19	IPMC	District 4	Routine Patrol				

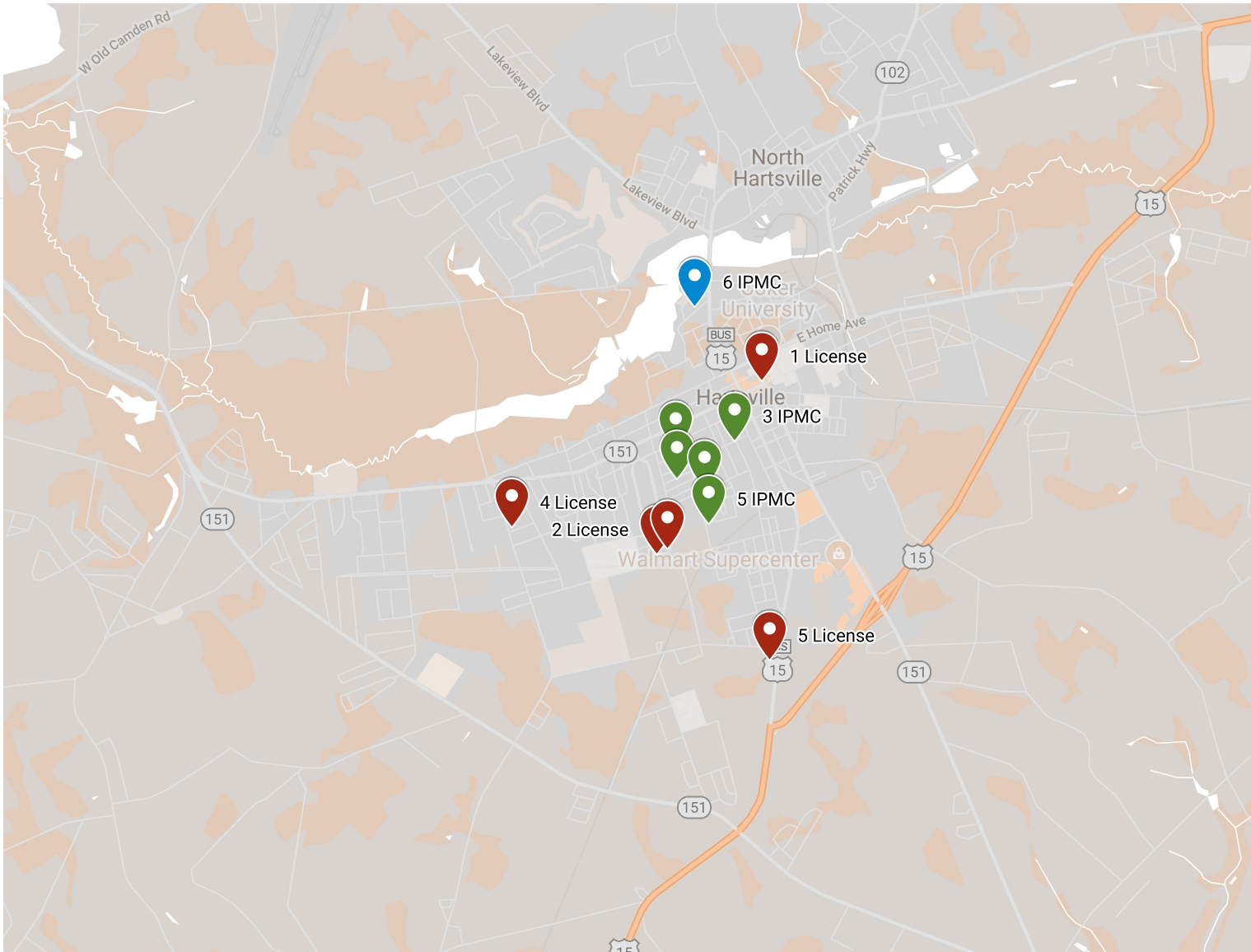
# City of Hartsville Monthly Codes Enforcement Issues 2019

Code Enforcement Activity Log  
for Map 201912 December

 License

 IPMC

Log of code enforcement  
issues for each month in 2019.



## MONTHLY DEVELOPMENT REPORT

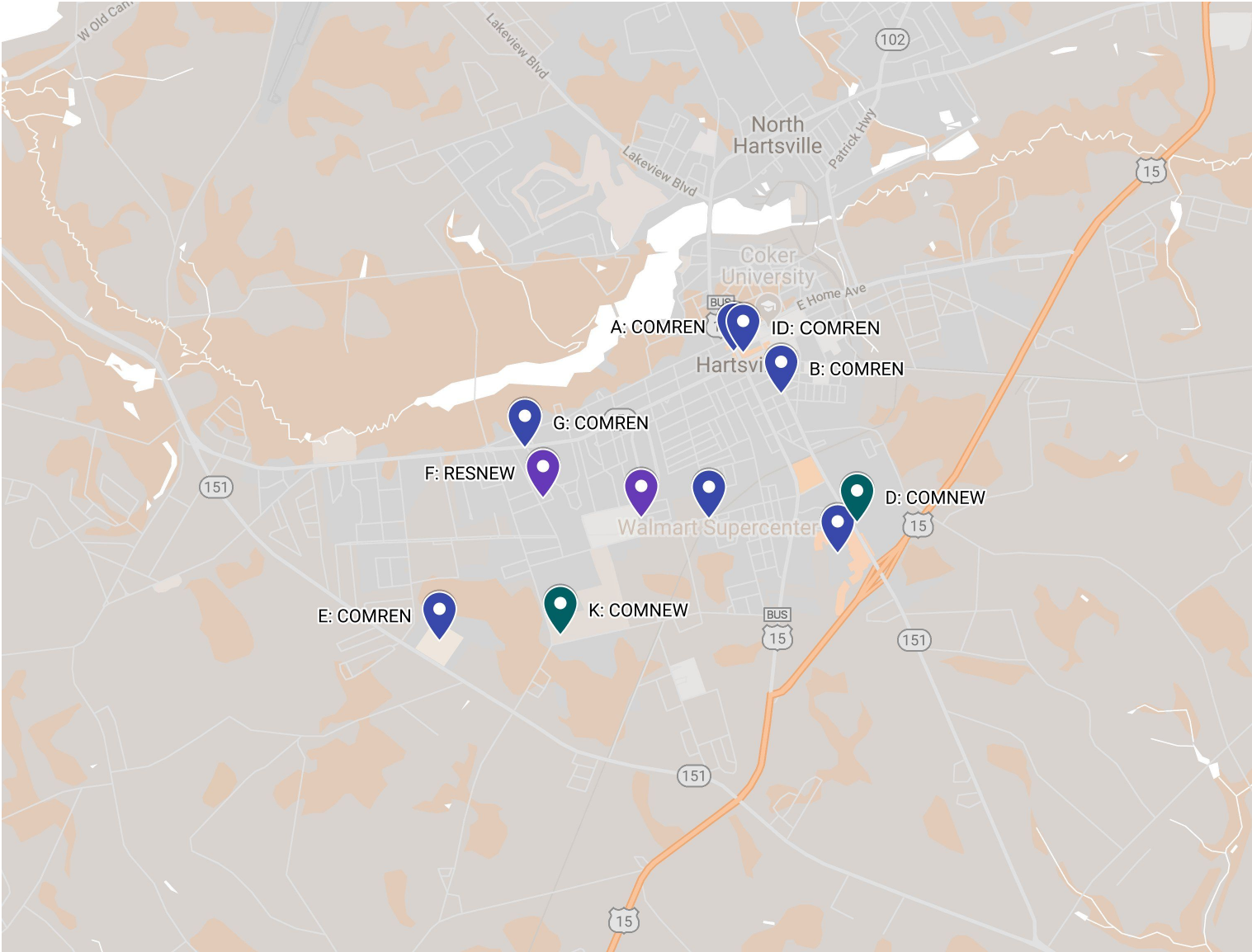
PERMITS ISSUED		Dec-19					
			Number	Est. construction		Fees	
			of permits	cost	YTD	paid	YTD
	Building		22	\$ 1,740,518.97	\$ 9,396,007.29	\$ 6,181.00	\$ 31,240.50
	Electrical		5	\$ 11,595.00	\$ 200,592.00	\$ 305.00	\$ 3,035.00
	Gas		1	\$ 750.00	\$ 2,641.90	\$ 45.00	\$ 175.00
	Mechanical		8	\$ 339,361.19	\$ 649,458.33	\$ 3,627.00	\$ 5,603.00
	Plumbing		3	\$ 6,332.50	\$ 319,432.64	\$ 175.00	\$ 1,070.00
	<b>TOTAL</b>		<b>39</b>	<b>\$ 2,098,557.66</b>	<b>\$ 10,568,132.16</b>	<b>\$ 10,333.00</b>	<b>\$41,123.50</b>
<b>PLAN REVIEWS</b>							
	Number	6					
	Fees paid	\$ 2,340.50					
<b>AD ZBOA</b>							
	Number						
	Fees paid						
<b>ZONING PERMITS (signs)</b>		4					
	Total	\$100.00					
<b>ZONING PERMITS(building)</b>							
	Total issued						
<b>Demolition</b>		1	\$ 70.00		<b>SPECIAL USE</b>	\$150.00	
<b>Well</b>		0					
<b>Re-inspection fees</b>		1	\$ 25.00				
<b>Maps</b>		0	\$ -				

# City of Hartsville Monthly New Permits 2019

City of Hartsville Permits for Map  
201912 December

COMREN  
COMNEW  
RESNEW

New residential and commercial construction permits issued each month in 2019.

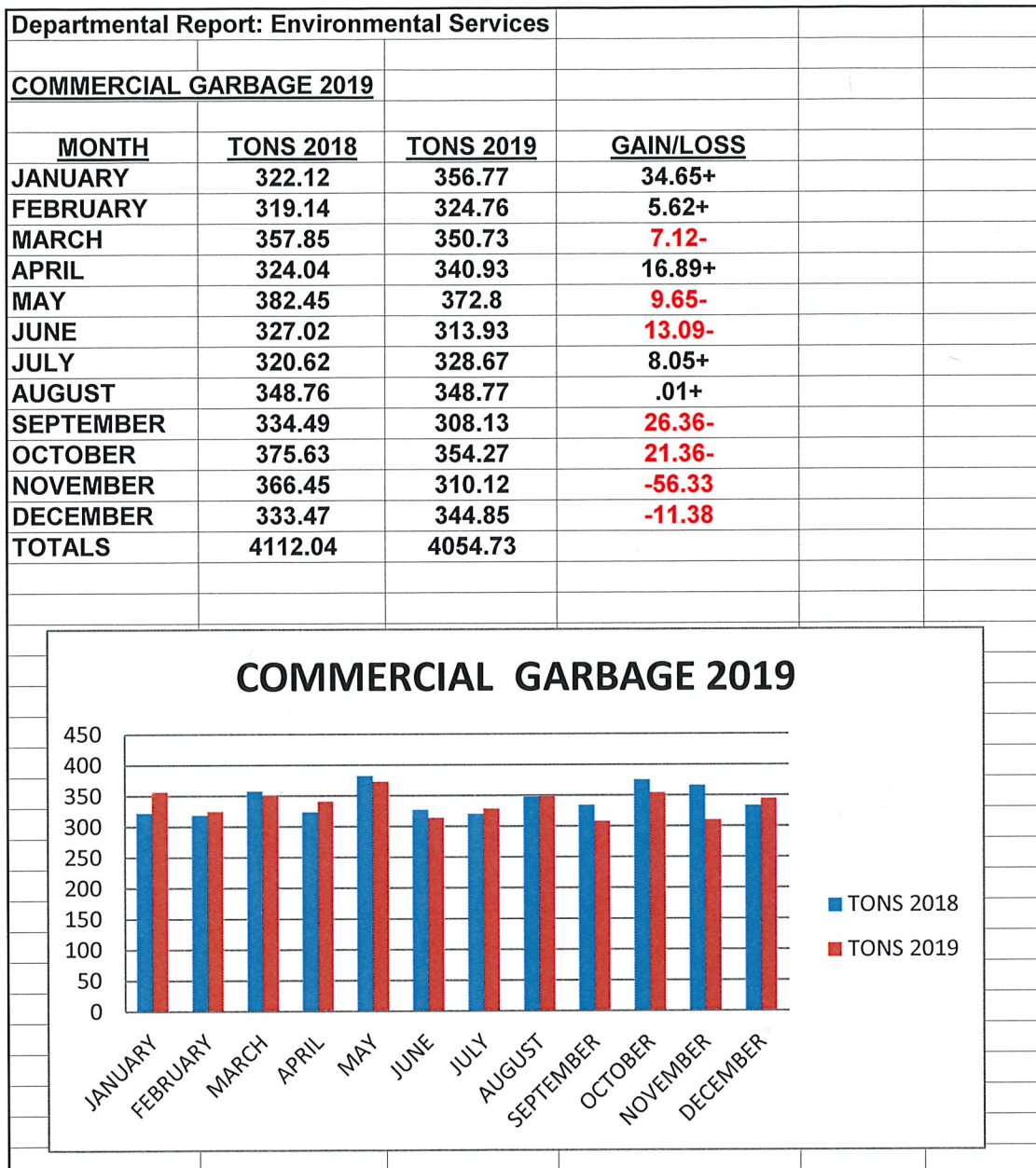


## **Monthly Departmental Report: Environmental Services**

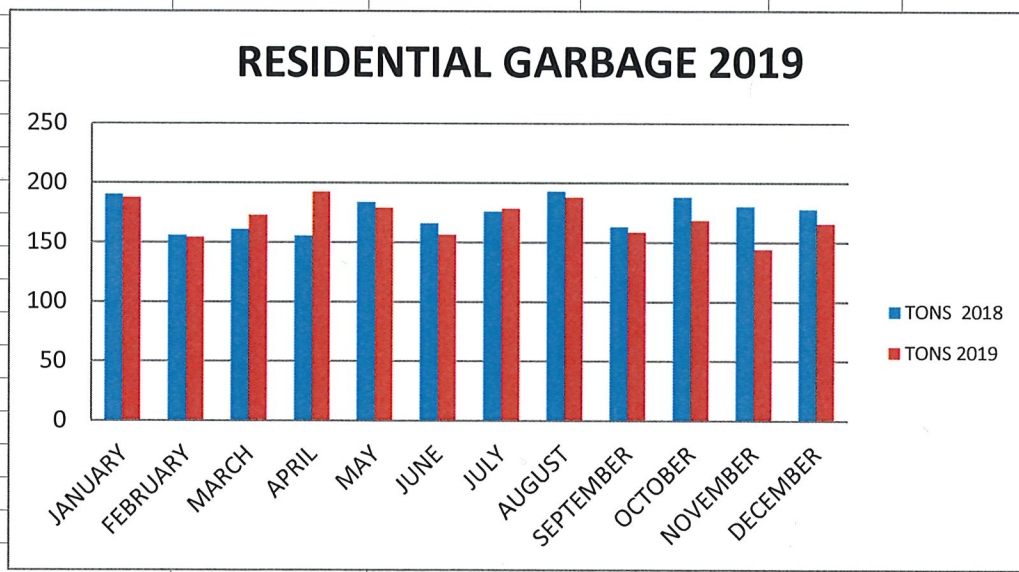


**December**

**2019**



Departmental Report: Environmental Services					
RESIDENTIAL GARBAGE 2019					
MONTH	TONS 2018	TONS 2019	GAIN/LOSS		
JANUARY	190.29	187.67	2.62-		
FEBRUARY	155.85	154.32	1.53		
MARCH	160.95	172.97	12.02+		
APRIL	155.62	192.61	36.99+		
MAY	183.93	179.04	4.89-		
JUNE	166.19	156.51	9.68-		
JULY	176.06	178.67	2.61-		
AUGUST	193.2	187.94	5.26-		
SEPTEMBER	163.17	158.58	4.59-		
OCTOBER	188.22	168.55	19.67-		
NOVEMBER	180.45	144.47	-35.98		
DECEMBER	177.9	165.89	-12.01		
TOTALS	2091.83	2047.22			

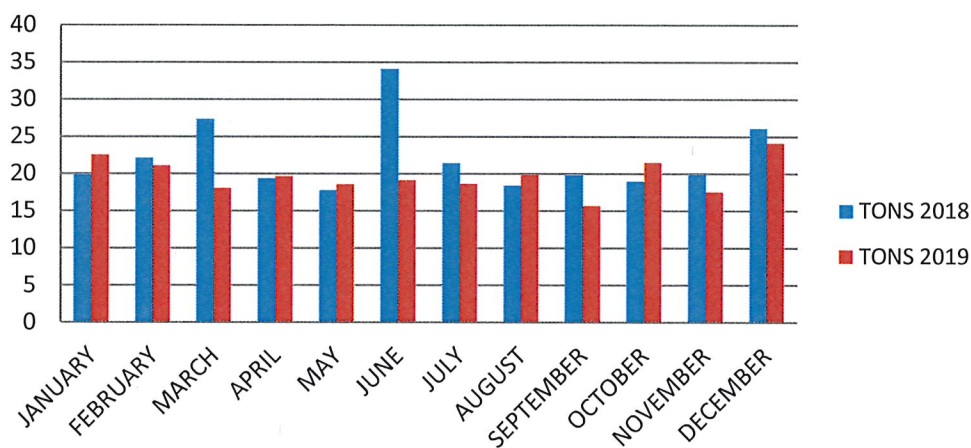


# Departmental Report: Environmental Services

## COMMINGLE MRF 2019

MONTH	TONS 2018	TONS 2019	GAIN/LOSS
JANUARY	19.9	22.55	2.65+
FEBRUARY	22.13	21.1	1.03-
MARCH	27.37	18.06	9.31-
APRIL	19.38	19.63	.25+
MAY	17.79	18.58	.79+
JUNE	34.11	19.13	14.98-
JULY	21.44	18.67	2.77-
AUGUST	18.43	19.91	1.48+
SEPTEMBER	19.88	15.68	4.20-
OCTOBER	19.00	21.52	2.52+
NOVEMBER	19.96	17.52	-2.44
DECEMBER	26.1	24.11	-1.99
TOTALS	265.49	236.46	

## COMMINGLE MRF 2019

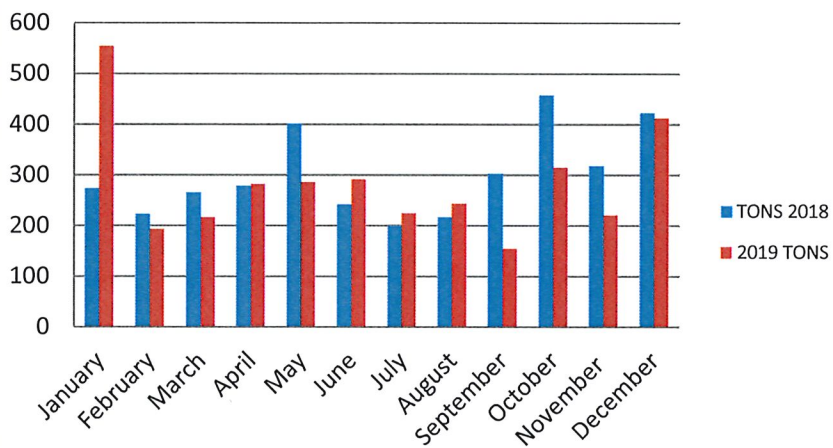


# Departmental Report: Environmental Services

## Yard Debris 2019

MONTH	TONS 2018	2018 TRIPS	2019 TONS	2019 TRIPS	TONNAGE	TRIPS
					GAIN/LOSS	GAIN/LOSS
January	273.97	66	554.81	118	280.84	52+
February	223.39	55	193.48	55	29.91-	0
March	265.89	63	217	48	48.89-	15-
April	279.34	58	282.45	56	3.11+	2-
May	402.14	91	286.45	59	115.69-	32-
June	242.49	64	291.64	61	49.15	3-
July	200.36	141	224.63	45	24.27+	96-
August	217.36	57	243.91	51	26.55+	6-
September	302.99	82	154.72	38	148.27-	44-
October	458.16	114	315.09	58	143.07-	56-
November	318.71	63	221.26	40	-97.45	-23
December	423.43	80	412.55	58	-10.88	-22
TOTALS	3608.23	934	3397.99	687		

## YARD DEBRIS 2019





# Monthly Financial Reports & Update

For the Month Ended December 31, 2019

Council Meeting 01/14/2020

**City of Hartsville**  
**General Fund Budget to Actual**

	<i>Dec-19</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Property Taxes	135,707.31	471,452.50	3,064,000.00	84.61%
Payments in Lieu	-	-	90,000.00	100.00%
Franchise Fees	-	384,551.25	647,000.00	40.56%
Penalties & Interest - Taxes	434.56	10,304.45	30,000.00	65.65%
Business Licenses	9,115.91	130,289.84	1,852,900.00	92.97%
Permits	13,358.00	60,242.00	79,200.00	23.94%
Main Street Grant Revenue	-	-	6,296.00	100.00%
Tax Revenues - State	166,311.45	881,012.16	1,586,000.00	44.45%
Public Safety Fees	26,897.50	223,997.31	840,100.00	73.34%
Parks & Recreation Fees	1,650.00	11,054.16	23,000.00	51.94%
Fines	8,946.95	44,939.39	122,000.00	63.16%
Special Assessments	14,400.00	75,370.00	130,000.00	42.02%
Investment Earnings	49.33	154.59	-	0.00%
Rents	900.00	7,880.00	30,600.00	74.25%
Contributions & Donations	-	33,500.00	79,500.00	57.86%
Other Financing Sources	1,738.00	48,530.48	41,900.00	-15.82%
Interfund Transfers	-	53,082.29	1,810,281.52	97.07%
Sale of Assets	(138.65)	734.46	50,100.00	98.53%
Extraordinary Items	-	-	-	0.00%
	<b>379,370.36</b>	<b>2,437,094.88</b>	<b>10,482,877.52</b>	<b>76.75%</b>
<b>Expenditures</b>				
General & Administrative	75,073.24	437,613.23	1,358,506.60	67.79%
Mayor & Council	16,338.66	92,932.89	221,697.95	58.08%
Court Operations	14,683.37	97,172.13	201,069.29	51.67%
City Manager	36,788.72	139,132.97	255,516.98	45.55%
Information Technology	5,151.55	150,186.58	315,000.00	52.32%
Finance	31,147.09	196,429.16	412,184.29	52.34%
Legal	6,383.22	18,570.42	55,000.00	66.24%
Human Resources	19,795.62	108,956.24	204,632.48	46.76%
Mainstreet	5,161.08	41,244.90	84,149.02	50.99%
Business Navigator	26,151.80	230,722.06	412,371.08	44.05%
Police Department	219,467.47	1,609,762.08	3,092,659.64	47.95%
Fire Department	128,601.46	940,302.94	1,725,259.26	45.50%
Victims Advocate	3,062.29	21,695.16	45,059.60	51.85%
Marketing/Tourism	13,297.25	88,046.86	177,050.20	50.27%
Operations Maintenance	11,846.12	50,049.15	120,062.27	58.31%
Parks & Recreation	52,994.61	350,946.89	676,424.80	48.12%
Streets & Grounds	60,350.11	375,067.71	783,323.98	52.12%
Museum Operations	6,098.60	76,916.11	146,760.08	47.59%
Cemetery Operations	10,455.99	51,042.31	104,400.00	51.11%
Airport Operations	13,899.20	39,427.69	91,750.00	57.03%
School Crossing Guards	3,761.54	18,008.66	-	0.00%
	<b>760,508.99</b>	<b>5,134,226.14</b>	<b>10,482,877.52</b>	<b>51.02%</b>
<b>Net Revenue (Expenditures)</b>	<b>(381,138.63)</b>	<b>(2,697,131.26)</b>	<b>-</b>	

**City of Hartsville  
Utility Funds**

**Water/Sewer Budget to Actual**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Charges for Services	184,245.41	1,346,705.84	2,430,975.00	44.60%
Fees	181,437.88	1,163,348.47	2,452,184.00	52.56%
Investment Earnings	2,172.53	15,664.83	27,000.00	0.00%
Rents	36,388.09	141,251.00	125,000.00	-13.00%
Waterpark Services	42,075.98	886,736.45	1,626,100.00	45.47%
Other Financing Sources	1,785.00	11,500.49	1,000.00	0.00%
Accumulated Surplus	-	133,067.58	-	0.00%
	<u>448,104.89</u>	<u>3,698,274.66</u>	<u>6,662,259.00</u>	<u>44.49%</u>
<b>Expenditures</b>				
Water Expenditures	79,925.38	627,561.32	2,137,078.36	70.63%
Sewer Expenditures	274,737.59	923,277.89	2,588,187.69	64.33%
Waterpark Expenditures	221,692.37	1,064,303.44	1,626,100.00	34.55%
	<u>576,355.34</u>	<u>2,615,142.65</u>	<u>6,351,366.05</u>	<u>58.83%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>(128,250.45)</b></u>	<u><b>1,083,132.01</b></u>	<u><b>310,892.95</b></u>	

**Stormwater Budget to Actual**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Stormwater Fees and Interfund transfers	-	-	122,354.48	100.00%
	<u>-</u>	<u>-</u>	<u>122,354.48</u>	<u>100.00%</u>
<b>Expenditures</b>				
Total Expenditures	6,042.17	53,153.81	122,354.48	56.56%
	<u>6,042.17</u>	<u>53,153.81</u>	<u>122,354.48</u>	<u>56.56%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>(6,042.17)</b></u>	<u><b>(53,153.81)</b></u>	<u><b>-</b></u>	

**City of Hartsville  
Misc Funds**

**Environmental Services Budget to Actual**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Fees	115,257.60	685,465.97	1,372,290.00	50.05%
Investment Earnings	121.13	379.63	-	0.00%
Other Financing Sources	-	-	-	0.00%
Interfund Transfers in	-	130,354.13	127,000.00	0.00%
Extraordinary Items	-	-	-	0.00%
	<u>115,378.73</u>	<u>816,199.73</u>	<u>1,499,290.00</u>	<u>45.56%</u>
<b>Expenditures</b>				
Total Expenditures	82,776.49	784,758.37	1,492,068.26	47.40%
	<u>82,776.49</u>	<u>784,758.37</u>	<u>1,492,068.26</u>	<u>47.40%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>32,602.24</b></u>	<u><b>31,441.36</b></u>	<u><b>7,221.74</b></u>	

**Infrastructure Park Budget to Actual**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Payments in Lieu of Taxes	20,636.92	24,258.65	515,000.00	95.29%
Investment Earnings	-	-	-	0.00%
Other Financing Sources	500.00	3,000.00	6,000.00	50.00%
Extraordinary Items	-	-	-	0.00%
	<u>21,136.92</u>	<u>27,258.65</u>	<u>521,000.00</u>	<u>94.77%</u>
<b>Expenditures</b>				
Total Expenditures	6,210.14	38,236.65	507,416.72	92.46%
	<u>6,210.14</u>	<u>38,236.65</u>	<u>507,416.72</u>	<u>92.46%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>14,926.78</b></u>	<u><b>(10,978.00)</b></u>	<u><b>13,583.28</b></u>	

**Debt Service Fund**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Property Tax Revenues	1,114.06	7,534.62	165,000.00	95.43%
	<u>1,114.06</u>	<u>7,534.62</u>	<u>165,000.00</u>	<u>95.43%</u>
<b>Expenditures</b>				
Total Expenditures	-	-	164,542.47	100.00%
	<u>-</u>	<u>-</u>	<u>164,542.47</u>	<u>100.00%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>1,114.06</b></u>	<u><b>7,534.62</b></u>	<u><b>457.53</b></u>	

**City of Hartsville  
Special Revenue Funds**

**Hospitality Taxes Budget to Actual**

	<i>Dec-19</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Taxes	75,068.89	482,214.57	900,000.00	46.42%
Penalties & Interest - Taxes	-	-	3,000.00	100.00%
Investment Earnings	-	-	-	0.00%
Interfund Transfers	-	-	92,500.00	100.00%
	<u>75,068.89</u>	<u>482,214.57</u>	<u>995,500.00</u>	<u>51.56%</u>
<b>Expenditures</b>				
Total Expenditures	31,766.33	70,930.01	995,500.00	92.87%
	<u>31,766.33</u>	<u>70,930.01</u>	<u>995,500.00</u>	<u>92.87%</u>
				0%
<b>Net Revenue (Expenditures)</b>	<b><u>43,302.56</u></b>	<b><u>411,284.56</u></b>	<b><u>-</u></b>	

**Accommodations Taxes Budget to Actual**

	<i>Dec-19</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Taxes	13,221.68	99,458.02	200,000.00	50.27%
Investment Earnings	-	-	-	0.00%
	<u>13,221.68</u>	<u>99,458.02</u>	<u>200,000.00</u>	<u>50.27%</u>
<b>Expenditures</b>				
Total Expenditures	456.67	2,740.02	200,000.00	98.63%
	<u>456.67</u>	<u>2,740.02</u>	<u>200,000.00</u>	<u>98.63%</u>
<b>Net Revenue (Expenditures)</b>	<b><u>12,765.01</u></b>	<b><u>96,718.00</u></b>	<b><u>-</u></b>	

**City of Hartsville  
Recreation Enterprise Funds**

**Recreation Concessions Budget to Actual**

	<i><b>Dec-19</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Concessions Revenue	(529.03)	26,116.47	65,000.00	59.82%
Extraordinary Items	-	-	-	0.00%
	(529.03)	26,116.47	65,000.00	59.82%
<b>Expenditures</b>				
Total Expenditures	1,504.88	24,483.30	60,000.00	59.19%
	1,504.88	24,483.30	60,000.00	59.19%
<b>Net Revenue (Expenditures)</b>	<b>(2,033.91)</b>	<b>1,633.17</b>	<b>5,000.00</b>	

# Monthly Departmental Report: Finance



## Monthly Revenue Report

Month of: December 2019

Hospitality taxes collected:	\$70,727.14
(taxes are collected on the revenue of the previous month and are due on the 20th of the next month)	
Accommodation taxes collected:	\$13,221.68
(taxes are collected on the revenue of the previous month and are due on the 20th of the next month)	
Revenue collected for Cemetery Lots:	\$6,000.00

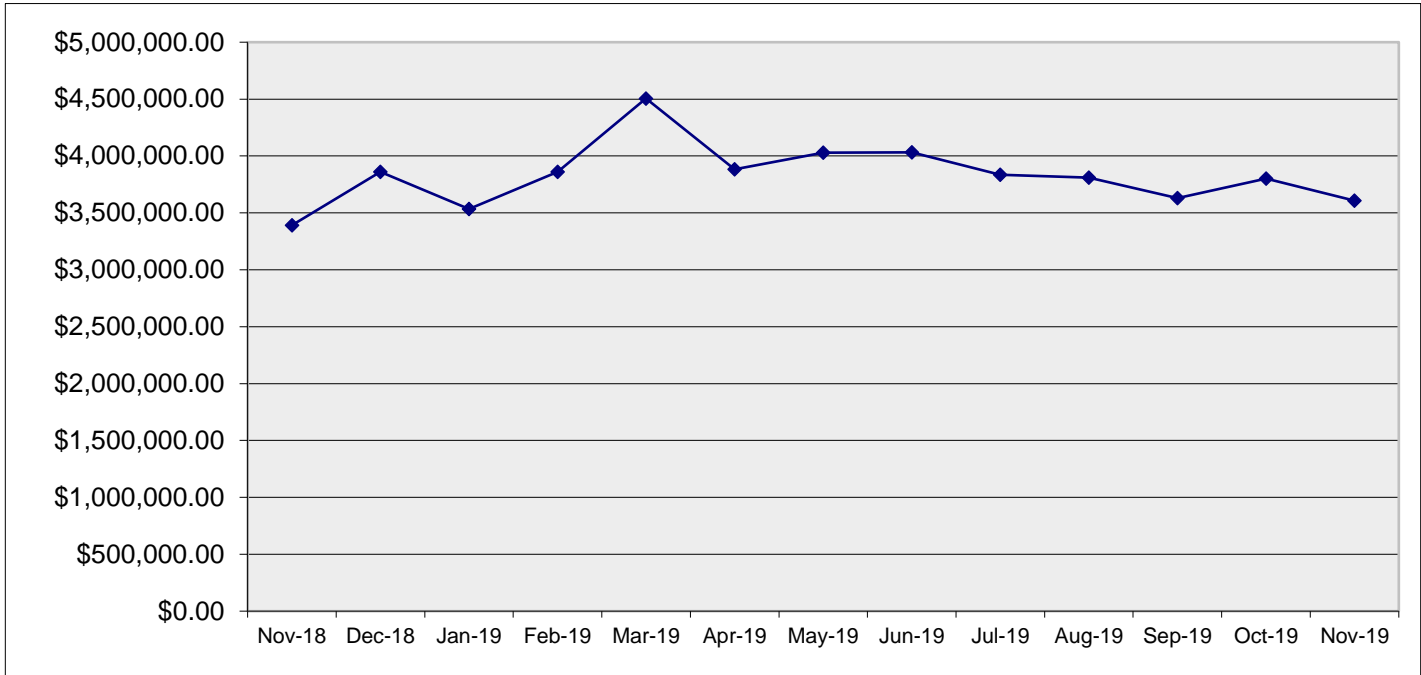
### Hospitality Tax Recap

	Net Taxable Sales	X .02	Discount	Penalty	Total Paid	
Nov-18	\$3,391,107.87	\$	66,946.28	\$ (1,274.75)	\$ 82.47	\$ 68,150.97
Dec-18	\$3,859,626.03	\$	77,183.54	\$ (1,498.48)	\$ 70.11	\$ 75,674.19
Jan-19	\$3,533,130.79	\$	70,662.64	\$ (1,384.84)	\$ 89.29	\$ 63,367.09
Feb-19	\$3,860,275.12	\$	77,205.87	\$ (1,464.62)	\$ 68.58	\$ 75,806.84
Mar-19	\$4,505,737.23	\$	90,114.93	\$ (1,776.56)	\$ 6.00	\$ 88,344.30
Apr-19	\$3,882,498.39	\$	77,649.97	\$ (1,526.54)	\$ -	\$ 76,130.42
May-19	\$4,029,248.21	\$	80,584.97	\$ (1,589.78)		\$ 79,007.37
Jun-19	\$4,031,640.70	\$	80,626.69	\$ (1,575.35)	\$ 40.47	\$ 79,092.61
Jul-19	\$3,835,432.41	\$	76,708.71	\$ 1,505.86	\$ 7.60	\$ 76,589.50
Aug-19	\$3,809,863.02	\$	76,197.25	\$ (1,568.32)		\$ 74,637.33
Sep-19	\$3,629,186.26	\$	72,495.72	\$ (1,393.94)	\$ 205.78	\$ 71,374.78
Oct-19	\$3,800,242.85	\$	76,004.90	\$ (1,492.51)	\$ 55.62	\$ 74,577.00
Nov-19	\$3,606,820.43	\$	72,139.45	\$ (1,423.05)	\$ 13.76	\$ 70,727.14
TOTAL	\$38,738,559.77	\$	773,880.85	(\$12,153.38)	\$316.45	\$ 68,150.97

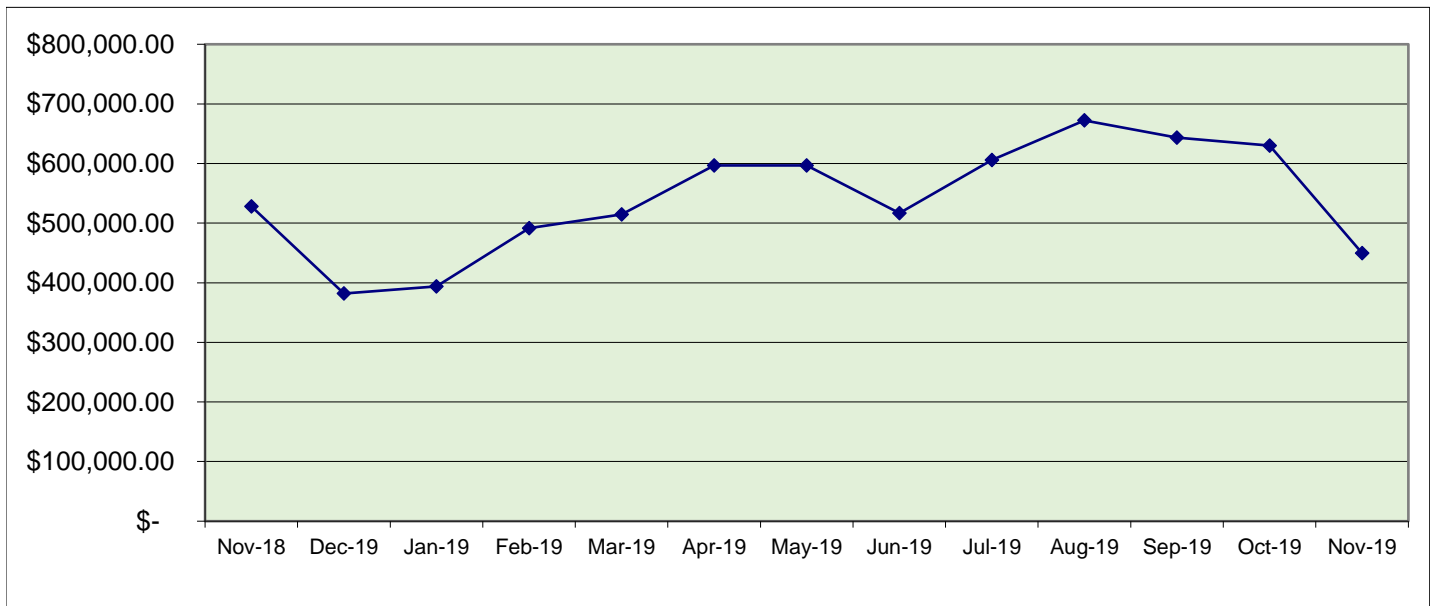
### Accommodations Tax Recap

	Net Taxable Sales	X .03	Discount	Penalty	Total Paid	
Nov-18	\$ 528,158.97	\$	15,844.80	\$ (287.37)	\$ 129.52	\$ 15,686.95
Dec-19	\$ 381,919.48	\$	11,457.59	\$ (210.11)	\$ 95.50	\$ 11,342.78
Jan-19	\$ 393,844.20	\$	11,815.35	\$ (234.71)		\$ 11,580.64
Feb-19	\$ 491,674.05	\$	14,750.23	\$ (259.16)	\$ 164.07	\$ 14,655.14
Mar-19	\$ 514,550.09	\$	15,436.53	\$ (303.82)		\$ 15,132.71
Apr-19	\$ 596,910.40	\$	17,907.32	\$ (355.37)		\$ 17,551.95
May-19	\$ 596,568.74	\$	17,897.07	\$ 354.82		\$ 17,542.25
Jun-19	\$ 516,827.72	\$	15,504.84	\$ (305.84)		\$ 15,199.00
Jul-19	\$ 605,883.73	\$	18,176.52	\$ 360.57		\$ 17,815.96
Aug-19	\$ 672,198.19	\$	20,165.94	\$ (400.14)		\$ 19,765.80
Sep-19	\$ 643,198.46	\$	19,295.96	\$ (382.09)		\$ 18,913.87
Oct-19	\$ 629,788.18	\$	18,893.64	\$ (364.63)	\$ 42.48	\$ 18,571.49
Nov-19	\$ 449,614.99	\$	13,488.15	\$ (266.48)		\$ 13,221.68
TOTAL	\$5,298,535.57		\$158,956.19	(\$1,641.13)	\$129.52	\$ 156,273.18

Hospitality Tax Chart for past 12 months



Accommodation Tax Chart for past 12 months



# City of Hartsville Fire Department

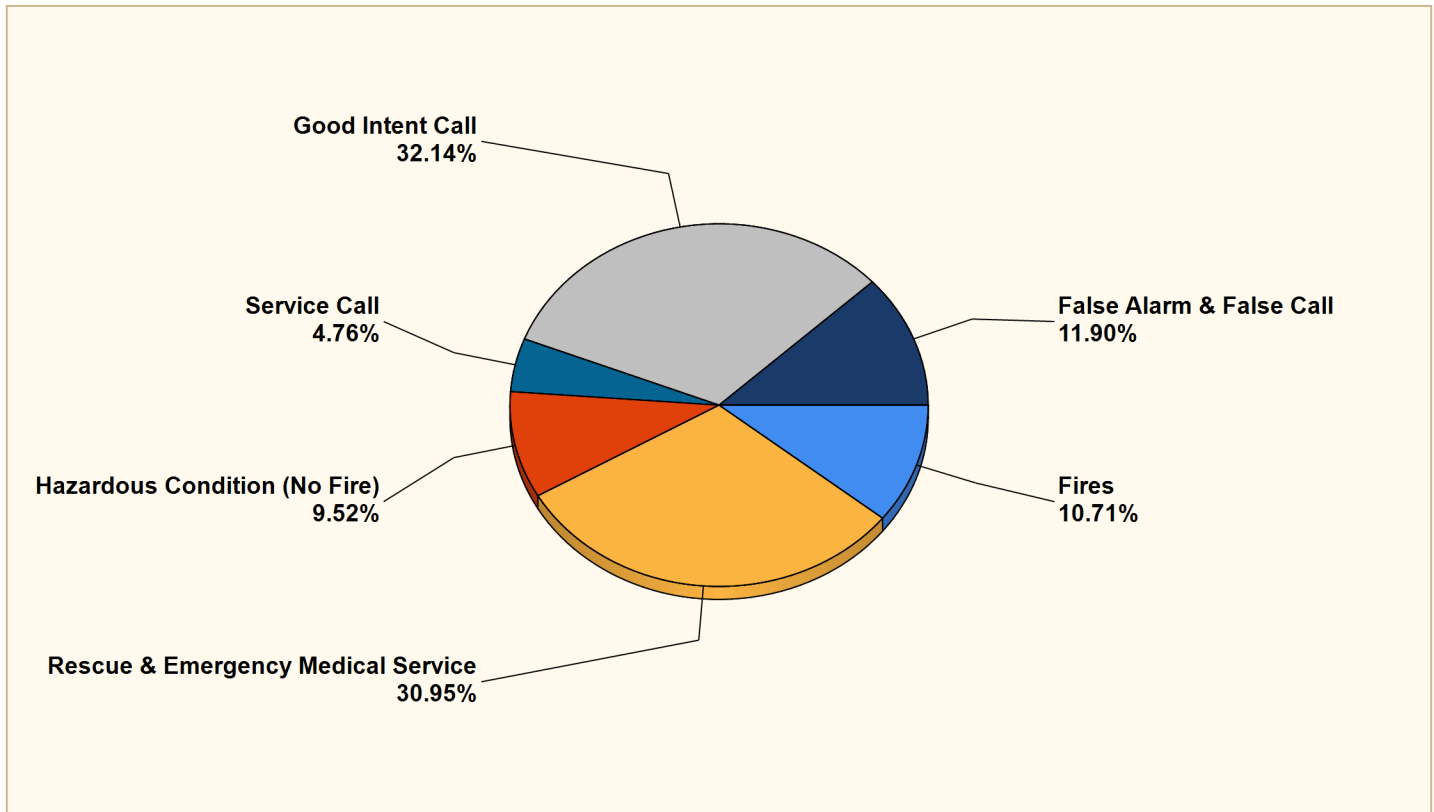
Hartsville, SC

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	10.71%
Rescue & Emergency Medical Service	26	30.95%
Hazardous Condition (No Fire)	8	9.52%
Service Call	4	4.76%
Good Intent Call	27	32.14%
False Alarm & False Call	10	11.90%
<b>TOTAL</b>	<b>84</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.19%
113 - Cooking fire, confined to container	1	1.19%
118 - Trash or rubbish fire, contained	2	2.38%
141 - Forest, woods or wildland fire	1	1.19%
142 - Brush or brush-and-grass mixture fire	2	2.38%
151 - Outside rubbish, trash or waste fire	2	2.38%
311 - Medical assist, assist EMS crew	11	13.10%
321 - EMS call, excluding vehicle accident with injury	1	1.19%
322 - Motor vehicle accident with injuries	7	8.33%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.19%
324 - Motor vehicle accident with no injuries.	5	5.95%
331 - Lock-in (if lock out , use 511 )	1	1.19%
412 - Gas leak (natural gas or LPG)	2	2.38%
440 - Electrical wiring/equipment problem, other	1	1.19%
441 - Heat from short circuit (wiring), defective/worn	1	1.19%
444 - Power line down	4	4.76%
551 - Assist police or other governmental agency	3	3.57%
561 - Unauthorized burning	1	1.19%
611 - Dispatched & cancelled en route	17	20.24%
622 - No incident found on arrival at dispatch address	1	1.19%
631 - Authorized controlled burning	3	3.57%
650 - Steam, other gas mistaken for smoke, other	1	1.19%
651 - Smoke scare, odor of smoke	5	5.95%
715 - Local alarm system, malicious false alarm	1	1.19%
730 - System malfunction, other	1	1.19%
733 - Smoke detector activation due to malfunction	3	3.57%
743 - Smoke detector activation, no fire - unintentional	4	4.76%
745 - Alarm system activation, no fire - unintentional	1	1.19%
<b>TOTAL INCIDENTS:</b>	<b>84</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

# City of Hartsville Fire Department

Hartsville, SC

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## Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 12/01/2019 | End Date: 12/31/2019

INCIDENT TYPE	Incident Status	# INCIDENTS
<b>Zone: City Limits - City Limits</b>		
113 - Cooking fire, confined to container	Reviewed	1
118 - Trash or rubbish fire, contained	Reviewed	2
155 - Outside stationary compactor/compacted trash fire	Completed	1
311 - Medical assist, assist EMS crew	Reviewed	6
311 - Medical assist, assist EMS crew	Completed	2
322 - Motor vehicle accident with injuries	Completed	1
323 - Motor vehicle/pedestrian accident (MV Ped)	Reviewed	1
324 - Motor vehicle accident with no injuries.	Reviewed	3
324 - Motor vehicle accident with no injuries.	Completed	1
412 - Gas leak (natural gas or LPG)	Reviewed	2
444 - Power line down	Reviewed	4
611 - Dispatched & cancelled en route	Reviewed	13
611 - Dispatched & cancelled en route	Completed	1
622 - No incident found on arrival at dispatch address	Reviewed	1
650 - Steam, other gas mistaken for smoke, other	Reviewed	1
651 - Smoke scare, odor of smoke	Reviewed	2
715 - Local alarm system, malicious false alarm	Reviewed	1
733 - Smoke detector activation due to malfunction	Reviewed	3
733 - Smoke detector activation due to malfunction	Completed	1
743 - Smoke detector activation, no fire - unintentional	Reviewed	2

<b>Zone: Darlington Co. - Darlington County</b>		
111 - Building fire	Reviewed	1
141 - Forest, woods or wildland fire	Reviewed	1
142 - Brush or brush-and-grass mixture fire	Reviewed	2
151 - Outside rubbish, trash or waste fire	Reviewed	2
161 - Outside storage fire	Completed	1
311 - Medical assist, assist EMS crew	Reviewed	5
311 - Medical assist, assist EMS crew	Completed	4
321 - EMS call, excluding vehicle accident with injury	Reviewed	1

This report gives a count of each incident type for the Incident Status or Statuses selected.



**EMERGENCY REPORTING**

emergencyreporting.com

Doc Id: 384

Page # 1 of 2

INCIDENT TYPE	Incident Status	# INCIDENTS
322 - Motor vehicle accident with injuries	Reviewed	7
324 - Motor vehicle accident with no injuries.	Reviewed	1
331 - Lock-in (if lock out , use 511 )	Reviewed	1
440 - Electrical wiring/equipment problem, other	Reviewed	1
441 - Heat from short circuit (wiring), defective/worn	Reviewed	1
551 - Assist police or other governmental agency	Reviewed	1
561 - Unauthorized burning	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	4
622 - No incident found on arrival at dispatch address	Completed	1
631 - Authorized controlled burning	Reviewed	3
651 - Smoke scare, odor of smoke	Reviewed	3
730 - System malfunction, other	Reviewed	1
743 - Smoke detector activation, no fire - unintentional	Reviewed	2
745 - Alarm system activation, no fire - unintentional	Reviewed	1

<b>Zone: Out of District - Out of District</b>		
324 - Motor vehicle accident with no injuries.	Reviewed	1
551 - Assist police or other governmental agency	Reviewed	2
551 - Assist police or other governmental agency	Completed	1
611 - Dispatched & cancelled en route	Completed	1

This report gives a count of each incident type for the Incident Status or Statuses selected.



# Fire Recovery for July 2019 - December 2019

Status	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
Payment Received	06/21/2019	19-578	111	07/09/2019	AutoOwners	896.00	500.00	400.00
Payment Received	06/26/2019	19-592	322	07/17/2019	Nationwide	487.00	487.00	389.60
Payment Received	05/02/2019	19-359	733	07/18/2019	Coker College	200.00	192.00	153.60
Payment Received	06/11/2019	19-532	322	07/28/2019	Allstate	487.00	487.00	389.60
Payment Received	06/03/2019	19-496	322	07/30/2019	Farm Bureau	554.00	554.00	443.20
Payment Received	06/03/2019	19-493	463	08/08/2019	USAA Insurance	487.00	487.00	389.60
Payment Received	10/23/2018	18- 1091	324	08/09/2019	State Farm	495.00	250.00	200.00
Payment Received	07/15/2019	19-657	322	08/20/2019	Travelers	1,037.00	487.00	389.60
Payment Received	03/11/2019	19-204	463	08/28/2019	Geico	554.00	554.00	443.20
Payment Received	03/25/2019	19-245	322	09/04/2019	Auto Owners Insurance	2,848.00	2,848.00	2,278.40
Payment Received	07/23/2019	19-684	324	09/10/2019	State Farm	554.00	250.00	200.00
Payment Received	07/14/2019	19-645	745	10/04/2019	Thad Saleeby Center	300.00	300.00	240.00
Payment Received	07/22/2019	19-680	730	10/04/2019	Thad Saleeby Center	300.00	300.00	240.00
Payment Received	07/30/2019	19-717	743	10/04/2019	Thad Saleeby Center	300.00	300.00	240.00
Payment Received	09/13/2019	19-847	322	10/08/2019	Safeco	487.00	487.00	389.60
Payment Received	09/07/2019	19-830	463	10/08/2019	Geico	487.00	487.00	389.60

Payment Received	07/14/2019	19-643	743	10/14/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	06/23/2019	19-582	735	10/14/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	06/15/2019	19-549	733	10/14/2019	Southside Early Childhood Center	300.00	300.00	240.00
Payment Received	06/07/2019	19-519	745	10/14/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	06/23/2019	19-581	745	10/14/2019	Darlington County School District	200.00	200.00	160.00
Payment Received	05/06/2019	19-379	730	10/14/2019	Southside Early Childhood Center	200.00	200.00	160.00
Payment Received	08/17/2019	19-759	322	10/22/2019	State Auto	554.00	554.00	443.20
Payment Received	10/06/2019	19-939	324	10/25/2019	State Farm	554.00	554.00	443.20
Payment Received	09/16/2019	19-856	734	10/25/2019	Coker University	200.00	192.00	153.60
Payment Received	07/26/2019	19-700	322	10/30/2019	Nationwide	487.00	487.00	389.60
Payment Received	09/17/2019	19-862	733	10/30/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	09/24/2019	19-886	743	10/30/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	09/23/2019	19-880	743	10/30/2019	Darlington County School District	300.00	300.00	240.00
Payment Received	05/23/2019	19-438	463	11/13/2019	State Farm	487.00	487.00	389.60

Payment Received	08/04/2019	19-733	322	12/27/2019	Auto Owners Insurance	1,058.00	1,058.00	846.40
Grand Total						16,313.00	14,802.00	11,841.60



## *JANUARY 2020*

### *COUNCIL GRANT REPORT*

#### Active Projects:

- FAA Infrastructure & Design Grant
- SC Aeronautics Infrastructure & Design Grant
- SC Aeronautics Terminal & Access Road Grant
- SC Department of Commerce, CDBG South Hartsville Sewer Improvements
- SC Department of Public Safety – Highway Safety 2019
- SCEMD Recovery/FEMA: South Hartsville Drainage Study
- SCEMD Recovery/FEMA: Generators for Pump Stations & Wells
- Byerly Foundation Projects:
  1. Fire Training Equipment (purchased)
  2. Façade Program (underway)
  3. Wayfinding Signage (almost complete)
  4. Police Youth Academy (ongoing)
  5. Business Builder (ongoing)
- Land & Water Conservation Fund (LWCF) – Closeout Phase

#### Applications Awarded June - December 2019:

- SC Aeronautics – Terminal & Access Road Construction **\$500,000**
- SC Aeronautics – Infrastructure & Design Matching - **\$8,328**
- SC Department of Public Safety – Highway Safety 2020 - **\$63,594**
- CDBG South Park Neighborhood Sewer Upgrades **\$750,000**
- FAA Infrastructure Grant **\$149,900**
- SCDPS Office of Highway Safety & Justice for Body-Worn Cameras **\$9,428.08**
- Byerly Foundation: HFD Extinguisher Training **\$13,084**
- Byerly Foundation: Main Street Façade Program **\$10,000**

#### Future Applications/Award Notification:

(0 – 6 months lead time & application contingent upon council approval)

- South Carolina Parks Recreation & Tourism \$200,000 (Submitted)
- FEMA PMD - Generator for City Hall
- RIA Well Project & Potential SRF Project
- CDBG Infrastructure

Should you have any questions regarding this report, please contact me at 843.383.3015 ext. 2010, 843.858.0699, or [shannon.munoz@hartsvillesc.gov](mailto:shannon.munoz@hartsvillesc.gov).

Shannon J. Munoz

Director of Community & Economic Development

## Human Resources Monthly Report - December 2019

Home Department**	November Headcount	December Hires / Transfers In	December Terms	December Transfers Out	December Headcount	DIVERSITY				
						Asian	Black or African American	Hispanic or Latino	White	2 or More Races
000411 / Mayor Council Clerk	8	1	1	0	8	0	3	0	5	0
000412 / Court Operations	5	0	0	0	5	0	1	0	4	0
000413 / City Manager	1	0	0	0	1	0	0	0	1	0
000415 / Finance	6	0	0	0	6	0	1	1	4	0
000417 / Human Resources	3	0	0	0	3	0	0	1	2	0
000418 / Main Street Hartsville	1	0	0	0	1	0	0	0	1	0
000419 / Business Navigator	4	0	0	0	4	0	2	1	1	0
000421 / Police Department	43	0	0	0	43	0	4	0	39	0
000422 / Fire Department	32	0	0	0	32	0	3	0	29	0
000423 / Victim's Advocate**	0	0	0	0	0	0	0	0	0	0
000426 / Tourism	2	0	0	0	2	0	0	0	2	0
000431 / Maintenance	2	0	0	0	2	0	0	0	2	0
000432 / Sanitation Dept.	13	0	0	0	13	0	9	0	4	0
000452 / Parks & Recreation	7	0	0	0	7	0	2	0	5	0
000453 / Streets & Grounds	9	0	0	0	9	0	6	0	3	0
000454 / Museum Operations	2	0	0	0	2	0	0	0	2	0
000500 / Water Utilities	8	0	0	0	8	0	2	0	6	0
000600 / Sewer Utilities	4	0	0	0	4	0	2	0	2	0
000700 / School Crossing Guards	9	0	0	0	9	0	5	0	4	0
000800 / Storm Water Utilities	1	0	0	0	1	0	0	0	1	0
000900 / Water Park	1	0	0	0	1	0	0	0	1	0
<b>Totals:</b>	<b>161</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>161</b>	<b>0</b>	<b>40</b>	<b>3</b>	<b>118</b>	<b>0</b>

\*\*Based on Home Departments/does not reflect employees with dual departments; Victim's Advocate headcount reflected in 421 / No seasonal or interns

### Completed Events/Campaigns

December

Employee Annual Luncheon 12/4/19

Cyber Monday Employee Season Pass & Financing 12/1/19 - 12/2/19

Ugly Sweater Contest 12/20/19

### Upcoming Events

January\*\*\*

Annual Preventative Health Screening 1/17

\*\*\*NEPTUNE ISLAND JOB FAIRS begin in January

Longevity Luncheon 1/15

National Law Enforcement Appreciation Day 1/9

Performance Appraisal Rollout

February

Wellness Challenge Rollout

Performance Appraisals - Supervisor Completion

Student to Work Day: TBA



Date: January 2, 2020  
To: City of Hartsville  
From: Suzy Moyd  
Executive Director  
Main Street Hartsville  
Re: **Monthly Status Report for December**

#### Status Report & Updates

##### *Calendar:*

December 2<sup>nd</sup>, Merchants First Monday Breakfast  
December 5<sup>th</sup>, Hartsville For The Holidays Extended Shopping Hours  
December 10<sup>th</sup>, City Council  
December 11<sup>th</sup>, Grand Opening Flex Fitness  
December 12<sup>th</sup>, Hartsville For The Holidays Extended Shopping Hours  
December 14<sup>th</sup>, Hartsville Farmers Market  
December 16<sup>th</sup>, Parking, Beautification & Business Improvement Commission  
December 18<sup>th</sup>, Architectural Review Board  
December 19<sup>th</sup>, Hartsville For The Holidays Extended Shopping Hours

#### Current Social Media Stats:



Facebook: 4927 Followers  
Twitter: 1352 Followers  
Instagram: 1466 Followers  
MailChimp: 761 Subscribers

#### New businesses opening and Ribbon Cuttings soon:

Block & Vino  
The Nook (re-opening under new ownership)  
SPC Credit Union auxiliary offices  
Shear Hairapy (January 5<sup>th</sup>, 2020)  
State Farm: Sully Blair  
Wild Heart Brewey

## Working on:

Working on a promo video idea for downtown.  
Touring new businesses, developers, and visitors around our downtown.  
Scheduling and coordinating Ribbon Cuttings.  
Processing Main Street Hartsville Gift Certificates.  
Updates to Main Street's website and social media.  
New Partnerships, current Partnership Renewals & Thank Yous.  
Weekly MailChimp Newsletters.  
Processing payments for farmers, vendors and sponsors.  
Attending Navigator meetings.  
Processing & Starting Up for new Façade Grant Applications.  
Updating Gift Certificate Inserts.  
Updating Eat, Shop, Play brochure.  
Main Street Hartsville Work Plan 2020.  
Main Street Statistical Data Collection.  
Main Street Hartsville Board Formation.  
Presentation for National Main Street Convention.  
Outdoor Dining & Business Promotion.





## Monthly Departmental Report - DECEMBER 2019

### Visitor Demographics 2019

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Walk-In	Website	Facebook
January	3	18	20	36	31	42	150	410	
February	47	78	41	100	93	51	410	405	
March	69	80	210	96	127	132	714	383	
April	24	77	181	107	139	74	602	310	
May	13	101	120	157	110	70	571	240	
June	49	43	26	98	94	25	335	267	
July	44	61	44	46	88	33	316	325	1,658
August	32	23	36	24	27	32	174	259	1,675
September	14	19	18	11	19	7	88	279	1,681
October	6	42	65	8	49	47	217	622	1,709
November	7	9	57	2	15	11	101	307	1,719
<b>DECEMBER</b>	<b>94</b>	<b>10</b>	<b>13</b>	<b>11</b>	<b>58</b>	<b>312/*22</b>	<b>520</b>	<b>267</b>	<b>1,740</b>
<b>YEAR TO DATE</b>	<b>402</b>	<b>561</b>	<b>831</b>	<b>696</b>	<b>850</b>	<b>858</b>	<b>4,198</b>	<b>4,074</b>	n/a

\*Sunday

#### Visitors Signing Guest Book came from:

Fort Lauderdale, FL	Kent, OH	Aiken	Ruby	Rock Hill	Patrick	Hartsville
Pittsburgh, PA	Atlanta, GA	Society Hill	Ruby	Darlington	Florence	
Findlay, OH	Ontario, Can.	Little River	Cheraw	Camden	Bishopville	

#### Museum News:

- Matthew Winburn formerly accepts offer for Museum Staff position, Museum Assistant Manager.
- The museum participated with the Historic Hartsville Christmas Open House on Sunday, Dec. 8<sup>th</sup>.
- 275 people came to visit Santa at the museum on Saturday, December 14<sup>th</sup> from 9:30 – 12:30.
- Museum Manager gives tour to 60 children and 15 teachers from First Presbyterian Church Preschool.
- Recent Donation: Chris Tinius donated 118 images from Coker's Pedigreed Seed Company.
- Simply Christmas and Santa's Workshop Exhibit will remain on display until January 10<sup>th</sup>.



**December 2019**

## **Monthly Departmental Report**

### **Coach TB Thomas Sports Center**

- Current programs are Zumba, cardio step, and hard bodies.
- We added 17 new members in December.
- Girls University have 8 members in December.
- Pickleball numbers have held steady at 16 players.
- Carolina Pines rented TB Thomas on December 6<sup>th</sup>.

### **Byerly Park**

- Repairs to Byerly Park dog lights are underway.
- County basketball has started practice with games expected to start in January.
- 2020 baseball / softball tournament has been finalized.
- New / replacement signs are being installed throughout the park.
- Equipment for new outdoor monkey bars have been purchased. Expected installation in January.
- Concession stands have been fully cleaned and are ready for 2020 season.

### **2020 Baseball / Softball Tournament Schedule**

<b>Dates:</b>	<b>Organizations</b>
February 22 & 23	Top Gun
February 29 & March 1	
March 7 & 8	USSSA
March 14 & 15	Top Gun
March 21 & 22	Recreation Opening Day
March 28 & 29	Middle School Softball
April 4 & 5	Top Gun
April 11 & 12	
April 18 & 19	Tier 1
April 25 & 26	USSSA
May 2 & 3	Top Gun
May 9 & 10	USSSA
May 16 & 17	Top Gun
May 23 & 24	Holiday
May 30 & 31	
June 6 & 7	Tier 1
June 13 & 14	USSSA
June 20 & 21	Top Gun
June 27 & 28	
July 4 & 5	Holiday
July 11 & 12	USSSA
July 18 & 19	Top Gun
July 25 & 26	
August 1 & 2	Tier 1
August 8 & 9	Top Gun
August 15 & 16	Tier 1
August 22 & 23	USSSA
August 29 & 30	
September 5 & 6	Holiday
September 12 & 13	Top Gun
September 19 & 20	USSSA
September 26 & 27	Top Gun
October 3 & 4	USSSA
October 10 & 11	Top Gun
October 17 & 18	
October 24 & 25	USSSA
October 31 & November 1	USSSA
November 7 & 8th	
November 14 & 15	Tier 1

# Hartsville Police Department

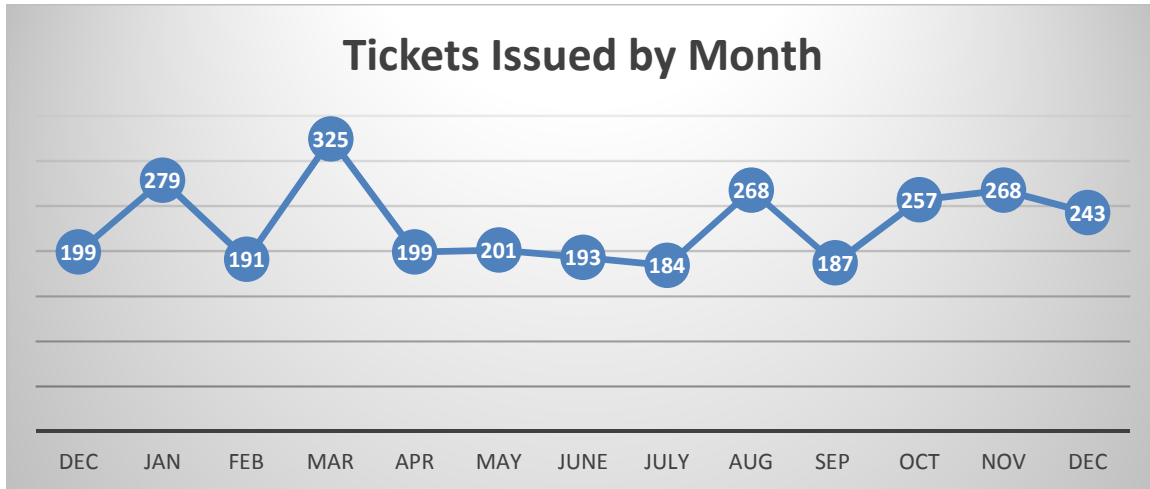


## Monthly Report

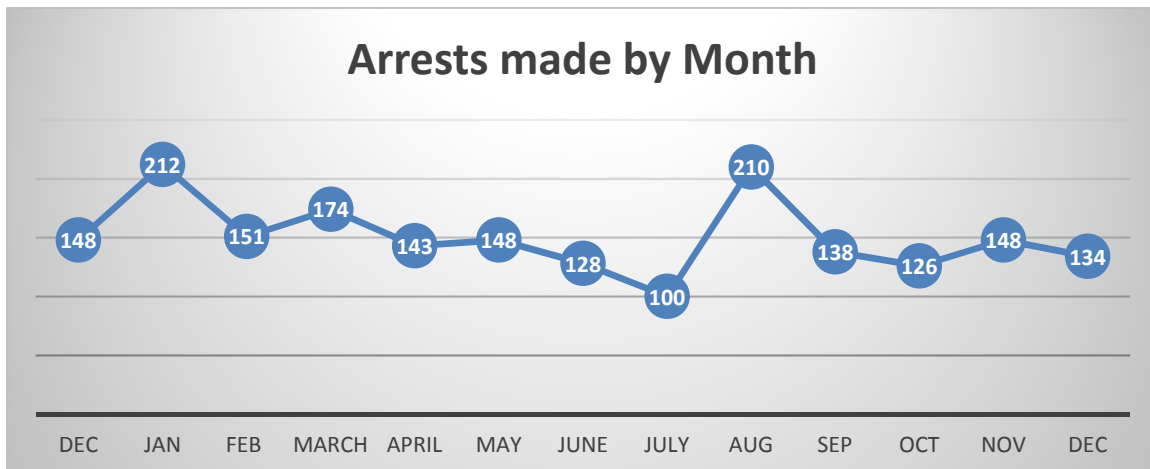
December 2019

Prepared by Mark Blair

The Hartsville Police department employs 36 sworn positions, 3 civilians, and 8 crossing guards



Mar 2019 showed our highest rates of ticket issuance for the previous 12 months. April through July of 2019 returned to levels seen in late fall of 2018. The quarter of 2019 have seen marked improvement in citations issued, back to high levels as seen in Fall/Winter of 2018. We have several proactive patrol officers aggressively seeking traffic violations and it shows in the data.



Arrests dropped off from January of 2019 until present. July showed the lowest number of arrests of the past 12 months, however there was a jump in August due in part to Operation Summer Freeze. The 45 arrests from Operation Summer Freeze, we would have been at 165 Arrests, which is closer to the average. Arrests and citations appear to have stabilized around 140 Arrests/Month, judging by the last quarter.

## Arrestees and Victims

On average, between 50-65% of arrested persons come from outside the city limits, showing that we serve many more people than our in-town population.

In December there were 143 arrests, including 5 Juveniles.

## Crime Types

Arrests consisted of the following: (Major categories, not inclusive of all arrests):

Shopliftings –	12	(75% from outside city)
Assaults –	9	(44% from outside city)
Kidnapping -	2	(50% from outside city)
Robbery -	4	(75% from outside city)
Burglary -	4	(100% from outside city)
Thefts -	2	(50% from outside city)
Drug Offenses –	26	(69% from outside city)
DUI/Drunkeness-	6	(25% from outside city)
Weapons Law -	3	(66% from outside city)

Totals for all arrests (including those not listed above)

84 of 134 people arrested (63%) live outside the city limits.



Date: January 6, 2020  
To: City of Hartsville  
From: Samantha Altman, Special Events Coordinator  
Re: Tourism and Events Report- December

## **Status Report & Updates**

### **Current Projects**

Will start planning for the Easter Eggstravaganza and getting a list together to vote on for Screen on the Green showings.

Facebook pages for Lawton Park Pavilion and The Edition are posted.

New museum assistant will start on Wednesday 1/8/2020.

Working on a list of deep cleaning needed at Lawton and The Edition.

Working on bundle/day pricing for The Edition.

Finalized the 2020 City of Hartsville events calendar to create a master list for scheduling events.

### ***2020 City of Hartsville Events:***

- Community Easter Eggstravaganza
  - Saturday, April 4, 2020
- Screen on the Green
  - Saturday, May 2, 2020
  - Saturday, May 30, 2020
  - Saturday, June 13, 2020
  - Saturday, June 27, 2020
  - Saturday, August 1, 2020
  - Saturday, August 15, 2020
- National Night Out from 6:30-8:30 pm
  - Saturday, August 1, 2020
- Downtown Holiday Open House & Centennial Tree Lighting
  - Thursday, November 19, 2020 from 6:00-9:00 pm
- 2020 Hartsville Christmas Parade
  - Saturday, December 12, 2020 at 3:00pm

### **Current Social Media & Website Stats**

Visit Hartsville, SC  
Facebook- 2,990  
Instagram (@visithartsvillesc) - 1,185 followers  
Twitter (@visithartsville) - 324 followers  
VisitHartsvilleSC.com- 3632 views

### Current Key Sales

#### **December 2019**

Net Sales: \$2801.36

Tax Collected: \$223.84

Total: \$3025.20

#### Top Selling Items:

1. Gillespie's Chocolate Covered Peanuts – Gillespie's Peanuts
2. Gillespie's Salted Peanuts – Gillespie's Peanuts
3. Gillespie's Trio Box – Gillespie's Peanuts

### Future Projects

Adding new items to the gift shop at The Key.

Working with Parks and Recreation to put together Tourism packets for tournament attendees.

Creating and distributing Hartsville field trip opportunities with local schools.



**REQUEST FOR  
COUNCIL AGENDA**  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: 4378 Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

To ratify B-3 zoning per Planning Commission recommendation for 3 parcels behind current Walmart.

---

**BACKGROUND SUMMARY:**

Developer requested B-3 zoning with annexation petition and city council agreed, pending approval and recommendation from Planning Commission. This will ratify the B-3 zoning.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4378
- ▣ Planning Commission Recommendation

**ORDINANCE 4378**

**AUTHORIZING AND RATIFYING THE ASSIGNMENT OF ZONING CLASSIFICATION FOR TAX MAP NUMBERS 056-00-01-157 CONSISTING OF 12.0 (+/-) ACRES, 056-00-01-158 CONSISTING OF 6.28 (+/-) ACRES, AND 056-00-01-159 CONSISTING OF 31.85 (+/-) ACRES LOCATED BEHIND THE CURRENT WALMART PROPERTY; AND OTHER MATTERS RELATING THERETO.**

**WHEREAS**, the City of Hartsville, South Carolina (the “City”) is a municipal corporation created under the laws of the State of South Carolina, that is duly empowered to extend its municipal boundaries through annexation; and

**WHEREAS**, pursuant to Section 5-3-150(3) of the Code of Laws of South Carolina, 1976, as amended, the City has received a petition for annexation from one hundred percent of the freeholders of Tax Map Numbers 056-00-01-157 consisting of 12.0 (+/-) acres, 056-00-01-158 consisting of 6.28 (+/-) acres, and 056-00-01-159 consisting of 31.85 (+/-) acres located behind the current Walmart property; and

**WHEREAS**, the property is contiguous to the City’s existing boundary and the City Council, governing body of the City, (the “Council”) finds that it would be beneficial to the best interests of the owners of the property and the City, and

**WHEREAS**, following proper notice and duly assembled, the Planning Commission recommends that the property be assigned an interim zoning classification of Business 3 (B-3); and

**WHEREAS**, City Council wishes to ratify and accept the Planning Commission’s recommendation and hereby approves the final zoning classification for the above annexed tax map numbers as Business 3 (B-3).

**NOW, THEREFORE, BE IT FINALLY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARTSVILLE, IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and to become effective immediately upon final reading.

\_\_\_\_\_  
Carl M. (Mel) Pennington IV, Mayor

[SEAL]  
ATTEST:

\_\_\_\_\_  
Sherron L. Skipper, City Clerk

First Reading: December 10, 2019  
Public Hearing:  
Final Reading:



**MINUTES  
CITY OF HARTSVILLE  
PLANNING COMMISSION MEETING  
MONDAY, NOVEMBER 25, 2019 - 5:30PM  
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE**

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON TUESDAY, NOVEMBER 19, 2019 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE; AN ACCESSIBLE FACILITY.**

**Members present:** Chairman Curtis Lee, Vice Chairman Chris Shirley, Dan Askins, Casey Hancock, Nancy McGee, and Trevor McDonald. **Members Absent:** Rebecca McDonald. **Staff:** Brenda Kelley and Shannon Munoz. **Guest:** None. **Press:** Jim Faile.

**Call to Order**

Chairman Curtis Lee called the meeting to order at 5:30pm.

**Approval of Minutes**

T. McDonald made a motion to approve the September 29, 2019 meeting minutes; Second: Hancock; Carried: All in favor.

**Old Business**

**Comprehensive Plan/Vision 2030**

Shannon Munoz presented a draft of the Priority Investment Element. She asked the planning commission to review it and provide feedback.

**New Business**

**Assignment of Zoning – Hartsville Crossing Village Apartments**

On August 26, 2019, the planning commission reviewed and approved the site development for the Hartsville Crossing. The annexed 50.13 +/- acres of land includes the following tax parcel numbers: 056-00-01-157, 056-00-01-158, & 056-00-01-059. Staff recommended a B-3 zoning for the three (3) properties.

After much discussion, McGee made the motion to recommend a B-3 zoning for the three properties; Second: T. McDonald; Carried: Lee, Shirley, Hancock and McGee voted in favor. Askins voted in opposition.

**Engagement for Site Visit Discussion**

Because of conversations related to a recent site visit, the planning commission wanted firm guidelines for future site visits. If the commissioners make a site visit as a group, it is considered a public meeting and the press must be notified.

**Planned Development (PD) Discussion**

Staff is aware of a potential project that may want to use the planned development standards. Staff provided the planning commission with the planned development standards for the City of Hartsville and the State guidelines. Staff explained that State law requires a mixed-use development, which consists of commercial and residential to qualify for a planned development. Several projects in the City such as Walmart and Lowe's were done as a planned development. Neither would be able to use the planned development standards today because both are single use projects.



**REQUEST FOR  
COUNCIL AGENDA**  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: 4379 Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

First right of refusal to Parking, Beautification, and Business Improvement Commission for the two parcels being purchased by the city with 50% funding participation from the Commission.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4379
- ▣ Ordinance 4379 - contract

## ORDINANCE 4379

### **AN ORDINANCE AUTHORIZING THE CITY OF HARTSVILLE TO GRANT AND AUTHORIZE A RIGHT OF FIRST REFUSAL TO HARTSVILLE PARKING, BEAUTIFICATION AND BUSINESS IMPROVEMENT COMMISSION; AND OTHER MATTERS RELATING THERETO.**

WHEREAS, the City of Hartsville, South Carolina (the “**City**”) is a municipal corporation of the State of South Carolina (the “**State**”) located in Darlington County, South Carolina, and as such possesses all general powers granted by the Constitution and statutes of the State of South Carolina to such public entities; and

WHEREAS, Arthur Properties, LLC (“**Seller**”) owns that certain real estate designated as TMS Nos. 056-10-01-042 and 056-10-01-043 (the “**Property**”); and

WHEREAS, pursuant to Ordinance No. 4371 dated September 10, 2019, the City Council of the City of Hartsville, as the governing body of the City (the “**Council**”), authorized the acquisition of the Property; and

WHEREAS, the City has entered into a purchase agreement with the Seller to acquire the properties for the sum of \$49,000; and

WHEREAS, half of the funds necessary to acquire the Property have been appropriated to the City from Hartsville Parking, Beautification and Business Improvement Commission (the “**Commission**”); and

WHEREAS, the City is acquiring the property and in consideration of the sums appropriated by the Commission for the purchase of the Property, the City has determined to grant a Right of First Refusal to the Commission, the form of which is attached hereto as Exhibit A (the “**First Refusal**”).

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Hartsville duly assembled, as follows:

#### Section 1: Findings

Each finding or statement of fact set forth in the recitals hereto has been carefully examined and has been found to be in all respects true and correct.

#### Section 2: First Refusal

A. The Council has reviewed the First Refusal, the form of which is attached to this Ordinance as Exhibit A.

B. The First Refusal shall be executed and delivered on behalf of the City by the City Manager. Upon such execution, the Council shall be timely informed of the execution of the First Refusal and advised of any changes from the form attached to this Ordinance. The consummation

of the transactions and undertakings described in the First Refusal, and such additional transactions and undertakings as may be determined by the First Refusal in consultation with the Council to be necessary or advisable in connection therewith, are hereby approved.

C. It is expected and anticipated that the First Refusal shall be executed and delivered as a part of the closing for the Property. However, the City Manager, acting in the best interest of the City, is authorized to adjust or change the date of delivery of the First Refusal as she, in her sole discretion, may determine.

#### Section 4 Other Documents; Closing; Ratification of Prior Actions

In connection with the execution and delivery of the First Refusal, the City Manager may participate in the Property and is additionally authorized to prepare, review, negotiate, execute, deliver, and agree to such additional agreements, certifications, documents, closing proofs, and undertakings as she, shall deem necessary or advisable as necessary to acquire the Property. Any actions previously undertaken by the City Manager, the Council or City staff in connection with the execution and delivery of the First Refusal or any other negotiations involving the Property prior to the enactment of this Ordinance are ratified and confirmed.

#### Section 5 Severability

If any one or more of the provisions this Ordinance should be contrary to law, then such provision shall be deemed severable from the remaining provisions, and shall in no way affect the validity of the other provisions of this Ordinance.

#### Section 6 Repealer

Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired or liability incurred, or any cause of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

#### Section 7 Inconsistency

All ordinances, Ordinances or parts of any ordinances or Ordinances inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict or inconsistency.

#### Section 8 Effect

This Ordinance shall be enacted immediately upon second reading and approval by the Council.

**DONE AND ORDAINED IN COUNCIL ASSEMBLED**, this \_\_\_\_th day of January, 2020.

CITY OF HARTSVILLE,  
SOUTH CAROLINA

(SEAL)

\_\_\_\_\_  
Carl M. (Mel) Pennington IV, Mayor

Attest:

\_\_\_\_\_  
Sherron L. Skipper, City Clerk

First Reading: December 10, 2019  
Public Hearing: January \_\_, 2020  
Second Reading: January \_\_, 2020

EXHIBIT A  
FORM OF FIRST REFUSAL

STATE OF SOUTH CAROLINA                    )  
  )  
COUNTY OF DARLINGTON                    )       RIGHT OF FIRST REFUSAL CONTRACT

This **RIGHT OF FIRST REFUSAL CONTRACT** (this “**Contract**” or “**Right of First Refusal**”) dated January \_\_\_\_, 2020 is entered into by and between City of Hartsville, South Carolina, a municipal corporation of the State of South Carolina (the “**City**”), and Hartsville Parking, Beautification and Business Improvement Commission, a special purpose district of the State of South Carolina (“**PBBIC**”). For purposes of this Contract, the “Effective Date” shall be that date upon which the City and PBBIC (together, the “**Parties**”) have fully executed this Contract with all changes initialed, as appropriate.

**WITNESSETH:**

In consideration of the mutual covenants and agreements herein contained, the sufficiency of which is acknowledged and agreed by the Parties, City grants to PBBIC a right of first refusal to purchase marketable and insurable fee simple title in and to those certain pieces, parcels, or lots of land together with all improvements thereon, as which are generally referenced as Tax Map Nos.: 056-10-01-042 and 056-10-01-043 which are further described as Lot 1 and Lot 2, respectively, on the survey plat attached as Exhibit A hereto (the “**Property**”). Exhibit A is considered a material part of this Contract.

For purposes of this First Refusal, the following defined terms shall apply:

“Appropriation Amount” mean the sum of \$24,500.<sup>1</sup>

“Bonafide Third Party” means a reasonable purchaser that makes a reasonable offer to purchase the Property based upon a qualified appraisal or other form of valuation.

“Offered Price” means the price offered by a Bonafide Third Party.

This Right of First Refusal will be of no effect unless the City unilaterally determines to dispose of the Property. Any rights and agreements under this Contract shall only arise and be effective at the time that the City makes a decision to dispose of the Property. In that event, the City grants PBBIC the right of first refusal to purchase the Property at the Offered Price, less the Appropriation Amount (the “**PBBIC Price**”).

Upon receipt of any offer from a Bona Third Party, the City shall give PBBIC reasonable written notice, together with a copy of the offer, as follows:

Hartsville Parking, Beautification and Business Improvement Commission  
Attn: Carol Ann Godwin, Chair – PO Drawer 2497, Hartsville, SC 29551

<sup>1</sup> The amount the Commission originally appropriated to the City to offset a portion of the purchase price of the Property.

PBBIC shall have thirty (30) business days after the receipt of the notice provided above to determine whether to exercise its rights under this Contract to purchase the Property. If PBBIC elects to exercise its rights hereunder, PBBIC shall purchase the Property from the City for the PBBIC Price and on the terms contained in the offer from the Bonafide Third Party or as may otherwise be agreed in writing with the City. If PBBIC fails to respond in the time limit set out above, elects not to purchase the Property under the terms of the offer from the Bonafide Third Party or fails to timely close (within 60 days of the exercise of its purchase option hereunder or as may otherwise agreed by the Parties), the City shall be at liberty to sell and convey the Property in its discretion.

Upon the closing of the Property with the Bonafide Third Party and the receipt of sales proceeds for the Property by the City, the City, within 5 days of closing, shall remit the sum equal to the lesser of (i) the Appropriation Amount, or (ii) the purchase price of the Property to PBBIC (the “**Redemption Amount**”); thereafter and upon receipt of the Redemption Amount, all PBBIC’s rights under this Agreement shall terminate.

This Right of First Refusal shall expire thirty (30) years from the Effective Date and the provisions hereof shall be null and void.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed and delivered by their respective officers thereunto duly authorized as of the Effective Date.

IN THE PRESENCE OF:

CITY OF HARTSVILLE,  
SOUTH CAROLINA

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Printed Name: Natalie M. Zeigler  
Its: City Manager  
Date: \_\_\_\_\_

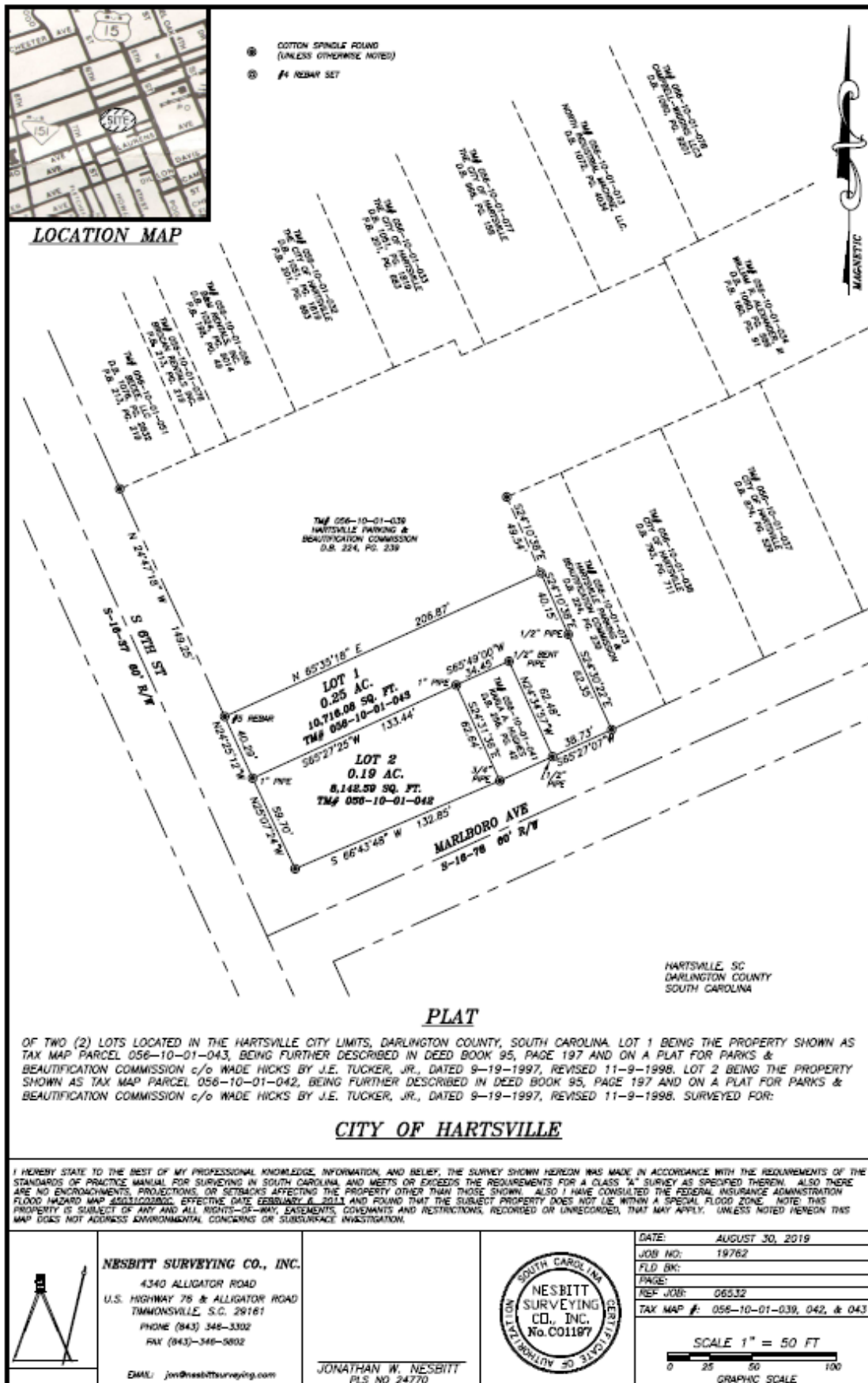
IN THE PRESENCE OF:

HARTSVILLE PARKING,  
BEAUTIFICATION AND BUSINESS  
IMPROVEMENT COMMISSION, SOUTH  
CAROLINA

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Printed Name: Carol Ann Godwin  
Its: Chair  
Date: \_\_\_\_\_

Exhibit A - Map of the Property



**ORDINANCE 4380**

**TO LEASE THE PROPERTY AT 231 WEST CAROLINA AVENUE TO KISHA CARRAWAY D/B/A BROWN SUGAR STUDIO.**

**WHEREAS**, the City of Hartsville owns the building at 231 West Carolina Avenue; and,

**WHEREAS**, Kisha Carraway d/b/a Brown Sugar Studio wishes to lease the property for use as a commercial art and graphic design studio space.

**NOW, THEREFORE BE IT ORDAINED**, by the Mayor and Council of the City of Hartsville that the City does hereby lease the building at 231 West Carolina Avenue to Kisha Carraway d/b/a Brown Sugar Studio, for a two (2) year term for five hundred dollars (\$ 500.00) monthly.

**NOW, THEREFORE BE IT FURTHER ORDAINED**, by the Mayor and Council of the City of Hartsville that the City Manager is hereby authorized to negotiate and execute the lease agreement document.

**NOW, THEREFORE BE IT FINALLY ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_th day of \_\_\_\_\_, 2020 and to become effective upon final reading.

\_\_\_\_\_  
Carl M. (Mel) Pennington IV, Mayor

ATTEST: \_\_\_\_\_  
Sherron L. Skipper, City Clerk

First Reading: January 14, 2020  
Public Hearing:  
Final Reading:

**THIS AGREEMENT** is made and entered by and between **THE CITY OF HARTSVILLE**, hereafter the **LANDLORD**, as owner of the leasehold property described and identified here below, and **KISHA CARRAWAY D/B/A BROWN SUGAR STUDIO**, hereafter the **TENANT**.

**WITNESSETH:**

**LEASEHOLD PROPERTY:** The LANDLORD agrees to lease unto the TENANT the Building located at 231 West Carolina Ave. The said building is located in the City of Hartsville, County of Darlington, and State of South Carolina.

**TERM OF LEASE:** This lease shall run for a period of two (2) years, from the 1<sup>st</sup> day of February, 2020, to the 1<sup>st</sup> day of February, 2022.

**RENTAL PAYMENTS:** TENANT agrees to pay monthly amounts of five hundred dollars (\$500) rent for the said leasehold premises due on the first day of each month. In the event such payment is not made within ten (10) days after it is due, the TENANT shall pay the LANDLORD a late charge of \$100.00.

**OTHER CONSIDERATION:** TENANT agrees to pay any ad valorem property taxes related to the leasehold premises during the term of this lease or any extensions hereof which the LANDLORD may be held responsible for.

**FORFEITURE:** notwithstanding the foregoing, if any monthly payment is more than thirty (30) days late, the LANDLORD shall have the option to declare all the TENANT'S rights hereunder forfeited, and the LANDLORD, may proceed without notice to eject the TENANT and enforce the collection of rents that are in arrears in any manner provided by law, together with all costs and attorney's fees incurred by the LANDLORD in so doing.

**LIEN CREATED IN FAVOR OF LANDLORD:** TENANT stipulates and covenants that all property, motor vehicles, goods, and merchandise and all other property placed in and upon the rental premises is owned by the TENANT in its own right, and shall become subject to the statutory lien for unpaid rents, arrearages, and late rent payments.

**ALTERATIONS TO LEASEHOLD PROPERTY:** TENANT shall not be permitted to make any changes to the leasehold property without advance written approval from the LANDLORD and all such changes to the leasehold premises shall become the property of the LANDLORD.

**RIGHTS AND RESPONSIBILITIES:**

TENANT shall be responsible for the payment of any utility bills related to the TENANT'S occupancy and use of the leasehold premises. The TENANT will be responsible for all building maintenance including plumbing, roof, and HVAC units.

**TENANT** shall be responsible for any damages done on the premises either by the TENANT, its agents, servants, or employees, and the TENANT shall, at TENANT'S own expense, make all repairs of such damage.

**TENANT** shall surrender the leasehold property back to the LANDLORD at the end of the term of this lease agreement in broom clean, good order and condition, reasonable wear and tear excepted.

**LANDLORD** shall not be responsible to the TENANT, its agents, servants, or employees for any damages which may be caused by water, storm, sleet, snow or for any other damages whatsoever in any manner caused by the occupancy of the said leasehold premises.

**TENANT** shall be responsible to maintain renter's insurance during the term of this agreement and any extensions thereof, including casualty or theft insurance, on all personal property which the TENANT maintains within the leasehold premises.

**TENANT** shall, at TENANT'S expense, obtain and maintain in force for the mutual benefit of TENANT and the LANDLORD a commercial general liability insurance policy with a combined minimum limit of \$1,000,000.00 and list the City of Hartsville as an additional insured.

**LANDLORD** shall maintain casualty insurance coverage on the improvements on the leasehold premises to protect the LANDLORD'S interest, but LANDLORD shall not be responsible for any loss of the TENANT'S personal property through casualty or theft during the occupancy of the premises.

**TENANT SHALL HOLD LANDLORD HARMLESS.** Notwithstanding any other provision of this agreement, the TENANT agrees to hold the LANDLORD harmless from any and all claims for damages or injuries that may be made against the LANDLORD arising from the TENANT'S use of the leasehold premises during the term of this lease or any extensions hereof.

**PEACEFUL OCCUPATION OF LEASEHOLD PREMISES.** Subject to the other conditions of this agreement, LANDLORD guarantees TENANT'S peaceful occupation of the leasehold premises during the term of this agreement or any extensions thereof, PROVIDED HOWEVER, the LANDLORD shall have the right to enter the leasehold premises for the purpose of viewing the premises to see that no waste or damage is being committed and for purposes of showing the leasehold premises to prospective purchasers.

**LEASE NOT ASSIGNABLE.** This lease is not assignable and the TENANT shall not sublet any portion of the leasehold premises without the written consent of the LANDLORD.

**EARLY TERMINATION OF LEASE.** The TENANT shall opt out of this lease agreement with three (3) months advanced written notice to LANDLORD.

**LANDLORD'S RESERVATION OF RIGHT TO TERMINATE.** Notwithstanding any other provision herein, the Landlord specifically reserves the right to terminate this lease upon delivery to the TENANT at the said Leasehold Premises of sixty (60) days written Notice of Termination if for any reason City Council, in its sole discretion, determines that the Leasehold Premises should be vacated by the TENANT.

**RECITALS.** This lease agreement supersedes all prior written or oral agreements and can be amended only through a written agreement signed by both parties; this lease agreement

is entered into for good and valuable consideration, which the parties hereby acknowledge; this lease agreement is binding upon both parties, their successors and assigns; and this lease agreement is entered by the parties of their own free will and accord.

This lease agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Natalie M. Zeigler  
City Manager  
City of Hartsville  
PO Drawer 2497  
Hartsville, SC 29551

\_\_\_\_\_  
Kisha Carraway  
Owner/Founder  
Brown Sugar Studio  
322 W. College Ave.  
Hartsville, SC 29550

WITNESSES:

WITNESSES:

\_\_\_\_\_  
Attest: Sherron L. Skipper, City Clerk  
  
{Seal}



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

Motion to enter Executive Session.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

Verifying Executive Session Items discussed.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: 01-20-01 - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

To appoint members annually on Council Committees.

**ATTACHMENTS:**

Description

- ▣ Resolution 01-20-01

## RESOLUTION 01-20-01

### APPOINTING MEMBERS TO THE HARTSVILLE CITY COUNCIL COMMITTEES.

**WHEREAS**, the City Council has determined that a Council committee structure will benefit the entire body by allowing no more than three members, with one being appointed as Chair, to serve and report findings to the full body; and,

**WHEREAS**, all terms are up in January of even number years.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville that the following Hartsville City Council Committee System Guidelines and appointments to fill vacancies are as shown below.

### **Hartsville City Council Committee System Guidelines**

- Appointed Committees are made up of no more than three members of Council with one member appointed as Chair. The members will serve for two years (terms ending January of even number years) or will fill an unexpired term.
- The City Council may entertain motions to defer matters to these Committees.
- Although no actions are taken during Committee meetings, a quorum of committee members is required for the Committee to meet.
- The Chair of each committee will work with the City Clerk to establish a set meeting schedule, which will be noticed to the press in compliance with the South Carolina Freedom of Information Act. Committee Chair must notify City Clerk at least 24 hours in advance of a meeting cancelation or rescheduling.
- Each Chair will designate a Committee member or a staff member to take notes and prepare a written report of the discussion and recommendations. The original is to be provided to the City Clerk for signature and inclusion in the next Council agenda packet. The signed original will become a part of the City's official record.
- The City Manager, under our form of government, will designate a staffer(s) to facilitate assigned committee meetings. Councilmembers may request information from the designated staffer(s), and with the approval of the City Manager, that information may be provided for discussion and recommendation purposes only. Under State Code 5-13-40, Councilmembers serving on these committees, are prohibited from directing employees or interfering with departmental operations.

### **{Current} - Committee Structure and Scheduled Meetings**

#### **Administrative/Personnel Committee – Staff: Natalie/Sherron - Meet: As Needed**

*This committee reviews matters related to City Manager, City Attorney and City Judges.*

Chair – Mayor Pro-Tem Johnny Andrews

Member – Councilmember Bernice Wilson

Member – Councilmember Bob Braddock

#### **African American Cemetery Committee – Staff: Alisha Belk – Meet: last Tuesday of month at 3:00pm**

*This committee proposes funding sources for the clean-up and ongoing upkeep of the cemetery and its recognition as a cultural and historic resource.*

Chair – Councilmember Tre' Gammage

Member – Mayor Pro-Tem Johnny Andrews

Member – Councilmember Teresa Mack

**Community Engagement Committee – Staff: Lauren Baker- Meet: last Thursday of month at 4:00pm**

*This committee provides constituents frequent and open forums to express ideas, concerns, and share information.*

Chair - Councilmember Tre' Gammage

Member – Councilmember Bobby McGee

Member – Mayor Pro-Tem Johnny Andrews

**Environmental Committee – Staff: Christopher Morgan – Meet: last Tuesday of month at 10:00am**

*This committee reviews matters related to property maintenance, including rentals, demolitions, and abatements.*

Chair - Councilmember Teresa Mack

Member – Mayor Pennington

Member - Councilmember Tre' Gammage

**Finance, Audit & Budget Committee – Staff: Karen Caulder – Meet: As Needed**

*This committee reviews matters related to City finances, internal and external audit and budget.*

Chair – Mayor Pro-Tem Johnny Andrews

Member – Mayor Pennington

Member - Councilmember Bernice Wilson

**NOW, THEREFORE BE IT HEREBY RESOLVED**, in meeting duly advertised and assembled the 14th day of January, 2020.

---

Carl M. (Mel) Pennington IV, Mayor

ATTEST: \_\_\_\_\_  
Sherron L. Skipper, City Clerk



**REQUEST FOR**  
**COUNCIL AGENDA**  
The City of Hartsville

Agenda Date:  
1/14/2020

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

City Council and Hartsville Events Calendars.  
<https://www.hartsvillesc.gov/calendar>

**ATTACHMENTS:**

Description

- ▣ January 2020 Calendar
- ▣ February 2020 Calendar
- ▣ 2020 Annual Notice for City Council and Committees
- ▣ 2020 Annual Notice Darlington County Council

# January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 20 New Year's Day (Offices Closed)	2	3	4
5	6	7 5:30pm Council Worksession - Chambers	8	9	10	11
12	13 5:30pm Airport Advisory Bd - Pub Serv Conf Rm - City Council	14 5:30pm Council Regular Mtg - Chambers	15 5:15pm ARB Mtg - Chambers	16	17	18
19	20 Martin Luther King Day (Offices Closed)	21	22	23	24	25
26	27 5:30pm Planning Comm - Chambers	28 10:00am Environmental Comm - City Hall 10:00am HHA - S. Park 3:00pm Cemetery 4:00pm Community	29	30	31	Feb 1

Sherron Skipper

# February 2020

February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	9	3	4	11	6	1	1	8	3	4	5	6	7
9	10	11	12	13	14	8	5	16	10	11	12	13	14
16	17	18	19	20	21	15	15	16	17	18	19	20	21
23	24	25	26	27	28	22	22	23	24	25	26	27	28
						29	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4 5:30pm Council Worksession - Chambers	5	6	7	8
9	10 5:30pm Airport Advisory Bd - PS Conf Rm - City Council	11 5:30pm Council Regular Mtg - Chambers	12 5:00pm Parks Comm Mtg - PS Conf Rm	13	14	15
16	17 Presidents' Day (Offices Closed)	18	19 5:15pm ARB Mtg - Chambers 6:30pm Museum Comm - Museum	20	21	22
23	24 5:30pm Planning Comm - Chambers	25 10:00am Environmental Comm - City Hall 3:00pm Cemetery Comm - Chambers 4:00pm Community	26	27	28	29

## **2020 HARTSVILLE CITY COUNCIL AND COMMITTEE MEETINGS ANNUAL NOTICE**

Pursuant to SC Code 30-4-80, Hartsville City Council will hold meetings in Council Chambers at City Hall, 100 East Carolina Avenue, Hartsville, SC and so will appointed boards, commissions, and committees unless otherwise announced or noted below on the following dates and times as shown. All meetings are open to the public and are held in accessible facilities, for assistance call 843-383-3018.

### **January**

- Council Worksession – **Discussion Only** - Tuesday, Jan. 7, 5:30pm
- Council Meeting - Tuesday, Jan. 14, 5:30pm
- Airport Advisory Board – Mon., Jan. 13, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, Jan. 15, 5:15pm
- Housing Authority – Tues., Jan. 28, 10am @ South Park Apartments
- Planning Commission – Monday, Jan. 27, 5:30pm

### **February**

- Council Worksession – **Discussion Only** – Tuesday, Feb. 4, 5:30pm
- **MASC Hometown Legislative Action Day** – Feb. 4 – Columbia, SC
- Council Meeting – Tuesday, Feb. 11, 5:30pm
- Airport Advisory Board – Mon., Feb. 10, 5:30pm @ 402 Leesburg St
- Parks Committee – Wednesday, Feb 12, 5pm @ Public Serv Conf Rm
- Museum Commission – Wed., Feb. 19, 6:30pm @ The Edition
- Architectural Review Board – Wednesday, Feb. 19, 5:15 pm
- Planning Commission – Monday, Feb. 24, 5:30pm

### **March**

- Council Worksession – **Discussion Only** – Tuesday, March 3, 5:30pm
- Council Meeting – Tuesday, March 10, 5:30pm
- Airport Advisory Board – Mon., March 9, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, March 18, 5:15pm
- Housing Authority – Tues., March 31, 10am @ South Park Apartments
- Planning Commission – Monday, March 30, 5:30 p.m.

### **April**

- Council Worksession – **Discussion Only** – Tuesday, April 7, 5:30pm
- Council Meeting – Tuesday, April 14, 5:30pm
- Airport Advisory Board – Mon., April 13, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, April 15, 5:15pm
- Parks Committee – Wednesday, April 8, 5pm @ Public Serv Conf Rm
- Planning Commission – Monday, April 27, 5:30pm

### **May**

- Council Worksession – **Discussion Only** – Tuesday, May 5, 5:30pm
- Council Meeting – Tuesday, May 12, 5:30pm
- Airport Advisory Board – Mon., May 11, 5:30pm @ 402 Leesburg St
- Museum Commission – Wed., May 20, 6:30pm @ The Edition
- Architectural Review Board – Wednesday, May 20, 5:15pm
- Housing Authority – Tues., May 26, 10am @ South Park Apartments
- Planning Commission – Monday, May 18, 5:30 p.m.

### **June**

- Council Worksession – **Discussion Only** – Tuesday, June 2, 5:30pm
- Council Meeting – Tuesday, June 9, 5:30pm
- Airport Advisory Board – Mon., June 8, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, June 17, 5:15pm
- Parks Committee – Wednesday, June 10, 5pm @ Public Serv Conf Rm
- Planning Commission – Monday, June 29, 5:30pm

### **July**

- Council Worksession – **Discussion Only** - Tuesday, July 7, 5:30pm
- Council Meeting - Tuesday, July 14, 5:30pm
- Airport Advisory Board – Mon., July 13, 5:30pm @ 402 Leesburg St
- **MASC Annual Meeting** July 15 - 19, 2020 Charleston, SC
- Architectural Review Board – Wednesday, July 15, 5:15pm
- Housing Authority – Tues., July 28, 10am @ South Park Apartments
- Planning Commission – Monday, July 27, 5:30pm

### **August**

- Council Worksession – **Discussion Only** - Tuesday, Aug. 4, 5:30pm
- Council Meeting - Tuesday, Aug. 11, 5:30pm
- Airport Advisory Board – Mon., Aug. 10, 5:30pm @ 402 Leesburg St
- Museum Commission – Wed., Aug. 19, 6:30pm @ The Edition
- Architectural Review Board – Wednesday, Aug. 19, 5:15pm
- Parks Committee – Wednesday, Aug. 12, 5pm @ Public Serv Conf Rm
- Planning Commission – Monday, Aug. 31, 5:30pm

### **September**

- Council Worksession – **Discussion Only** - Tuesday, Sept. 1, 5:30pm
- Council Meeting - Tuesday, Sept 8, 5:30pm
- Airport Advisory Board – Mon., Sept. 14, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, Sept. 16, 5:15pm
- Housing Authority – Tues., Sept. 29, 10am @ South Park Apartments
- Planning Commission – Monday, Sept. 28, 5:30pm

### **October**

- Council Worksession – **Discussion Only** - Tuesday, Oct. 6, 5:30pm
- Council Meeting - Tuesday, Oct. 13, 5:30pm
- Airport Advisory Board – Mon., Oct.12, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, Oct. 21, 5:15pm
- Parks Committee – Wednesday, Oct. 14, 5pm @ Public Serv Conf Rm
- Planning Commission – Monday, Oct. 26, 5:30pm

### **November**

- Council Worksession – **Discussion Only** - Tuesday, Nov. 3, 5:30pm
- Council Meeting - Tuesday, Nov. 10, 5:30pm
- Airport Advisory Board – Mon., Nov. 9, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, Nov. 18, 5:15pm
- Housing Authority – Tues., Nov. 10, 10am @ South Park Apartments
- Museum Commission – Wed., Nov. 18, 6:30pm @ The Museum
- Planning Commission – Monday, Nov. 30, 5:30pm

### **December**

- Council Worksession – **Discussion Only** - Tuesday, Dec. 1, 5:30pm
- Council Meeting - Tuesday, Dec.8, 5:30pm
- Airport Advisory Board – Mon., Dec. 14, 5:30pm @ 402 Leesburg St
- Architectural Review Board – Wednesday, Dec. 16, 5:15pm
- Parks Committee – Wednesday, Dec. 9, 5pm @ Public Serv Conf Rm
- Planning Commission – Monday, Dec. 28, 5:30 p.m.

### **The Hartsville City Council has several Council Committees which meet as follows:**

Administrative/Personnel Committee – As needed  
African American Cemetery Committee – Last Tuesday of each month at 3:00pm in Council Chambers  
Community Engagement Committee – Last Tuesday of each month at 4:00pm in Council Chambers  
Environmental Committee – Last Tuesday of each month at 10:00am in City Hall Conference Room  
Finance, Audit, Budget Committee – As needed

Notification of Special, cancelled or rescheduled meetings will be made at least 24 hours in advance. Other boards, commissions, and committees scheduled to meet as needed or as announced are: Board of Appeals and Zoning Board of Appeals. The Parking, Beautification & Business Improvement Commission is a body politic appointed by the Governor; for information contact Carol Ann Godwin at 332-1171. Send your request to be placed on an agenda or to receive an agenda to [city.clerk@hartsvillesc.gov](mailto:city.clerk@hartsvillesc.gov) or call City Clerk's office (843) 383-3018.

# **2020 SCHEDULE OF MEETINGS DARLINGTON COUNTY COUNCIL 6 P.M.**

*Courthouse Annex/EMS Building  
1625 Harry Byrd Highway (Highway 151)  
Darlington, SC  
[www.darcosc.com](http://www.darcosc.com)*

*Tuesday, January 7<sup>th</sup>  
Monday, February 3<sup>rd</sup>  
Monday, March 2<sup>nd</sup>  
Monday, April 6<sup>th</sup>  
Monday, May 4<sup>th</sup>  
Monday, June 1<sup>st</sup>*

*Monday, July 6<sup>th</sup>  
Monday, August 10<sup>th</sup> <sup>(1)</sup>  
Monday, September 14<sup>th</sup> <sup>(2)</sup>  
Monday, October 5<sup>th</sup>  
Monday, November 2<sup>nd</sup>  
Monday, December 7<sup>th</sup>*

*<sup>(1)</sup> SC Association of Counties' Annual Conference scheduled August 1-5, 2020*

*<sup>(2)</sup> First Monday in September is Labor Day Holiday*

## **Joint Meetings**

*Darlington County's Municipal Councils, County Council,  
Board of Education, & Legislative Delegation  
6 p.m. / Location: TBA*

***Monday, March 30<sup>th</sup> ~ Town of Lamar/Host  
Monday, June 29<sup>th</sup> ~ Town of Society Hill/Host  
Monday, August 31<sup>st</sup> ~ City of Hartsville/Host***

## **SCAC Conferences/Institute of Government Classes**

*Feb. 19-20, SCAC Mid-Year Conference/Institute, Columbia  
Aug. 1-5, SCAC Institute & Annual Conference, Hilton Head Island  
Oct. 21-22, SCAC County Council Coalition/Institute, Columbia*

## **Special Meetings/Worksessions**

*Scheduled As Needed*

*Upon request, assistance will be provided to accommodate the special needs of handicapped persons attending the meetings. Special assistance requests should be made to J. JaNet Bishop, Clerk to Council, at 843-398-4100 seventy-two (72) hours prior to the meeting.*