



**AGENDA**  
CITY OF HARTSVILLE, SOUTH CAROLINA  
PUBLIC HEARINGS AND REGULAR CITY COUNCIL MEETING  
TUESDAY, AUGUST 14, 2018 - 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, AUGUST 10, 2018 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 JULY 10, 2018 REGULAR CITY COUNCIL MEETING.
4. PRESENTATIONS
  - a. MASC Municipal Award Public Safety Category - Bill Taylor, Field Services Mgr.
  - b. Boys and Girls Club Update - DeCar Brown, Dir. of Operations and Gray Segars, Board Chair
  - c. Proclamation
5. MANAGER UPDATE
  - a. Miscellaneous Items from City Manager

CONSENT AGENDA - Received as Information Only

- a. Committee Draft Minutes/Reports  
July 2018 Draft Minutes/Reports
- b. Departmental Reports  
July 2018 Reports

UNFINISHED BUSINESS

6. PUBLIC HEARING AND FINAL READING ORDINANCE 4341: AN ORDINANCE TO AMEND THE CITY OF HARTSVILLE, SOUTH CAROLINA CITY CODE BY AMENDING THE TITLE OF CHAPTER 18 FROM "CABLE COMMUNICATIONS" TO "COMMUNICATIONS" AND BY ADDING ARTICLE I "SMALL WIRELESS FACILITIES" TO ESTABLISH THE STANDARDS FOR THE PLACEMENT OF SMALL WIRELESS FACILITIES IN COVERED AREAS IN THE CITY OF HARTSVILLE, SOUTH CAROLINA; AND OTHER MATTERS RELATED 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 4342: AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 14 "BUSINESS LICENSE" ARTICLE II "BUSINESS LICENSE PROGRAM" OF THE CITY'S CODE OF ORDINANCES, TO UPDATE THE BUSINESS LICENSE RATE SCHEDULE; TO MAKE CERTAIN OTHER MODIFICATIONS TO CITY'S BUSINESS LICENSE PROCEDURES;

AND OTHER MATTERS RELATED 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
8. PUBLIC HEARING AND FINAL READING ORDINANCE 4343: TO AMEND THE ZONING ORDINANCE OF THE CITY OF HARTSVILLE APPENDIX A – ZONING ARTICLE III. DEFINITION OF TERMS, ARTICLE IX – DISTRICT REQUIREMENTS - SECTION 5. B-1 (CENTRAL BUSINESS DISTRICT) ZONE SECTION 7. M – 1 (INDUSTRIAL), AND SECTION 8. M -2 (INDUSTRIAL) ZONES TO ADD BREWERIES AND BREWPUBS AND OTHER MATTERS RELATED 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
9. PUBLIC HEARING AND FINAL READING ORDINANCE 4344: PROVIDING FOR AND APPROVING AMENDMENTS TO AN ORDINANCE ENTITLED, “AN ORDINANCE PROVIDING FOR THE RESTRUCTURING OF THE WATERWORKS AND SEWER SYSTEM BY ADDING THE WATER PARK ENTERPRISE; AUTHORIZING THE ISSUANCE AND SALE OF COMBINED SYSTEM REVENUE BONDS OF THE CITY OF HARTSVILLE, SOUTH CAROLINA, 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
10. PUBLIC HEARING AND FINAL READING ORDINANCE 4345: AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 2 “ADMINISTRATION” ARTICLE IV “BOARDS, COMMISSIONS AND COMMITTEES” DIVISION 5 “LOCAL HOSPITALITY TAX ADVISORY COMMITTEE” SECTION 2-413 “POWERS AND DUTIES” TO SUSPEND THE HOSPITALITY TAX COMMITTEE WHEN HOSPITALITY TAX FUNDS ARE BUDGETED DURING THE CITY’S ANNUAL BUDGET PROCESS.
  - 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

11. RESOLUTION 08-18-01: APPROVAL FOR TRANSFER OF CEMETERY REVENUE TO PERPETUAL CARE INVESTMENT TRUST FUND.
12. RESOLUTION 08-18-02: APPROVAL FOR HARTSVILLE POLICE DEPARTMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING AND A COST REIMBURSEMENT AGREEMENT WITH THE FEDERAL BUREAU OF INVESTIGATION FOR THE PEE DEE SAFE STREETS TASK FORCE AND PEE DEE VIOLENT CRIME TASK FORCE.

EXECUTIVE SESSION

13. MOTION: TO ENTER EXECUTIVE SESSION PURSUANT TO SC CODE FOIA SECTION 30-4-70(a)(1) FOR DISCUSSION OF APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES.
14. MOTION: TO VERIFY THAT ONLY THE ITEMS STATED IN THE MOTION TO ENTER EXECUTIVE SESSION WERE DISCUSSED DURING EXECUTIVE SESSION.
15. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

16. RESOLUTION 08-18-03: APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES.
17. RESOLUTION 08-18-04: CONFIRMATION TO THE GOVERNORS OFFICE OF APPOINTMENT RECOMMENDATIONS TO HARTSVILLE PARKING, BEAUTIFICATION AND BUSINESS IMPROVEMENT COMMISSION.

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 383-3018 between 8:30am and 4:30pm Monday through Friday.



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

July 10, 2018 Regular Meeting Minutes.

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**IMPACT IF DENIED:**

**ATTACHMENTS:**

Description

- ▣ July 10, 2018 Regular Meeting Minutes





## MINUTES

CITY OF HARTSVILLE, SOUTH CAROLINA  
PUBLIC HEARING AND REGULAR CITY COUNCIL MEETING  
TUESDAY, JULY 10, 2018 – 5:30 PM  
COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE

### Mayor/Council:

Mayor Pennington  
Mayor Pro-Tem Andrews  
Councilmember Braddock - Absent  
Councilmember Gammage  
Councilmember Mack  
Councilmember Shirley  
Councilmember Wilson  
Attorney - None  
Press

### Executive Staff:

City Manager Zeigler  
City Clerk Skipper  
Comm & Economic Dev Dir. Munoz  
HR Manager Ward  
Finance Director Caulder

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, JULY 6, 2018 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 5:35pm and asked Councilmember Shirley to lead in the invocation and Pledge of Allegiance.

MOTION TO WAIVE READING OF AND APPROVE MINUTES OF JUNE 12, 2018 REGULAR CITY COUNCIL MEETING AND THE JUNE 28, 2018 SPECIAL CITY COUNCIL MEETING - APPROVED.  
Motion: Shirley; Second: Gammage; Carried: All ayes.

### MANAGER UPDATE

Day 22 of Neptune Island Waterpark. We welcomed the 20,000<sup>th</sup> guest yesterday. Neptune Island has exceeded our expectations.

### CONSENT AGENDA - Received as Information Only

### UNFINISHED BUSINESS

PUBLIC HEARING AND FINAL READING ORDINANCE 4340: TO AMEND HARTSVILLE CITY CODE CHAPTER 11 "HISTORIC PRESERVATION" SECTION 11-21 "DESIGN REVIEW GUIDELINES FOR CITY'S HISTORIC DISTRICT SUBSECTION (a) CITY'S HISTORIC DISTRICT (1) HISTORIC PROPERTIES BY THE ADDITION OF 217 EAST CAROLINA AVENUE (TAX MAP #056-06-02-047) AND SUBSECTION (b) GENERAL CRITERIA - APPROVED.

Open/Close Public Hearing: No public input.

Approval of Final Reading and Waiving of Complete Reading: Motion: Andrews; Second: Gammage; Carried: with all ayes.

### NEW BUSINESS

RESOLUTION 07-18-01: APPROVAL FOR HARTSVILLE POLICE DEPARTMENT TO ENTER INTO A MUTUAL AID AGREEMENT WITH THE CITY OF BISHOPVILLE POLICE DEPARTMENT – APPROVED.

Motion: Andrews; Second: Mack; Carried: with all ayes.

RESOLUTION 07-18-02: APPROVAL FOR HARTSVILLE POLICE DEPARTMENT TO ENTER INTO A MUTUAL AID AGREEMENT WITH THE CITY OF DARLINGTON POLICE DEPARTMENT - APPROVED.

Motion: Mack; Second: Gammage; Carried: with all ayes.

RESOLUTION 07-18-03: TO APPROVE THE BID AWARD FOR CEMETERY OPERATIONS AND MAINTENANCE - APPROVED.

Motion: Andrews; Second: Wilson; Carried: with all ayes.

FIRST READING ORDINANCE 4341: AN ORDINANCE TO AMEND THE CITY OF HARTSVILLE, SOUTH CAROLINA CITY CODE BY AMENDING THE TITLE OF CHAPTER 18 FROM "CABLE COMMUNICATIONS" TO "COMMUNICATIONS" AND BY ADDING ARTICLE I "SMALL WIRELESS FACILITIES" TO ESTABLISH THE STANDARDS FOR THE PLACEMENT OF SMALL WIRELESS FACILITIES IN COVERED AREAS IN THE CITY OF HARTSVILLE, SOUTH CAROLINA; AND OTHER MATTERS RELATED THERETO – APPROVED.

Approval of First Reading and Waiving of Complete Reading: Motion: Andrews; Second: Mack;

Carried: with all ayes.

FIRST READING ORDINANCE 4342: AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 14 "BUSINESS LICENSE" ARTICLE II "BUSINESS LICENSE PROGRAM" OF THE CITY'S CODE OF ORDINANCES, TO UPDATE THE BUSINESS LICENSE RATE SCHEDULE; TO MAKE CERTAIN OTHER MODIFICATIONS TO CITY'S BUSINESS LICENSE PROCEDURES; AND OTHER MATTERS RELATED THERETO -APPROVED.

Approval of First Reading and Waiving of Complete Reading: Motion: Gammage; Second: Andrews;

Carried: with all ayes.

FIRST READING ORDINANCE 4343: TO AMEND THE ZONING ORDINANCE OF THE CITY OF HARTSVILLE APPENDIX A – ZONING ARTICLE III. DEFINITION OF TERMS, ARTICLE IX – DISTRICT REQUIREMENTS – SECTION 5. B-1 (CENTRAL BUSINESS DISTRICT) ZONE SECTION 7. M – 1 (INDUSTRIAL), AND SECTION M -2 (INDUSTRIAL) ZONES TO ADD BREWERIES AND BREWPUBS AND OTHER MATTERS RELATED THERETO - APPROVED.

Approval of First Reading and Waiving of Complete Reading: Motion: Andrews; Second: Gammage;

Mack asked where this will be located and it will be in the former Gardner Fertilizer building on Railroad Avenue. Carried: with all ayes.

FIRST READING ORDINANCE 4344: PROVIDING FOR AND APPROVING AMENDMENTS TO AN ORDINANCE ENTITLED, "AN ORDINANCE PROVIDING FOR THE RESTRUCTURING OF THE WATERWORKS AND SEWER SYSTEM BY ADDING THE WATER PARK ENTERPRISE; AUTHORIZING THE ISSUANCE AND SALE OF COMBINED SYSTEM REVENUE BONDS OF THE CITY OF HARTSVILLE, SOUTH CAROLINA, AND OTHER MATTERS RELATING THERETO - APPROVED.

Approval of First Reading and Waiving of Complete Reading: Motion: Andrews; Second: Gammage;

Carried: with all ayes.

FIRST READING ORDINANCE 4345: AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 2 "ADMINISTRATION" ARTICLE IV "BOARDS, COMMISSIONS AND COMMITTEES" DIVISION 5 "LOCAL HOSPITALITY TAX ADVISORY COMMITTEE" SECTION 2-413 "POWERS AND DUTIES" TO SUSPEND THE HOSPITALITY TAX COMMITTEE WHEN HOSPITALITY TAX FUNDS ARE BUDGETED DURING THE CITY'S ANNUAL BUDGET PROCESS - APPROVED.

Approval of First Reading and Waiving of Complete Reading: Motion: Andrews; Second: Gammage;

Mack asked who will decide these expenditures? City Manager Zeigler explained that the Hospitality Tax fund expenditures are decided by the City Council during the budget process as they have been for the last two years and until such time as the obligations made the City Council have been satisfied and there might be funds available above those obligated/budgeted in that fiscal year. Carried: with all

ayes, except Mack voting nay.

EXECUTIVE SESSION

MOTION: TO ENTER EXECUTIVE SESSION PURSUANT TO SC CODE FOIA SECTION 30-4- 70(a) (1) FOR DISCUSSION OF APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES – APPROVED.  
Motion: Andrews; Second: Mack; Carried: with all ayes.

MOTION: TO VERIFY THAT ONLY THE ITEMS STATED IN THE MOTION TO ENTER EXECUTIVE SESSION WERE DISCUSSED DURING EXECUTIVE SESSION – APPROVED.  
Motion: Andrews; Second: Gammage; Carried: with all ayes.

UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

RESOLUTION 07-18-04: APPOINTMENT TO BOARD OF APPEALS REGARDING TECHNICAL CODE ENFORCEMENT - APPROVED.  
Motion: Andrews to appoint Barry Edwards; Second: Gammage; Carried: with all ayes.

ADJOURNMENT: Without objection at 6:27pm.

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Carl M. (Mel) Pennington IV, Mayor

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



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Bill Taylor with MASC to present the MASC Municipal Award to the City of Hartsville.



REQUEST FOR  
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8/14/2018

To: City Council  
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**ORDINANCE/RESOLUTION CAPTION:**

Report from Boys and Girls Club of Hartsville



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

General Aviation Month 2018

**ATTACHMENTS:**

Description

- ▣ General Aviation Month 2018



## Proclamation



**WHEREAS**, the Palmetto State is home to six commercial service airports, 61 general aviation and 4 busy military airfields that provide essential support to South Carolina's diversified business base, increasing population and growing tourism industry; and

**WHEREAS**, airports support and assist South Carolina in many ways including recreational flying, providing a gateway to communities and tourist attractions, accommodating agricultural spraying, supporting air cargo and air freight shipments, helping law enforcement, supporting the military and its operations, providing access in times of emergency and supporting medical needs and the medical profession; and,

**WHEREAS**, many businesses in our state rely on aviation, both commercial service and general aviation airports, for the efficient transportation of people and goods; and,

**WHEREAS**, with over 100 aerospace-related companies in the Palmetto State, aviation is a multi-billion-dollar industry and, along with commercial service airports, general aviation airports, and military airfields, supports more than 70,000 jobs and contributes millions each year in tax benefits to state and local governments; and,

**WHEREAS**, the nation's aviation infrastructure represents an important public benefit, and Congressional oversight should be in place to ensure stable funding of this system.

**NOW, THEREFORE**, I, Carl Melvin Pennington IV, Mayor, City of Hartsville, do hereby proclaim August 2018 as

### GENERAL AVIATION MONTH

in the city of Hartsville, and encourage our citizens to recognize general aviation for its significant contributions to our quality of life and economic growth and stability.



IN WITNESS THEREOF, I, hereunto set my hand and cause to be affixed the seal of the City of Hartsville.

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Carl M. (Mel) Pennington IV, Mayor

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



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Misc Items from City Manager.





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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Committee Draft Minutes and Reports for July 2018.

**ATTACHMENTS:**

Description

- ▣ Architectural Review Board
- ▣ Board of Appeals Regarding Technical Code Enforcement
- ▣ Planning Commission
- ▣ Council African American Committee
- ▣ Council Community Engagement Committee



## Business Navigator Department

### Minutes

**Architectural Review Board Meeting**  
**Wednesday, July 18, 2018 5:15p.m.**  
**City Council Chambers, 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 JULY 16, 2018 AND DULY POSTED IN CITY HALL.**

**Members present:** Chairman Bobby Goodson, Deborah Gandy, Marci Tuten and Albert Wingfield. **Absent:** Danny Johnson, George Walden, and Daniel Watkins. **Guest:** Frida Brown, Sherri Hartsell, and Sherri Goode. **Staff:** Shannon Munoz and Karine Thomas. **Press:** Absent.

### Call to Order/Minutes

Chairman Bobby Goodson called the meeting to order at 5:16pm. He then presented the May 16, 2018 meeting minutes. Bobby Goodson made a motion to approve the minutes as submitted. Deborah Gandy seconded. All in favor.

### Election of Officers

No action was taken.

### Applications

#### **AMC Theaters Inc. – 118 W. Carolina Ave. – reface cabinet, sign, frosted vinyl**

Sherri Hartsell was present to participate in the discussion regarding AMC's proposal to reface the cabinet, place a sign on the center of the cabinet and frost the window to the left of the ticket booth. At the May 16, 2018 Meeting the board requested that the texture be added to the cabinet. Ms. Hartsell presented an aluminum white wood grain in attempts to satisfy the request for texture. Chairman Goodson asked the board to express their thoughts on the submittal. Gandy said she loves the lights and would like for the lights and ballasts to remain. Tuten said the submitted entries were too modern. Wingfield said that when the distance is considered, the sign would end up looking like a plain white board. Goodson said that the true problem is that the marquee is too large for the letters. The original intent was for the movie titles to be placed on both ends. A smaller marquee would be better proportioned and look better. Ms. Hartsell thanked the board for their suggestions and felt that she had a clearer understanding that the board wants a 40's and 50's look. She will send the information to staff to provide to the board for guidance.

**Hartsville Army-Navy – 122 W. Carolina Ave. – rear door w/transom**

The applicant, Victor Badder was not present to participate in the discussion regarding his proposal to install a double metal door with a transom on the right side of the building in the rear. It appears that a door once existed, and was bricked in. Chairman Goodson made a motion to approve the proposal as submitted. Marci Tuten seconded. All in favor.

**Palmetto Realty – 125 A North Fifth St. – wall mounted sign**

Sherri Goode was present to participate in the discussion regarding a proposal to place a wall-mounted sign on the column between Palmetto Realty and the Play Zone. Ms. Goode stated that the current sign fades especially during the day and is not visible or recognizable to passersby. Chairman Goodson questioned the number of signs allowed and/or the square footage. Ms. Goode inquired about a projecting sign. Mr. Goodson asked for more character in the sign and expressed his displeasure of the vinyl lettering. He used the Hakuna Matuna sign as an example of a creative sign. Marci Tuten made a motion to table. Chairman Goodson seconded. All in favor.

**Main Street Update – Frida Brown**

- Edventure public ribbon cutting on August 1, 2018.
- Hakuna Matuna will approved for a façade grant.
- Berri Lane is closing.
- Burger Gill Shake owner Josh Shumate placing coming to the former Mezzo Forte building.
- Wooden Pineapple to open in late August.
- Construction on the west side of Mantissa Row to begin July 30, 2018.
- Microbrewery ordinance passed the first reading.
- Farewell to Summer August 23 will be a block party for students on East College Avenue.
- Block parties are scheduled for fall but bands have not been determined.
- Ladies Night Out at Edventure is September 20, 2018.

Chairman Goodson asked Mrs. Brown why she thought West Carolina does not hold as much appeal to the public. A discussion on how crossover landscape/pedestrian island would help. Mr. Wingfield suggested a walkway through the rain garden. Chairman Goodson suggested that this may be the right time to ask Mr. Badder to sell the other side of the business to make a cut through to the parking lot.

Mr. Wingfield asked about fireworks not being allowed.

Community and Economic Development Director, Shannon Munoz introduced herself to the Board.

**Adjournment**

Chairman Goodson made a motion to adjourn at 6:17pm. Danny Johnson seconded. The next meeting is scheduled for Wednesday, April 18, 2018 at 5:15PM in Council Chambers at City Hall.

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Signature

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Date



## Minutes

Board of Appeals Regarding Technical Code Enforcement  
Council Chambers, City of Hartsville  
July 25, 2018 at 5:00pm

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON WEDNESDAY JULY 18, 2018 AND DULY POSTED AT CITY OF HARTSVILLE AT 100 EAST CAROLINA AVENUE.

Board Members Present: Todd Wilkes, Dorothy Hines, Derek Sellers and Jose Acosta

Board Members Absent: Barry Edwards

Staff Present: David Brock (Chief Building Official), Karine Thomas, and David Wilks

Guests: Becky Askins-Weaver, Lawrence Flynn, Sarah Fowler, Shannon Muñoz, Brenda Kelley, Christopher Morgan, Curtis Lee, and Linda Brock

Press: Absent

The appeals hearing was called to order at 5:00pm by Todd Wilkes.

Ms. Dorothy Hines made the motion to approve the minutes as submitted. Derek Sellers seconded. All in favor.

Mr. Jose Acosta made the motion to elect Mr. Todd Wilkes as the Chairman. Derek Sellers seconded. All in favor.

Mr. Derek Sellers made the motion to elect Mr. Jose Acosta as the Vice Chairman. Todd Wilkes seconded. All in favor.

The Board members present took the Oath of Office and Chairman Wilkes called the presentation to commence.

### Presentations

The board was called together due to Ms. Becky Askins-Weaver's request to initiate the appeal process regarding the interpretation of Building Official Brock when requiring permits, inspections, and change to occupancy.

Mr. David Brock presented the timeline of events with pictures of the premise in question and cited code adopted in IEBC that justified his interpretation. Mr. Brock expressed his concerns with the workmanship of the sheetrock installed and the fire safety of the building.

Ms. Becky Askins-Weaver addressed the board stating that her understanding of the code would not require a change in occupancy and therefore would not require an inspection. Furthermore, the work that had been done did not require a permit because it was covered under the exemptions listed. Hence, the code is not being interpreted correctly. Ms. Askins-Weaver did agree that the partition were not exempt, but in Brandy's defense, it was characterized as a fixture. Ms. Askins-Weaver stated that she did not mind doing what is required. However, after speaking with other investors she feels that the City is being difficult and too strict.

Mr. Derek Sellers asked if Brandy had a business license at the location where work was being done. Ms. Askins-Weaver stated she did not know. Mr. Sellers reminded Ms. Askins-Weaver that the Fire Marshall had the authority to enter any building at any time to complete an inspection. Ms. Weaver stated that she was unaware of prior violations. Mr. Sellers stated that the true state of a building could only be assessed once the tenant vacated the premises.

At 6:04pm Chairman Wilkes called for a five-minute recess

At 6:07pm Chairman Wilkes reconvened the meeting.

The Board recognized David Wilks. Mr. David Wilks spoke of the meaning of occupancy and occupancies as an accessory in order to give the Board clarity on the matter.

The Board recognized Ms. Askins-Weaver. Ms. Askins Weaver stated she still believed there was no change to the occupancy, but just moving in.

Chairman Wilkes made the motion to agree with Building Official Brock's interpretation and require a permit. Dorothy Hines seconded. All in favor.

Chairman Wilkes made the motion to adjourn at 6:13pm. Dorothy Hines seconded. All in favor.

Respectfully Submitted,

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Todd Wilkes, Chairman

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Date



## Planning and Zoning Department

### Minutes

**Planning Commission Meeting**  
**City Council Chambers, City Hall**  
**100 East Carolina Avenue**  
**Monday, July 30, 2018 5:30p.m.**

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON JULY 27, 2018 AND DULY POSTED IN CITY HALL.**

**Members present:** Chairman Curtis Lee, Casey Hancock, Rebecca McDonald, and Nancy McGee. **Absent:** Trevor McDonald, Chris Shirley and Mark Stellingworth. **Guest:** None.  
**Staff:** Brenda Kelley. **Press:** Absent.

### Call to Order/Minutes

Chairman Curtis Lee called the meeting to order at 5:30pm. Chairman Lee then presented the June 27, 2018 meeting minutes for approval. Casey Hancock made a motion to approve the minutes as submitted. Nancy McGee seconded. All in favor.

### Election of Officers/Oath of Office

Casey Hancock made a motion to re-elect Curtis Lee as Chairman. Nancy McGee seconded. All in favor. Nancy McGee made a motion to elect Chris Shirley as Vice-Chairman. Casey Hancock seconded. All in favor. The commissioners then took an oath of office.

### New Business

#### Sign Ordinance Revision

Brenda Kelley presented a proposed ordinance to amend a portion of the sign ordinance to bring it into conformance with the decision of the Supreme Court of the United States in Reed v. Town of Gilbert that challenged temporary signs. The commissioners were having a difficult time following the revisions as submitted. The commissioners suggested that Ms. Kelley present a redlined version of the ordinance. Chairman Lee also asked Ms. Kelley to provide a PowerPoint presentation of various type signs. Casey Hancock made a motion to table the ordinance until the August meeting. Rebecca McDonald seconded. All in favor.

**Old Business**

**Hartsville Vision 20/30 Update**

Chairman Lee stated that the plan should be approved by the end of the 2018 calendar year, which means submitting it to City Council no later than October 2018. Chairman Lee presented an outline for the Land Use Element. The outline could be used for all the elements. Casey Hancock and Nancy McGee provided an update on the Education and the Natural Resources Elements.

Chairman Lee is planning to host a leadership conference in September 2018. The speakers will include Mark Ross, Vince Graham, and Julian Burns.

Rebecca McDonald volunteered to assist with drafting the elements.

There being no further business, Casey Hancock made a motion to adjourn. Nancy McGee seconded. The next meeting is scheduled for Monday, August 27, 2018 at 5:30p.m.

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Signature

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Date



## REPORT

CITY OF HARTSVILLE, SOUTH CAROLINA  
COUNCIL AFRICAN-AMERICAN CEMETERY COMMITTEE

TUESDAY, JULY 31, 2018 AT 3:00 PM  
COUNCIL CHAMBERS – 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 FRIDAY, JULY 27, 2018 AND DULY POSTED AT CITY HALL LOCATED AT 100 E. CAROLINA AVE.

Committee Members Present: Tre Gammage, Chair, Johnny Andrews, Mayor Pro-Tem  
Guests Present: Pecolia Grove, Willie Williams, Jim Faile, Hartsville Messenger  
Staff Present: Kennedy McGee

The following matters were discussed:

1. Saturday Clean Up
  - a) Roughly, 10 volunteers offered their services on the June 23<sup>rd</sup> from 9am to 12pm.
  - b) Tre posted videos and pictures online of the successful clean-up day to raise awareness and encourage further participation.
2. Volunteers for August
  - a) One church is working to provide a group of 10-20 volunteers to offer their skills.
  - b) Tre reached out to contacts at the Governor's School and Coker Athletics Department to request their engagement.
3. Cemetery Marketing Update
  - a) Pecolia suggested it may be beneficial to create a small handout to distribute at churches around the city.
  - b) As denoted in Tre's marketing handout, posting videos and excerpts on social media is currently the main medium of communication with the public.
4. Review Letter from Archives
  - a) In June, Johnny and a group from the SC Department of Archives visited the cemetery so that it could be determined if the cemetery could meet the criteria to be listed in the National Register of Historic Places.
  - b) The correspondents from the Archives were impressed by both the art prevalence on the tombstones as well as the historical significance of the buried.
  - c) Based on written response from the archives, the cemetery is eligible for listing in the National Register of Historic Places under two possible criteria: Criterion A, Social History and Ethnic Heritage or Criterion B, Art, at the local level of significance.

The next meeting will be held Tuesday, September 25 at 3 p.m. in City Hall Council Chambers.  
Councilman Gammage closed the Meeting at 3:34 p.m.

This is our report and recommendations to the full Council.

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Tre Gammage, Committee Chair

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Date





## REPORT

CITY OF HARTSVILLE, SOUTH CAROLINA  
COUNCIL COMMUNITY ENGAGEMENT COMMITTEE  
THURSDAY, JULY 26, 2018 – 4:00 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 JULY 20, 2018 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE, AN ACCESSIBLE FACILITY.

Committee Members Present: Tre' Gammage, Chair and Johnny Andrews

Absent: Teresa Mack

Members of the Public Present: Jim Faile, Hartsville Messenger

Staff: Natalie Zeigler, Russel Slaton, Shannon Munoz, Christopher Morgan, Casey Hancock

Chair, Tre' Gammage called the meeting to order at 4:00 PM.

The Chair led discussion on the following:

- a) Citibot Presentation
  - Chair Tre' Gammage introduced Bratton Riley, CEO, Citibot located in Charleston, South Carolina. Citibot utilizes a text or messenger app instead of requiring that citizens download an app. Citizens can text in the issues they see or questions that they have, which go directly into an organization's workflow system. The intent is to manage resources more efficiently, save time and money, and enable citizens to get a quicker response to issues or questions that they present. During the presentation, Mr. Riley answered questions about the program such as: Can Citibot search for city codes? Can Citibot digest content and respond back? Can it be linked to other website searches? Does it have a Google Map integration feature? Can you use Wi-Fi or does it require a citizen to have cellular?
  - Mr. Riley discussed other governments inside and outside of South Carolina that are using Citibot and let those in attendance send questions to one of their customers to see how Citibot worked. He also detailed how it can track data points and employees can see the top ten issues or searches that citizens have.
  - At the conclusion of the presentation, Chair Tre' Gammage stated that he would send out a survey to everyone to gauge their feedback.
- b) GSSM conversation (no discussion due to time constraints)
- c) African American Cemetery support (no discussion due to time constraints)
- d) Community Education Workshop (no discussion due to time constraints)
- e) Next meeting: August 30, 2018 at 4:00 PM, in City Council Chambers

Chair Gammage adjourned the meeting at 5:20 PM.

This is our report and recommendations to the full Council.

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Tre' Gammage, Chair

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Date



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Departmental Reports for July 2018

**ATTACHMENTS:**

Description

- ▣ Animal Control
- ▣ Business Navigator
- ▣ Code Enforcement Activity
- ▣ Development
- ▣ 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

## Calls between two dates by type

Criteria:

Enter the from date: 07/01/2018

Enter the to date: 07/31/2018

### Aggression

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
07/05/2018 14:00:00	H: W: C:	Set Trap. Friday 7-6-18 @ 07:20 Checked trap and found on eBlack and White Cat in Trap. Carry to DCHS Intake # 1601.			725 E Carolina Ave (Hartwood Village) Hartsville SC 29550	07/05/2018 14:00:00 Jeff.Burr	07/05/2018 14:30:00	07/06/2018 Animal Released to DCHS
07/06/2018 11:30:00	H: W: C:	Owner states an animal in her house. Checked house, make have a possum's in house. The owner will be out of town until Tuesday or Wednesday the week on July 9th, 2018 and will call whens she returns to set traps.			304 James Ave Hartsville SC 29550	07/06/2018 11:00:00 Jeff.Burr	07/06/2018 12:30:00	07/16/2018 Animal Not Found

**Total Aggression: 2**

### Animals at large

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
07/06/2018 11:58:42	H: W: C:	Dog running loose around Markette store at Darlington ave and S 5th. Unable to find Dog			621 S 5th Street Hartsville SC 29550	07/06/2018 11:00:00 Jeff.Burr	07/06/2018 11:05:00	07/06/2018 Animal Not Found
07/06/2018 12:03:27	H: W: C:	Dog running loose in Neighborhood. Owners lives at 414 Cherokee Dr. Yellow Lab. Unable to contact Owner of the Lab will. 7-27-2018 Left Animal Control dog hanger on residents of 441 Cherokee no reply.			414 Cherokee Dr Hartsville SC 29550	07/06/2018 10:55:00 Jeff.Burr	07/06/2018 11:15:00	07/30/2018 Animal Not Found
07/16/2018 09:00:00	H: W: C:	Resident call about the stray dog that had returned. Four firefighters tried to corner dog. Unable to catch dog. Dog ran from this location into wooded area.			1324 Myrtle Street Hartsville SC 29550	07/16/2018 09:00:00 Jeff.Burr	07/16/2018 09:15:00	07/23/2018 Animal Not Found
07/16/2018		Lady Call HFD who left			1824	07/16/2018	07/16/2018	07/17/2018

20:00:00	H: W: C:	in the county about a dog running loose in her yard. Office on duty sent FF. Fowler King to assist. FF. King picked up dog and brought dog to the station. Lt. Tim Watford carry dog to DCHS Intake # 1700			Burch Dr Hartsville SC 29550	20:00:00 Tim.Watford	20:15:00	Animal Released to DCHS
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**Total Animals at large: 4**

## Bite

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
07/27/2018 15:17:52	H: W: C:	Investigated a dog bite. Obtained police report and also the shot records of the reported dog that bite the gentleman. All will be included in the file. Unable to contact Mr. Tee Lucas. Call his residents: 7-27-18 no answer unable to leave message 7-30-18 No answer			Byerly Park Hartsville SC 29550	07/27/2018 15:19:16 Bryan.Crowley		07/30/2018 Animal Not Found

**Total Bite: 1**

## Ill Treatment of an Animal

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
07/30/2018 16:30:00	H: W: C:	Owner of property call and stated the renter of property moved out and left a Cat and a Dog. When I arrived found a pit bull in his dog house with no food, gave dog one can of dog food. Owner of dog came up. Ms. Stephanie Grimes stated she feeds the dog everyday and walks. Advise Ms. Grimes of the ordinance Dog can not be on a chain more then 9 hrs a day. Ms. Grimes stated she has move to 508 Rice street and she would take the dog their. I also advise her we need prove of rabies shot, and she stated the dog did not have any shot. I gave her two days to show proof of			310 Logan Ave Hartsville SC 29550	07/30/2018 16:30:00 Jeff.Burr	07/30/2018 16:35:00	08/01/2018 Animal Not Found

		rabies shot. and I would be checking on the dog at her new address. Owner of Property A Mr. Jerry Peterson 843-861-3419 stated Ms. Grimes had been gone for about 2 weeks from 310 Logan Ave. 7-31-18 Road around Logan and Rice street unable to locate animal or Owner Cell number incorrect. 08-1-18 Road around area still unable to locate animal or Owner.						
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## Total Ill Treatment of an Animal: 1

### Stray

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
07/18/2018 13:50:01	H: W: C:	Set trap to catch a stray cat that someone on facebook let us know about. Owner came and advised us it was his and we took up our trap.			6th and Marlboro Ave Hartsville SC 29550			07/18/2018 Animal Released to Owner
07/25/2018 13:30:00	H: W: C:	April Forester from Hartwood Village and request a trap to beset for cats around dumpster. Advice Ms. forester we would set the trap Thursday 7-26-18 Morning. Picked up trap with on Black/White cat and carry to DCHS intake # 1778 Set trap 7-26-18 @ 07:50			725 E. Carolina Hartsville SC 29550	07/26/2018 07:40:00 Jeff.Burr	07/26/2018 07:50:00	07/26/2018 Animal Released to DCHS
07/26/2018 09:04:20	H: W: C:	receive a call about a stray puppy. Chris Haas picked og puppy and carry to Anderson Vet. Picked up from Anderson Vet. and carry to DCHS Intake 1779			432 W. Carolina Ave Hartsville SC 29550	07/25/2018 17:20:00 Chris.Haas	07/25/2018 17:30:00	07/26/2018 Animal Released to DCHS
07/30/2018 15:25:00	H: W: C:	Sergeant Greer from Hartsville Police Department notified HFD from a Dog that had been dropped off Power street. Thomas Catoe picked up Dog and Carry to DCHS intake # 1806			Power Street Hartsville SC 29550	07/30/2018 13:25:00 Jeff.Burr	07/30/2018 13:30:00	07/30/2018 Animal Released to DCHS

## Total Stray: 4

# **Monthly Departmental Report: Navigator 2018**



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

**January 2018:** The community meeting was canceled. We plan to meet in February.

**February 2018:** The community meeting was held on Thursday, February 15, 2018. Councilman Tre Gammage sponsored a nonbiased forum that asked those in attendance four (4) specific questions regarding needs of the Historic Butler District and how the Byerly Foundation can address those needs.

**March 2018:** A community meeting was held on Thursday, March 15, 2018. The conversation surrounded getting back on track. The attendance dwindled and several meetings were cancelled.

**April 2018:** A community meeting was held on Thursday, April 19, 2018. Brenda Kelley presented a report of the accomplishments that had been made as outlined in the South Hartsville Neighborhood Revitalization Strategy. Mary Catherine Farrell prepared the report. Dr. Heatley informed the group that The Rotary Club wanted to partner with the Butler Heritage Foundation to do a project. The group brainstormed ideas for a project. No decision was made. Brenda Kelley announced that the Great American Clean Up was scheduled for Saturday, April 28, 2018.

**May 2018:** The May 17, 2018 meeting was cancelled because of scheduling conflicts.

**June 2018:** No update.

**July 2018:** No update.

## **Comprehensive Plan**

**January 2018:** During its January 29, 2018 meeting, the Planning Commission finalized the core team members. Each commissioner gave an update from the Public Kick-Off Meeting that was held on Monday, January 8, 2018. The commissioners accepted the 2018 calendar, which included the regular planning commission meeting, team member meetings, and quarterly public meetings.

**February 2018:** The core team members for each of the elements met on Monday, February 12, 2018 at Coker College Davidson Hall. The team leaders gave an overview of the elements and the type data to be included. Members provided input into the planning process. Some teams have started to develop goals and objectives.

**March 2018:** The core team members for the elements with the exception of Education and Community Facilities met on Monday, March 12, 2018 at Coker College Davidson Hall.

**April 2018:** The core team members for the elements with the exception of Education and Community Facilities met on Monday April 9, 2018 at Coker College Davidson Hall.

**May 2018:** The teams met on Monday, May

**June 2018:** The Planning Commission held a public hearing in Council Chambers at City Hall on Monday, June 25, 2018 to give an update of the comprehensive plan. Fifteen persons signed the sign in sheet. Four persons presented their concerns and provided input.

**July 2018:** The Planning Commission held the Comprehensive Plan meeting on July 9, 2018 at Davidson Hall. The commissioners provided an update of their element at the regular Planning Commission Meeting on July 30, 2018. The plan will be submitted to City Council by October 2018.

### **Ordinance Revision**

**January 2018:** The Planning Commission reviewed the General Provisions section of the Ordinance. They made a motion to make a recommendation to City Council to adopt the amendments.

**February 2018:** No update.

**March 2018:** No update.

**April 2018:** No update.

**May 2018:** CD of Pope Flynn is reviewing the sign ordinance to determine if it is in compliance with the Reed vs. Gilbert case.

**June 2018:** No update.

**July 2018:** The Planning Commission reviewed the sign ordinance that was drafted by attorney Rhodes of Pope Flynn. The commissioners had a difficult time following the ordinance as it was submitted. They tabled the revision and asked Ms. Kelley to redline it and resubmit for the August meeting.



## CODES ENFORCEMENT ACTIVITY

TIME STAMP	TYPE ACTIVITY	SUBJECT PROPERTY	PROPERTY OWNER NAME	OWNER'S ADDRESS	Letter/ Report sent? Date	Follow up target date	Disposition: Open or Closed
10/19/17	IPMC	810 Butler St., Hartsville, SC 29550	Brockington, Joseph	Hartsville, SC	10-19-17		OPEN
1/16/18	DEMO	430 Lincoln Ave., Hartsville, SC 29550	Smith, Reggie	Hartsville, SC	1/16/18		OPEN
1/16/18	DEMO	413 Sumter Ave., Hartsville, SC 29550	DCFLC	Ave., Hartsville,	1/16/18		OPEN
1/16/18	DEMO	210 Howard St., Hartsville, SC 29550	DCFLC	Conway, SC	1/16/18		OPEN
2/26/18	IPMC	819 Hampton St. Hartsville, SC 29550	Lyde, Eddie	ST.,	2/26/18		OPEN
2/26/18	IPMC	519 S. Sixth St., Hartsville, SC 29550	Petersen, Douglas	Oyster Bay, NY	2/26/18		OPEN
2/26/18	IPMC	706 W. Chaplin Cir., Hartsville, SC 29550	Douglas, Thomas	Apt. 6M,	2/26/18		OPEN
2/26/18	IPMC	313 Lincoln ave., Hartsville, SC 29550	Dorothy, Samuel	Street, Hartsville,	2/26/18		OPEN
2/26/18	IPMC	1010 Myrtle St., Hartsville, SC 29550	Bevel, Marvel	Ave. Apt. 3H,	2/26/18		OPEN
2/26/18	IPMC	1310 Robinson St., Hartsville, SC 29550	Alsbrooks, Parolee	St.,	2/26/18		OPEN
3/8/18	IPMC	606 Howard St., Hartsville, SC 29550	Habitat For Humanity	Street, Florence,	3/8/18		OPEN
3/8/18	IPMC	703 Eighth Street, Hartsville, SC 29550	Sheba Bishop	Apt. B3,	3/8/18		OPEN
3/8/18	IPMC	407 Howard St., Hartsville, SC 29550	Benjamin, Lester	Road,	3/8/18		CLOSED
3/8/18	IPMC	416 Howard St., Hartsville, SC 29550	Hunter, Jack	Glassmanor Dr.,	6/5/18		CLOSED
3/8/18	IPMC	414 Howard St., Hartsville, SC 29550	Harper, Rhonda	Luther King	6/5/18		OPEN
3/23/18	IPMC	1000 W. Bobo Newsome Hwy., Hartsville,	Henry	Palm Beach,	6/12/18	7/24/18	CLOSED
4/12/18	IPMC	310 Marlboro Ave., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	316 Marlboro Ave., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	325 Marlboro Ave., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	315 Tillotson Ave., Hartsville, SC 29550	Commission		4/11/18		OPEN
4/12/18	IPMC	322 Tillotson Ave., Hartsville, SC 29550	Commission		4/11/18		OPEN
4/12/18	IPMC	714 Pitt St., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	717 Pitt St., Hartsville, SC 29550	Commission		4/11/18		OPEN
4/12/18	IPMC	221 West Washington, Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	224 West Washington St., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/12/18	IPMC	329 Bell Ave., Hartsville, SC 29550	Commission		4/11/18		CLOSED
4/13/18	IPMC	410 S. Sixth St., Hartsville, SC 29550	Commission		4/12/18		OPEN
4/13/18	IPMC	Corner of Sumter & 6th Street., Hartsville,	Commission		4/12/18		CLOSED



4/13/18	IPMC	206 Sumter Ave., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	419 S. Sixth St., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	531 S. Sixth St., Hartsville, SC 29550	Commission		4/12/18	CLOSED
4/13/18	IPMC	821 Hampton St., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	823 Hampton St., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	403 Howard St., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	411 Howard St., Hartsville, SC 29550	Commission		4/12/18	OPEN
4/13/18	IPMC	510 Howard St., Hartsville, SC 29550	Forfeited Land Commission		4/12/18	OPEN
4/13/18	IPMC	514 Howard St., Hartsville, SC 29550	Forfeited Land Commission		4/12/18	OPEN
4/13/18	IPMC	603 Howard St., Hartsville, SC 29550	Forfeited Land Commission		4/12/18	OPEN
4/13/18	IPMC	311 Howard St., Hartsville, SC 29550	Forfeited Land Commission		4/12/18	OPEN
4/19/18	IPMC	403 McNair Ave., Hartsville, SC 29550	Pinnacle Enterprises	1307 Sedgfield Dr., Hartsville, SC 29550	6/5/18	7/18/18 CLOSED
4/25/18	IPMC	Lincoln Ave., Hartsville, SC 29550	Edwards, Brian	1603 Ramblewood Rd, Baltimore, MD 21239	4/25/18	OPEN
4/25/18	IPMC	Lincoln Ave., Hartsville, SC 29550	Pitts, Brian & Watson	PO Box 148, Lydia, SC 29079	6/5/18	OPEN
4/26/18	IPMC	E. Chaplin Cir., Hartsville, SC 29550	Dargon, Lottie	7127 Amarillo Dr., Charlotte, NC 28262	4/26/18	CLOSED
5/11/18	IPMC	601 S. Eighth St., Hartsville, SC 29550 & 1	Washington, Doris	528 Monroe St., Brooklyn, NY 11221	5/11/18	OPEN
5/17/18	IPMC	907 Myrtle St., Hartsville SC 29550	Forfeited Land Commission		5/17/18	OPEN
5/17/18	IPMC	1005 Robinson St., Hartsville, SC 29550	Forfeited Land Commission		5/17/18	OPEN
5/17/18	IPMC	1011 Myrtle St., Hartsville, SC 29550	Forfeited Land Commission		5/17/18	CLOSED
5/17/18	IPMC	909 Hampton St., Hartsville, SC 29550	Forfeited Land Commission		5/17/18	OPEN

5/17/18	IPMC	415 Bell Ave., Hartsville, SC 29550	Forfeited Land Commission		5/17/18		OPEN
5/17/18	IPMC	413 Brewer Ave., Hartsville, SC 29550	Forfeited Land Commission		5/17/18		OPEN
5/17/18	IPMC	222 Jasper Ave., Hartsville, SC 29550	Forfeited Land Commission		5/17/18		OPEN
6/22/18	IPMC	414 Evans St., Hartsville, SC 29550	Carroway, Johnny		6/22/18		CLOSED
5/17/18	IPMC	North Fifth St., Hartsville, SC 29550	Forfeited Land Commission		5/17/18		CLOSED
5/17/18	IPMC	Robinson St., Hartsville, SC 29550	Forfeited Land Commission		5/17/18		CLOSED
5/24/18	IPMC	207 W. College Ave., Hartsville, SC 29550	Patterson, Megan	207 W. College Ave., Hartsville, SC 29550	5/25/18		OPEN
6/13/18	IPMC	711 Lawhon Dr., Hartsville, SC 29550	Howell, Johnathon	711 Lawhon Dr., Hartsville, SC 29550	6/13/18	7/2/18	CLOSED
6/13/18	IPMC	933 E. Home Ave., Hartsville, SC 29550	Ingram, Helen	PO Box 2274, Hartsville, SC 29551	6/13/18		CLOSED
6/21/18	IPMC	Jasper Ave., Hartsville, SC 29550	Hough, Mabel and James	2908 Cherokee Lady St., Hartsville, SC 29550	6/21/18		CLOSED
6/21/18	IPMC	524 Lewellen, Hartsville, SC 29550	Pierce Properties Management	1031 Meadow Oaks Dr. Hartsville, SC 29550	6/21/18		OPEN
6/22/18	License	Graham Professional Landscaping			6/22/18		CLOSED
6/22/18	IPMC	South Eleventh St., Hartsville, SC 29550	Skinner, Grady or Kameron Fred	4861 Una Rd, Hartsville, SC 29550	6/22/18		CLOSED
6/22/18	License	Trees-R-Us			6/22/18		CLOSED
6/22/18	IPMC	500 Milliken Ave., Hartsville, SC 29550	Holliday, Darrell T	320 N. Second St., Hartsville, SC 29550	6/22/18		CLOSED
6/25/18	IPMC	702 Hudson St., Hartsville, SC 29550	Mudde, Rene & Laura	136 Wakefield Dr., Hartsville, SC 29550	6/25/18		OPEN



6/27/18	IPMC	500 S. Sixth St., Hartsville, SC 29550	Mouzon, Karen	324 St. Andrews St., Petersburg, VA 23803	6/27/18	OPEN
6/29/18	IPMC	330 Tillotson Ave., Hartsville, SC 29550	Smith, Reggie	621 Commanche St., Hartsville, SC 29550	6/29/18	OPEN
6/29/18	IPMC	Off of Fifth St., Hartsville, SDC 29550	SC Development Properties c/o Charles Winfree Law Office	100 S. Elm St., Suite 430, Greensboro, NC 27401	6/29/18	OPEN
7/2/18	IPMC	Routine Patrol	District 1,2,3,5			
7/3/18	IPMC	Routine Patrol	District 6			
7/3/18	IPMC	918 Robinson St., Hartsville, SC 29550	Morris, Sarah and George	1058 Hunterdon St., Newark, NJ 07112	7/3/18	CLOSED
7/3/18	IPMC	913 Robinson St., Hartsville, SC 29550	Bradley, Jesse	1244 Flinns Rd., Hartsville, SC 29550	7/3/18	OPEN
7/3/18	IPMC	Sixth St., Hartsville, SC 29550	Josey, Donnie	220 Beechwood Dr., Hartsville, SC 29550	7/3/18	OPEN
7/3/18	IPMC	Williams & Myrtle St., Hartsville, SC 29550	Lighty, Blondell	1280 Ocean Dr., Apt. 6H, Brooklyn, NY 11230	7/3/18	CLOSED
7/3/18	IPMC	Myrtle ST., Hartsville, SC 29550	Russell, Frenzena	5358 Golfcrest Cir., Stone Mountain, GA 30068	7/12/18	CLOSED
7/3/18	IPMC	Robinson St., Hartsville, SC 29550	Henderson, George	1920 Corrinna St., Fayetteville, NC 28301	7/3/18	OPEN
7/3/18	IPMC	1207 Robinson St., Hartsville, SC 29550	Richey, S.F.	PO Box 283, Hartsville, SC 29551	7/3/18	OPEN

7/3/18	IPMC	1209 Robinson St., Hartsville, SC 29550	Heatley, Jeannie	1520 W. Bobo Newsome Hwy, Hartsville, SC 29550	7/3/18	CLOSED
7/3/18	IPMC	1214 Robinson St., Hartsville, SC 29550	Bradley, Timothy	2068 Una Rd., Hartsville, SC 29550	7/3/18	OPEN
7/3/18	IPMC			104 S. Darlington Ave., Lamar, SC 29069		OPEN
7/6/18	IPMC	1213 Robinson St., Hartsville, SC 29550	Ham, Robert		7/3/18	OPEN
		Routine Patrol	District 4			
7/6/18	IPMC	220 Marion Ave., Hartsville, SC 29550	Hollimon, Ronnie	1018 S. Sixth Street, Hartsville, sC 29550	7/6/18	CLOSED
7/6/18	License	Fresh Coat			7/6/18	CLOSED
7/9/18	License	Nails and Tan			7/9/18	CLOSED
7/9/18	License	Hussman Services Corporation			7/9/18	CLOSED
7/10/18	License	Rourk			7/10/18	CLOSED
7/10/18	License	Elevation Roofing			7/10/18	CLOSED
7/10/18	IPMC	District 2 & 5	Routine Patrol		7/10/18	CLOSED
7/11/18	IPMC	426 S. Sixth St., Hartsville, SC 29550	Bennett, Anna & Gogola, Michael	426 S. Sixth St., Hartsville, SC 29550	7/11/18	OPEN
7/11/18	IPMC	316 Brewer Ave., Hartsville, SC 29550	Lynn, Tyrone	1269 Oakhaven Dr., Hartsville, SC 29550	7/11/18	OPEN
7/11/18	IPMC	414 Evans, Hartsville, SC 29550	Forfeited Land Commission	711 Dunlap Dr., Hartsville, SC 29550		CLOSED
7/12/18	IPMC	District 1 & 3	Routine Patrol			
7/13/18	IPMC	810 Glen Acres, Hartsville, SC 29550	Amerson, Sarah & Bradley, W., Robinson, Jennifer	810 Glen Acres, Hartsville, SC 29550	7/13/18	OPEN

7/13/18	IPMC	921 Spring Court, Hartsville, SC 29550	Edwards, Wayne	4411 Church Ave. #6H, Brooklyn, NY 11203	7/13/18	OPEN
7/13/18	IPMC	212 Howard St. & Howard St., Hartsville, SC 29550	English, Ronnie, & Wingate, Mary	3247 Samuel Rd, Darlington, SC 29540	7/13/18	OPEN
7/13/18	IPMC	328 Sumter Ave., Hartsville, SC 29550	Gathings, John Calvin	290 Hickory St., Ruby, SC 29741	7/13/18	CLOSED
7/13/18	IPMC	314 Lincoln Ave., Hartsville, SC 29550	Woodham, Michael	431 Russell Rd, Hartsville, SC 29550	7/13/18	OPEN
7/13/18	IPMC	508 Howard St., Hartsville, SC 29550	Robinson, Wendell	229 West 29th St., Norfolk, VA 23508	7/13/18	CLOSED
7/13/18	IPMC	414 Bell Ave., Hartsville, SC 29550	Dennis, William R.	262 Bright St., Jersey City, NJ 07302	7/13/18	OPEN
7/13/18	IPMC	412 Bell Ave., Hartsville, SC 29550	Robinson, Wendell	229 West 29th St., Norfolk, VA 23508	7/13/18	CLOSED
7/13/18	IPMC	District 4	Routine Patrol			
7/17/18	IPMC	District 1,2,3	Routine Patrol			
7/23/18	IPMC	5th & 6th St	Fast Point Food Stores Inc	2811 Reidville Rd St. 116 Spartanburg SC 29301	7/23/18	OPEN
7/23/18	IPMC	District 5	Routine Patrol			
7/24/18	IPMC	326 Marion Ave., Hartsville, SC 29550	Hinson, Mae Canete	3052 Drakeshore Dr., Florence, SC 29501	7/24/18	OPEN
7/24/18	IPMC	N. Third & Cherokee Dr., Hartsville, SC 29550	Saleeby, Jonathan	1108 Pinehurst Dr., Hartsville, SC 29550	7/24/18	OPEN
7/24/18	IPMC	322 Marion Ave., Hartsville, SC 29550	Ham, Robert	104 S. Darlington Ave., Lamar, SC 29069	7/24/18	OPEN





## MONTHLY DEVELOPMENT REPORT

PERMITS ISSUED		Jul-18					
			Number	Est. construction		Fees	
			of permits	cost	YTD	paid	YTD
	Building		11	\$ 375,211.40	\$ 375,211.40	\$ 2,075.00	\$2,075.00
	Electrical		8	\$ 27,900.00	\$ 27,900.00	\$ 590.00	\$590.00
	Gas		0				
	Mechanical		6	\$ 93,954.00	\$ 93,954.00	\$ 1,160.00	\$1,160.00
	Plumbing		1	\$ 900.00	\$ 900.00	\$ 45.00	\$45.00
	<b>TOTAL</b>		<b>26</b>	<b>\$ 497,965.40</b>	<b>\$ 497,965.40</b>	<b>\$ 3,870.00</b>	<b>\$3,870.00</b>
<b>PLAN REVIEWS</b>							
	Number	1					
	Fees paid	\$ 315.00					
<b>AD BOA</b>							
	Number	1					
	Fees paid	50					
<b>ZONING PERMITS (signs)</b>							
		2					
	Total	\$40.00					
<b>ZONING PERMITS(building)</b>							
		1					
	Total issued	\$20.00					
<b>Demolition</b>							
		3	\$ 210.00		<b>Special Use</b>	\$95.00	
<b>Well</b>							
		0					
<b>Re-inspection fees</b>							
		0	\$ -				
<b>Maps</b>							
		0	\$ -				

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



**JULY  
2018**

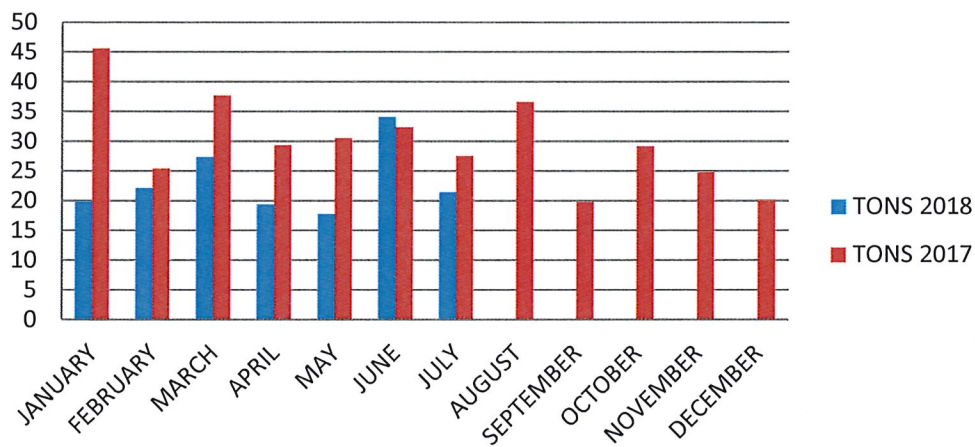


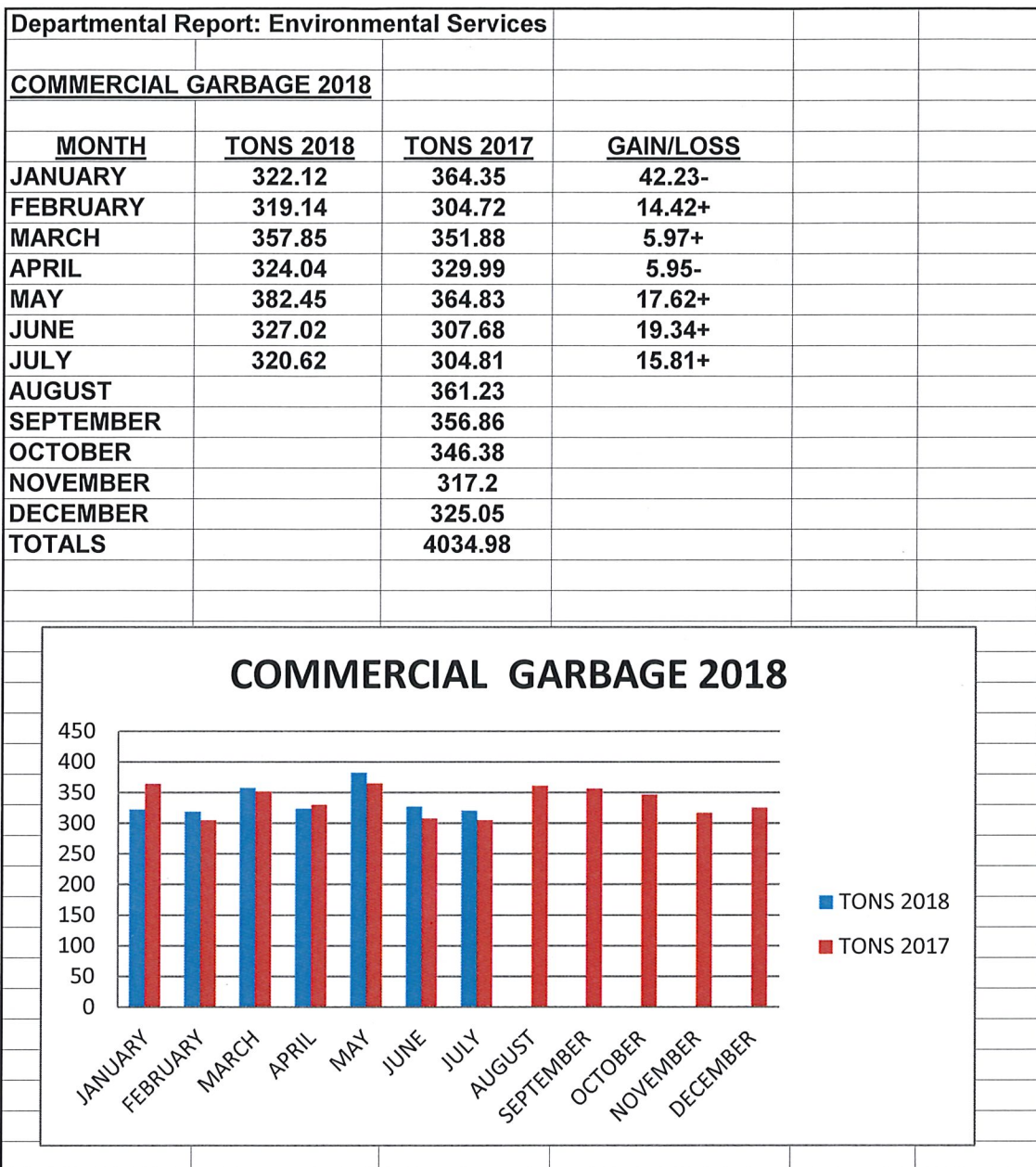
Departmental Report: Environmental Services

COMMINGLE MRF 2018

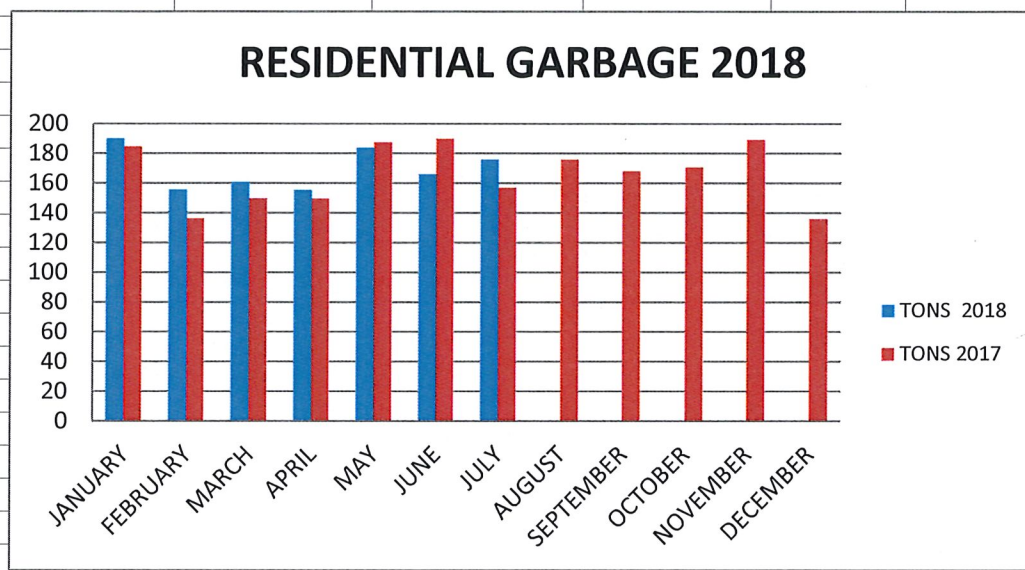
<u>MONTH</u>	<u>TONS 2018</u>	<u>TONS 2017</u>	<u>GAIN/LOSS</u>
JANUARY	19.9	45.61	25.71-
FEBRUARY	22.13	25.41	3.28-
MARCH	27.37	37.72	10.35-
APRIL	19.38	29.37	9.99-
MAY	17.79	30.54	12.75-
JUNE	34.11	32.36	1.75
JULY	21.44	27.51	6.07-
AUGUST		36.65	
SEPTEMBER		19.74	
OCTOBER		29.2	
NOVEMBER		24.82	
DECEMBER		20.06	
TOTALS		358.99	

COMMINGLE MRF 2018





Departmental Report: Environmental Services					
RESIDENTIAL GARBAGE 2018					
MONTH	TONS 2018	TONS 2017	GAIN/LOSS		
JANUARY	190.29	184.91	5.38+		
FEBRUARY	155.85	136.31	19.54+		
MARCH	160.95	149.85	11.1+		
APRIL	155.62	149.63	5.99+		
MAY	183.93	187.65	3.72-		
JUNE	166.19	190.12	23.93-		
JULY	176.06	157.09	18.97+		
AUGUST		176.02			
SEPTEMBER		168.2			
OCTOBER		170.78			
NOVEMBER		189.46			
DECEMBER		136.1			
TOTALS		1996.12			

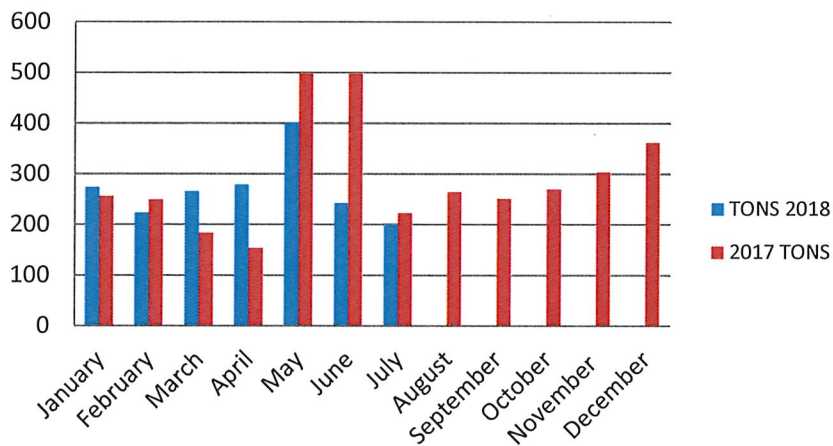


# Departmental Report: Environmental Services

## Yard Debris 2018

MONTH	TONS 2018	2018 TRIPS	2017 TONS	2017 TRIPS	TONNAGE	TRIP
					GAIN/LOSS	GAIN/LOSS
January	273.97	66	256.42	58	17.55+	8+
February	223.39	55	249.64	61	26.25-	6-
March	265.89	63	183.63	42	82.26+	21+
April	279.34	58	154.19	31	125.15	27+
May	402.14	91	498.85	110	96.71-	19-
June	242.49	64	498.61	107	256.12-	43-
July	200.36	141	222.84	52	22.48-	89+
August			264.62	72		
September			251.4	68		
October			270.45	76		
November			304.22	86		
December			361.97	81		
TOTALS	1887.58	538	3516.84	844		

## YARD DEBRIS 2018





# Monthly Financial Reports & Update

For the Month Ended July 31, 2018

Council Meeting 08/14/2018

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

	<i>Jul-18</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Property Taxes	35,234.73	35,234.73	2,936,000.00	98.80%
Payments in Lieu	-	-	90,000.00	100.00%
Franchise Fees	75,000.16	75,000.16	638,500.00	88.25%
Penalties & Interest - Taxes	4,078.78	4,078.78	30,000.00	86.40%
Business Licenses	17,717.60	17,717.60	1,699,600.00	98.96%
Permits	4,955.00	4,955.00	78,700.00	93.70%
Tax Revenues - State	279.43	279.43	1,566,157.00	99.98%
Public Safety Fees	134,196.73	134,196.73	790,100.00	83.02%
Parks & Leisure Fees	2,957.00	2,957.00	21,500.00	86.25%
Fines	1,657.90	1,657.90	140,000.00	98.82%
Special Assessments	9,300.00	9,300.00	115,000.00	91.91%
Investment Earnings	-	-	-	0.00%
Rents	1,200.00	1,200.00	30,600.00	57.52%
Contributions & Donations	13,000.00	13,000.00	72,000.00	98.54%
Other Financing Sources	1,053.85	1,053.85	185,200.00	100.00%
Interfund Transfers	-	-	1,621,439.51	100.00%
Sale of Assets	8,921.00	8,921.00	15,000.00	40.53%
Extraordinary Items	-	-	-	0.00%
	<b>309,552.18</b>	<b>309,552.18</b>	<b>10,029,796.51</b>	<b>96.91%</b>
<b>Expenditures</b>				
General & Administrative	103,460.70	103,460.70	1,209,471.03	91.45%
Mayor & Council	10,790.04	10,790.04	206,737.48	94.78%
Court Operations	16,168.80	16,168.80	196,521.97	91.77%
City Manager	22,765.50	22,765.50	330,875.25	93.12%
Information Technology	200.00	200.00	240,000.00	99.92%
Finance	24,980.25	24,980.25	381,067.09	93.44%
Legal	3,424.15	3,424.15	75,000.00	95.43%
Administrative Services	13,398.14	13,398.14	184,439.65	92.74%
Mainstreet	3,981.78	3,981.78	56,441.95	92.95%
Business Navigator	73,567.29	73,567.29	458,585.18	83.96%
Police Department	298,076.05	298,076.05	2,939,177.17	89.86%
Fire Department	188,802.37	188,802.37	1,621,929.34	88.36%
Victims Advocate	2,329.71	2,329.71	44,583.01	94.77%
Tourism	3,269.35	3,269.35	162,638.10	97.99%
Operations Maintenance	4,956.82	4,956.82	70,916.14	93.01%
Parks & Leisure	44,219.05	44,219.05	728,441.15	93.93%
Streets & Grounds	61,431.52	61,431.52	772,004.18	92.04%
Museum Operations	9,365.07	9,365.07	135,817.82	93.10%
Cemetery Operations	23.90	23.90	104,400.00	99.98%
Airport Operations	349.63	349.63	110,750.00	99.68%
School Crossing Guards	-	-	-	0.00%
	<b>885,560.12</b>	<b>885,560.12</b>	<b>10,029,796.51</b>	<b>91.17%</b>
<b>Net Revenue (Expenditures)</b>	<b>(576,007.94)</b>	<b>(576,007.94)</b>	<b>-</b>	



**City of Hartsville  
Utility Funds**

**Water/Sewer Budget to Actual**

	<i><b>Jul-18</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Charges for Services	218,886.39	218,886.39	2,186,059.00	89.99%
Fees	166,046.36	166,046.36	2,321,198.00	92.85%
Investment Earnings	-	-	-	0.00%
Rents	-	-	125,000.00	100.00%
Waterpark Services	551,664.77	551,664.77	1,811,600.00	0.00%
Other Financing Sources	10.00	10.00	-	0.00%
Accumulated Surplus	-	-	-	0.00%
	<u>936,607.52</u>	<u>936,607.52</u>	<u>6,443,857.00</u>	<u>85.47%</u>
<b>Expenditures</b>				
Water Expenditures	112,291.09	112,291.09	1,985,268.98	94.34%
Sewer Expenditures	306,372.74	306,372.74	2,214,924.15	86.17%
Waterpark Expenditures	271,498.89	271,498.89	1,811,600.00	0.00%
	<u>690,162.72</u>	<u>690,162.72</u>	<u>6,011,793.13</u>	<u>88.52%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>246,444.80</b></u>	<u><b>246,444.80</b></u>	<u><b>432,063.87</b></u>	

**Stormwater Budget to Actual**

	<i><b>Jul-18</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	4.00	4.00	106,255.43	100.00%
	<u>4.00</u>	<u>4.00</u>	<u>106,255.43</u>	<u>100.00%</u>
<b>Expenditures</b>				
Total Expenditures	5,163.78	5,163.78	105,796.87	95.12%
	<u>5,163.78</u>	<u>5,163.78</u>	<u>105,796.87</u>	<u>95.12%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>(5,159.78)</b></u>	<u><b>(5,159.78)</b></u>	<u><b>458.56</b></u>	

**City of Hartsville  
Misc Funds**

**Environmental Services Budget to Actual**

	<i>Jul-18</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Fees	110,955.94	110,955.94	1,344,800.00	91.75%
Investment Earnings	-	-	-	0.00%
Other Financing Sources	-	-	-	0.00%
Interfund Transfers in	-	-	-	0.00%
Extraordinary Items	-	-	-	0.00%
	<u>110,955.94</u>	<u>110,955.94</u>	<u>1,344,800.00</u>	<u>91.75%</u>
<b>Expenditures</b>				
Total Expenditures	159,183.12	159,183.12	1,340,315.81	88.12%
	<u>159,183.12</u>	<u>159,183.12</u>	<u>1,340,315.81</u>	<u>88.12%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>(48,227.18)</b></u>	<u><b>(48,227.18)</b></u>	<u><b>4,484.19</b></u>	

**Infrastructure Park Budget to Actual**

	<i>Jul-18</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Payments in Lieu of Taxes	-	-	515,000.00	100.00%
Investment Earnings	-	-	-	0.00%
Other Financing Sources	500.00	500.00	5,500.00	90.91%
Extraordinary Items	-	-	-	0.00%
	<u>500.00</u>	<u>500.00</u>	<u>520,500.00</u>	<u>99.90%</u>
<b>Expenditures</b>				
Total Expenditures	1,252.92	1,252.92	507,416.72	99.75%
	<u>1,252.92</u>	<u>1,252.92</u>	<u>507,416.72</u>	<u>99.75%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>(752.92)</b></u>	<u><b>(752.92)</b></u>	<u><b>13,083.28</b></u>	

**Debt Service Fund**

	<i>Jul-18</i>	<i>YTD</i>	<i>Budgeted</i>	<i>% Budget Remaining</i>
<b>Revenues</b>				
Property Tax Revenues	1,771.75	1,771.75	165,000.00	98.93%
	<u>1,771.75</u>	<u>1,771.75</u>	<u>165,000.00</u>	<u>98.93%</u>
<b>Expenditures</b>				
Total Expenditures	-	-	164,621.11	100.00%
	<u>-</u>	<u>-</u>	<u>164,621.11</u>	<u>100.00%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>1,771.75</b></u>	<u><b>1,771.75</b></u>	<u><b>378.89</b></u>	



**City of Hartsville  
Special Revenue Funds**

**Hospitality Taxes Budget to Actual**

	<i><b>Jul-18</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Taxes	79,042.72	79,042.70	900,000.00	91.22%
Penalties & Interest - Taxes	1,294.60	1,294.60	2,600.00	50.21%
Investment Earnings	-	-	-	0.00%
Interfund Transfers	-	-	92,500.00	100.00%
	<u>80,337.32</u>	<u>80,337.30</u>	<u>995,100.00</u>	<u>91.93%</u>
<b>Expenditures</b>				
Total Expenditures	4,514.46	4,514.46	995,100.00	99.55%
	<u>4,514.46</u>	<u>4,514.46</u>	<u>995,100.00</u>	<u>99.55%</u>
				0%
<b>Net Revenue (Expenditures)</b>	<u><b>75,822.86</b></u>	<u><b>75,822.84</b></u>	<u><b>-</b></u>	

**Accommodations Taxes Budget to Actual**

	<i><b>Jul-18</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Taxes	17,920.72	17,920.72	185,000.00	90.31%
Investment Earnings	-	-	-	0.00%
	<u>17,920.72</u>	<u>17,920.72</u>	<u>185,000.00</u>	<u>90.31%</u>
<b>Expenditures</b>				
Total Expenditures	456.67	456.67	185,000.00	99.75%
	<u>456.67</u>	<u>456.67</u>	<u>185,000.00</u>	<u>99.75%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>17,464.05</b></u>	<u><b>17,464.05</b></u>	<u><b>-</b></u>	

**City of Hartsville  
Recreation Enterprise Funds**

**Recreation Concessions Budget to Actual**

	<i><b>Jul-18</b></i>	<i><b>YTD</b></i>	<i><b>Budgeted</b></i>	<i><b>% Budget Remaining</b></i>
<b>Revenues</b>				
Concessions Revenue	6,916.98	6,916.98	92,000.00	92.48%
Extraordinary Items			13,000.00	0.00%
	<u>6,916.98</u>	<u>6,916.98</u>	<u>105,000.00</u>	<u>93.41%</u>
<b>Expenditures</b>				
Total Expenditures	4,337.99	4,337.99	105,000.00	95.87%
	<u>4,337.99</u>	<u>4,337.99</u>	<u>105,000.00</u>	<u>95.87%</u>
<b>Net Revenue (Expenditures)</b>	<u><b>2,578.99</b></u>	<u><b>2,578.99</b></u>	<u><b>-</b></u>	

# Monthly Departmental Report: Finance



## Monthly Revenue Report

Month of: JULY 2018

Hospitality taxes collected:	\$77,924.45
(taxes are collected on the revenue of the previous month and are due on the 20th of the next month)	
Accommodation taxes collected:	\$18,200.15
(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:	\$5,000.00

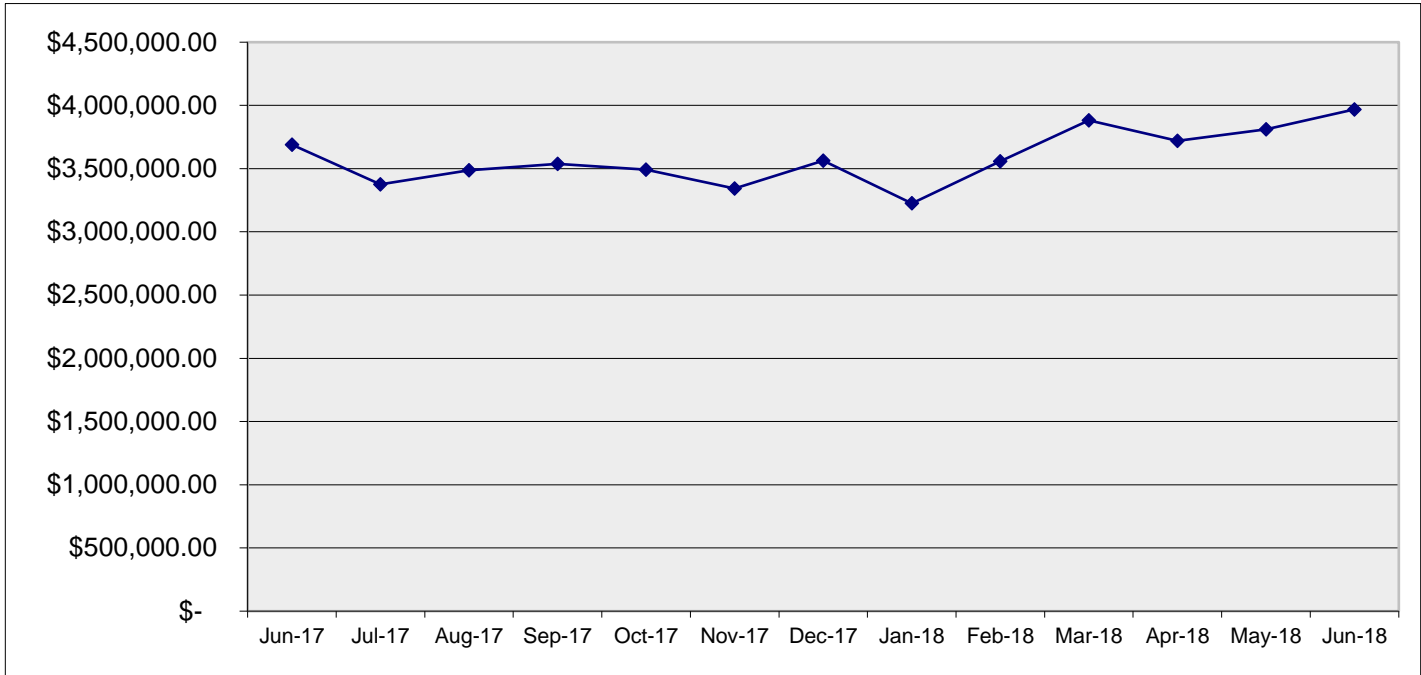
### Hospitality Tax Recap

	Net Taxable Sales	X .02	Discount	Penalty	Total Paid
Jun-17	\$ 3,689,958.57	\$ 73,799.17	\$ (1,426.04)	\$ 11.71	\$ 72,384.84
Jul-17	\$ 3,376,397.91	\$ 67,528.07	\$ (1,322.42)	\$ 79.16	\$ 66,284.81
Aug-17	\$ 3,486,940.55	\$ 69,738.48	\$ (1,351.80)	\$ 147.91	\$ 69,534.59
Sep-17	\$ 3,538,281.04	\$ 70,766.00	\$ (1,258.54)	\$ 58.13	\$ 69,565.59
Oct-17	\$ 3,492,137.67	\$ 69,842.75	\$ (1,354.01)	\$ 78.48	\$ 68,533.87
Nov-17	\$ 3,342,422.27	\$ 66,848.31	\$ (1,171.23)	\$ 14.36	\$ 65,691.44
Dec-17	\$ 3,562,056.88	\$ 71,307.74	\$ (1,302.15)	\$ 459.91	\$ 70,465.50
Jan-18	\$ 3,225,202.63	\$ 64,504.05	\$ (1,257.30)	\$ 47.85	\$ 63,294.60
Feb-18	\$ 3,556,735.77	\$ 71,134.72	\$ (1,400.43)	\$ 47.29	\$ 69,781.58
Mar-18	\$ 3,881,018.48	\$ 77,620.88	\$ (1,512.90)	\$ 43.16	\$ 76,151.14
Apr-18	\$ 3,719,631.64	\$ 74,392.32	\$ (1,447.86)	\$ 135.73	\$ 73,080.19
May-18	\$ 3,810,078.02	\$ 76,196.60	\$ (1,508.66)	\$ -	\$ 74,687.94
Jun-18	\$3,968,752.03	\$ 79,374.80	\$ (1,555.06)	\$ 104.71	\$ 77,924.45
<b>TOTAL</b>	<b>\$46,649,613.46</b>	<b>\$ 933,053.89</b>	<b>(\$17,868.40)</b>	<b>\$1,228.40</b>	<b>\$ 917,380.54</b>

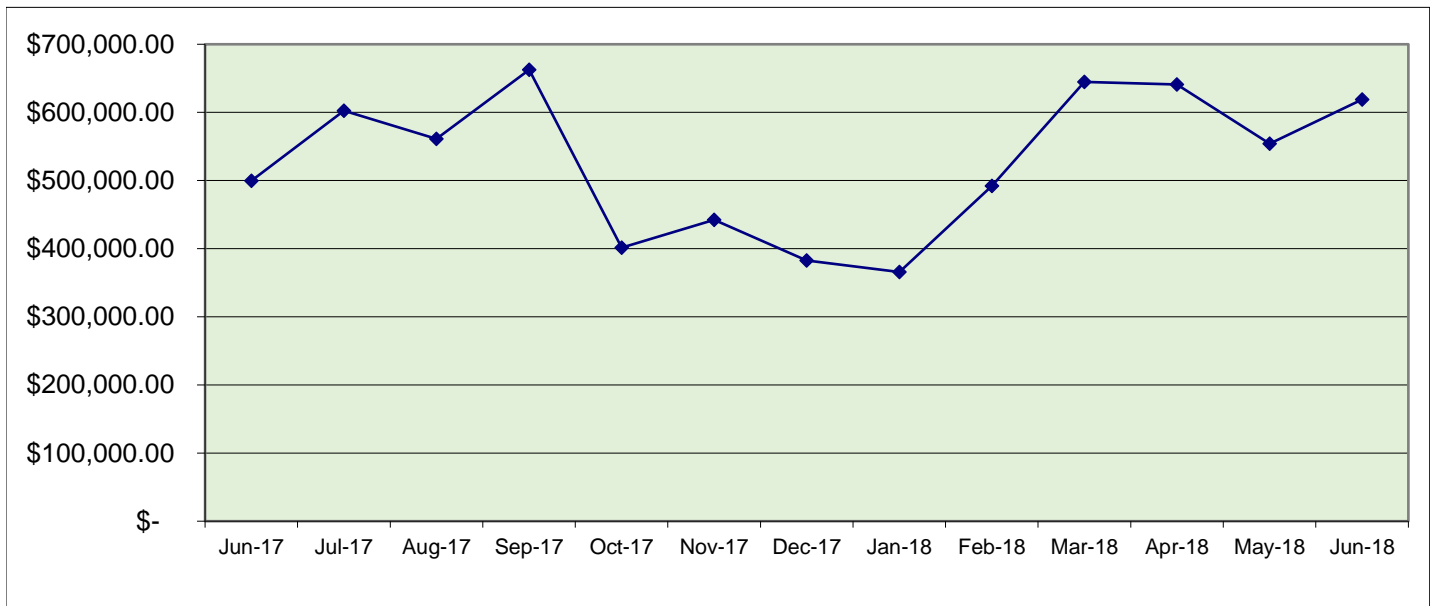
### Accommodations Tax Recap

	Net Taxable Sales	X .03	Discount	Penalty	Total Paid
Jun-17	\$ 499,700.91	\$ 14,991.03	\$ (261.27)	\$ 178.23	\$ 14,907.98
Jul-17	\$ 602,370.40	\$ 18,071.11	\$ (355.67)	\$ -	\$ 17,714.44
Aug-17	\$ 561,102.74	\$ 16,833.08	\$ (298.05)	\$ 173.53	\$ 16,708.56
Sep-17	\$ 662,518.46	\$ 19,875.55	\$ (394.61)	\$ -	\$ 19,480.94
Oct-17	\$ 401,381.81	\$ 12,041.45	\$ (236.75)	\$ 2.37	\$ 11,807.07
Nov-17	\$ 442,303.84	\$ 13,269.11	\$ (262.89)	\$ -	\$ 13,006.22
Dec-17	\$ 382,704.91	\$ 11,481.15	\$ (228.06)	\$ -	\$ 11,253.09
Jan-18	\$ 365,716.04	\$ 10,971.47	\$ (216.72)	\$ -	\$ 10,754.75
Feb-18	\$ 492,246.04	\$ 14,767.38	\$ (293.64)	\$ -	\$ 14,473.74
Mar-18	\$ 644,602.41	\$ 19,337.79	\$ (383.62)	\$ -	\$ 18,954.17
Apr-18	\$ 641,184.56	\$ 19,235.53	\$ (382.00)	\$ -	\$ 18,853.53
May-18	\$ 554,234.14	\$ 16,627.02	\$ (330.90)	\$ -	\$ 16,296.12
Jun-18	\$ 618,913.22	\$ 18,567.40	\$ (367.25)	\$ -	\$ 18,200.15
<b>TOTAL</b>	<b>\$6,868,979.48</b>	<b>\$206,069.07</b>	<b>(\$4,011.43)</b>	<b>\$354.13</b>	<b>\$184,210.61</b>

Hospitality Tax Chart for past 12 months



Accommodation Tax Chart for past 12 months



# City of Hartsville Fire Department

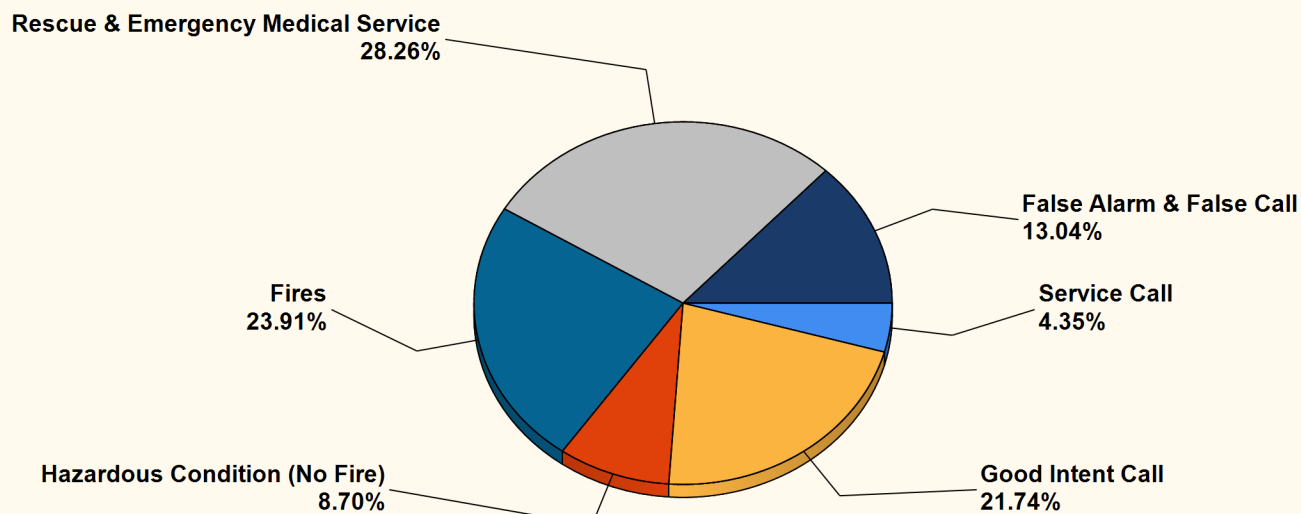
Hartsville, SC

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2018 | End Date: 07/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	23.91%
Rescue & Emergency Medical Service	26	28.26%
Hazardous Condition (No Fire)	8	8.70%
Service Call	4	4.35%
Good Intent Call	20	21.74%
False Alarm & False Call	12	13.04%
<b>TOTAL</b>	<b>92</b>	<b>100.00%</b>

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

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	1.09%
111 - Building fire	2	2.17%
112 - Fires in structure other than in a building	1	1.09%
130 - Mobile property (vehicle) fire, other	3	3.26%
131 - Passenger vehicle fire	4	4.35%
138 - Off-road vehicle or heavy equipment fire	1	1.09%
140 - Natural vegetation fire, other	1	1.09%
141 - Forest, woods or wildland fire	1	1.09%
142 - Brush or brush-and-grass mixture fire	4	4.35%
143 - Grass fire	2	2.17%
150 - Outside rubbish fire, other	1	1.09%
170 - Cultivated vegetation, crop fire, other	1	1.09%
300 - Rescue, EMS incident, other	1	1.09%
311 - Medical assist, assist EMS crew	16	17.39%
322 - Motor vehicle accident with injuries	4	4.35%
324 - Motor vehicle accident with no injuries.	4	4.35%
352 - Extrication of victim(s) from vehicle	1	1.09%
411 - Gasoline or other flammable liquid spill	1	1.09%
420 - Toxic condition, other	1	1.09%
440 - Electrical wiring/equipment problem, other	1	1.09%
444 - Power line down	2	2.17%
445 - Arcing, shorted electrical equipment	3	3.26%
531 - Smoke or odor removal	1	1.09%
550 - Public service assistance, other	1	1.09%
551 - Assist police or other governmental agency	2	2.17%
600 - Good intent call, other	1	1.09%
611 - Dispatched & cancelled en route	16	17.39%
631 - Authorized controlled burning	1	1.09%
651 - Smoke scare, odor of smoke	2	2.17%
700 - False alarm or false call, other	3	3.26%
733 - Smoke detector activation due to malfunction	1	1.09%
742 - Extinguishing system activation	1	1.09%
743 - Smoke detector activation, no fire - unintentional	1	1.09%
744 - Detector activation, no fire - unintentional	1	1.09%
745 - Alarm system activation, no fire - unintentional	5	5.43%
<b>TOTAL INCIDENTS:</b>	<b>92</b>	<b>100.00%</b>

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

# City of Hartsville Fire Department

Hartsville, SC

This report was generated on 8/7/2018 8:09:46 AM



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

Incident Status(s): All Incident Statuses | Start Date: 07/01/2018 | End Date: 07/31/2018

INCIDENT TYPE	Incident Status	# INCIDENTS
<b>Zone: City Limits - City Limits</b>		
100 - Fire, other	Reviewed	1
111 - Building fire	Reviewed	1
130 - Mobile property (vehicle) fire, other	Reviewed	3
131 - Passenger vehicle fire	Reviewed	3
143 - Grass fire	Reviewed	2
170 - Cultivated vegetation, crop fire, other	Reviewed	1
300 - Rescue, EMS incident, other	Reviewed	1
311 - Medical assist, assist EMS crew	Reviewed	12
322 - Motor vehicle accident with injuries	Reviewed	1
324 - Motor vehicle accident with no injuries.	Reviewed	2
411 - Gasoline or other flammable liquid spill	Reviewed	1
420 - Toxic condition, other	Reviewed	1
440 - Electrical wiring/equipment problem, other	Reviewed	1
444 - Power line down	Reviewed	1
445 - Arcing, shorted electrical equipment	Reviewed	2
550 - Public service assistance, other	Reviewed	1
600 - Good intent call, other	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	12
651 - Smoke scare, odor of smoke	Reviewed	1
700 - False alarm or false call, other	Reviewed	3
733 - Smoke detector activation due to malfunction	Reviewed	1
742 - Extinguishing system activation	Reviewed	1
743 - Smoke detector activation, no fire - unintentional	Reviewed	1
745 - Alarm system activation, no fire - unintentional	Reviewed	4

<b>Zone: Darlington Co. - Darlington County</b>		
111 - Building fire	Reviewed	1
112 - Fires in structure other than in a building	Reviewed	1
131 - Passenger vehicle fire	Reviewed	1
138 - Off-road vehicle or heavy equipment fire	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
140 - Natural vegetation fire, other	Reviewed	1
141 - Forest, woods or wildland fire	Reviewed	1
142 - Brush or brush-and-grass mixture fire	Reviewed	4
150 - Outside rubbish fire, other	Reviewed	1
311 - Medical assist, assist EMS crew	Reviewed	4
322 - Motor vehicle accident with injuries	Reviewed	3
324 - Motor vehicle accident with no injuries.	Reviewed	2
444 - Power line down	Reviewed	1
445 - Arcing, shorted electrical equipment	Reviewed	1
531 - Smoke or odor removal	Reviewed	1
551 - Assist police or other governmental agency	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	3
631 - Authorized controlled burning	Reviewed	1
651 - Smoke scare, odor of smoke	Reviewed	1
744 - Detector activation, no fire - unintentional	Reviewed	1
745 - Alarm system activation, no fire - unintentional	Reviewed	1

<b>Zone: Out of District - Out of District</b>		
352 - Extrication of victim(s) from vehicle	Reviewed	1
551 - Assist police or other governmental agency	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1

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





# Monthly Totals For City of Hartsville Fire Department

**July, 2018**

Dear Jeff Burr,

This monthly status report gives you a quick snapshot (as of 2018-08-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Jul)		All Year (2018)	
	# Claims	\$ Amount	# Claims	\$ Amount
<b>Claims Submitted</b>	3	\$1,276.00	42	\$28,276.00
<b>Payments Received By FRUSA</b>	0	\$0.00	21	\$9,676.00
<b>Claims Denied</b>	0	\$0.00	6	\$3,484.00
<b>Non-Billable (Other)</b>	0	-	7	-
<b>In Progress</b>	3	-	14	-



## AUGUST 2018 COUNCIL GRANT REPORT

### Active Projects:

- COPS Hiring Grant
- SC Housing NIP Award
- Byerly Foundation Projects:
  1. Outdoor Basketball Court
  2. Wayfinding Signage
  3. Police Youth Academy
  4. Business Builder
- DOJ Bullet Proof Vests
- Land & Water Conservation Fund (LWCF)
- Palmetto Pride Community
- Rural Infrastructure Authority (RIA) – Closeout Phase
- SC Department of Public Safety – Highway Safety 2018

### Applications Pending Award Notification:

- SC Department of Public Safety – Highway Safety 2019
- JAG 2018
- USDA Community Facilities

### Applications in Progress:

- RIA

### Future Applications (2 – 6 months lead time):

- September 28, 2018 – Hometown Economic Development Grant \$25,000
- September 10, 2018 – RIA Well (Economic) or RIA Sewer Upgrades (Basic)
- October 2018 – Duke Energy Foundation Water Resources Fund Letter of Intent
- December 2018 – Highway Safety

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 - July 2018

\*\*New Fiscal Year Departmental Updates & Audit Included

Home Department**	June Headcount	July Hires / Transfers In	July Terms	July Transfers Out	July Headcount	DIVERSITY				
						Asian	Black or African American	Hispanic or Latino	White	2 or More Races
000411 / Mayor Council Clerk	8	0	0	0	8	0	3	0	5	0
000412 / Court Operations	5	0	0	0	5	0	1	1	3	0
000413 / City Manager	2	0	0	0	2	0	0	0	2	0
000415 / Finance	5	0	1	0	4	0	1	0	3	0
000417 / Human Resources	2	0	0	0	2	0	0	1	1	0
000418 / Main Street Hartsville	1	0	0	0	1	0	0	0	1	0
000419 / Business Navigator	6	0	0	0	6	0	2	1	3	0
000421 / Police Department	43	1	0	0	44	0	5	0	39	0
000422 / Fire Department	33	0	1	0	32	0	1	0	31	0
000423 / Victim's Advocate**	1	0	0	1	0	0	0	0	0	0
000426 / Tourism	1	1	0	0	2	0	0	0	2	0
000431 / Maintenance	1	0	0	0	1	0	0	0	1	0
000432 / Sanitation Dept.	13	0	0	0	13	0	6	0	7	0
000452 / Parks & Recreation	7	1	0	1	7	0	2	0	5	0
000453 / Streets & Grounds	13	0	0	1	12	0	7	0	5	0
000454 / Museum Operations	3	0	0	0	3	0	0	0	3	0
000500 / Water Utilities	6	1	0	0	7	0	1	0	6	0
000600 / Sewer Utilities	3	0	0	1	2	0	1	0	1	0
000700 / School Crossing Guards	10	0	0	0	10	0	5	0	5	0
000800 / Storm Water Utilities	1	0	0	0	1	0	0	0	1	0
000900 / Water Park	2	0	0	0	2	0	0	1	0	1
<b>Totals:</b>	<b>166</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>164</b>	<b>0</b>	<b>35</b>	<b>4</b>	<b>124</b>	<b>1</b>

\*\*Based on Home Departments/does not reflect employees with dual departments; Victim's Advocate headcount reflected in 421

### Completed Events/Campaigns

July

Fire Extinguisher - 7/11 & 7/13  
Training: Anti-Harrassment Training Make-Up Date 7/11/18

### Upcoming Events

August

HFD / HPD Annual Physicals  
HR Policy Training [Team Meetings] Driver's License  
FATS Simulator Training 8/15/18  
Quarterly Health & Wellness Series [Parks & Recreation] / Flag Football 8/23

September

BBP + Refresher Training 9/12 & 9/19  
Benefit Open Enrollment Meetings 9/26-9/28



Date: August 8<sup>th</sup>, 2018

To: City of Hartsville

From: Frida Brown- Main Street Hartsville

Re: Monthly Status report

**Status Report and Updates:**

JUNE ribbon cuttings:

The Edition

Montessori Day Academy (under new Owner)

Raised Down South (under new owner)



**Upcoming Calendar:**

August 3-5<sup>th</sup> Back to School Tax free weekend- Shop local

August 11<sup>th</sup>, Farmer's Market 9am – 1pm

August 11<sup>th</sup>, Ribbon Cutting and Grand Opening for EdVenture 9- 3 pm

August 23<sup>rd</sup>, Farewell to Summer Block party for middle school, High School and Coker students, funded by Coker and coordinated through Main Street. 6-10pm

**Working on:**

Touring new businesses and visitors around downtown.

Designing and printing posters for downtown events for merchants.

New Partnerships, current Partnerships Renewals and Thank you's.

Making deposits and processing payments for farmer's market and vendors and sponsors.

Working on getting sponsorships, public relations, marketing, band, vendors, contracts, emcees, intermission and permitting for Downtown Block Parties for fall concert series in September and October.

Scheduling and coordinating ribbon cutting.

Processing Main Street's Gift Certificates

Updates to facebook and sending emails to merchants for things happening around city, such as road closures, events and merchant events, along with city events.

Advertising Hartsville Farmers Market.

Facebook followers 3,943

Businesses closing downtown:

Under the Lights- space available for lease

Berry Lane- space available for lease

New Businesses coming soon:

The Wooden Pineapple- Mantissa Row

New Burger restaurant in the old Mezzo Forte building more info to come.



Monthly Departmental Report: Museum  
JULY 2018

***It's All About the 2 ½" Strip*, the 18<sup>th</sup> Annual Challenge by the Swamp Fox Quilters opened June 7<sup>th</sup> and continues to attract visitors. The museum has seen a large numbers of summer guests from out of town and in town. Museum Manager Andrea Powell attended a South Carolina Federation of Museums workshop in Columbia on pest management in museum collections.**

**Hartsville Museum Visitor Demographics:**

<u>Month</u>	<u>Walk-In Count</u>	<u>Web Site</u>	<u>Facebook</u>
January	443	3273	4152
February	389	3851	4006
March	526	4772	3998
April	474	5006	4198
May	468	4996	4385
June	587	N/A	5107
July	626	N/A	5089

**Total Visitors YTD: 56,346**

**Visitors (Walk-In) by Day of Week**

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	.
101	149	64	144	120	48	

**Visitors signing guest book came from:**  
**States: AL, KY, TX, MA, CO.    Countries: India, Scotland, England**



**August 2018**

## **Monthly Departmental Report**

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

- Purchased kettlebell set and instructional poster for members.
- In the process of sponsoring a boxing event with One More Round Boxing Team on 29<sup>th</sup> September 2018.
- Working with Papa Johns to provide concessions during gym and football events.
- New gym logo installed at the T.B. Thomas Sports Complex Gym.

### **Byerly Park**

- Repairs for the tennis courts should be complete by the end of the week.
- Working on a sponsorship plan for outside investor to advertise in Byerly Park and in T. B. Thomas.
- Working on User Agreement for Semi-Pro football team Carolina Redemption.
- New adaptive playground will start construction soon. Will encompass the existing adaptive playground with new nautical themed features. Will be constructed between tennis courts and track. Coming soon sign will be placed soon.
- Bidding for new outdoor basketball courts has been completed. Will present to City Council for approval in September.
- Hosted a Top Gun softball tournament that brought 35 teams (454 players) to Byerly Park.

# Hartsville Police Department



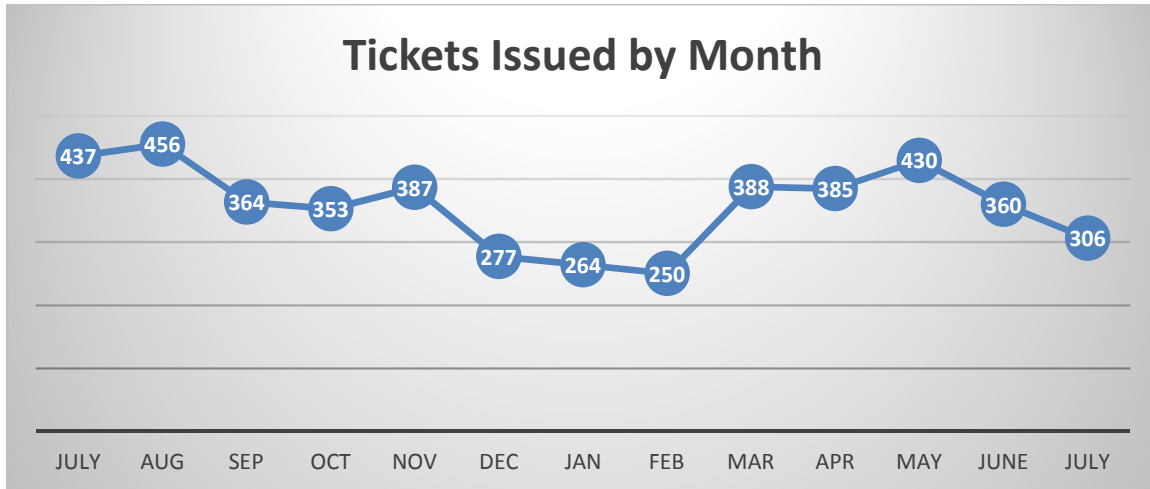
## Monthly Report

July 2018

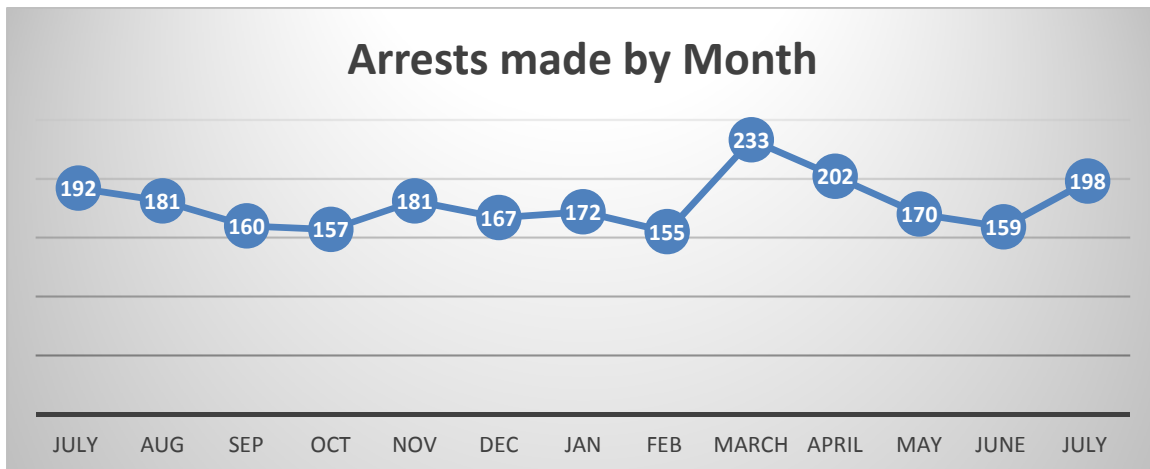
Prepared by Mark Blair



The Hartsville Police department employs 35 sworn positions, 3 civilians, and 8 crossing guards



January and February showed a slump in Citations, as is usual for Winter, however March and April seemed to be back with a vengeance. May showed our highest rates of ticket issuance since the previous July and August, when we were holding saturation events. Our DUI officer is responsible for 18% of the tickets issued this month.



March had a huge spike in arrests, due in large part to Operation Spring Freeze, which netted an unprecedented 99 drug arrests, two-thirds being defendants from outside the City Limits. April-June have shown a gradual drop towards average, with a large percentage of offenders being from outside the City limits. Although arrests are back towards average, a high percentage in July (39%) continued to be drugs arrests of persons, mostly from outside the City Limits.

## 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 July, there were 198 arrests, including 12 Juveniles.

## Crime Types

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

Shopliftings –	20	(55% from outside city)
Aggravated Assault –	3	(66% from outside city)
Thefts -	4	(100% from outside City)
Forgery/Fraud –	5	(100% from outside city)
Drug Offenses –	78	(65% from outside city)
DUI/Drunkenness-	9	(89% from outside city)
Assaults-	6	(17% from outside city)

Totals for all arrests (including those not listed above)

125 of 198 people arrested (63%) live outside the city limits.



Date: August 8, 2018  
To: City of Hartsville  
From: Jordan Braddock, Marketing & Events Coordinator  
Re: Tourism and Events Report- July 2018

## **Status Report & Updates**

### **Current Projects**

Working with Black Creek Arts Council to designate Hartsville as an official South Carolina Cultural District through S.C. Arts Commission.

Marketing plan implementation to increase awareness of Hartsville through SCPRT TAG funding. Billboards, online marketing, print and television ads will be utilized over the next fiscal year to increase the number of visitors to Hartsville. We will be allocating more resources to advertising for the 18/19 fiscal year to promote not only Hartsville, but also Neptune Island Waterpark. Our "Find What You Love" campaign will continue into FY 18/19 with an emphasis on the waterpark and family-friendly features.

Continuing to build [www.visithartsvillesc.com](http://www.visithartsvillesc.com) into a one-stop shop of information for Hartsville on the Internet. We are hoping to add more features, blog posts and information over the next few months as we push visitors to this website during the #ExperienceHartsville campaign.

Continuing to plan and create programming and events for 2018.

### **2018 City of Hartsville Sponsored Events:**

- Screen on the Green at Dusk
  - Saturday, August 11, 2018- "Guardians of the Galaxy" sponsored by Hartsville Police Department and Fire Department
- National Night Out from 6-8 pm
  - Saturday, August 11, 2018
- Downtown Holiday Open House & Centennial Tree Lighting
  - Thursday, November 15, 2018 from 5:30-9:00 pm
- 2018 Hartsville Christmas Parade
  - Saturday, December 8, 2018 at 10:30 am

Beginning planning for the 2019 season at Neptune Island and evaluating current marketing tactics.

Working with Parks & Recreation to continue the growth of sports tourism and to build our partnership between Neptune Island and tournaments at Byerly Park.

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

Visit Hartsville, SC  
Facebook- 2,537  
Instagram (@visithartsvillesc)- 1,008 followers  
Twitter (@visithartsville)- 302 followers

VisitHartsvilleSC.com- 4,176 views

Neptune Island Waterpark

Facebook- 16,793 likes

Instagram (@neptuneislandwaterpark)- 1,447 followers

Neptunel Island.com- 92,657 views

### Current Key Sales

#### **July 2018**

Net Sales: \$586.89

Tax Collected: \$38.90

Total: \$524.99

#### Top Selling Items:

1. I <3 Hartsville Button- City of Hartsville
2. Gillespie's Salted 2 oz- Gillespie's Peanuts
3. City of Hartsville Tumblers- City of Hartsville

### Future Projects

Creating new marketing materials and brochures for Hartsville Museum and Center Theater

Developing trips and vacation packages for out-of-town tourists and "staycationers" to be featured on VisitHartsvilleSC.com

Developing programming and events for 2019

Creating more marketing campaigns geared towards retirees and millennials

Working with Carolina Sandhills NWR to develop more nature tourism opportunities

Developing a visitor demographics collection system to be utilized by all hospitality and accommodations entities



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: 4341 Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

AN ORDINANCE TO ESTABLISH THE STANDARDS FOR THE PLACEMENT OF SMALL WIRELESS FACILITIES IN COVERED AREAS IN THE CITY OF HARTSVILLE, SC.

---

**BACKGROUND SUMMARY:**

Over the last year, the Municipal Association of SC worked with the telecommunications industry to understand the issue and its potential impacts and to craft a model small wireless facility ordinance. The model ordinance balances municipal and telecommunications interests by streamlining the review and permitting process. At the same time, it preserves municipal authority to control rights of way and the design and aesthetics of SWF facilities to the extent permissible in state and federal law. Under the model ordinance, small wireless facilities are classified as a permissible use, subject to administrative review, in municipal rights of way and abutting utility easements unless the proposed SWF location is within a historical, design or underground utility district. In these supplemental review districts, SWFs are a conditional use that affords the municipality additional review authority and protection for the character of the districts.

To keep pace with user expectations, the telecommunications industry must rapidly build next-generation wireless networks and their associated infrastructure. Unlike previous wireless networks, the 5G wireless technology relies on a denser network of antennas, deployed at heights closer to street level, to supplement and communicate with traditional cell towers. Next generation antennas and support equipment — called small cells or small wireless facilities (SWF) — are attached to a pole or support structure such as a building. The control equipment mounts on either the pole or structure, or on or under the ground near the pole or structure.

So what does the rollout of 5G networks have to do with municipalities? In short, cities and towns are where it's all happening — if not now, then soon. Specifically, while the size, design and aesthetics of SWFs vary widely, what they have in common is their need to be placed in publicly visible and in most cases publicly regulated spaces. Depending on the number of mobile device users and volume of data processed, the average spacing of SWFs in urban areas ranges from a city block to a mile compared to cell towers built many miles apart.

---

**IMPACT IF DENIED:**

The contributions of the technology should be balanced with the potential impact the technology could have on municipally controlled rights of way and the visual aesthetics that residents and businesses demand. Achieving an acceptable balance of these interests is critical to avoiding an unwanted legislative solution. If denied, the city may not have the review authority of and protection for the character of its districts.

---

**IMPACT IF APPROVED:**

Under the model ordinance, small wireless facilities are classified as a permissible use, subject to administrative review, in municipal rights of way and abutting utility easements unless the proposed SWF location is within a historical, design or underground utility district. In these supplemental review districts, SWFs are a conditional use that affords the municipality additional review authority and protection for the character of the districts.

**ATTACHMENTS:****Description**

- ▣ Ordinance 4341

## ORDINANCE 4341

**AN ORDINANCE TO AMEND THE CITY OF HARTSVILLE, SOUTH CAROLINA CITY CODE BY AMENDING THE TITLE OF CHAPTER 18 FROM “CABLE COMMUNICATIONS” TO “COMMUNICATIONS” AND BY ADDING ARTICLE I “SMALL WIRELESS FACILITIES” TO ESTABLISH THE STANDARDS FOR THE PLACEMENT OF SMALL WIRELESS FACILITIES IN COVERED AREAS IN THE CITY OF HARTSVILLE, SOUTH CAROLINA; AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the Hartsville Planning Commission has reviewed this matter at their June meeting and recommends that the City of Hartsville (“City”) encourage wireless infrastructure investment and provide a fair and predictable process for the deployment of Small Wireless Facilities while managing Public Rights-of-Way in a manner that promotes the interests of the public health, safety and welfare; and,

**WHEREAS**, the City recognizes that Small Wireless Facilities including facilities commonly referred to as small cell and distributed antenna systems are critical to delivering wireless access to advanced technology, broadband, and 9-1-1 services to residences, businesses, and schools within the City; and,

**WHEREAS**, the City recognizes that Small Wireless Facilities together with high capacity transport medium such as fiber optic cabling may be effectively deployed in Public Rights-of-Way; and,

**WHEREAS**, this Ordinance is intended to grant municipal consent to use of Rights-of-Way and establish a standard application process to streamline the issuance of necessary permits in a manner that is not a barrier to competition, and does not unnecessarily delay the implementation and installation of Small Wireless Facilities.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARTSVILLE, SOUTH CAROLINA**, that the Hartsville City Code is hereby amended to rename Chapter 18 from “Cable Communications” to “Communications” and add Article I entitled “Small Wireless Facilities” to read as follows:

### **Section 18-1. Definitions.**

**“Antenna”** means communication equipment that transmits or receives electromagnetic radio frequency signals used in the provision of Wireless Services.

**“Applicable Codes”** means uniform building, energy, electrical, plumbing, mechanical, gas, and fire codes in Title 6, Chapter 9 of the South Carolina Code of Laws, local amendments to those codes authorized by state law, and local codes or ordinances which impose requirements defined in Section 5 of this Ordinance including objective design and concealment standards to regulate location, context, material, color, stealth and concealment standards on a uniform and nondiscriminatory basis.

**“Applicant”** means any person who submits an Application to a City and is a Wireless Services Provider or a Wireless Infrastructure Provider.



***“Application”*** means a request submitted by an Applicant for a permit to (i) Collocate Small Wireless Facilities; or, (ii) construct, install, maintain, operate, replace or modify a Utility Pole or Wireless Support Structure.

***“Cable, Communications, Fiber or Electric Easement”*** means an easement, granted to a cable or video service provider, a communications service provider (including without limitation a telephone utility), a fiber optics cable services provider, or an electric services provider created or authorized by state law to provide such services, that runs parallel to and abuts or within a Rights-of-Way and is occupied by existing Utility Poles or Wireless Support Structures carrying electric distribution lines, wires, cable, conduit, fiber optic cable for telecommunications, cable or electric service or supporting municipal street lights, or security lights. The term Cable, Communications, Fiber or Electric Easement excludes easements for service drops or lines connecting the customer’s premises to the cable, communications, fiber or electrical provider.

***“City-Owned Pole”*** means (i) a Utility Pole owned or operated by the City in Covered Areas, including a Utility Pole that provides lighting or traffic control functions, or other law enforcement functions, including light poles, traffic signals, and structures for signage, and (ii) a pole or similar structure owned or operated by the City in a Covered Area that supports only Wireless Facilities. The term does not include a Utility Pole owned or operated by and accounted for as an asset of a municipal electric utility.

***“Collocate”*** means to install, mount, maintain, modify, operate, or replace one or more Wireless Facilities on, under, within, or adjacent to an existing Wireless Support Structure or Utility Pole located in Covered Areas within the jurisdiction of the City. ***“Collocation”*** has a corresponding meaning.

***“Covered Areas”*** means the surface of, and the space above and below, any public “Rights-of-Way,” “ROW,” “City Rights-of-Way,” “Public Rights-of-Way,” and/or “Cable, Communications, Fiber or Electric Easement” as those terms are defined herein.

***“Day”*** means calendar day unless the last day for the City or an Applicant to take action under this Ordinance ends on a weekend, holiday, or time when all but City emergency services are closed due to weather or some unforeseen situation.

***“Decorative Pole”*** means a Utility Pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or a temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal practices.

***“Design District”*** means an area that is zoned, or otherwise designated by municipal ordinance, and for which the City maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

***“Fee”*** means a one-time charge.

***“Historic District”*** means an area that is zoned or otherwise designated as a Historic District under municipal, state or federal law and for which the City maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

***“Micro Wireless Facility”*** means a Small Wireless Facility that meets the following qualifications: (i) is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height; and, (ii) any exterior antenna is no longer than 11 inches.

***“Person”*** means an individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including the City.

***“Rate”*** means a recurring charge.

***“Rights-of-Way” or “ROW” or “City Rights-of-Way” or “Public Rights-of-Way”*** means that area on, below, or above a public roadway, highway, street, sidewalk, alley dedicated to, managed or controlled by the City, County or the State of South Carolina, but not including a federal interstate highway, in the City.

***“Small Wireless Facility”*** means a Wireless Facility that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six (6) cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of not more than six (6) cubic feet; and (ii) all other wireless equipment associated with the facility is cumulatively no more than twenty-eight (28) cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meter, concealment elements, telecommunications demarcation box, ground-based enclosures, grounding equipment, power transfer switch, cut-off switch, and vertical cable runs for the connection of power and other services.

***“Transmission Pole”*** means a pole or similar structure that is used in whole or in part to carry electric transmission (as opposed to distribution) lines.

***“Underground District”*** means an area that is designated by ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing above ground structures in a Covered Area and for which the City maintains and enforces standards on a uniform and nondiscriminatory basis.

***“Utility Pole”*** means a pole or similar structure that is used in whole or in part for the purpose of carrying electric distribution lines or cables or wires for telecommunications, cable or electric service, or for lighting, traffic control devices, traffic control or directional signage, or a similar function regardless of ownership, including City-Owned Poles. Such term shall not include structures supporting only Wireless Facilities, nor shall it include Wireless Support Structures.

***“Wireless Facility”*** means equipment at a fixed location that enables Wireless Services between user equipment and a communications network, including: (i) equipment associated with wireless communications; (ii) radio transceivers, Antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. The term includes Small Wireless Facilities. The term does not include the structure or improvements on, under, or within which the equipment is Collocated, wireline backhaul facilities, coaxial or fiber optic cable that is between Wireless Support Structures or Utility Poles or coaxial or fiber optic cable that is otherwise not immediately adjacent to, or directly associated with, an Antenna.

***“Wireless Infrastructure Provider”*** means any Person including a Person authorized to provide telecommunications service in the State, that builds, installs or maintains Utility Poles, wireless communication transmission equipment, Wireless Facilities or Wireless Support Structures.

***“Wireless Services”*** means any services provided using licensed or unlicensed spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, delivered to the public using Wireless Facilities.

***“Wireless Services Provider”*** means a Person who provides Wireless Services.

***“Wireless Support Structure”*** means a freestanding structure, such as a monopole or, other existing or proposed structure designed to support or capable of supporting Wireless Facilities. Such term shall not include a Utility Pole.

## **Section 18-2. Purpose and Scope.**

(a) The purpose of this Ordinance is to provide policies and procedures for the placement of Small Wireless Facilities in Covered Areas within the jurisdiction of the City.

(b) It is the intent of this Ordinance to establish uniform standards including, but not limited to:

- (i) Prevention of interference with the use of streets, sidewalks, alleys, parkways, traffic light poles or other light poles, and other public ways and places;
- (ii) Prevention of visual and physical obstructions and other conditions that are hazardous to vehicular and pedestrian traffic;
- (iii) Prevention of interference with other facilities and operations of facilities lawfully located in Covered Areas or public property;
- (iv) Preservation of the character of neighborhoods where facilities are installed;
- (v) Preservation of the character of historic structures, or historic neighborhoods, including but not limited to such structures or neighborhoods listed on the National Register of Historic Places or locally designated Historic Districts; and,

- (vi) Facilitation of the rapid deployment of Small Wireless Facilities to provide the citizens with the benefits of advanced Wireless Services.

**Section 18-3. *Permitted Use; Application Process and Fees.***

- (a) **Permitted Use and Consent.** Collocation of a Small Wireless Facility on an existing Utility Pole or Wireless Support Structure, or a new or modified Utility Pole or Wireless Support Structure installed in a Covered Area shall be a permitted use, except in supplemental review districts where such facilities are a conditional use, subject to administrative review, conditions and other requirements in Section 5. In accord with Article VIII, Section 15 of the State Constitution and related municipal code and ordinance provisions, the City consents to the use of Public Rights-of-Way by permit holders acting in compliance with this Ordinance.
- (b) **Permit Required.** No person shall place a Small Wireless Facility in a Covered Area without first filing a Small Wireless Facility Application and obtaining a permit, except as otherwise provided in this Ordinance.
- (c) **Permit Applications.** All Small Wireless Facility Applications filed pursuant to this Ordinance shall be on a form, paper or electronic, as required by the City. The Applicant may designate portions of its Application materials that it reasonably believes contain proprietary or confidential information as “proprietary” or “confidential” by clearly marking each page of such materials accordingly, and the City shall endeavor to protect materials so designated from public disclosure to the fullest extent permitted by state law.
- (d) **Application Requirements.** The Small Wireless Facility permit Application shall be made by the Applicant, or its duly authorized representative as noted in a notarized statement from a Person with the Applicant with authority to make such an authorization, and shall contain the following:
  - (i) The Applicant’s name, address, telephone number and e-mail address;
  - (ii) Facility owner’s name, address, telephone number and email address, if different from Applicant;
  - (iii) Intended facility use: owner operated or owner leased capacity;
  - (iv) The names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the Applicant with respect to the filing of the Application;
  - (v) A general description of the proposed scope of work for the Collocation of the Small Wireless Facility. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those

matters, including but not limited to sub-surface utilities, likely to be affected or impacted by the work proposed;

(vi) Identification of any consultant that is acting on behalf of the Applicant and that is authorized to speak with the City, or a designee of the City, on the area of consultation for the Applicant even if the Applicant cannot be available;

(vii) Verification from an appropriate representative of the Applicant that the Small Wireless Facility shall comply with all Applicable Codes;

(viii) Verification of payment of the annual municipal consent or administrative fee for telecommunications companies to use Public Rights-of-Ways pursuant to Section 58-9-2230;

(ix) Verification of local business license, if applicable;

(x) Evidence the Applicant is duly authorized to do business in South Carolina;

(xi) Evidence the Applicant has received any necessary certificate of public convenience and necessity or other required authority from the South Carolina Public Service Commission or the Federal Communications Commission or evidence that it is not required;

(xii) A copy of an approved South Carolina Department of Transportation encroachment permit and all documents required by SCDOT as part of the encroachment permit application, if the proposed location is within a SCDOT Right-of-Way; and,

(xiii) If the proposed location is outside of a SCDOT Right-of-Way, a statement that the Applicant has a lease, attachment agreement or other authorization from the owner of the Utility Pole or structure proposed for Collocation.

(e) **Routine Maintenance and Replacement.** An Application shall not be required for:

(i) Routine maintenance;

(ii) The replacement of a Small Wireless Facility with another Small Wireless Facility that is substantially similar or smaller in size, weight, and height; or

(iii) The installation, placement, maintenance, operation, or replacement of Micro Wireless Facilities that are strung on cables between existing Utility Poles and/or Wireless Support Structures in compliance with the National Electrical Safety Code by a Wireless Services Provider or a Wireless Infrastructure Provider that is authorized to occupy the Public Rights-of-Way and that is remitting a consent, franchise, or administrative Fee pursuant to S.C. Code Ann. § 58-9-2230.

(f) **Information Updates.** Any amendment to information contained in a permit Application shall be submitted in writing to the City within ten (10) business days after the change necessitating the amendment.

(g) **Consolidated Application.** An Applicant seeking to Collocate multiple Small Wireless Facilities may, at the Applicant's discretion, file a consolidated Application and receive a single permit for up to twenty (20) Small Wireless Facilities. Provided, however, the City's denial of any site or sites within a single Application shall not affect other sites submitted in the same Application. The City shall grant a permit for any and all sites in a single Application that it does not deny subject to the requirements of this Section.

(h) **Application Fees.** Unless otherwise provided by law, and except as to telecommunication companies exempted pursuant to S.C. Code § 58-9-2230, all Applications for permits pursuant to this Ordinance shall be accompanied by a Fee of \$100.00 for each Small Wireless Facility, except that the Fee for Small Wireless Facilities addressed in a consolidated Application shall be \$100.00 each for the first five Small Wireless Facilities and \$50.00 for each additional Small Wireless Facility up to a maximum of twenty (20) Small Wireless Facilities. For clarity, any Applicant that pays either a franchise, consent Fee, or administrative Fee pursuant to the requirements of S.C. Code § 58-9-2230 shall not be required to pay any building permit Fee, zoning permit Fee, encroachment Fee, degradation Fee, or any other Fee assessed on a telecommunications provider for its occupation of or work within the ROW.

(i) **Interference with Public Safety Equipment.** A Small Wireless Facility shall be operated and maintained in a manner that does not interfere with public safety (police, traffic control, fire and emergency services) equipment.

#### **Section 18-4. Action on Permit Application.**

(a) **Review of Small Wireless Facility Applications.** The City shall review the Application for a Small Wireless Facility permit for conformity with applicable requirements of this Ordinance, and shall issue a permit on nondiscriminatory terms and conditions subject to the following requirements:

(i) Within ten (10) days of receiving an Application, the City must determine and notify the Applicant whether the Application is complete; or if an Application is incomplete, the City must specifically identify the missing information.

(ii) Make its final decision to approve or deny the Application within sixty (60) days of submission of a completed Application.

(iii) Notify the Applicant in writing of its final decision, and if the Application is denied, specify the basis for a denial, including citations to federal, state or local code provisions and/or statutes on which the denial was based.

(iv) Notwithstanding an initial denial, the Applicant may cure the deficiencies identified by the City and resubmit the Application within thirty (30) days of the denial, and the City shall approve or deny the revised Application within thirty (30) days of receipt of it. The subsequent review by the City shall be limited to the deficiencies cited in the original denial.

(b) **Review Deadline.** If the City fails to act on an Application within the sixty (60) day review period (or within the thirty (30) day review period for an amended Application), the Applicant may provide notice that the time period for acting has lapsed and the Application is then deemed approved.

(c) **Review of Eligible Facilities Requests.** Notwithstanding any other provisions of this Ordinance, the City shall approve and may not deny Applications that constitute eligible facilities requests for modification of an eligible support structure that does not substantially change the physical dimensions of such structure as provided in 47 CFR 1.40001, within sixty (60) days according to the procedures established under 47 CFR 1.40001(c).

(d) **Compensation.** Subject to the limitations set forth in Section 3(h) herein, every permit shall include as a condition the Applicant's agreement to pay such lawful franchise Fees, business license taxes, administrative Fees and consent Fees as are permitted under applicable South Carolina and federal law. The Applicant shall also pay all applicable ad valorem taxes, service Fees, sales taxes, or other taxes and Fees as may now or hereafter be lawfully imposed on other businesses within the City.

#### **Section 18-5. Requirements for Small Wireless Facilities in Covered Areas.**

(a) **Administrative Review.** The City shall perform an administrative review of permit Applications including the location or installation of new, modified, or replacement Utility Poles and/or Wireless Support Structures and the attachment of Wireless Facilities and equipment on Utility Poles or Wireless Support Structures. Review factors, in addition to location, shall include the size, shape, color, texture, and materials of the structures and attachments.

(i) The City may require a proposed Wireless Facility be designed to not be significantly more readily apparent or plainly visible (to a reasonable person of ordinary sensibilities) from Covered Areas than existing utility structures, poles and equipment located within five hundred (500) linear feet on the same Covered Area as the subject Utility Pole or Wireless Support Structure.

(ii) Where Small Wireless Facilities are determined to be appropriate, the use of reasonable stealth and concealment treatments, low profile equipment and control boxes, and screening may be required to avoid significant negative impacts on the character and visual aesthetics of the area. However, such requirements may be waived



by the City upon a showing that the particular location of a Small Wireless Facility does not warrant stealth or concealment treatments or imposes an excessive expense. The waiver shall be granted or denied within forty-five (45) days after the date of the request.

(iii) Supplemental review districts identified in Section 5(c) and listed in Appendix A may be subject to a higher level of review.

(b) **Maximum Size of Permitted Use.**

(i) The height of an Antenna of a Collocated Small Wireless Facility shall be limited to the greater of ten (10) feet above (a) the height of an existing or modified Utility Pole or Wireless Support Structure; or (b) the height of a new Utility Pole or Wireless Support Structure as provided in (ii) below.

(ii) The height of a new or modified Utility Pole, or Wireless Support Structure is limited to the greater of (a) the tallest Utility Pole, excluding Transmission Poles, or Wireless Support Structure located in the same Covered Area, measured from grade, in place within five hundred (500) linear feet on the same Covered Area as the subject Utility Pole or Wireless Support Structure as of the effective date of this Ordinance; or (b) in the absence of any such Utility Pole or Wireless Support Structure, either (i) forty (40) feet in any area zoned exclusively for single family residential use, unless a waiver is granted for good cause shown, or (ii) fifty (50) feet in any other area.

(iii) Collocation is not allowed on a Decorative Pole less than twenty (20) feet in height.

(c) **Supplemental Review Districts.** Collocated Small Wireless Facilities and new or modified Utility Poles or Wireless Support Structures located in supplemental review districts shall be a conditional use and subject to the design and aesthetic requirements and review processes for structures specified in this Ordinance establishing the supplemental review district(s) in addition to the requirement of this Ordinance, provided that the City will work in good faith with the Applicant to accommodate the installation of Collocated Small Wireless Facilities and new or modified Utility Poles or Wireless Support Structures in supplemental review districts to the fullest extent practicable. The City reserves its right to maintain and implement the following types of supplemental review districts.

(i) **Underground Districts.** A Wireless Services Provider or a Wireless Infrastructure Provider shall comply with nondiscriminatory requirements that prohibit electric utilities, telecommunications or cable providers from installing above-ground structures in the Covered Area in these districts. Nothing in this section shall prohibit the use or replacement of existing Utility Poles or Wireless Support Structures in Underground Districts for the Collocation of Small Wireless Facilities subject to administrative review

by the zoning administrator, appropriate design and concealment and a finding that such use does not increase the height by more than three (3) feet.

(ii) **Historic and Design Districts.** As a condition for approval of new Small Wireless Facilities or new Wireless Support Structure in a Historic District or a Design District, the City may require that a Wireless Services Provider or a Wireless Infrastructure Provider comply with the design and aesthetic standards of the Historic District or Design District to minimize the impact to the aesthetics in a Historic District or on a Design District's Decorative Poles. If design and concealment treatments are determined on review by the City to be insufficient to mitigate harm to the Historic District or Design District, the Application may be denied.

This section may not be construed to limit a municipality's authority to enforce historic preservation zoning regulations consistent with the preservation of local zoning authority under 47 U.S.C. Section 332(c)(7), the requirements for facility modifications under 47 U.S.C. Section 1455(a), or the National Historic Preservation Act of 1966 (54 U.S.C. Section 300101 et seq.), and the regulations adopted to implement those laws.

(d) **Appeals, Special Exceptions and Variance Requirements.** Appeals of administrative decisions and requests for special exceptions and variances from the provisions of this Ordinance, when strict application would result in an unnecessary hardship or in the inability to deploy needed Small Wireless Facilities, shall be heard and decided by the Board of Zoning Appeals or equivalent board for architectural, design or historical district reviews. An applicant seeking a Special Exception to construct a new Decorative Pole, Utility Pole or other Wireless Support Structure to Collocate a Small Wireless Facility in an Underground District shall demonstrate, including certification through an engineer, that it has diligently attempted to locate the proposed Decorative Pole, Utility Pole, Wireless Support Structure, or Small Wireless Facility outside of the Underground District and that placement of the Decorative Pole, Utility Pole, Wireless Support Structure, or Small Wireless Facility within the Underground District is necessary to provide the needed wireless coverage or capacity, and one or more of the following conditions exist supporting a Special Exception:

(i) No existing Utility Pole or Wireless Support Structure is located within the location search radius or to the extent a Utility Pole or Wireless Support Structure is located within the search radius, such Utility Pole or Wireless Support Structure:

a. Is not available for Collocation under commercially reasonable rates, terms, and conditions;

b. Cannot accommodate the Collocation of the Small Wireless Facility and meet the technical requirements necessary to deliver adequate wireless service coverage or capacity; or

c. Would require modifications exceeding the three (3) feet height limitation imposed in section 5(c)(i).

(ii) The only available option to deliver adequate wireless service coverage or capacity in the search radius requires modifications to an existing Utility Pole or Wireless Support Structure exceeding the three (3) feet height limitation imposed in section 5(c)(i) or the installation of a new Utility Pole or Wireless Support Structure for Collocation of a Small Wireless Facility, or

(iii) The applicant has demonstrated other circumstances that, in the reasonable discretion of the [board, etc.], warrant a special exception or variance.

The Applicant shall abide by the design, stealth and concealment treatments imposed as conditions of the special exception.

(e) **Existing Supplemental Review Districts.** Supplemental review districts approved by the City as of the effective date of this Ordinance are listed in Appendix A. The Code provisions authorizing the district, applicable design guidelines or manual, review authority and appeal jurisdiction are specified in Appendix A. Nothing in this Ordinance shall prohibit or otherwise limit the City from establishing additional supplemental review districts, provided however, that facilities and structures for which a permit was approved or deemed approved pursuant to this Ordinance prior to the establishment of the additional supplemental review district remain subject to the provisions of this Ordinance, including routine maintenance and replacement of those facilities and structures as set out in Section 3(e)(i) and (ii) of this Ordinance, and not to any provisions otherwise applicable to the additional supplemental review district. If a Wireless Services Provider or a Wireless Infrastructure Provider voluntarily replaces such facilities in a manner that does not comply with Section 3(e)(ii) of this Ordinance, or if a Wireless Services Provider or a Wireless Infrastructure Provider voluntarily relocates such facilities, such replacement or relocation is subject to the then-existing provisions and requirements of the additional supplemental review district.

(f) **Repair of Damage.** A Wireless Services Provider or a Wireless Infrastructure Provider shall repair all damage to a City Right-of-Way directly caused by the activities of the Wireless Services Provider or the Wireless Infrastructure Provider, while occupying, installing, repairing, or maintaining Wireless Facilities, Wireless Support Structures, City Utility Poles, or Utility Poles and to return the Right-of-Way to its functional equivalence before the damage. If the Wireless Services Provider or the Wireless Infrastructure Provider fails to make the repairs required by the City within forty-five (45) days after

written notice, unless the City and the Wireless Services Provider or the Wireless Infrastructure Provider agree in writing to a longer time period, the City may undertake those repairs and charge the applicable party the reasonable and documented cost of the repairs. The City may maintain an action to recover the costs of the repairs.

**Section 18-6. *Effect of Permit.***

(a) **Authority Granted: No Property Right or Other Interest Created.** A permit from the City authorizes an Applicant to undertake only certain activities in accordance with the Ordinance, and does not create a property right or grant any authority whatsoever to the Applicant to impinge upon the rights of others who may already have an interest in the Covered Area.

(b) **Duration.** Unless construction has actually begun and is diligently pursued to completion at that point, no permit for construction issued under this Ordinance shall be valid for a period longer than twelve (12) months unless both City and Applicant agree to a reasonable extension and all required Fees are paid for the term regardless of construction. The inability of the Applicant to obtain electrical power or backhaul transport services to serve the Wireless Facility such that it is operational within the twelve (12) months due to the action or inaction of third-party utility providers shall not result in the invalidity of the permit.

**Section 18-7. *Removal, Relocation or Modification of a Small Wireless Facility in the ROW.***

(a) **Notice.** Within ninety (90) days following written notice from the City, a Wireless Services Provider or a Wireless Infrastructure Provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any Wireless Facilities or Wireless Support Structures within the Rights-of-Way whenever the City, in its reasonable discretion, has determined that such removal, relocation, change or alteration, is reasonably necessary for the construction, repair, maintenance, or installation of any City improvement in or upon, or the operations of the City in or upon, the Rights-of-Way.

(b) **Emergency Removal or Relocation of Facilities.** The City retains the right to cut or move any Wireless Facility or Wireless Support Structure located within its Rights-of-Way as the City, in its reasonable discretion, may determine to be necessary, appropriate, or useful in response to any public health or safety emergency. If circumstances permit, the City shall notify the Wireless Services Provider or the Wireless Infrastructure Provider and provide opportunity to move its own Wireless Facilities or Wireless Support Structure prior to the City cutting or removing a Wireless Facility or Wireless Support Structure and the City shall notify the Wireless Services Provider or the Wireless Infrastructure Provider after cutting or removing a Wireless Facility.

(c) **Abandonment of Facilities.** Upon abandonment of a Wireless Facility or Wireless Support Structure within the City Rights-of-Way, the Wireless Services Provider or the Wireless Infrastructure Provider shall notify the City within ninety (90) days of such abandonment. Following receipt of such notice the City may direct the Wireless Services Provider or the Wireless Infrastructure Provider to remove all or any portion of the Wireless Facility or Wireless Support Structure if the City, in its sole discretion, determines that such removal will be in the best interests of the public health, safety, and welfare.

(d) **Abandonment by Inaction.** At any point when a Wireless Services Provider or a Wireless Infrastructure Provider fails to pay any required Fee, or annual payment to the City, and fails to respond within sixty (60) days to a written inquiry from the City as to whether the Wireless Services Provider or the Wireless Infrastructure Provider intends to continue to operate a Wireless Facility or Wireless Support Structure, for whatever reason, the Wireless Facility shall be deemed abandoned and the City may, at its sole option, remove all or any portion of the Wireless Facility or Wireless Support Structure, or take other action as authorized by law, including recovery of actual costs incurred in removing the Wireless Facility or Wireless Support Structure.

#### **Section 18-8. Attachment to City-Owned Utility Poles in the Covered Areas.**

(a) **Annual Rate.** The rate to place a Small Wireless Facility on a City-Owned Pole in Covered Areas shall be fifty (\$50.00) dollars per year per wooden pole or two hundred (\$200.00) dollars per year for all other City-Owned Poles. This rate is in addition to reimbursement to the City for any expenses for make-ready work. The City reserves the right to require a pole attachment agreement to further define the terms and conditions of attachments to City-Owned Poles. The rates specified in this section shall not apply to poles owned, or operated and accounted for as an asset of, a municipal electric utility.

(b) **Cease Payment.** A Wireless Services Provider or a Wireless Infrastructure Provider is authorized to remove its facilities at any time from a City-Owned Pole in Covered Areas and cease paying the annual rate to the City as of the next due date for payment following the removal.

(c) **Make-Ready.** For City-owned Utility Poles in Covered Areas, the Applicant shall reimburse the City for expenses for any reasonable make-ready work. The City shall provide a good faith estimate for any make-ready work necessary to enable the pole to support the requested Small Wireless Facility, including pole replacement if necessary, within sixty (60) days after receipt of a completed request. Make-ready work including any pole replacement shall be completed within sixty (60) days of written acceptance of the good faith estimate by the Wireless Services Provider or the Wireless Infrastructure Provider.

(d) **Municipal Utilities Excluded.** Nothing in this section shall be construed to affect the authority of a municipal electric utility to deny, limit, restrict, or determine the rates, Fees, terms, and

conditions for the use of or attachment to a Utility Pole owned, or operated and accounted for as an asset of, a municipal electric utility.

**Section 18-9. Severability.**

In the event any title, subtitle, section, subsection, subdivision, paragraph, subparagraph, item, sentence, clause, phrase, or work of this Ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining portions of the Ordinance which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of this Ordinance.

Secs. 18-10 – 18-25. Reserved.

**NOW, THEREFORE BE IT ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_ day of \_\_\_\_\_ 2018 and to become effective upon final reading.

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

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

First Reading: July 10, 2018  
Public Hearing:  
Final Reading:

## **APPENDIX A**

**Underground Districts.** A Wireless Services Provider or a Wireless Infrastructure Provider shall comply with nondiscriminatory requirements that prohibit electric utilities, telecommunications or cable providers from installing above-ground structures in the Covered Area in these districts. Nothing in this section shall prohibit the use or replacement of existing Utility Poles or Wireless Support Structures in Underground Districts for the Collocation of Small Wireless Facilities subject to administrative review by the zoning administrator, appropriate design and concealment and a finding that such use does not increase the height by more than three (3) feet.

**Historic and Design Districts.** As a condition for approval of new Small Wireless Facilities or new Wireless Support Structure in a Historic District or a Design District, the City may require that a Wireless Services Provider or a Wireless Infrastructure Provider comply with the design and aesthetic standards of the Historic District or Design District to minimize the impact to the aesthetics in a Historic District or on a Design District's Decorative Poles. If design and concealment treatments are determined on review by the City to be insufficient to mitigate harm to the Historic District or Design District, the Application may be denied





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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: 4342 Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Amends and restates Chapter 14 Business License, Article II Business License Program.

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**BACKGROUND SUMMARY:**

Amendment includes: Licenses are due yearly May 1 to April 30; Each business requires a separate license; Provides a 30 day window for an annexed business to obtain a license; States that gross receipts and gross revenue from tax returns be submitted (which is the standard) instead of income figures; Change of Occupancy is further defined; Appendix B is revised to reflect the latest published 2016 Business License Class Schedule By NAICS Code.

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**IMPACT IF DENIED:**

The city would not be using the latest NAICS Code; ambiguity would exist because the business license period would not be clearly defined; Annexed businesses would not be required to obtain a city business license; Income figures would still be used to determine rates instead of the required state and federal gross receipts and gross revenue; and, the latest NAICS Code Classes would not be stated.

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**IMPACT IF APPROVED:**

The Business License Program would clearly specify that it would be utilizing the latest NAICS and methodology for determining business license fees while eliminating ambiguity and confusion arising from the existing Business License ordinance.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4342
- ▣ Ordinance 4342 - Track changes
- ▣ Ordinance 4342 Appendix A
- ▣ Ordinance 4342 Appendix B

## ORDINANCE 4342

**AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 14 “BUSINESS LICENSE” ARTICLE II “BUSINESS LICENSE PROGRAM” OF THE CITY’S CODE OF ORDINANCES, TO UPDATE THE BUSINESS LICENSE RATE SCHEDULE; TO MAKE CERTAIN OTHER MODIFICATIONS TO CITY’S BUSINESS LICENSE PROCEDURES; AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the City of Hartsville, South Carolina (the “City”) was created as a municipal corporation under the laws of the State of South Carolina (the “State”); and

**WHEREAS**, the City is duly empowered by Section 5-7-30 of the Code of Laws of South Carolina 1976, as amended, to require businesses located within the City to pay an excise tax for the privilege of doing business within the City; and

**WHEREAS**, City Council of the City of Hartsville, the governing body of the City (the “Council”), pursuant to Ordinance No. 4276, enacted on December 20, 2016, as subsequently amended, has enacted and implemented a comprehensive business license program (the “*Business License Program*”); and

**WHEREAS**, the Council has determined to update the Business License Rate Schedule based on the latest available IRS statistics and to generally update the City’s procedures for the implementation of the Business License Program.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARTSVILLE, SOUTH CAROLINA**, that Chapter 14 “Business License”, Article II “Business License Program” is hereby amended to read as follows:

### **CHAPTER 14 “BUSINESS LICENSE”. ARTICLE II “BUSINESS LICENSE PROGRAM “.**

Sec. 14-1. Title.

This article shall be titled “Business License Program”.

Sec. 14-32. License required.

Every person engaged or intending to engage in any business listed in the rate classification index portion of this article, in whole or in part, within the municipal boundary of the city, is required to pay an annual license tax for the privilege of doing business within the city and obtain a license as provided in this article.

Sec. 14-33. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Business* means a calling, occupation, profession, or activity engaged in with the object of gain, benefit or advantage, either directly or indirectly. A charitable organization shall be deemed a business unless the entire proceeds of its operation are devoted to charitable purposes pursuant to section 14-37.

*Charitable organization* means an organization that is determined by the Internal Revenue Service to be exempt from federal income taxes under 26 U.S.C. Section 501 (c) (3), (4), (6), (7), (8), (10) or (19).

*City* means the City of Hartsville, South Carolina.

*Classification* means that division of businesses by major groups subject to the same license rate as determined by a calculated index of ability to pay based on national averages, benefits, equalization of tax burden, relationships of services, or other basis deemed appropriate by the council.

*Council* means the city council of the city.

*Gross income* means the gross receipts or gross revenue of a business, received or accrued, for one calendar year collected or to be collected from business done within the city, excepting therefrom income earned outside of the city on which a license tax is paid by the business to some other municipality or a county and fully reported to the city. Gross income for agents means gross commissions received or retained, unless otherwise specified. Gross income for insurance companies means gross premiums written. Gross income for license tax purposes shall not include taxes collected for a governmental entity, escrow funds, or funds which are the property of a third party. The value of bartered goods or trade-in merchandise shall be included in gross income. The gross income for license purposes may be verified by inspection of returns and [report] is filed with the Internal Revenue Service, the South Carolina Department of Revenue, the South Carolina Department of Insurance, or other government agency.

*License* means a license for the privilege of conducting business within the city and issued pursuant to the terms of this article.

*License official* means a person designated by the city to administer this article.

*License tax* means an annual excise tax required to be paid as a condition of receiving a license.

*Licensee* means the business, the person applying for the license on behalf of the business, an agent or legal representative of the business, a person who receives any part of the net profit of the business, or a person who owns or exercises control of the business.

*NAICS* means the North American Industry Classification System for the United States published by the Federal Office of Management and Budget.

*Person* means any individual, firm, partnership, LLP, LLC, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, and the agent or employee having charge or control of a Business in the absence of the principal.

#### Sec. 14-34. Purpose and duration.

The license levied pursuant to this article is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through an excise tax for the privilege of conducting business within the city. Each yearly license shall be issued for the twelve-month period of May 1 to April 30. The provisions of this article and the rates herein shall remain in effect from year to year, as it may be amended from time-to-time by the council.

#### Sec. 14-35. License tax.

- (a) Each business in the city shall pay the license tax required under the terms hereof according to the applicable rate classification on or before the due date of April 30 of each year. Notwithstanding the due date set forth in this section, those businesses included within the classifications in rate class 8 shall be subject to the due date specified in each such classification.
- (b) A separate license shall be required for each place of business and for each classification or business conducted at one place. If gross income cannot be separated by classification for businesses at one location, the license tax shall be computed on the combined gross income for the classification requiring the highest rate. A license tax based on gross income shall be computed on the gross income for the preceding calendar or fiscal year, and on a twelve-month projected income based on

the monthly average for a business in operation for less than one year. The license tax for a new business shall be computed on the estimated probable gross income stated in the license application for the balance of the license-year. The initial license tax for an annexed business shall be prorated for the number of months remaining in the calendar year. No refund shall be made for a business that is discontinued.

- (c) The license official shall determine the appropriate classification for each business in accordance with the latest issue of the NAICS for the United States published by the office of management and budget.

Sec. 14-36. Registration required.

- (a) The owner, agent or legal representative of every business subject to this article, whether listed in the classification index or not, shall register the business and make application for a license on or before the due date of each year; provided, a new business shall be required to have a license prior to operation within the city, and an annexed business shall be required to have a business license within thirty (30) days of the annexation. A license for a bar (NAICS 722410) must be issued in the name of the person who has been issued an alcohol, beer or wine permit or license by the State of South Carolina and will have actual control and management of the business.
- (b) The application shall be on a form provided by the license official which shall contain the social security number and/or the federal employer's identification number, the business name as reported on the South Carolina income tax return, and all information about the applicant, the licensee, and the business deemed appropriate to carry out the purpose of this article by the license official. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross receipts and gross revenue figures.
- (c) The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported, or estimated for a new business, without any unauthorized deductions, and that all assessments, personal property taxes on business property and other monies due and payable to the city have been paid.
- (d) License decals shall be required on each vehicle for electrical, plumbing, mechanical, general, landscaping, or service contractor who shall individually or through an entity or other person construct, service, or repair buildings of any type within the city. Decals shall be purchased with license renewals beginning January 1, 2017. License decals shall be issued annually by the city at a cost of \$3.00 per decal.
- (e) Whenever there is a change of tenant, occupancy, or use in a new or existing building or structure a new Certificate of Occupancy must be issued by the building official to the new tenant before a business license can be issued. Failure to obtain a Certificate of Occupancy shall invalidate the license and subject the licensee to prosecution for doing business without a license.

Sec. 14-37. Deductions, exemptions, and charitable organizations.

- (a) No deductions from gross income shall be made except to account for income earned outside of the city on which a license tax is paid by the business to some other municipality or a county and fully reported to the city, taxes collected for a governmental entity, or income which cannot be included for computation of the license tax pursuant to state or federal law. The applicant shall have the burden to establish the right to exempt income by satisfactory records and proof.
- (b) No person shall be exempt from the requirements of this article by reason of the lack of an established place of business within the city, unless exempted by state or federal law. No person shall be exempt from this article by reason of the payment of any other tax, unless exempted by state law,

and no person shall be relieved of liability for payment of any other tax or fee by reason of application of this article.

- (c) A charitable organization shall be exempt from the license tax on its gross income unless it is deemed a business subject to a license tax on all or part of its gross income as provided in this article. A charitable organization or any for-profit affiliate of a charitable organization that reports income from for-profit activities, or unrelated business income, for federal income tax purposes to the Internal Revenue Service shall be deemed a business subject to a license tax on the part of its gross income from such for-profit activities or unrelated business income.
- (d) A charitable organization shall be deemed a business subject to a license tax on its total gross income if (1) any net proceeds of operation, after necessary expenses of operation, inure to the benefit of any individual or any entity that is not itself a charitable organization as defined in this article, or (2) any net proceeds of operation, after necessary expenses of operation, are used for a purpose other than a charitable purpose as defined in this article. Excess benefits or compensation in any form beyond fair market value to a sponsor, organizer, officer, director, trustee or person with ultimate control of the organization shall not be deemed a necessary expense of operation.
- (e) Real estate owners and lessors involved in leasing less than five residential dwelling units or less than three nonresidential units within the city shall be classified as not operating a business and shall be exempt from the license tax.
- (f) For-profit vendors for community sponsored events or festivals may be exempt from normal license taxes provided that a per-event or per-festival fee be required as set by resolution of council prior to each such event or festival.

Sec. 14-38. False application unlawful.

It shall be unlawful for any person subject to the provisions of this article to make a false application for a license, or to give or file, or direct the giving or filing of, any false information with respect to the license or license tax required by this article.

Sec. 14-39. Display and transfer.

- (a) All persons shall display the license issued to them on the original form provided by the license official in a conspicuous place in the business establishment at the address shown on the license. Contractors required to have decals shall display decals conspicuously at a location approved by staff on each and every vehicle at the job site used in performance of construction or service trades in the city. A transient or non-resident, that is not a contractor, shall carry the license upon his person or in a vehicle used in the business readily available for inspection by any authorized agent of the city.
- (b) A change of address must be reported to the license official within ten days after removal of the business to a new location and the license will be valid at the new address upon written notification by the license official and compliance with zoning and building codes. Failure to obtain the approval of the license official for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license.
- (c) A license shall not be transferable and a transfer of controlling interest in a business shall be considered a termination of the old business and the establishment of a new business requiring a new license, based on old business income.

Sec. 14-40. Administration of article.

The license official shall administer the provisions of this article, collect license taxes, issue licenses, make or initiate investigations and audits to insure compliance, initiate denial or suspension and revocation procedures, report violations to the city attorney, assist in prosecution of violators, produce

forms, make reasonable regulations relating to the administration of this article, and perform such other duties as may be duly assigned.

Sec. 14-41. Inspection and audits.

- (a) For the purpose of enforcing the provisions of this article, the license official or other authorized agent of the city is empowered to enter upon the premises of any person subject to this article to make inspections, examine and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that the licensee has filed false information, the costs of the audit shall be added to the correct license tax and late penalties in addition to other penalties provided for herein. Each day of failure to pay the proper amount of license tax shall constitute a separate offense.
- (b) The license official shall make systematic inspections and random audits of all businesses within the city to insure compliance with this article. Financial information and records obtained by inspections and audits shall not be deemed public records, and the license official shall not release the amount of license taxes paid or the reported gross income of any person by name without written permission of the licensee, except as authorized by this article, state or federal law, or proper judicial order. Statistics compiled by Classifications are public records.
- (c) Further, the city's code enforcement officer shall be empowered to enter upon the premises of any person subject to this article for the purpose of inspecting, examining and searching for violations of the city's Code of Ordinances, which includes technical codes enacted by the city. It shall be unlawful for such person to deny entry to any code enforcement officer of the city. A denial of entry shall be grounds for penalties under section 14-49 and suspension or revocation of a license under section 14-46. Every such denial of entry shall constitute a separate offense under the terms hereof.

Sec. 14-42. Assessments, payment under protest, appeal.

- (a) If a person fails to obtain a license or to furnish the information required by this article or the license official, the license official shall examine such records of the business or any other available records as may be appropriate, and conduct such investigations and statistical surveys as the license official may deem appropriate to assess a license tax and penalties as provided herein.
- (b) A notice of assessment shall be served by certified mail or personal service. An application for adjustment of the license tax may be made to the license official within five days after the notice is mailed or personally served or the assessment will become final. The license official shall establish a uniform procedure for hearing an application for adjustment of assessment and issuing a notice of final assessment.
- (c) In order for a licensee to appeal a final assessment to council, in the manner set forth in section 14-47, the licensee must make payment of the license tax under protest within five days of the date that notice of the assessment is either mailed or personally served upon the licensee. Pursuant to section 14-47, the licensee must file a written notice of appeal with the license official within ten days after payment is made.

Sec. 14-43. Delinquent license taxes, partial payment.

- (a) For non-payment of all or any part of the correct License Tax, the license official shall levy and collect a late penalty of five percent of the unpaid tax for each month or portion thereof after the due date until paid. Penalties shall not be waived. If any license tax remains unpaid for 60 days after its due date, the license official shall issue an execution which shall constitute a lien upon the property of the licensee for the tax, penalties and costs of collection and shall proceed to collect in the same manner as prescribed by law for the collection of other taxes.

- (b) Partial payment may be accepted by the license official to toll imposition of penalties on the portion paid; provided, however, no license shall be issued or renewed until the full amount of the license tax due, including any penalties, has been paid.

Sec. 14-44. Notices.

The license official may, but shall not be required to, mail written notices that license taxes are due. If notices are not mailed, there shall be published a notice of the due date in a newspaper of general circulation within the city three times prior to the due date in each year. Failure to receive notice shall not constitute a defense to prosecution for failure to pay the license tax due or grounds for waiver of penalties.

Sec. 14-45. Denial of license.

- (a) The license official shall deny a license to an applicant when the license official determines:
  - (1) The application is incomplete, contains a misrepresentation, false or misleading statement, evasion or suppression of a material fact; or
  - (2) The activity for which a license is sought is unlawful or constitutes a public nuisance per se or per accidents; or
  - (3) The applicant, licensee or prior licensee or the person in control of the business has been convicted of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude, or an unlawful sale of merchandise or prohibited goods; or
  - (4) The applicant, licensee or prior licensee or the person in control of the business has engaged in an unlawful activity or nuisance related to the business or to a similar business in the city or in another jurisdiction; or
  - (5) The applicant, licensee or prior licensee or the person in control of the business is delinquent in the payment to the city of any tax or fee; or
  - (6) The license for the business or for a similar business of the licensee in the city or another jurisdiction has been denied, suspended or revoked in the previous license-year.
- (b) The license official shall provide an applicant with a written denial stating the reasons therefor. A decision of the license official shall be subject to appeal to council in the manner set forth herein.

Sec. 14-46. Suspension or revocation of license.

- (a) The license official shall suspend a business' license when the license official determines any of the following:
  - (1) A license has been mistakenly or improperly issued or issued contrary to law; or
  - (2) A licensee has breached any condition upon which the license was issued or has failed to comply with the provisions of this article; or
  - (3) A licensee has obtained a license through a fraud, misrepresentation, a false or misleading statement, evasion or suppression of a material fact in the license application; or
  - (4) A licensee has been convicted of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude, or an unlawful sale of merchandise or prohibited goods; or
  - (5) A licensee has engaged in an unlawful activity or nuisance related to the business; or
  - (6) A licensee is delinquent in the payment to the city of any tax or fee.



- (b) When the license official determines that one or more of the above-stated reasons exist to suspend a license, the license official shall give written notice to the licensee or the person in control of the business within the city by personal service or certified mail that the license is suspended pending a hearing before council for the purpose of determining whether the license should be revoked. The notice shall state the time and place at which the hearing is to be held, which shall be at a regular or special council meeting within 30 days from the date of service of the notice, unless continued by agreement. The notice shall contain a brief statement of the reasons for suspension and proposed revocation and a copy of the applicable provisions of this article.

Sec. 14-47. Appeals to council.

- (a) Any person aggrieved by a decision, final assessment, proposed revocation, suspension, or a denial of a license by the license official may appeal the decision to the council by written request stating the reasons therefore, filed with the license official within ten days after service by certified mail or personal service of the notice of decision, final assessment, proposed revocation, suspension or denial.
- (b) An appeal or a hearing on proposed revocation shall be held by the council within 30 days after receipt of a request for appeal or service of notice of suspension at a regular or special meeting of which the applicant or licensee has been given written notice, unless continued by agreement. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by council shall govern the hearing. Council shall by majority vote of members present render a written decision based on findings of fact and application of the standards herein which shall be served upon all parties or their representatives and shall be the final decision of the city.
- (c) No person shall be subject to a prosecution pursuant to section 14-49 for doing business without a license until the expiration of ten days after notice of denial or revocation which is not appealed or until after final judgment of a circuit court upholding denial or revocation.

Sec. 14-48. Confidentiality.

Except in accordance with proper judicial order or as otherwise provided by law, it shall be unlawful for any official or employee to divulge or make known in any manner the amount of income or any particulars set forth or disclosed in any report or return required under this article. Nothing in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any license data may be shared with other public officials or employees in the performance of their duties, whether or not those duties relate to enforcement of this article.

Sec. 14-49. Violations.

Any person violating any provision of this article shall be deemed guilty of an offense and shall be subject to a fine of up to \$500.00 or imprisonment for not more than 30 days or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties and costs provided for herein.

Sec. 14-50. Classification and rates.

- (a) The class structure model by the NAICS code and the class structure model by rate class shall be adopted in their initial form by the council and shall be updated annually by the license official based upon the latest available IRS statistics and information provided by the Municipal Association of South Carolina. The class structure models are tools for classification and not a limitation on Businesses subject to a license tax. Class structure models and the latest issue of the NAICS shall be kept on file with the city's municipal clerk and shall be made available by the business license official.

- (b) The license tax for each class of businesses subject to this article shall be computed in accordance with the business license rate schedule which shall be adopted and amended by council from time to time. A current copy of the business license rate schedule shall be filed in the office of the city's municipal clerk and shall be made available by the business license official.

Sec. 14-51. The Business License Rate Schedule.

Attached hereto as **Appendix A**, is hereby approved. The rates set forth therein may be amended from time to time by the Council as necessary. The initial form of the Class Structure Model by NAICS code and the Class Structure Model by rate class, attached hereto as Appendix B is hereby approved and shall be updated annually by the License Official as set forth in Section 14-50 of the Code, subject to the ability of Council to make any adjustments as may be necessary from time to time. A current copy of the Business License Rate Schedule Appendix A and Appendix B shall be filed in the office of the City's municipal clerk and shall be made available by the Business License Official.

Sec. 14-52. Severability.

Pursuant to City Code Section 1-6:

- (a) If any section, subsection, sentence, clause, or phrase of the License Program or this Ordinance is, for any reason, held or determined to be invalid or unenforceable, such decision shall not affect the validity of the remaining portions of the Business License Program or this Ordinance.
- (b) Nothing in this Ordinance or in the Business License Program hereby enacted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause of causes 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.
- (c) All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed in their entirety. This Ordinance and the provisions of the Business License Program shall take effect immediately upon its enactment by the Council.

Secs. 14-53—14-75. - Reserved.

**NOW, THEREFORE BE IT ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_ day of \_\_\_\_\_ 2018 and to become effective upon final reading.

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

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

First Reading: July 10, 2018  
Public Hearing:  
Final Reading:

ec. 14-34. - Purpose and duration.

The license levied pursuant to this article is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through an excise tax for the privilege of conducting business within the city. Each yearly license shall be issued for the twelve-month period of May 1 to April 30.. The provisions of this article and the rates herein shall remain in effect from year to year as it may be amended from time-to-time by the council.

Sec. 14-36. - Registration required.

- (a) The owner, agent or legal representative of every business subject to this article, whether listed in the classification index or not, shall register the business and make application for a license on or before the due date of each year; provided, a new business shall be required to have a license prior to operation within the city, and an annexed business shall be required to have a business license within thirty (30) days of the annexation. A license for a bar (NAICS 722410) must be issued in the name of the person who has been issued an alcohol, beer or wine permit or license by the State of South Carolina and will have actual control and management of the business.
- (b) The application shall be on a form provided by the license official which shall contain the social security number and/or the federal employer's identification number, the business name as reported on the South Carolina income tax return, and all information about the applicant, the licensee, and the business deemed appropriate to carry out the purpose of this article by the license official. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross receipts and gross revenue figures.
- (c) The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported, or estimated for a new business, without any unauthorized deductions, and that all assessments, personal property taxes on business property and other monies due and payable to the city have been paid.
- (d) License decals shall be required on each vehicle for electrical, plumbing, mechanical, general, landscaping, or service contractor who shall individually or through an entity or other person construct, service, or repair buildings of any type within the city. Decals shall be purchased with license renewals beginning January 1, 2017. License decals shall be issued annually by the city at a cost of \$3.00 per decal.
- (e) Whenever there is a change of tenant, occupancy, or use in a new or existing building or structure a new Certificate of Occupancy must be issued by the building official to the new tenant before a business license can be issued. Failure to obtain a Certificate of Occupancy shall invalidate the license and subject the licensee to prosecution for doing business without a license.

Sec. 14-49. - Violations.

Section 3. The Business License Rate Schedule, attached hereto as **Appendix A**, is hereby approved. The rates set forth therein may be amended from time to time by the Council as necessary. The initial form of the Class Structure Model by NAICS code and the Class Structure Model by rate class, attached hereto as Appendix B is hereby approved and shall be updated annually by the License Official as set forth in Section 14-50 of the Code, subject to the ability of Council to make any adjustments as may be necessary from time to time. A current copy of the Business License Rate Schedule Appendix A and Appendix B shall be filed in the office of the City's municipal clerk and shall be made available by the Business License Official.

## APPENDIX A

### RATE SCHEDULE

<b><u>RATE CLASS</u></b>	<b><u>INCOME: \$0 - \$2,000 BASE RATE</u></b>	<b><u>INCOME OVER \$2,000 Rate per Thousand or fraction thereof</u></b>
1	\$ 40.00	\$1.10
2	\$ 46.00	\$1.25
3	\$ 52.00	\$1.40
4	\$ 58.00	\$1.55
5	\$ 64.00	\$1.70
6	\$ 70.00	\$1.85
7	\$ 76.00	\$2.00
8.1	\$ 72.50	\$1.35
8.3	MASC Telecommunications	
8.4B	\$ 66.00	\$1.35
8.4C	\$ 264.00	\$1.35
8.5	\$ 33.00	\$1.00
8.6	\$ 39.50	\$1.15
8.6A	\$ 25.00	\$1.00
8.7	MASC Insurance	
8.8A	\$46.20 + \$12.50 per machine	\$1.35
8.8C	\$46.20 + \$12.50 per machine	\$1.35
8.9B	\$264.00	\$2.65
8.9C	\$132.00	\$1.35
8.10A	\$132.00 + \$5.00 per table	\$2.65

### **NON-RESIDENT RATES**

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

### **DECLINING RATES**

Declining Rates apply in all Classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance.

<b><u>Gross Income in \$ Millions</u></b>	<b><u>Percent of Class Rate for each additional \$1,000</u></b>
0 - 1	100%
1 - 2	90%
2 - 3	80%
3 - 4	70%
OVER 4	60%

**APPENDIX B**  
**2016 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE**

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	2
113	Forestry and logging (including forest nurseries, timber tracts)	1
115	Support activities for agriculture and forestry	1
21	Mining	3
2211	Electric Power Generation, Transmission and Distribution	Franchise
2212	Natural Gas Distribution	Franchise
22	Utilities	1
23	Construction	8.1
31-33	Manufacturing	1
311	Food manufacturing	1
313	Textile and textile product mills	1
315	Apparel	1
316	Leather and allied products	1
321	Wood products	1
322	Paper products	2
323	Printing and related support activities	1
324	Petroleum and coal products	1
325	Chemical manufacturing	2
327	Nonmetallic mineral products	1
331	Primary metal industries	1
332	Fabricated metal products	1
333	Machinery	2
334	Computer and electronic products	2
335	Electrical equipment, appliances, and components	2
336	Transportation equipment	1
337	Furniture and related products	1
339	Other miscellaneous manufacturing	2
42	Wholesale trade	1
423930	Recyclable Material Merchant Wholesalers (Junk)	8.4A
44-45	Retail trade	1
441	Motor vehicle and parts dealers	1
4411	Automobile Dealers	8.5
4412	Other Motor Vehicle Dealers	8.5
442	Furniture and home furnishing stores	1
443	Electronic and appliance stores	1
444	Building material and garden equipment and supplies dealers	1
445	Food and beverage stores	1
446	Health and personal care stores	1

**APPENDIX B**  
**2016 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE**

NAICS Sector/Subsector	Industry Sector	Class
447	Gasoline stations	1
448	Clothing and accessories stores	1
451	Sporting goods, hobby, book, and music stores	1
452	General merchandise stores	1
453	Miscellaneous store retailers	1
454	Nonstore retailers	1
45439	Other Direct Selling Establishments (Peddlers)	8.6
48-49	Transportation and warehousing	1
482	Rail Transportation	8.2
484	Truck Transportation	1
486	Pipeline transportation	1
493	Warehousing and storage facilities	2
51	Information	2
511	Publishing industries (except internet)	2
512	Motion picture and sound recording	2
515	Broadcasting (except internet) and telecommunications	2
517	Telecommunications	2
5171	Wired Telecommunications Carriers	8.3
5172	Wireless Telecommunications Carriers (except Satellite)	8.3
518	Internet service providers, web search portals, and data processing	2
519	Other Information Services	2
52	Finance and insurance	4
522	Credit intermediation and related activities	4
522298	Pawnshops	8.4B
523	Securities, commodity contracts, and other financial investments	7
524	Insurance agents, brokers, and related activities	1
5241	Insurance Carriers	8.7
52421	Insurance Brokers for non-admitted Insurance Carriers	8.7
525	Funds, trusts and other financial vehicles	7
53	Real estate and rental and leasing	5
531	Real estate	6
5311	Lessors of real estate (including miniwarehouses and self storage)	7
532	Rental and leasing services	2
533	Lessors of nonfinancial assets	7
54	Professional, scientific, and technical services	3
5411	Legal Services	5
5413	Architectural, engineering and related services	3
5416-9	Other professional, scientific, and technical services	3

**APPENDIX B**  
**2016 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE**

NAICS Sector/Subsector	Industry Sector	Class
55	Management of companies	4
56	Administrative and support and waste management and remediation services	2
561	Administrative and support services	2
562	Waste management and remediation services	1
61	Educational services	2
62	Health care and social assistance	2
623	Nursing and Residential Care Facility	1
71	Arts, entertainment, and recreation	2
71119	Other Performing Arts Companies (Carnivals and Circuses)	8.9B
712	Museums, Historical Sites and similar institutions	1
7131	Amusement Parks and Arcades	8.8
7132	Nonpayout Amusement Machines	8.8
713290	Bingo Halls	8.9A
713990	All Other Amusement and Recreational Industries ( pool tables)	8.10
721	Accommodation	1
722	Food services and drinking places	1
72241	Drinking Places (Alcoholic Beverages)	8.9C
81	Other services	2
811	Repair and maintenance	1
8111	Auto repair and maintenance	1
812	Personal and laundry services	3
813	Religious, grantmaking, civic, professional, and similar organizations	3



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: 4343 Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Approve Zoning Ordinance Amendment to permit Craft Breweries.

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**BACKGROUND SUMMARY:**

As the brewery, industry continues to expand, more and more municipalities have permitted breweries as a means of spurring economic growth. Local investors have expressed an interest in opening a brewery in downtown Hartsville. The planning commission has reviewed the ordinance and made a recommendation to city council to approve.

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**IMPACT IF DENIED:**

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**IMPACT IF APPROVED:**

More than 4500 breweries exist around the country. Communities, large and small, have benefitted from breweries being a part of their communities.

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**FINANCIAL IMPACT:**

Breweries create not only local jobs but also jobs in industries such as packaging, distributing, transportation and agriculture.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4343



## ORDINANCE 4343

**TO AMEND THE ZONING ORDINANCE OF THE CITY OF HARTSVILLE APPENDIX A – ZONING ARTICLE III. DEFINITION OF TERMS, ARTICLE IX – DISTRICT REQUIREMENTS - SECTION 5. B-1 (CENTRAL BUSINESS DISTRICT) ZONE SECTION 7. M – 1 (INDUSTRIAL), AND SECTION 8. M -2 (INDUSTRIAL) ZONES TO ADD BREWERIES AND BREWPUBS AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, it has been determined that breweries make an impact on local economies and businesses by creating jobs and getting involved in communities, and

**WHEREAS**, investors have expressed an interest in opening a brewery in the central business district, and

**WHEREAS**, the Hartsville Planning Commission reviewed this matter at their June 27, 2018 meeting and recommends that that the Hartsville City Council adopt Ordinance 4343 amending the Zoning Ordinance to include microbreweries.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARTSVILLE, SOUTH CAROLINA**, that the Hartsville City Code is hereby amended to allow Craft Breweries as a permitted use by amending the Zoning Ordinance to read as follows:

### **ARTICLE III. DEFINITION OF TERMS USED IN THIS ORDINANCE**

**Brewery** – a facility that brews beer primarily for on-site consumption and retail sale on its permitted premises, but also including wholesale or off-site sales, consistent with State law and the use specific standards of the ordinance. Such uses may or may not include an on-site tasting room or food service.

**Brewpub** – a tavern, public house, restaurant, or hotel, which produces on the permitted premises a maximum of two thousand barrels a year of beer for sale on the premises.

**Permitted premises** – those areas normally used by the permittee or licensee to conduct his/her business and includes, but is not limited to, the selling areas, brewing areas, storage areas, food preparation areas, and parking areas.

**Person** – an individual, partnership, corporation, or other form of business organization.

**Producer** – a brewery or winery or a manufacturer, bottler, or importer of beer or wine into the United States.

**Tasting room** - A tasting room is a part of a winery or brewery, typically located on the premises of the winery or brewery's production facilities, at which guests may sample the winery or brewery's products.

### **ARTICLE IX – DISTRICT REQUIREMENTS.**

#### **SECTION 5. B-1 (CENTRAL BUSINESS DISTRICT).**

Permitted uses.

(20) Breweries and brewpubs: shall comply with the following standards:

**Maximum Annual Production:** Breweries are limited to production of 15,000 barrels per year. Brewpubs are limited to production of 2,000 barrels per year.

**Facility Size:** The production area of the facility is limited to 10,000 square feet. No limits exist for the remaining portions of the facility.

**Loading, Unloading, and Circulation:** There must be specific provisions to accommodate truck loading and unloading compatible with the circulation of customer parking.

Loading areas facing any street, adjacent residential use or residential zoning district shall have the doors closed at all times, except during the movement of raw materials, other supplies and/or finished products into and out of the building.

**Parking:** Tasting rooms/brewpubs must provide parking as required for a restaurant, including provision of spaces to serve outside seating or activity areas.

**Hours of Operation:** Deliveries are limited to between 7 a.m. and 11:00p.m. Hours of operation are dependent upon South Carolina State law and the type of license the brewery possesses from the South Carolina Department of Revenue. In no case shall an establishment that sells liquor by the drink operate between 2:00a.m. and 7:00a.m. on any day.

**Outdoor Storage:** No outdoor storage is permitted. This includes the use of portable storage units, cargo containers and tractor- trailers.

**Outdoor Areas:** Breweries or brewpubs having outdoor areas for seating, music/live entertainment or outdoor games must comply with the following standards:

The outdoor area must be designed and located so as not to obstruct the movement of pedestrians along sidewalks or through areas intended for public use.

The outdoor area must be located at least 100 feet from all existing residential uses, and all undeveloped residential zoning districts. The outdoor portions shall not be used for entertainment of any type after 11:00p.m. on any day.

This standard does not apply when the use that necessitates the separation is located in the Central Business (B-1) or in a Master Plan where the terms and conditions contemplate a mix of uses.

The outdoor area must provide parking using the parking requirements for a restaurant. (See the parking standards of the City of Hartsville Zoning Ordinance Appendix A, Article VI – General Provisions, Section 7. Off Street Parking and Loading).

**Music or Entertainment:** Small-scale entertainment can be provided as an accessory use, but may not be located or amplified to the degree that it creates a nuisance to adjoining properties.

**Management of Impacts Plan:** Craft breweries must provide a written plan to manage potential impacts on the surrounding neighborhoods and businesses, including:

Acknowledgement of the City noise ordinance standards and monitoring noise created by the establishment and its patrons.

Provision of lighting to secure parking lots and other outside areas while complying with the lighting standards. (See lighting standards of the City of Hartsville Zoning Ordinance Appendix A, Article VI – General Provisions, Section 13. Lighting Requirements).

Provision of appropriate security to control crowds based on size and type of activity, including the discouragement of parking lot loitering.

Advising patrons to park only in appropriate locations on the establishment's property or neighboring properties where written permission has been granted.

### **Zoning Districts that Allow Breweries and Brewpubs**

Breweries will be permitted as a special exception in industrial zoning districts (M-1 and M-2). The Zoning Board of Appeals (ZBA) shall hold a public hearing. All use specific standards shall be met for the board to consider approval. The ZBA can place other reasonable conditions on the approval if it deems additional requirements are necessary.

Breweries will be permitted as a special use in the central business (B-1) zoning district. Staff shall approve the use if it meets all of the use specific standards. Staff cannot add other conditions.

Breweries shall not be permitted in other zoning districts.

### **SECTION 7. M-1 (INDUSTRIAL) ZONE.**

(d) *Uses subject to approval of the zoning board of appeals.* In M-1 zones, uses permitted subject to the approval of the zoning board of appeals shall be as follows:

- (1) Breweries and brewpubs as a special exception subject to all the use specific standards as outlined in Article IX – District Requirements – Section 5. B-1 (Central Business District), (20) Breweries and brewpubs.

### **SECTION 8. M-2 (INDUSTRIAL) ZONE**

(c) Uses subject to approval of the Zoning Board of Appeals.

- (4) Breweries and brewpubs as a special exception subject to all the use specific standards as outlined in Article IX – District Requirements – Section 5. B-1 (Central Business District), (20) Breweries and brewpubs

**NOW, THEREFORE BE IT ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_ day of \_\_\_\_\_ 2018 and to become effective upon final reading.

---

Carl M. (Mel) Pennington IV, Mayor

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

First Reading: July 10, 2018  
Public Hearing:  
Final Reading:



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: 4344 Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

Amend current Bond Ordinance.

---

**BACKGROUND SUMMARY:**

This amendment will clean up a discrepancy in "Senior Lien Expenses" in the Master Bond Ordinance. It contained the wrong internal references.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4344

CITY OF HARTSVILLE, SOUTH CAROLINA  
AMENDMENTS TO THE BOND ORDINANCE

**ORDINANCE 4344**

**PROVIDING FOR AND APPROVING AMENDMENTS TO AN ORDINANCE ENTITLED, “AN ORDINANCE PROVIDING FOR THE RESTRUCTURING OF THE WATERWORKS AND SEWER SYSTEM BY ADDING THE WATER PARK ENTERPRISE; AUTHORIZING THE ISSUANCE AND SALE OF COMBINED SYSTEM REVENUE BONDS OF THE CITY OF HARTSVILLE, SOUTH CAROLINA, AND OTHER MATTERS RELATING THERETO.”**

---

ORIGINALLY ENACTED ON OCTOBER 10, 2017  
AS AMENDED ON AUGUST \_\_, 2018  
(MASTER BOND ORDINANCE)

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**BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HARTSVILLE, SOUTH CAROLINA IN A MEETING DULY ASSEMBLED, AS FOLLOWS:**

**ARTICLE I – FINDINGS OF FACT**

Section 1.01. Recitals and Statements of Purpose.

Incident to the enactment of this ordinance (this “**Ordinance**”), the City Council of the City of Hartsville (the “**City Council**”), the governing body of the City of Hartsville, South Carolina (the “**City**”), finds, as a fact, that each of the statements hereinafter set forth is in all respects true and correct.

(A) The City Council has made general provision for the issuance of Combined System Revenue Bonds (Second Lien) (the “**Bonds**”) of the City from time to time through the means of an ordinance entitled “AN ORDINANCE PROVIDING FOR THE RESTRUCTURING OF THE WATERWORKS AND SEWER SYSTEM BY ADDING THE WATER PARK ENTERPRISE; AUTHORIZING THE ISSUANCE AND SALE OF COMBINED SYSTEM REVENUE BONDS OF THE CITY OF HARTSVILLE, SOUTH CAROLINA, AND OTHER MATTERS RELATING THERETO” duly enacted by the City Council on October 10, 2017 (the “**Bond Ordinance**”). All terms not otherwise defined herein shall have the definition ascribed thereto in the Bond Ordinance.

(B) The City Council enacted a series ordinance dated October 10, 2017 (the “**2017 Series Ordinance**”), authorizing the issuance and delivery of not exceeding \$10,000,000 Combined Public System Improvement Revenue Bonds, Series 2017 (Second Lien) of the City of Hartsville, South Carolina (the “**2017 Bonds**”).

(C) Pending the issuance and delivery of the 2017 Bonds, the City, acting through the authorizations in the 2017 Series Ordinance, determined to issue its \$8,000,000 Combined System Improvement Revenue Bond Anticipation Note, Series 2017 of the City of Hartsville, South Carolina dated December 6, 2017 (the “**BAN**”).

(D) Other than the BAN, which is anticipated for redemption with the proceeds of the 2017 Bonds, the City has no Bonds currently Outstanding (other than the Senior Lien Bonds).

(E) The City Council has determined to enter into this Ordinance as a means of amending and modifying the Bond Ordinance.

[End of Article I]

## ARTICLE II –AMENDMENT; MISCELLANEOUS

### Section 2.01. Rationale for Amendment

In negotiating the sale of the 2018 Bonds, the City determined that a scrivener's error existed in the definition of "Senior Lien Expenses" in Section 2.02 of the Bond Ordinance. In order to correct the definition, the term "Senior Lien Expenses" shall be amended and restated in its entirety so as to read as follows:

### Section 2.02. Defined Terms.

**"*Senior Lien Expenses*"** shall mean expenses of the System as required by Sections 8.04 and 8.06 of the Original Bond Ordinance. Senior Lien Expenses do not include any Water Park Expenses.

### Section 2.02. Effecting the Amendment.

No Bonds are currently Outstanding under the Bond Ordinance. Therefore, the amendment above shall take effect immediately following the enactment of this Ordinance and shall apply to all Bonds, including the 2017 Bonds.

### Section 2.03. Severability.

The provisions of this Ordinance are severable, and if one or more of the provisions, sentences, clauses, sections or parts hereof shall be held or deemed to be or shall in fact, be inoperative or unenforceable or invalid as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions, or in all cases because of conflict with any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever. It is hereby declared that this Ordinance would have been enacted if such inoperative or unenforceable or invalid provisions, sentences, clauses or sections or parts (i) shall be deemed severable from the remaining covenants and agreements and portions thereof provided in this Ordinance, and (ii) shall in no way affect the validity of the other provisions of this Ordinance.

[End of Article II]



DONE, RATIFIED AND ENACTED on August \_\_, 2018.

**CITY OF HARTSVILLE, SOUTH CAROLINA**

(SEAL)

---

Carl M. (Mel) Pennington IV, Mayor

Attest:

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Sherron L. Skipper, City Clerk

First Reading: July10, 2018  
Public Hearing: August \_\_, 2018  
Second Reading: August \_\_, 2018



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: 4345 Resolution Number: - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

To suspend, but not repeal, the Hospitality Tax Advisory Committee.

---

**BACKGROUND SUMMARY:**

This Committee was formed to assist with requests for HTax funds and since those funds are being budgeted for tourism activities during the city's normal annual budget process, the committee will not need to meet.

---

**IMPACT IF APPROVED:**

City Council will not need to appoint members unless this committee should be needed in the future to assist with unbudgeted HTax funds.

**ATTACHMENTS:**

Description

- ▣ Ordinance 4345
- ▣ Ordinance 4345 - Highlighted Changes

**ORDINANCE 4345**

**AN ORDINANCE OF THE CITY OF HARTSVILLE, SOUTH CAROLINA AMENDING AND RESTATING CHAPTER 2 "ADMINISTRATION" ARTICLE IV "BOARDS, COMMISSIONS AND COMMITTEES" DIVISION 5 "LOCAL HOSPITALITY TAX ADVISORY COMMITTEE" SECTION 2-413 "POWERS AND DUTIES" TO SUSPEND THE HOSPITALITY TAX COMMITTEE WHEN HOSPITALITY TAX FUNDS ARE BUDGETED DURING THE CITY'S ANNUAL BUDGET PROCESS.**

**WHEREAS**, the City enacted Ordinance 4113 dated May 7, 2013 creating a Hospitality Tax Committee to assist the City with request for Hospitality Tax Funds; and,

**WHEREAS**, the Council has determined that Hospitality Tax funds now need to be budgeted during the city's annual budget process for tourism related projects and the Hospitality Tax Committee can now be suspended until a future need for assistance from this committee exists.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARTSVILLE, SOUTH CAROLINA**, that Chapter 2 "Administration" Article IV "Boards, Commissions and Committees" Division 5 "Local Hospitality Tax Advisory Committee" Section 2-413 "Powers and Duties" is hereby amended to read as follows:

**Chapter 2. Administration.**

**Article IV. Boards, Commissions and Committees.**

**Division 5. Local Hospitality Tax Advisory Committee.**

**Sec. 2-413. Powers and duties.**

It is the general function of the local hospitality tax advisory committee, when funds are available and not budgeted through the city's annual budget process, to review applications for hospitality funds and make comments and recommendations to the city council. Recommendations will be limited to hospitality funds appropriated in the city's budget for such a purpose. The appropriated funds may be used for tourism-related expenditures, as defined by S.C. Code 1976, § 6-1-730.

- (a) The revenue generated by the hospitality tax must be used exclusively for the following purposes:
- (1) Tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
  - (2) Tourism-related cultural, recreational, or historic facilities;
  - (3) Beach access and renourishment;
  - (4) Highways, roads, streets, and bridges providing access to tourist destinations;
  - (5) Advertisements and promotions related to tourism development; or
  - (6) Water and sewer infrastructure to serve tourism-related demand.

**NOW, THEREFORE BE IT ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED** on the \_\_\_\_ day of \_\_\_\_\_ 2018 and to become effective upon final reading.

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

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

First Reading: July 10, 2018  
Public Hearing:  
Final Reading:

DIVISION 5. - LOCAL HOSPITALITY TAX ADVISORY COMMITTEE

Sec. 2-411. - Creation; composition; appointment of members; ex officio members; chairman.

There shall be a local hospitality tax advisory committee which shall consist of seven members, who shall be appointed by the council. The city manager shall serve as ex officio member of the local hospitality tax advisory committee. The local hospitality tax advisory committee shall elect one of its members as chairman and one as vice-chairman whose terms shall be one year.

Sec. 2-412. - Terms of appointive members; vacancies.

The appointed members of the local hospitality tax advisory committee shall be appointed annually by the council. Any vacancy of an appointed member shall be filled by the council for the remainder of the term and shall serve until their successors are appointed. Members of the local hospitality tax advisory committee will be as follows:

- (a) Members representing the lodging industry in the city: two;
- (b) Members representing businesses in the city that primarily serve visitors to the city, to include restaurants, attractions, recreational amenities, transportation facilities and services, and travel information and promotion entities: two;
- (c) Member representing the cultural organizations of the city: one; and
- (d) Citizens-at-large who may or may not be associated or affiliated with the hospitality industry or cultural organizations of the city: two.

Sec. 2-413. - Powers and duties.

It is the general function of the local hospitality tax advisory committee, **when funds are available and not budgeted through the city's annual budget process**, to review applications for hospitality funds and make comments and recommendations to the city council. Recommendations will be limited to hospitality funds appropriated in the city's budget for such a purpose. The appropriated funds may be used for tourism-related expenditures, as defined by S.C. Code 1976, § 6-1-730.

- (a) The revenue generated by the hospitality tax must be used exclusively for the following purposes:
  - (1) Tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
  - (2) Tourism-related cultural, recreational, or historic facilities;
  - (3) Beach access and renourishment;
  - (4) Highways, roads, streets, and bridges providing access to tourist destinations;
  - (5) Advertisements and promotions related to tourism development; or
  - (6) Water and sewer infrastructure to serve tourism-related demand.

Sec. 2-414. - Meetings.

The local hospitality tax advisory committee shall hold meetings twice annually to review applications for hospitality funds.

Sec. 2-415. - Quorum.

A minimum of four members must be present at any meeting of the local hospitality tax advisory committee to conduct business.

Sec. 2-416. - Staff support.

The finance department for the city shall be responsible for receiving applications, providing staff comments, sending notices, and arranging meetings as needed. The finance department may be assisted by any staff person as directed by the city manager.

Secs. 2-417—2-499. - Reserved.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: 08-18-01 - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

To transfer 10% of the Cemeteries (Magnolia and Greenlawn) cumulative revenue to the Perpetual Care Investment Fund for FY's 2015 - 2018.

**ATTACHMENTS:**

Description

- ▣ Resolution 08-18-01
- ▣ Perpetual Care Fund Transfer Analysis

**RESOLUTION 08-18-01**

**APPROVAL FOR TRANSFER OF CEMETERY REVENUE TO PERPETUAL CARE INVESTMENT TRUST FUND.**

**WHEREAS**, the City is responsible for the perpetual care of Magnolia Cemetery and Greenlawn Cemetery; and,

**WHEREAS**, City Council has determined that ten percent (10%) of the Cemeteries cumulative revenue should be invested in the Perpetual Care Investment Trust Fund on an annual basis.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville eighteen thousand nine hundred seventy dollars (\$18,970) for the years 2015 – 2018 should be transferred to the Perpetual Care Investment Fund.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the Mayor and Council of the City of Hartsville that the City Manager, or designee, is authorized to execute all necessary documents for this transaction.

**NOW, THEREFORE BE IT HEREBY FINALLY RESOLVED**, in meeting duly advertised and assembled the 14th day of August, 2018.

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Carl M. (Mel) Pennington IV, Mayor

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

**CITY OF HARTSVILLE**

**REPORT OF CEMETERY ACTIVITIY**

**FOR THE FISCAL YEARS ENDED: 2015, 2016, 2017, 2018**

Internally prepared by Finance Department

## CITY OF HARTSVILLE

## STATEMENT OF REVENUE AND EXPENDITURES CEMETERY ACTIVITIES

FISCAL YEAR ENDED  
June 30, 2018

ACCOUNT	BUDGETED	YEAR-TO-DATE
<b>REVENUE:</b>		
01-355-302-000 BURIAL PERMITS	\$ 75,000.00	\$ 84,450.00
01-355-304-000 CEMETERY LOTS	50,000.00	46,210.00
<b>TOTAL REVENUE</b>	<u>125,000.00</u>	<u>130,660.00</u>
<b>EXPENDITURE:</b>		
01-495-000-360 TELEPHONE	250.00	304.15
01-495-000-420 BUILDING MAINT & SUPPLIES	3,500.00	3,622.89
01-495-000-424 CONTRACT	86,400.00	93,600.00
01-495-000-735 SPECIAL PROJECTS & SERVICES	15,000.00	30,052.62
<b>TOTAL EXPENDITURE</b>	<u>105,150.00</u>	<u>127,579.66</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 19,850.00</u>	<u>\$ 3,080.34</u>

WACHOVIA CEMETERY RESERVE FUND BALANCE AT June 30, 2018 \$ 49,407.17

FISCAL YEAR ENDED  
June 30, 2017

ACCOUNT	BUDGETED	YEAR-TO-DATE
<b>REVENUE:</b>		
01-355-302-000 BURIAL PERMITS	\$ 75,000.00	\$ 89,350.00
01-355-304-000 CEMETERY LOTS	50,000.00	53,970.00
01-361-302-000 INT INCOME CEMETERY	500.00	-
<b>TOTAL REVENUE</b>	<u>125,500.00</u>	<u>143,320.00</u>
<b>EXPENDITURE:</b>		
01-495-000-360 TELEPHONE	250.00	236.32
01-495-000-420 BUILDING MAINT & SUPPLIES	1,300.00	1,335.00
01-495-000-424 CONTRACT	86,400.00	86,435.00
01-495-000-735 SPECIAL PROJECTS & SERVICES	27,000.00	27,072.30
<b>TOTAL EXPENDITURE</b>	<u>114,950.00</u>	<u>115,078.62</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 10,550.00</u>	<u>\$ 28,241.38</u>

WACHOVIA CEMETERY RESERVE FUND BALANCE AT June 30, 2017 \$ 49,480.06



## CITY OF HARTSVILLE

## STATEMENT OF REVENUE AND EXPENDITURES CEMETERY ACTIVITIES

FISCAL YEAR ENDED  
June 30, 2016

ACCOUNT	BUDGETED	YEAR-TO-DATE
<b>REVENUE:</b>		
01-355-302-000 BURIAL PERMITS	\$ 75,000.00	\$ 78,000.00
01-355-304-000 CEMETERY LOTS	50,000.00	64,535.00
01-361-302-000 INT INCOME CEMETERY	5,000.00	-
<b>TOTAL REVENUE</b>	<u>130,000.00</u>	<u>142,535.00</u>
<b>EXPENDITURE:</b>		
01-495-000-360 TELEPHONE	250.00	343.14
01-495-000-420 BUILDING MAINT & SUPPLIES	3,500.00	1,589.49
01-495-000-424 CONTRACT	86,400.00	79,424.24
01-495-000-735 SPECIAL PROJECTS & SERVICES	15,000.00	21,375.00
<b>TOTAL EXPENDITURE</b>	<u>105,150.00</u>	<u>102,731.87</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 24,850.00</u>	<u>\$ 39,803.13</u>

WACHOVIA CEMETERY RESERVE FUND BALANCE AT June 30, 2016 \$ 49,474.28

FISCAL YEAR ENDED  
June 30, 2015

ACCOUNT	BUDGETED	YEAR-TO-DATE
<b>REVENUE:</b>		
01-355-302-000 BURIAL PERMITS	\$ 75,000.00	\$ 74,350.00
01-355-304-000 CEMETERY LOTS	50,000.00	51,990.00
01-361-302-000 INT INCOME CEMETERY	500.00	24.66
<b>TOTAL REVENUE</b>	<u>125,500.00</u>	<u>126,364.66</u>
<b>EXPENDITURE:</b>		
01-495-000-360 TELEPHONE	250.00	233.13
01-495-000-420 BUILDING MAINT & SUPPLIES	3,500.00	2,964.32
01-495-000-424 CONTRACT	86,400.00	86,400.00
01-495-000-735 SPECIAL PROJECTS & SERVICES	15,000.00	14,700.00
<b>TOTAL EXPENDITURE</b>	<u>105,150.00</u>	<u>104,297.45</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 20,350.00</u>	<u>\$ 22,067.21</u>

WACHOVIA CEMETERY RESERVE FUND BALANCE AT June 30, 2015 \$ 247,982.27

City of Hartsville  
Cemetery Perpetual Care Investment Account Analysis  
For Fiscal Years Ended 2015-2018

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Cummulative
Cemetery Investment Account Withdrawal	\$246,706.61	\$247,982.27	\$49,474.28 \$200,000.00 \$1,492.01	\$49,480.06 \$5.78	\$49,407.17 -\$72.89	\$2,700.56
Cemetery Lot Revenue						
10%		\$51,990.00 \$5,199.00	\$64,535.00 \$6,453.50	\$53,970.00 \$5,397.00	\$46,210.00 \$4,621.00	\$21,670.50
Four Years Investment Earnings	\$2,700.56					
Four Year 10% Cummulative Revenue	\$21,670.50					
Over/(Under)	-\$18,969.94					
Amount of Transfer		\$18,970				



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: 08-18-02 - REGULAR MEETING

---

**ORDINANCE/RESOLUTION CAPTION:**

MOU and cost reimbursement agreement between FBI and Hartsville PD.

---

**BACKGROUND SUMMARY:**

This covers the Pee Dee Safe Streets Task Force and the Pee Dee Violent Crime Task Force.

**ATTACHMENTS:**

Description

- ▣ Resolution 08-18-02
- ▣ MOU for Pee Dee Safe Streets Task Force
- ▣ Task Force Cost Reimbursement Agreement

**RESOLUTION 08-18-02**

**APPROVAL FOR HARTSVILLE POLICE DEPARTMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING AND A COST REIMBURSEMENT AGREEMENT WITH THE FEDERAL BUREAU OF INVESTIGATION' FOR THE PEE DEE SAFE STREETS TASK FORCE AND PEE DEE VIOLENT CRIME TASK FORCE.**

**WHEREAS**, this Memorandum of Understanding (MOU) and Cost Reimbursement Agreement (CRA) between the Federal Bureau of Investigation (FBI) and the Hartsville Police Department (HPD) delineates the responsibilities and cost reimbursement of the Pee Dee Safe Streets Task Force (PDSSTF) and the Pee Dee Violent Crime Task Force (PDVCTF) personnel and formalizes relationships between participating agencies to maximize inter-agency cooperation; and,

**WHEREAS**, the mission of these Task Forces is to identify, and target for prosecution, criminal enterprise groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence, robbery, violent street gangs and to apprehend dangerous fugitives; and,

**WHEREAS**, the overall management of the PDSSTF and PDVCTF will be a shared responsibility of the FBI and the Hartsville Police Department.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville that the Memorandum of Understanding and Cost Reimbursement Agreement between the Federal Bureau of Investigation and the Hartsville Police Department for inter-agency cooperation and participation in the Pee Dee Safe Streets Task Force and Pee Dee Violent Crime Task Force is hereby approved.

**NOW, THEREFORE BE IT FINALLY RESOLVED**, by the Mayor and Council of the City of Hartsville that the City Manager is hereby authorized to execute all required documents.

**NOW, THEREFORE BE IT FINALLY RESOLVED**, in meeting duly advertised and assembled the 14th day of August, 2018.

---

Carl M. (Mel) Pennington IV, Mayor

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

**FOR OFFICIAL USE ONLY**

1

**FEDERAL BUREAU OF INVESTIGATION  
PEE DEE SAFE STREETS TASK FORCE  
MEMORANDUM OF UNDERSTANDING**

**PARTIES**

1. This Memorandum of Understanding (MOU) is entered into by and between the **Federal Bureau of Investigation (FBI)** and the **Hartsville Police Department** (participating agency) (collectively: the Parties). Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between these agencies.

**AUTHORITIES**

2. Authority for the FBI to enter into this agreement can be found at Title 28, United States Code (U.S.C.), Section (§) 533; 42 U.S.C. § 3771; Title 28, Code of Federal Regulations (C.F.R.), § 0.85; and applicable United States Attorney General's Guidelines.

**PURPOSE**

3. The purpose of this MOU is to delineate the responsibilities of the Pee Dee Safe Streets Task Force (SSTF) personnel; formalize relationships between participating agencies for policy guidance, planning, training, public and media relations; and maximize inter-agency cooperation. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, the United States, or the officers, employees, agents, or other associated personnel thereof.

**MISSION**

4. The mission of the SSTF is to identify and target for prosecution criminal enterprise groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence such as murder and aggravated assault, robbery, and violent street gangs, as well as to intensely focus on the apprehension of dangerous fugitives where there is or may be a federal investigative interest. The SSTF will enhance the effectiveness of federal/state/local law enforcement resources through a well-coordinated initiative seeking the most effective investigative/prosecutive avenues by which to convict and incarcerate dangerous offenders.

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**SUPERVISION AND CONTROL**

**A. Supervision**

5. Overall management of the SSTF shall be the shared responsibility of the FBI and participating agency heads and/or their designees.
6. The Special Agent in Charge (SAC) of the FBI Columbia Division shall designate one Supervisory Special Agent (SSTF Supervisor) to supervise the SSTF. The SSTF Supervisor may designate a Special Agent to serve as the SSTF Coordinator. Either the SSTF Supervisor or the SSTF Coordinator shall oversee day-to-day operational and investigative matters pertaining to the SSTF.
7. Conduct undertaken outside the scope of an individual's SSTF duties and assignments under this MOU shall not fall within the oversight responsibility of the SSTF Supervisor or SSTF Coordinator. As stated in paragraph 76, below, neither the United States nor the FBI shall be responsible for such conduct.
8. SSTF personnel will report to his or her respective agency for personnel and administrative matters. Each participating agency shall be responsible for the pay, overtime, leave, performance appraisals, and other personnel matters relating to its employees detailed to the SSTF. The FBI and the participating agency may provide for overtime reimbursement by the FBI by separate written agreement.
9. All FBI personnel will adhere to the FBI's ethical standards, including Department of Justice (DOJ)/FBI regulations relating to outside employment and prepublication review matters, and will remain subject to the Supplemental Standards of Ethical conduct for employees of the DOJ.
10. All SSTF personnel, which includes Task Force Officers, Task Force Members, and Task Force Participants, must adhere to the applicable U.S. Attorney General's Guidelines and Domestic Operations Investigative Guidelines (DIOG).
11. SSTF personnel will continue to report to their respective agency heads for non-investigative administrative matters not detailed in this MOU.
12. Continued assignment of personnel to the SSTF will be based on performance and at the discretion of appropriate management. The FBI SAC and SSTF Supervisor will also retain discretion to remove any individual from the SSTF.

**B. Case Assignments**

13. The FBI SSTF Supervisor will be responsible for opening, monitoring, directing, and closing SSTF investigations in accordance with existing FBI policy and the applicable U.S. Attorney General's Guidelines.

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14. Assignments of cases to personnel will be based on, but not limited to, experience, training, and performance, in addition to the discretion of the SSTF Supervisor.
15. For FBI administrative purposes, SSTF cases will be entered into the relevant FBI computer system.
16. SSTF personnel will have equal responsibility for each case assigned. SSTF personnel will be responsible for complete investigation from predication to resolution.

**C. Resource Control**

17. The head of each participating agency shall determine the resources to be dedicated by that agency to the SSTF, including personnel, as well as the continued dedication of those resources. The participating agency head or designee shall be kept fully apprised of all investigative developments by his or her subordinates.

**OPERATIONS**

**A. Investigative Exclusivity**

18. It is agreed that matters designated to be handled by the SSTF will not knowingly be subject to non-SSTF law enforcement efforts by any of the participating agencies. It is incumbent on each agency to make proper internal notification regarding the SSTF's existence and areas of concern.
19. It is agreed that there is to be no unilateral action taken on the part of the FBI or any participating agency relating to SSTF investigations or areas of concern as described in paragraph 3. All law enforcement actions will be coordinated and cooperatively carried out.
20. SSTF investigative leads outside of the geographic areas of responsibility for the FBI Columbia Division will be communicated to other FBI offices for appropriate investigation.

**B. Confidential Human Sources**

21. The disclosure of FBI informants, or Confidential Human Sources (CHSs), to non-SSTF personnel will be limited to those situations where it is essential to the effective performance of the SSTF. These disclosures will be consistent with applicable FBI guidelines.
22. Non-FBI SSTF personnel may not make any further disclosure of the identity of an FBI CHS, including to other individuals assigned to the SSTF. No documents which identify, tend to identify, or may indirectly identify an FBI CHS may be released without prior FBI approval.

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23. In those instances where a participating agency provides a CHS, the FBI may become solely responsible for the CHS's continued development, operation, and compliance with necessary administrative procedures regarding operation and payment as set forth by the FBI.
24. The U.S. Attorney General's Guidelines and FBI policy and procedure for operating FBI CHSs shall apply to all FBI CHSs opened and operated in furtherance of SSTF investigations. Documentation of, and any payments made to, FBI CHSs shall be in accordance with FBI policy and procedure.
25. Operation, documentation, and payment of any CHS opened and operated in furtherance of an SSTF investigation must be in accordance with the U.S. Attorney General's Guidelines, regardless of whether the handling agency is an FBI SSTF participating agency. Documentation of state, county, or local CHSs opened and operated in furtherance of SSTF investigations shall be maintained at an agreed upon location.

**C. Reports and Records**

26. All investigative reporting will be prepared in compliance with existing FBI policy. Subject to pertinent legal and/or policy restrictions, copies of pertinent documents created by SSTF personnel will be made available for inclusion in the respective investigative agencies' files as appropriate.
27. SSTF reports prepared in cases assigned to SSTF personnel will be maintained at an FBI approved location; original documents will be maintained by the FBI.
28. Records and reports generated in SSTF cases which are opened and assigned by the SSTF Supervisor with designated oversight for investigative and personnel matters will be maintained in the FBI investigative file for SSTF.
29. SSTF investigative records maintained at the Columbia Field Office of the FBI will be available to all SSTF personnel, as well as their supervisory and command staff subject to pertinent legal, administrative and/or policy restrictions.
30. All evidence and original tape recordings (audio and video) acquired by the FBI during the course of the SSTF investigations will be maintained by the FBI. The FBI's rules and policies governing the submission, retrieval, and chain of custody will be adhered to by SSTF personnel.
31. All SSTF investigative records will be maintained at an approved FBI location. Placement of all or part of said information into participating agency files rests with the discretion of supervisory personnel of the concerned agencies, subject to SSTF Supervisor approval.

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32. Classified information and/or documents containing information that identifies or tends to identify an FBI CHS shall not be placed in the files of participating agencies unless appropriate FBI policy has been satisfied.
33. The Parties acknowledge that this MOU may provide SSTF personnel with access to information about U.S. persons which is protected by the Privacy Act of 1974 and/or Executive Order 12333. The Parties expressly agree that all such information will be handled lawfully pursuant to the provisions thereof. The Parties further agree that if this access to information by SSTF personnel requires a change in privacy compliance documents, those changes will be accomplished prior to access being granted.

**INFORMATION SHARING**

34. No information possessed by the FBI, to include information derived from informal communications between SSTF personnel and FBI employees not assigned to the SSTF, may be disseminated by SSTF personnel to non-SSTF personnel without the approval of the SSTF Supervisor and in accordance with the applicable laws and internal regulations, procedures or agreements between the FBI and the participating agencies that would permit the participating agencies to receive that information directly. Likewise, SSTF personnel will not provide any participating agency information to the FBI that is not otherwise available to it unless authorized by appropriate participating agency officials.
35. Each Party that discloses PII is responsible for making reasonable efforts to ensure that the information disclosed is accurate, complete, timely, and relevant.
36. The FBI is providing access to information from its records with the understanding that in the event the recipient becomes aware of any inaccuracies in the data, the recipient will promptly notify the FBI so that corrective action can be taken. Similarly, if the FBI becomes aware that information it has received pursuant to this MOU is inaccurate, it will notify the contributing Party so that corrective action can be taken.
37. Each Party is responsible for ensuring that information it discloses was not knowingly obtained or maintained in violation of any law or policy applicable to the disclosing Party, and that information is only made available to the receiving Party as may be permitted by laws, regulations, policies, or procedures applicable to the disclosing Party.
38. Each Party will immediately report to the other Party each instance in which data received from the other Party is used, disclosed, or accessed in an unauthorized manner (including any data losses or breaches).
39. The Parties agree that either or both may audit the handling and maintenance of data in electronic and paper recordkeeping systems to ensure that appropriate security and privacy protections are in place.

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**PROSECUTIONS**

40. SSTF investigative procedures, whenever practicable, are to conform to the requirements which would allow for either federal or state prosecution.
41. A determination will be made on a case-by-case basis whether the prosecution of SSTF cases will be at the state or federal level. This determination will be based on the evidence obtained and a consideration of which level of prosecution would be of the greatest benefit to the overall objectives of the SSTF.
42. In the event that a state or local matter is developed that is outside the jurisdiction of the FBI or it is decided to prosecute a SSTF case at the state or local level, the FBI agrees to provide all relevant information to state and local authorities in accordance with all applicable legal limitations.

**A. Investigative Methods/Evidence**

43. For cases assigned to an FBI Special Agent or in which FBI CHSs are utilized, the Parties agree to conform to federal standards concerning evidence collection, processing, storage, and electronic surveillance. However, in situations where the investigation will be prosecuted in the State Court where statutory or common law of the state is more restrictive than the comparable federal law, the investigative methods employed by FBI case agents shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.
44. In all cases assigned to state, county, or local law enforcement participants, the Parties agree to utilize federal standards pertaining to evidence handling and electronic surveillance activities as outlined in the DIOG to the greatest extent possible. However, in situations where the statutory or common law of the state is more restrictive than the comparable federal law, the investigative methods employed by state and local law enforcement agencies shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.
45. The use of other investigative methods (search warrants, interceptions of oral communications, etc.) and reporting procedures in connection therewith will be consistent with the policies and procedures of the FBI.

**B. Undercover Operations**

46. All SSTF undercover operations will be conducted and reviewed in accordance with FBI guidelines and the U.S. Attorney General's Guidelines on FBI Undercover Operations. All participating agencies may be requested to enter into an additional agreement if an employee of the participating agency is assigned duties which require the officer to act in an undercover capacity.

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**USE OF LESS-THAN-LETHAL-DEVICES<sup>1</sup>**

47. The parent agency of each individual assigned to the SSTF will ensure that while the individual is participating in FBI-led task force operations in the capacity of a task force officer, task force member, or task force participant, the individual will carry only less-lethal devices that the parent agency has issued to the individual, and that the individual has been trained in accordance with the agency's policies and procedures.
48. The parent agency of each individual assigned to the SSTF will ensure that the agency's policies and procedures for use of any less-lethal device that will be carried by the task force officer, task force member, or task force participant are consistent with the DOJ policy statement on the Use of Less-Than-Lethal Devices.<sup>2</sup>

**DEADLY FORCE AND SHOOTING INCIDENT POLICIES**

49. SSTF personnel will follow their own agencies' policies concerning firearms discharge and use of deadly force.

**DEPUTATIONS**

50. Local and state law enforcement personnel designated to the SSTF, subject to a limited background inquiry, shall be sworn as federal task force officers either by acquiring Title 21 or Title 18 authority (via the United States Marshals), with the FBI securing the required deputation authorization. These deputations should remain in effect throughout the tenure of each investigator's assignment to the SSTF or until the termination of the SSTF, whichever comes first.
51. Deputized SSTF personnel will be subject to the rules and regulations pertaining to such deputation. Administrative and personnel policies imposed by the participating agencies will not be voided by deputation of their respective personnel.

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<sup>1</sup> Pursuant to Section VIII of the DOJ Less-Than-Lethal Devices Policy dated May 16, 2011, all state/local officers participating in joint task force operations must be made aware of and adhere to the policy and its limits on DOJ officers.

<sup>2</sup> Less-lethal – When use of force is required, but deadly force may not be appropriate, law enforcement officers may employ less-lethal weapons to gain control of a subject. Less-lethal weapons are designed to induce a subject to submit or comply with directions. These weapons give law enforcement officers the ability to protect the safety of officers, subjects, and the public by temporarily incapacitating subjects. While less-lethal weapons are intended to avoid causing any serious harm or injury to a subject, significant injuries and death can occur from their use.

The term "less-than-lethal" is synonymous with "less-lethal", "non-lethal", "non-deadly", and other terms referring to devices used in situations covered by the DOJ Policy on the Use of Less-Than-Lethal Devices. "Less-lethal" is the industry standard and the terminology the FBI has elected to utilize in reference to this policy.

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**VEHICLES**

52. In furtherance of this MOU, employees of participating agencies may be permitted to drive FBI owned or leased vehicles for official SSTF business and only in accordance with applicable FBI rules and regulations, including those outlined in the FBI Government Vehicle Policy Directive (0430D) and the Government Vehicle Policy Implementation Guide (0430PG). The assignment of an FBI owned or leased vehicle to participating agency SSTF personnel will require the execution of a separate Vehicle Use Agreement.
53. The participating agencies agree that FBI vehicles will not be used to transport passengers unrelated to SSTF business.
54. The FBI and the United States will not be responsible for any tortious act or omission on the part of each participating agency and/or its employees or for any liability resulting from the use of an FBI owned or leased vehicle utilized by participating agency SSTF personnel, except where liability may fall under the provisions of the Federal Tort Claims Act (FTCA), as discussed in the Liability Section herein below.
55. The FBI and the United States shall not be responsible for any civil liability arising from the use of an FBI owned or leased vehicle by participating agency SSTF personnel while engaged in any conduct other than their official duties and assignments under this MOU.
56. To the extent permitted by applicable law, the participating agencies agree to hold harmless the FBI and the United States, for any claim for property damage or personal injury arising from any use of an FBI owned or leased vehicle by participating agency SSTF personnel which is outside the scope of their official duties and assignments under this MOU.

**SALARY/OVERTIME COMPENSATION**

57. The FBI and each participating agency remain responsible for all personnel costs for their SSTF representatives, including salaries, overtime payments, and fringe benefits consistent with their respective agency, except as described in paragraph 58 below.
58. Subject to funding availability and legislative authorization, the FBI will reimburse to participating agencies the cost of overtime worked by non-federal SSTF personnel assigned full-time to SSTF, provided overtime expenses were incurred as a result of SSTF-related duties, and subject to the provisions and limitations set forth in a separate Cost Reimbursement Agreement to be executed in conjunction with this MOU. A separate Cost Reimbursement Agreement must be executed between the FBI and participating agencies for full-time employee(s) assigned to SSTF, consistent with regulations and policy, prior to any reimbursement by the FBI. Otherwise, overtime shall be compensated in accordance with applicable participating agency overtime provisions and shall be subject to the prior approval of appropriate personnel.

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**PROPERTY AND EQUIPMENT**

59. Property utilized by the SSTF in connection with authorized investigations and/or operations and in the custody and control and used at the direction of the SSTF, will be maintained in accordance with the policies and procedures of the agency supplying the equipment. Property damaged or destroyed which was utilized by SSTF in connection with authorized investigations and/or operations and is in the custody and control and used at the direction of SSTF, will be the financial responsibility of the agency supplying said property.

**FUNDING**

60. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the understanding between the Parties hereto of the tasks and methods for performing the tasks described herein. Unless otherwise agreed in writing, each Party shall bear its own costs in relation to this MOU. Expenditures by each Party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The Parties expressly acknowledge that the above language in no way implies that Congress will appropriate funds for such expenditures.

**FORFEITURES**

61. The FBI shall be responsible for processing assets seized for federal forfeiture in conjunction with SSTF operations.
62. Asset forfeitures will be conducted in accordance with federal law and the rules and regulations set forth by the FBI and DOJ. Forfeitures attributable to SSTF investigations may be equitably shared with the agencies participating in the SSTF.

**DISPUTE RESOLUTION**

63. In cases of overlapping jurisdiction, the participating agencies agree to work in concert to achieve the SSTF's objectives.
64. The participating agencies agree to attempt to resolve any disputes regarding jurisdiction, case assignments, workload, etc., at the field level first before referring the matter to supervisory personnel for resolution.

**MEDIA RELEASES**

65. All media releases and statements will be mutually agreed upon and jointly handled according to FBI and participating agency guidelines.

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66. Press releases will conform to DOJ Guidelines regarding press releases. No release will be issued without FBI final approval.

**SELECTION TO SSTF AND SECURITY CLEARANCES**

67. If a participating agency candidate for the SSTF will require a security clearance, he or she will be contacted by FBI security personnel to begin the background investigation process prior to the assigned start date.
68. If, for any reason, the FBI determines that a participating agency candidate is not qualified or eligible to serve on the SSTF, the participating agency will be so advised and a request will be made for another candidate.
69. Upon being selected, each candidate will receive a comprehensive briefing on FBI field office security policies and procedures. During the briefing, each candidate will execute non-disclosure agreements (SF-312 and FD-868), as may be necessary or required by the FBI.
70. Before receiving unescorted access to FBI space identified as an open storage facility, SSTF personnel will be required to obtain and maintain a "Top Secret" security clearance. SSTF personnel will not be allowed unescorted access to FBI space unless they have received a Top Secret security clearance.
71. Upon departure from the SSTF, each individual whose assignment to the SSTF is completed will be given a security debriefing and reminded of the provisions contained in the non-disclosure agreement to which he or she previously agreed.

**LIABILITY**

72. The Parties acknowledge that this MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of personnel assigned to the SSTF.
73. Each participating agency shall immediately notify the FBI of any civil, administrative, or criminal claim, complaint, discovery request, or other request for information of which the agency receives notice, concerning or arising from the conduct of personnel assigned to the SSTF or otherwise relating to the SSTF. Each participating agency acknowledges that financial and civil liability, if any and in accordance with applicable law, for the acts and omissions of each employee detailed to the SSTF remains vested with his or her employing agency. In the event that a civil claim or complaint is brought against a state or local officer assigned to the SSTF, the officer may request legal representation and/or defense by DOJ, under the circumstances and pursuant to the statutes and regulations identified below.

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74. For the limited purpose of defending against a civil claim arising from alleged negligent or wrongful conduct under common law under the FTCA, 28 U.S.C. § 1346(b) and §§ 2671-2680: an individual assigned to the SSTF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request to be certified by the U.S. Attorney General or his designee as having acted within the scope of federal employment at the time of the incident giving rise to the suit. 28 U.S.C. § 2679(d)(2). Upon such certification, the individual will be considered an "employee" of the United States government for the limited purpose of defending the civil claim under the FTCA, and the claim will proceed against the United States as sole defendant. 28 U.S.C. § 2679(d)(2). Once an individual is certified as an employee of the United States for purposes of the FTCA, the United States is substituted for the employee as the sole defendant with respect to any tort claims. Decisions regarding certification of employment under the FTCA are made on a case-by-case basis, and the FBI cannot guarantee such certification to any SSTF personnel.
75. For the limited purpose of defending against a civil claim arising from an alleged violation of the U.S. Constitution pursuant to 42 U.S.C. § 1983 or Bivens v. Six Unknown Named Agents of the Federal Bureau of Narcotics, 403 U.S. 388 (1971): an individual assigned to the SSTF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request individual-capacity representation by DOJ to defend against the claims. 28 C.F.R. §§ 50.15, 50.16. Any such request for individual-capacity representation must be made in the form of a letter from the individual defendant to the U.S. Attorney General. The letter should be provided to Chief Division Counsel (CDC) for the FBI Columbia Division, who will then coordinate the request with the FBI Office of the General Counsel. In the event of an adverse judgment against the individual, he or she may request indemnification from DOJ. 28 C.F.R. § 50.15(c)(4). Requests for DOJ representation and indemnification are determined by DOJ on a case-by-case basis. The FBI cannot guarantee the United States will provide legal representation or indemnification to any SSTF personnel.
76. Liability for any conduct by SSTF personnel undertaken outside of the scope of their assigned duties and responsibilities under this MOU shall not be the responsibility of the FBI or the United States and shall be the sole responsibility of the respective employee and/or agency involved.

**DURATION**

77. The term of this MOU is for the duration of the SSTF's operations, contingent upon approval of necessary funding, but may be terminated at any time upon written mutual consent of the agency involved.

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78. Any participating agency may withdraw from the SSTF at any time by written notification to the SSTF Supervisor with designated oversight for investigative and personnel matters or program manager of the SSTF at least 30 days prior to withdrawal.
79. Upon termination of this MOU, all equipment provided to the SSTF will be returned to the supplying agency/agencies. In addition, when an entity withdraws from the MOU, the entity will return equipment to the supplying agency/agencies. Similarly, remaining agencies will return to a withdrawing agency any unexpended equipment supplied by the withdrawing agency during any SSTF participation.

**MODIFICATIONS**

80. This agreement may be modified at any time by written consent of all involved agencies.

Modifications to this MOU shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of each participating agency.

**SIGNATORIES**

\_\_\_\_\_  
Special Agent in Charge  
Federal Bureau of Investigation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry Thompson  
Chief  
Hartsville Police Department

\_\_\_\_\_  
Date

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**FEDERAL BUREAU OF INVESTIGATION**  
**[Pee Dee Violent Crime Task Force (PDVCTF)]**  
**Cost Reimbursement Agreement**

**[PDVCTF] File No.: 281D-CO-19995-MOU**

Pursuant to Congressional appropriations, the Federal Bureau of Investigation (FBI) receives authority to pay overtime for police officers assigned to the formalized [Pee Dee Violent Crime Task Force (PDVCTF)], as set forth below, for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and Hartsville Police Department (HPD)], located at 135 W. Carolina Ave, Hartsville, SC 29550, Taxpayer Identification Number: [57 - 6001045 ], and Telephone Number: 843-383-3011, that:

1. This Agreement is entered into pursuant to, and as an annex to, the FBI PDVCTF Memorandum of Understanding (MOU) signed by the Chief of the HPD on \_\_\_\_\_, and must be read and interpreted in conformity with all terms of that document.
2. Commencing upon execution of this Agreement, the FBI will, subject to availability of required funding, reimburse the HPD for overtime payments made to officers assigned to and working full time on PDVCTF related matters.
3. Requests for reimbursement will be made on a monthly basis and should be forwarded to the FBI Columbia Field Office as soon as practical after the first of the month which follows the month for which reimbursement is requested. Such requests should be forwarded by a Supervisor at the HPD to the FBI PDVCTF Squad Supervisor and FBI Columbia Special Agent in Charge for their review, approval, and processing for payment.
4. Overtime reimbursement payments from the FBI will be made via electronic funds transfer (EFT) directly to the HPD using the FBI's Unified Financial Management System (UFMS). To facilitate EFT, the HPD must establish an account online in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Each request for reimbursement will include an invoice number, invoice date, and a taxpayer identification number (TIN). Verification of the HPD banking information is required on an annual basis in order to keep payment information current. For additional information regarding the UFMS and SAM, contact the FBI Columbia Financial Manager.
5. Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this Agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify the HPD of the applicable annual limits prior to October 1st of each year.
6. The number of the HPD officers assigned full-time to the PDVCTF and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the PDVCTF, this number may change periodically, upward or downward, as approved in advance by the FBI.

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7. Prior to submission of any overtime reimbursement requests, the HPD must prepare an official document setting forth the identity of each officer assigned full-time to the PDVCTF, along with the regular and overtime hourly rates for each officer. Should any officers change during the year, a similar statement must be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. The document should be sent to the Columbia Field Office for FBI review and approval.

8. Each request for reimbursement will include the name, rank, identification number, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. The request must be accompanied by a certification and signed by an appropriate Supervisor at the HPD that the request has been personally reviewed, the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the PDVCTF.

9. Requests for reimbursement must be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2018, must be received by the FBI by December 31, 2018. The FBI is not obligated to reimburse any requests received after that time.

10. This Agreement is effective upon signatures of the parties and will remain in effect for the duration of the HPD's participation on the PDVCTF, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This Agreement may be modified at any time by written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

Signatories:

\_\_\_\_\_  
Jody Norris  
Special Agent in Charge  
Federal Bureau of Investigation

\_\_\_\_\_  
Jerry Thompson  
Chief  
Hartsville Police Department

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Financial Manager  
Federal Bureau of Investigation

Date: \_\_\_\_\_

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REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Motion to enter Executive Session.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Verifying Executive Session Items discussed.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Council may take action on matters discussed in Executive Session.



REQUEST FOR  
COUNCIL AGENDA  
The City of Hartsville

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: 08-18-03 - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

Appointment to fill vacancies on Airport Advisory Board, Housing Authority of Hartsville, and Parks Committee.

**ATTACHMENTS:**

Description

- ▣ Resolution 08-18-03
- ▣ Vacancies List

**RESOLUTION 08-18-03**

**APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES.**

**WHEREAS**, vacancies currently exists on various Boards, Commissions and Committees and these vacancies have been advertised; and,

**WHEREAS**, applications have been received and reviewed.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville that the following appointments are hereby made to fill vacancies as shown below:

<u>Committee</u>	<u>Appointed/Position</u>	<u>Term Ends</u>
Airport Advisory Board		06/30/2019
Housing Authority of Hartsville		10/09/2023
Parks Committee		06/30/2019

**NOW, THEREFORE BE IT HEREBY RESOLVED**, in meeting duly advertised and assembled on the 14th day of August, 2018.

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

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



# Appointed Committees

Yellow = Resignations or are not willing to continue to serve  
Orange = Term expiring 6-30-18 and are willing to continue to serve

COMMITTEE	POSITION	LAST NAME	FIRST NAME	TERM EXPIRATION	TERM	I/O	STREET ADDRESS	EXOFFICIO	STAFF LIAISON	CITY CODE SECTION
Airport Advisory Board	Resigned	Cooler	Arthur	06/30/2019	4 yrs	I	1411 Seneca Trail	Braddock	McGee	Chp 2, Art IV, Div 2
Airport Advisory Board	MEM	Drayton	Bryan	06/30/2021	4 yrs	O	1558 Whippoorwill Road	Braddock	McGee	Chp 2, Art IV, Div 2
Airport Advisory Board	CHAIR	Gardner, Jr.	Lee	06/30/2021	4 yrs	O	509 East Lydia Highway	Braddock	McGee	Chp 2, Art IV, Div 2
Airport Advisory Board	MEM	Harrell	James	06/30/2019	4 yrs	I	1318 West Carolina Avenue	Braddock	McGee	Chp 2, Art IV, Div 2
Airport Advisory Board	MEM	West	Alexander	06/30/2019	4 yrs	I	910 Prestwood Drive	Braddock	McGee	Chp 2, Art IV, Div 2
Architectural Review Board - At-Large	MEM	Tuten	Marcia	06/30/2019	2yrxs3+7	I	1800 W Carolina Ave	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - At-Large	MEM	Gandy	Deborah	06/30/2019	2yrxs3+7	I	146B East Carolina Avenue	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - Historian	CHAIR	Goodson, Jr.	Robert	06/30/2020	2yrxs3+7	I	708 Prestwood Drive	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - Design	MEM	Watkins	Daniel	06/30/2019	2yrxs3+7	I	214 West College Avenue	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - At-Large	MEM	Wingfield	Albert	06/30/2020	2yrxs3+7	I	101 Holly Drive	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - Historic Property	MEM	Johnson	Danny	06/30/2020	2yrxs3+7	O	1110 John Street	Zeigler	Kelley	Chp 11, Sec 11-4
Architectural Review Board - At-Large	MEM	Walden	George	06/30/2019	2yrxs3+7	I	307 N. 3rd Street	Zeigler	Kelley	Chp 11, Sec 11-4
Board of Appeals Regarding Technical Enforcement	V CHAIR	Acosta	Jose	06/30/2023	5 yrs	O	1117 Deermoss Drive	None	K. Thomas	Chp 10, Art IV
Board of Appeals Regarding Technical Enforcement	MEM	Hines	Dorothy	06/30/2019	5 yrs	O	1566 Winding Ridge Road	None	K. Thomas	Chp 10, Art IV
Board of Appeals Regarding Technical Enforcement	MEM	Edwards	Barry	06/30/2023	5 yrs	O	1763 Solomon Drive	None	K. Thomas	Chp 10, Art IV
Board of Appeals Regarding Technical Enforcement	MEM	Sellers	Derek	06/30/2019	5 yrs	O	2416 W. Old Camden Road	None	K. Thomas	Chp 10, Art IV
Board of Appeals Regarding Technical Enforcement	CHAIR	Wilkes	Todd	06/30/2023	5 yrs	O	414 Ashland Road	None	K. Thomas	Chp 10, Art IV
Housing Authority of Hartsville Board	MEM	Bachman	Francine	10/09/2018	5 yrs	I	316 Warner Dr	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	CHAIR	Douglas	Charles	10/09/2021	5 yrs	O	418 Russell Road	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	MEM	Thomas	Phylinda	10/09/2019	5 yrs	O	1203 Flynns Rd	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	MEM	Williams	Ted	10/09/2022	5 yrs	I	212 Marion Avenue	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	MEM	Williams	Lunella	10/09/2020	5 yrs	O	917 C St	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	MEM	Johnson	Rondal	10/09/2023	5 yrs	I	217 Holly Drive	Mack	Skipper	SC Code, Sec 31-3-10
Housing Authority of Hartsville Board	MEM	New	George	10/09/2023	5 yrs	I				
Local Hospitality Tax Advisory Committee - Hospitality	MEM	Atkins	George	06/30/2018	1 yr	O	308 Kalber Drive	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - At-Large	MEM	Coker	Dick	06/30/2018	1 yr	I	508 S. Fifth Street	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - Cultural	MEM	Heatley	Alvin	06/30/2018	1 yr	I	1413 Heatley Drive	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - Lodging	CHAIR	Patel	Kanti	06/30/2018	1 yr	I	200 South Fourth Street	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - Hospitality	MEM	Stellingworth	Brandy	06/30/2018	1 yr	I	555 Redfearn Drive	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - Lodging	MEM	Tinney	Steve	06/30/2018	1 yr	I	314 East Home Avenue	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Local Hospitality Tax Advisory Committee - At-Large	MEM	Shirley	Johnna	06/30/2018	1 yr	I	311 Church Street	Zeigler	Kanipe	Chp 2, Art IV, Div 5
Museum Commission	MEM	Brand	Sue	06/30/2019	3 yrs	I	544 West Home Avenue	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	CHAIR	Chapman	Dr. Mac	06/30/2019	3 yrs	O	1745 Antioch Road	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Alvarez	Paula	06/30/2021	3 yrs	I	217 Chester Avenue	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Elvington	Judi	06/30/2020	3 yrs	O	1509 Ballentine Avenue	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Fields	Phyllis	06/30/2021	3 yrs	I	131 West Home Avenue	Mayor	Dunlap	Chp 2, Art IV, Div 3



# Appointed Committees

Yellow = Resignations or are not willing to continue to serve  
Orange = Term expiring 6-30-18 and are willing to continue to serve

COMMITTEE	POSITION	LAST NAME	FIRST NAME	TERM EXPIRATION	TERM	I/O	STREET ADDRESS	EXOFFICIO	STAFF LIAISON	CITY CODE SECTION
Museum Commission	MEM	Holley	Patty	06/30/2020	3 yrs	O	141 Golf Course Road	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Hungerpillar	Colin	06/30/2019	3 yrs	I	900 Prestwood Drive	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Nichols, Jr.	John	06/30/2021	3 yrs	O	130 Kalber Drive	Mayor	Dunlap	Chp 2, Art IV, Div 3
Museum Commission	MEM	Tinney	Steve	06/30/2020	3 yrs	I	314 E. Home Avenue	Mayor	Dunlap	Chp 2, Art IV, Div 3
Parking & Beautification Commission	MEM	Alexander	Gregory	06/30/2019	4 yrs	I	305 Loring Drive	Mayor	Caulder	Legislative Act 1797 of 1972
Parking & Beautification Commission	MEM	Fagan	Steve	06/30/2022	4 yrs	I	133 East College Avenue	Mayor	Caulder	Legislative Act 1797 of 1972
Parking & Beautification Commission	CHAIR	Godwin	Carol	06/30/2020	4 yrs	I	398 E. Richardson Cir.	Mayor	Caulder	Legislative Act 1797 of 1972
Parking & Beautification Commission	MEM	Phillips	Emily	06/30/2019	4 yrs	I	202 Dahoon Lane	Mayor	Caulder	Legislative Act 1797 of 1972
Parking & Beautification Commission	MEM	Porter	Richard	06/30/2019	4 yrs	I	321 Kings Place	Mayor	Caulder	Legislative Act 1797 of 1972
Parks	MEM	Klimek	Julia	06/30/2020	2 yrs	I	521 W. College Ave.	Shirley	McGee	Chp 2, Art IV, Div 4
Parks	MEM	Stanley	Hannah	06/30/2019	2 yrs	I	415 Shamrock Lane	Shirley	McGee	Chp 2, Art IV, Div 4
Parks	MEM	Hughes	Ken	06/30/2020	2 yrs	I	302 Hinnant Lane	Shirley	McGee	Chp 2, Art IV, Div 4
Parks	Resigned	McGee	Nancy	06/30/2019	2 yrs	I	115 West Lanier Drive	Shirley	McGee	Chp 2, Art IV, Div 4
Parks	MEM	Williams	Rose	06/30/2020	2 yrs	I	212 Marion Avenue	Shirley	McGee	Chp 2, Art IV, Div 4
PDRTA	MEM	McManus-McCoy	Rennie	06/30/2019	3 yrs	O	535 Hunter Drive	None	Kelley	
Planning Commission	MEM	McDonald	Rebecca	06/30/2021	3 yrs	I	413 Law Street	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	Hancock	Casey	06/30/2020	3 yrs	I	119 North Fifth St AptB	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	Lee	Curtis	06/30/2021	3 yrs	I	1407 Wateree Trail	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	Shirley	Chris	06/30/2019	3 yrs	I	206 Russell Road	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	McGee	Nancy	06/30/2021	3 yrs	I	115 W Lanier Drive	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	McDonald	Trevor	06/30/2021	3 yrs	I	1006 Bentwood Road	Mayor/Manager	Kelley	Chp 66, Art II
Planning Commission	MEM	Stellingworth	Mark	06/30/2019	3 yrs	I	555 Redfearn Lane	Mayor/Manager	Kelley	Chp 66, Art II
Local Accommodation Tax Advisory Com - Hospitality	CHAIR	Bizzell	Leigh	06/30/2018	1 yr	I	137 East Carolina Avenue	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - At-Large	MEM	Coker	Dick	06/30/2018	1 yr	I	508 South Fifth Street	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - Lodging	MEM	Eagle	Barry	06/30/2018	1 yr	O	203 E. Carolina Avenue	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - Cultural	MEM	Heatley	Alvin	06/30/2018	1 yr	I	1413 Heatley Drive	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - Hospitality	MEM	Moan	Tiffany	06/30/2018	1 yr	O	1751 Ruby Road	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - Lodging	MEM	Blackwell	Timothy	06/30/2018	1 yr	O	429 Meadowbrook Terrace	Zeigler	Kanipe	SC Code, Sec 6-4-25
Local Accommodation Tax Advisory Com - At-Large	MEM	Wilson	Mary	06/30/2018	1 yr	I	127 Sumter Avenue	Zeigler	Kanipe	SC Code, Sec 6-4-25
Zoning Board of Appeals	MEM	Askins	Kirk	06/30/2021	3 yrs	I	529 Woodland Drive	None	Kelley	Zoning App (A), Art XII
Zoning Board of Appeals	MEM	Davis	Thomasena	06/30/2019	3 yrs	I	308 1/2 Eighth Street	None	Kelley	Zoning App (A), Art XII
Zoning Board of Appeals	CHAIR	Goodson	Thomas	06/30/2019	3 yrs	I	406 Goodson Road	None	Kelley	Zoning App (A), Art XII
Zoning Board of Appeals	MEM	Jeffords	LuAnn	06/30/2020	3 yrs	I	516 West College Avenue	None	Kelley	Zoning App (A), Art XII
Zoning Board of Appeals	MEM	Meadows	Brian	06/30/2021	3 yrs	I	328 Churchill Road	None	Kelley	Zoning App (A), Art XII



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

Agenda Date:  
8/14/2018

To: City Council  
From: City Manager

Ordinance Number: Resolution Number: 08-18-04 - REGULAR MEETING

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**ORDINANCE/RESOLUTION CAPTION:**

The Governors Office has sent letters of reappointment correction of terms for Godwin, Fagan, and Phillips and City Council needs to confirm these recommendations.

**ATTACHMENTS:**

Description

- ▣ Resolution 08-18-04
- ▣ Governor's Re-Appointment Correction Letters

**RESOLUTION 08-18-04**

**CONFIRMATION TO THE GOVERNORS OFFICE OF APPOINTMENT RECOMMENDATIONS TO HARTSVILLE PARKING, BEAUTIFICATION AND BUSINESS IMPROVEMENT COMMISSION.**

**WHEREAS**, The City Council is charged with the approval of names to be recommended to the Governor for appointment to the Hartsville Parking, Beautification and Business Improvement Commission; and,

**WHEREAS**, the Governor's Office has requested confirmation for three vacancies.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville that the following individuals were approved for recommendation to the Governor's Office for appointment to the Hartsville Parking, Beautification and Business Improvement Commission, a body politic, for the terms shown below:

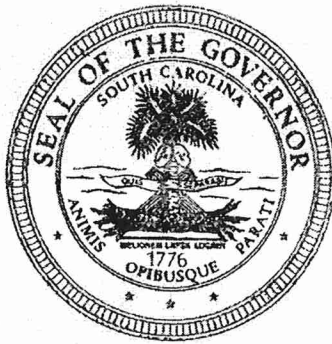
Carol Ann Godwin	Seat: At-Large	Term Expiring: 7/1/2021
Emily B. Phillips	Seat: At-Large	Term Expiring; 7/1/2021
Stephen J. Fagan	Seat: At-Large	Term Expiring: 7/1/2021

**NOW, THEREFORE BE IT HEREBY RESOLVED**, in meeting duly advertised and assembled on the 14th day of August, 2018.

---

Carl M. (Mel) Pennington IV, Mayor

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



HENRY McMASTER  
GOVERNOR

July 13, 2018

The Honorable Mark Hammond  
Secretary of State  
1205 Pendleton Street, Suite 525  
Columbia, South Carolina 29201-3745

Dear Secretary Hammond,

I have reappointed Ms. Carol Ann Godwin to the Hartsville Parking Beautification and Business Improvement Commission upon the recommendation of the Hartsville City Council pursuant to South Carolina Act 1797 of 1972.

**LOCAL REAPPOINTMENT CORRECTION OF TERM:**

Term Commencing: 7/1/2017

Term Expiring: 7/1/2021

Seat: At-large

**Home Information**

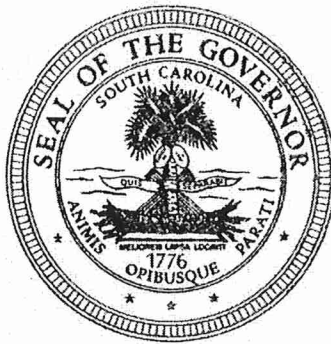
Mr. Carol Ann Godwin  
308 East Richardson Circle  
Hartsville, South Carolina 29550  
843.332.1171

Yours very truly,

A handwritten signature in dark ink, appearing to read "Henry McMaster", is written over a horizontal line.

Henry McMaster

HM/agn



HENRY McMASTER  
GOVERNOR

July 13, 2018

The Honorable Mark Hammond  
Secretary of State  
1205 Pendleton Street, Suite 525  
Columbia, South Carolina 29201-3745

Dear Secretary Hammond,

I have reappointed Mrs. Emily B. Phillips to the Hartsville Parking Beautification and Business Improvement Commission upon the recommendation of the Hartsville City Council pursuant to South Carolina Act 1797 of 1972.

**LOCAL REAPPOINTMENT CORRECTION OF TERM:**

Term Commencing: 7/1/2017

Term Expiring: 7/1/2021

Seat: At-large

**Home Information**

Mrs. Emily B. Phillips  
202 Dahoon Lane  
Hartsville, South Carolina 29550  
843.639.7474

Yours very truly,

A handwritten signature in dark ink, appearing to read "Henry McMaster", is written over a horizontal line.

Henry McMaster

HM/agn



HENRY McMASTER  
GOVERNOR

July 13, 2018

The Honorable Mark Hammond  
Secretary of State  
1205 Pendleton Street, Suite 525  
Columbia, South Carolina 29201-3745

Dear Secretary Hammond,

I have reappointed Mr. Stephen J. Fagan to the Hartsville Parking Beautification and Business Improvement Commission upon the recommendation of the Hartsville City Council pursuant to South Carolina Act 1797 of 1972.

**LOCAL REAPPOINTMENT CORRECTION OF TERM:**

Term Commencing: 7/1/2017

Term Expiring: 7/1/2021

Seat: At-large

**Home Information**

Mr. Stephen J. Fagan  
133 East College Avenue  
Hartsville, South Carolina 29550  
843.332.9401

Yours very truly,

A handwritten signature in dark ink, appearing to read "Henry McMaster".

Henry McMaster

HM/agn



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

Agenda Date:  
8/14/2018

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/month>

**ATTACHMENTS:**

Description

- ▣ August City Council Calendar
- ▣ August Events Calendar
- ▣ September City Council Calendar
- ▣ September Events Calendar



# August 2018

September 2018

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

August 2018

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2	3	4
5	6	7	8 5:30pm Airport Advisory Bd - Sports Ctr	9	10	11 6:00pm Heroes Night Out - National Night Out Event (Burry Park) - City Clerk
12	13 6:00pm Hartsville 2030 Comp Plan Meeting (Davidson Hall at Coker College) - City Clerk	14 5:30pm Council Regular Mtg - Chambers	15 5:15pm ARB Mtg - Chambers 6:30pm Museum Comm - Museum	16 2:00pm Parks Comm - Burry Park	17	18
19	20	21 11:00am MASC Regional Advocacy Mtg - Victors Flor - Lunch Provided - City Council	22	23	24	25
26	27 5:30pm Planning Comm - Chambers	28 10:00am Environmental Comm - City Hall 3:00pm Cemetery Comm - Chambers	29	30 4:00pm Community Engagement Comm - Chambers	31	Sep 1



# Events for August 2018

EVENTS IN

SEARCH

VIEW AS

Date

Keyword

FIND EVENTS

Month

Show Filters

« July

September »

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3 Live Music by All-Around Cool Dude Greg Spittle	4
5	6	7	8	9	10 Live Music w Brother Oliver	11 Hartsville Farmers Market  Burry Bookworms  Screen on the Green  View All 5 Events »
12 Sunday (!) Brunch at Retrofit  Arsenic & Old Lace  Gospel in the Park & Back to School Youth Rally	13	14 City Council Meeting	15	16	17	18
19	20	21 Foreign Language Night	22	23	24 Just Plain Folk w Jim Money	25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 Live Music by Vegas' Toney Rocks	

# September 2018

September 2018							October 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	7	8	9	10	11	12
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 26	27	28	29	30	31	Sep 1
2	3	4 5:30pm Council Worksession - Chambers	5	6	7	8
9	10 6:00pm Hartsville 2030 Comp Plan Meeting (Davidson Hall at Coker College) -	11 5:30pm Council Regular Mtg - Chambers	12 5:30pm Airport Advisory Bd - Sports Ctr	13	14	15
16	17	18	19 5:15pm ARB Mtg - Chambers	20	21	22
23	24 5:30pm Planning Comm - Chambers	25 10:00am Environmental Comm - City Hall 10:00am HHA - S. Park 3:00pm Cemetery	26	27 4:00pm Community Engagement Comm - Chambers	28	29
30	Oct 1	2	3	4	5	6

# Events for September 2018

EVENTS IN

2018-09

SEARCH

Keyword

FIND EVENTS

VIEW AS

Month

Show Filters

« August

October »

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 Live Music by Vegas' Toney Rocks	1 Halloween Costume Collection
2 Halloween Costume Collection	3 Halloween Costume Collection	4 Halloween Costume Collection	5 Halloween Costume Collection	6 Halloween Costume Collection	7 Halloween Costume Collection	8 Halloween Costume Collection  Hartsville Farmers Market
9 Halloween Costume Collection	10 Halloween Costume Collection	11 Halloween Costume Collection  City Council Meeting	12 Halloween Costume Collection	13 Halloween Costume Collection	14 Halloween Costume Collection	15 Halloween Costume Collection
16 Halloween Costume Collection	17 Halloween Costume Collection	18 Halloween Costume Collection  Foreign Language Night	19 Halloween Costume Collection	20 Halloween Costume Collection  EdVenture Ladies Night Out	21 Halloween Costume Collection  Igniting Innovation Gala  Falling For You - Senior Speed Dating	22 Halloween Costume Collection
23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Halloween Costume Collection	Halloween Costume Collection	Halloween Costume Collection	Halloween Costume Collection	Halloween Costume Collection	Halloween Costume Collection	Halloween Costume Collection  Show Down in the Pee Dee II w/ Larry Frazier
30  Halloween Costume Collection	1	2	3	4		