



AGENDA
CITY OF HARTSVILLE, SOUTH CAROLINA
PUBLIC HEARING AND REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 13, 2024 - 5:30 PM
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE

PURSUANT TO SOUTH CAROLINA FREEDOM OF INFORMATION ACT CODE SECTION 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, FEBRUARY 9, 2024 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE AND ON HARTSVILLESC.GOV. CITY HALL IS AN ACCESSIBLE FACILITY, FOR ASSISTANCE CALL 843-383-3018.

COUNCIL MEETINGS ARE AVAILABLE BY VISITING:

<https://www.youtube.com/channel/UCyZJVNHT8NtgJrqplYpde4w> *PLEASE ALLOW 3-5 BUSINESS DAYS FOR POSTING.

1. CALL TO ORDER - MAYOR
2. INVOCATION, PLEDGE AND CIVILITY PLEDGE

EXECUTIVE SESSION

3. APPROVAL OF MINUTES
 - a. MOTION TO WAIVE READING OF AND APPROVE THE MINUTES OF THE JANUARY 16, 2024 REGULAR CITY COUNCIL MEETING.
4. PRESENTATIONS
 - a. Proclamations
 - b. Year End 6-30-23 Audit Report - Shane Kirkley, CPA, Partner from Sheheen, Hancock, & Godwin, LLP
 - c. Public Comments
5. MANAGER UPDATE
 - a. Recognition of Employees
 - b. Strategic Planning Session - February 21, 2024 at 9am at The Edition
 - c. Statement of Economic Interests Filing deadline 3/30/24 at Noon - <https://ethicsfiling.sc.gov/filing/home>

CONSENT AGENDA - Received as Information Only

- a. Committee Draft Minutes/Reports
January 2024 Draft Minutes/Reports
- b. Departmental Reports
January 2024 Reports

UNFINISHED BUSINESS

6. PUBLIC HEARING AND FINAL READING ORDINANCE 4467: TO PROVIDE FOR THE ESTABLISHMENT AND AMENDMENT OF FEES AND RATES THAT ARE NECESSARY FOR

THE OPERATION OF THE CITY OF HARTSVILLE.

- a. Reading by Title and Presentation - City Manager
- b. Open/Close Public Hearing (State name and address for record) - Mayor
- c. Approval of Final Reading and Waiving of Complete Reading

NEW BUSINESS

7. RESOLUTION 02-24-01: APPROVAL TO APPLY FOR FEMA ASSISTANCE TO FIREFIGHTERS (AFG) GRANT.
8. RESOLUTION 02-24-02: APPROVAL FOR COLLABORATIVE AGREEMENT BETWEEN THE CITY OF HARTSVILLE AND THE HOUSE OF HOPE OF THE PEE DEE FOR EMERGENCY SHELTER SERVICES.

EXECUTIVE SESSION

9. MOTION: TO ENTER EXECUTIVE SESSION PURSUANT TO SC CODE FOIA SECTION 30-4-70(a)(1) FOR DISCUSSION OF APPOINTMENTS TO VARIOUS CITY BOARDS, COMMITTEES, AND COMMISSIONS AND FOR DISCUSSION OF MATTERS RELATED TO CITY JUDGE.
10. MOTION: TO EXIT AND VERIFY THAT ONLY THE ITEMS STATED IN THE MOTION TO ENTER EXECUTIVE SESSION WERE DISCUSSED DURING EXECUTIVE SESSION.
11. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.
12. RES 02-24-03: APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS.

INFORMATION ONLY

- a. Calendars and Other Items

ADJOURNMENT



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

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Approval of Minutes of January 16, 2024 Regular City Council Meeting.

IMPACT IF DENIED:

ATTACHMENTS:

Description

☐ Minutes



MINUTES

CITY OF HARTSVILLE, SOUTH CAROLINA
PUBLIC HEARINGS AND REGULAR CITY COUNCIL MEETING
TUESDAY, JANUARY 16, 2024 – 5:30 PM
CITY COUNCIL CHAMBERS – 100 EAST CAROLINA AVENUE

Mayor/Council:

Mayor Hancock
Mayor Pro-Tem Caldwell
Councilmember Braddock
Councilmember DeLaine at 5:45pm
Councilmember Hungerpiller
Councilmember Mack
Councilmember Meadows

Executive Staff:

City Manager Moore
City Clerk Crenshaw
Special Projects Director Skipper
Public Services Director Bethea
Business Services Director Brown
Fire Chief Burr
Fire Chief Burr
Parks and Recreation Director Robinson

Attorney – None

Press – Stephan Drew, News & Press
Bob Sloan, The Messenger

PURSUANT TO SOUTH CAROLINA FREEDOM OF INFORMATION ACT CODE SECTION 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, JANUARY 12, 2024, AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE AND ON HARTSVILLESC.GOV. CITY HALL IS AN ACCESSIBLE FACILITY, FOR ASSISTANCE CALL 843-383-3018.

Mayor Hancock called the meeting to order at 5:32pm and asked Councilmember Mack to lead in the invocation, Pledge of Allegiance and Civility Pledge. A moment of silence was held in honor of Martha Phillips, sister of Planning and Zoning Manager Kelley.

MOTION TO WAIVE READING OF AND APPROVE THE MINUTES OF THE DECEMBER 12, 2023 REGULAR CITY COUNCIL MEETING – APPROVED.

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

PRESENTATIONS

- a. Flag Presentations – Brian Braddock, Field Representative for Congressman Russell Fry, on behalf of Congressman Fry presented a flag flown over the capitol building to volunteer firefighters Michael Webb and Duane Cassidy in appreciation for 50 years of service to the Hartsville Fire Department and the Hartsville community.
- b. House of Hope – Brian Braddock, CEO of House of Hope of the Pee Dee, thanked Mayor and Council for approving funds for an emergency shelter in Hartsville. House of Hope will move swiftly to secure a property. The emergency shelter will open when temperatures are below forty degrees, the heat index is above one hundred degrees and in case of a natural disaster or weather emergency.
- c. Public Comments – None.

MANAGER UPDATE

Recognition of Employees – City Manager Moore and Business Services Director Brown recognized Finance Department employees Regina Scott, Katie Melton, Janelle McCall and Alisha Belk who organized a social media campaign for a customer who faced an emergency and was unable to provide her children with the Christmas they were hoping to receive. Their campaign raised funds to provide the customer and four children

with approximately \$600 in gifts and paid her water bill. Though they did not do it for recognition, they should be recognized for their giving hearts.

Darlington County's Municipal Councils, County Council, Board of Education & Legislative Delegation Joint Dinner Meeting hosted by the City of Darlington will be held at the Grand Old Post Office in Darlington on Monday, January 29th at 6pm. This allows elected officials to discuss issues in the area.

MASC Hometown Legislative Action Day and Municipal Elected Officials Institute are scheduled for February 6-7 in Columbia. Hartsville City Council will meet with the state delegation at dinner on Tuesday, February 6. There will be no work session on Tuesday, February 6 to allow Mayor and Council to attend this important annual meeting.

Statement of Economic Interests Filing deadline is March 30, 2024 at Noon - <https://ethicsfiling.sc.gov/filing/home> - City Manager Moore reminded Mayor and Council to file their statement of economic interests before the deadline. This is a requirement for those holding public office.

CONSENT AGENDA - Received as Information Only

EXECUTIVE SESSION

MOTION: TO ENTER EXECUTIVE SESSION PURSUANT TO SC CODE FOIA SECTION 30-4- 70(a)(1)(2) FOR DISCUSSION OF EX-OFFICIO APPOINTMENTS TO VARIOUS CITY BOARDS, COMMITTEES, AND COMMISSIONS AND FOR DISCUSSION OF LEGAL ADVICE INVOLVING MATTERS PROTECTED BY ATTORNEY-CLIENT PRIVILEGE RELATING TO PENDING, THREATENED, OR POTENTIAL CLAIMS - BUSINESS LICENSES - APPROVED.

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

MOTION: TO EXIT AND VERIFY THAT ONLY THE ITEMS STATED IN THE MOTION TO ENTER EXECUTIVE SESSION WERE DISCUSSED DURING EXECUTIVE SESSION – APPROVED.

Motion: Caldwell; Second: Meadows ; Carried: All ayes.

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

RESOLUTION 01-24-01: EX-OFFICIO APPOINTMENTS TO VARIOUS CITY BOARDS, COMMISSIONS AND COMMITTEES – APPROVED.

Motion to appoint:

Councilmember Braddock to the Airport Advisory Board,

Councilmember Mack to the Housing Authority of Hartsville Board,

Councilmember Braddock to the Parks & Recreation Advisory Committee.

Motion: Braddock; Second: Hungerpillar; Carried: All ayes.

INFORMATION ONLY

Calendars and Other Items

ADJOURNMENT without objection at 6:27pm.

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Proclamations Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Black History Month - February 2024
Random Acts of Kindness Month - February 2024

ATTACHMENTS:

Description

- ▣ Black History Month 2024
- ▣ Random Acts of Kindness Month 2024



Proclamation



WHEREAS, the Mayor and Council of the City of Hartsville realizes Black History Month is a special time set aside to recognize the achievements and contributions of African Americans to the growth and success of our city, county, state and nation; and

WHEREAS, we take pride in our country's strength and diversity in every area, from the arts and sciences to business and politics; and

WHEREAS, history is made each day, so the celebration of Black History should not be limited to the month of February.

NOW, THEREFORE, I, Casey Hancock, Mayor of the City of Hartsville in the State of South Carolina do hereby proclaim February 2024 as

“BLACK HISTORY MONTH”

and urge all citizens to join together and celebrate Black History in the city of Hartsville.

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

Casey Hancock, Mayor

ATTEST:

Andrea D. Crenshaw, CMC, City Clerk



Proclamation



WHEREAS, kindness is fundamental to human experience and essential to the success of human relationships; and,

WHEREAS, kindness transcends those boundaries we place among ourselves and is one of our most important human tools in connecting with one another, enhancing the emotional climate around us, and bringing good into the world; and,

WHEREAS, "Random Acts of Kindness are those kind, noble and just nice things we do for no reason except that, momentarily, the best of our humanity has sprung into full bloom...you are doing not what life requires of you, but what the best of your human soul invites you to do"; and,

WHEREAS, doing Random Acts of Kindness gives people a measurable boost of happiness; and,

WHEREAS, Random Acts of Kindness are a way to bring about important changes by empowering and uplifting the community; and,

WHEREAS, the goal of Random Acts of Kindness Month is to reverse the tide of anger and violence in our society by increasing self-esteem and deepening our connection with others through the practice of simple, day-to-day kindness to our fellow humankind; and,

WHEREAS, everyone can participate in Random Acts of Kindness Month through an unlimited field of opportunities and activities as reflected through the needs and interests of those persons they come in contact with during the month; and,

WHEREAS, everyone in the Hartsville community should be encouraged to practice Random Acts of Kindness, in the spirit of compassion, kindness, and goodwill toward all persons.

NOW, THEREFORE, I, Casey Hancock, Mayor of the City of Hartsville in the State of South Carolina do hereby proclaim the month of February 2024 as

"RANDOM ACTS OF KINDNESS MONTH"

in the City of Hartsville, and I urge all citizens to practice acts of kindness, not just this month, but 365 days a year, because any day, week or month is a good time to remind all of us of the need to remember that respect, dignity, compassion and humility are four essential ingredients in the creation and maintenance of a civilized society.

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

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk



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

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Annual Audit Report for City of Hartsville Year End 6-30-23

BACKGROUND SUMMARY:

An annual fiscal year audit is required by law.

FINANCIAL IMPACT:

Annual FY audit is required for local government funds distribution from the state and for compliance with other institutions as well.

ATTACHMENTS:

Description

- ▣ Audit report

**CITY OF HARTSVILLE
EXECUTIVE AUDIT SUMMARY
FYE JUNE 30, 2023**

CITY OF HARTSVILLE
EXECUTIVE AUDIT SUMMARY
For the Fiscal Year Ended June 30, 2023

A. Outline of Audit Report

	Page
1	Independent Auditor's Report 1-3
2	Management Discussion and Analysis 4-11
3	Basic Financial Statements 12-23
4	Notes to the Financial Statements 24-63
5	Supplemental Information 64-99
6	Compliance Section 100-101

B. Types of Funds

- 1 Governmental - General Fund, Special Revenue Funds (8) - Detail description of special revenue funds before pg. 78, Debt Service Funds (2)
- 2 Proprietary Funds - Water, Sewer and Waterpark Fund, Storm Water Fund, Recreation Concessions Fund - Detail description of funds before pg. 99
- 3 Fiduciary Funds - Agency Fund - Parking and Beautification Fund

C. Analysis of Financial Position

<i>Governmental Funds</i>					
	General Fund	Hospitality Tax Fund	Infrastructure Fund	Other Governmental Funds	Total
Total Assets/Deferred Outflows	\$ 7,849,418	\$ 836,902	\$ 295,683	\$ 3,427,141	\$ 12,409,144
Total Liabilities/Deferred Inflows	<u>3,334,358</u>	<u>-</u>	<u>-</u>	<u>1,297,445</u>	<u>4,631,803</u>
Fund Balance	<u>\$ 4,515,060</u>	<u>\$ 836,902</u>	<u>\$ 295,683</u>	<u>\$ 2,129,696</u>	<u>\$ 7,777,341</u>
<i>Proprietary Funds</i>					
	Water, Sewer and Waterpark Fund				
Total Assets/Deferred Outflows	\$ 35,810,625				
Total Liabilities/Deferred Inflows	<u>16,953,908</u>				
Net Position	<u>\$ 18,856,717</u>				

D. Analysis of Net Position

Governmental Funds					
	General Fund	Hospitality Tax Fund	Infrastructure Fund	Other Governmental Funds	Total
Restricted	\$ -	\$ 836,902	\$ 295,683	\$ 1,338,976	\$ 2,471,561
Committed	100,786	-	-	-	100,786
Assigned	-	-	-	790,720	790,720
Unassigned	4,414,274	-	-	-	4,414,274
Total Fund Balances	\$ 4,515,060	\$ 836,902	\$ 295,683	\$ 2,129,696	\$ 7,777,341
Reserve in months per annualized expenditures	4.03				
Percentage of reserves to annual expenditures - 06/30/2023	33.56%				
Proprietary Funds					
	Water, Sewer and Waterpark Fund				
Net Investment in Capital	\$ 15,728,344				
Restricted - Debt Service	1,042,896				
Unrestricted	2,085,477				
Total Net Position	\$ 18,856,717				
Reserve in months per annualized expenditures	3.08				
Percentage of reserves to annual expenditures - 06/30/2023	25.65%				

CITY OF HARTSVILLE
EXECUTIVE AUDIT SUMMARY
For the Fiscal Year Ended June 30, 2023

E. Analysis of Activity

	<i>Governmental Funds</i>				Total
	General Fund	Hospitality Tax Fund	Infrastructure Fund	Other Governmental Funds	
Total Revenues	\$ 11,780,273	\$ 1,218,552	\$ 721,683	\$ 3,256,739	\$ 16,977,247
Expenditures					
Operating	(13,151,870)	(221,080)	(491,496)	(1,916,279)	(15,780,725)
Other financing sources/(Uses)	2,064,285	(926,335)	(150,584)	(810,507)	176,859
Net Change in Fund Balance	<u>\$ 692,688</u>	<u>\$ 71,137</u>	<u>\$ 79,603</u>	<u>\$ 529,953</u>	<u>\$ 1,373,381</u>

**Detail information related to revenue and expenditures is found on pg. 16 of audit report.*

	<i>Proprietary Funds</i>		
	Water, Sewer and Waterpark Fund	Other Funds	Total
Operating Revenues	\$ 6,762,051	\$ 75,992	\$ 6,838,043
Operating Expenses	(6,416,375)	(169,142)	(6,585,517)
Non-Operating Income/(Expenses)	(532,310)	-	(532,310)
Transfers In/(Out)	753,464	98,706	852,170
Capital Contributions	-	-	-
Change in Net Position	<u>\$ 566,830</u>	<u>\$ 5,556</u>	<u>\$ 572,386</u>

**Detail information related to revenue and expenses is found on pg. 19 of audit report.*



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Public Comments Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

This time has been set aside for any person to express ideas, concerns, comments or issues that are not on the agenda.

-Please state your name and address for the record.

-Please limit your comments to two minutes.

-State law prohibits the Council from acting on items that do not appear on the agenda



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Recognition of employees



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

The Strategic Planning Session will be held at The Edition on Wednesday, February 21st at 9am.



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Statement of Economic Interests Filing Resolution Number: -
REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Reminder of SEI March 30, 2024 by noon filing deadline
- <https://ethicsfiling.sc.gov/filing/home>



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: January 2024 Draft Minutes/Reports Resolution Number: -
REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Boards, Commissions and Committees Draft Minutes and Reports for January 2024.

ATTACHMENTS:

Description

- ▣ Architectural Review Board



MINUTES
CITY OF HARTSVILLE
ARCHITECTURAL REVIEW BOARD SPECIAL MEETING
THURSDAY, JANUARY 18, 2024, 5:15PM

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON WEDNESDAY, JANUARY 17, 2024, AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE AND ON HARTSVILLESC.GOV. CITY HALL IS AN ACCESSIBLE FACILITY, FOR ASSISTANCE, CALL 843-383-3018.

Members present: Chairman Bobby Goodson, Candace Holcombe, Daniel Poaps, Deborah Gandy, Jonathan Lee, and Patrick Rogers. **Absent:** Vice Chairman Marci Tuten. **Guests:** Ashley & Eugene Jacobs. **Staff:** Michelle Byers-Brown, Brenda Kelley, and Matt Winburn. **Press:** Absent.

Call to Order/Welcome

Chairman Bobby Goodson called the meeting to order at 5:25p.m.

Minutes

Rogers made a motion to approve the December 20, 2023, minutes as submitted; Second: Holcombe; Carried: All in favor.

New Business

Applications

843 Hemp House & Dispensary – 209 N. Fifth St. – wall mounted sign

Ashley and Eugene Jacobs were present to participate in the discussion regarding the application they submitted for a wall mounted sign at 209 N. Fifth St. The 8.67 square foot sign would be placed on the upper portion of the building above the front entrance door. The sign would be made of individually mounted letters in blanchard almond and chartreuse. Lee made a motion to approve the sign as submitted. Second: Poaps; Carried: All in favor.

Main Street Update

Matt Winburn provided an update on things happening downtown.

- Main Street is in the process of planning events for 2024.
- More grant opportunities will be offered in 2024.
- Surveys were sent to businesses in December.

Adjournment

Goodson made a motion to adjourn without objection at 5:41p.m. The next meeting is scheduled for Wednesday, February 21, 2024, at 5:15p.m. in Council Chambers at City Hall.

Chairman Bobby Goodson

Date



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

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: December 2023 Reports Resolution Number: - REGULAR
MEETING

ORDINANCE/RESOLUTION CAPTION:

City Departmental Reports for January 2024.

ATTACHMENTS:

Description

- ▣ Airport - December 2023
- ▣ Airport - January 2024
- ▣ Animal Control
- ▣ Business License Revenue
- ▣ Code Enforcement Activity
- ▣ Development - Permit Activity by Type
- ▣ Development - Planning & Zoning
- ▣ Environmental Services
- ▣ Financial
- ▣ Fire Incidents
- ▣ Fire Incidents by Type & Zone
- ▣ Fire Recovery
- ▣ Grants
- ▣ Hospitality Revenue
- ▣ Human Resources
- ▣ Main Street Hartsville
- ▣ Museum
- ▣ Parks & Recreation
- ▣ Police Statistics
- ▣ Tourism & Events

Hartsville Regional Airport (HVS) Status Report

Date:		Period of Report:	
Number of Counts Total:			
Piston Powered Aircraft:			
Jet/Turbine Powered Aircraft:			
Gallons of 100LL dispensed			
Gallons of Jet-A dispensed			
Ramp Fee (12,500 Lbs):		Overnight Fee:	
Tie Down Fee:		Hangar Fee:	
Flight Instructors at HVS:			
Aircraft Available for Flight Instruction at HVS:			
Number of Students in Flight Training:			
Airport Repairs/Maintenance/Upgrades:			

Hartsville Regional Airport (HVS) Status Report

Date:		Period of Report:	
Number of Counts Total:			
Piston Powered Aircraft:			
Jet/Turbine Powered Aircraft:			
Gallons of 100LL dispensed			
Gallons of Jet-A dispensed			
Ramp Fee (12,500 Lbs):		Overnight Fee:	
Tie Down Fee:		Hangar Fee:	
Flight Instructors at HVS:			
Aircraft Available for Flight Instruction at HVS:			
Number of Students in Flight Training:			
Airport Repairs/Maintenance/Upgrades:			



Animal Control

START DATE	EVENT TYPE	ADDRESS	NOTES
2024-01-29 08:00:00	Animal Control	328 Bell Ave	Hartsville Police picked up a dog on Sunday 1/28/24 and transported it to HFD. They placed the dog in a crate to stay for the night. Animal control transported tio dog to Darlington County Humane Society the next morning.
2024-01-03 15:30:00	Animal Control	819 W. Carolina	Manager called about two pit bulls in the store. HPD picked up both dogs and brought to the Fire Department. Animal control transported the dogs to the Darlington County Humane Society.

Monthly Departmental Report: Business License

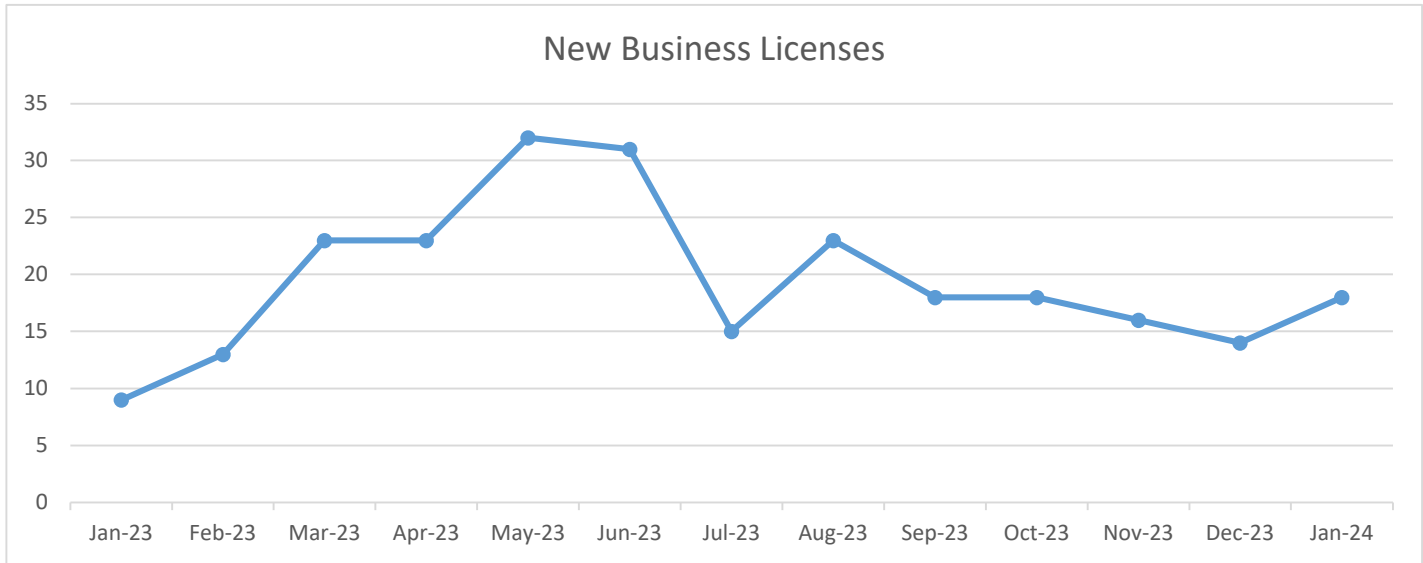


Monthly Revenue Report

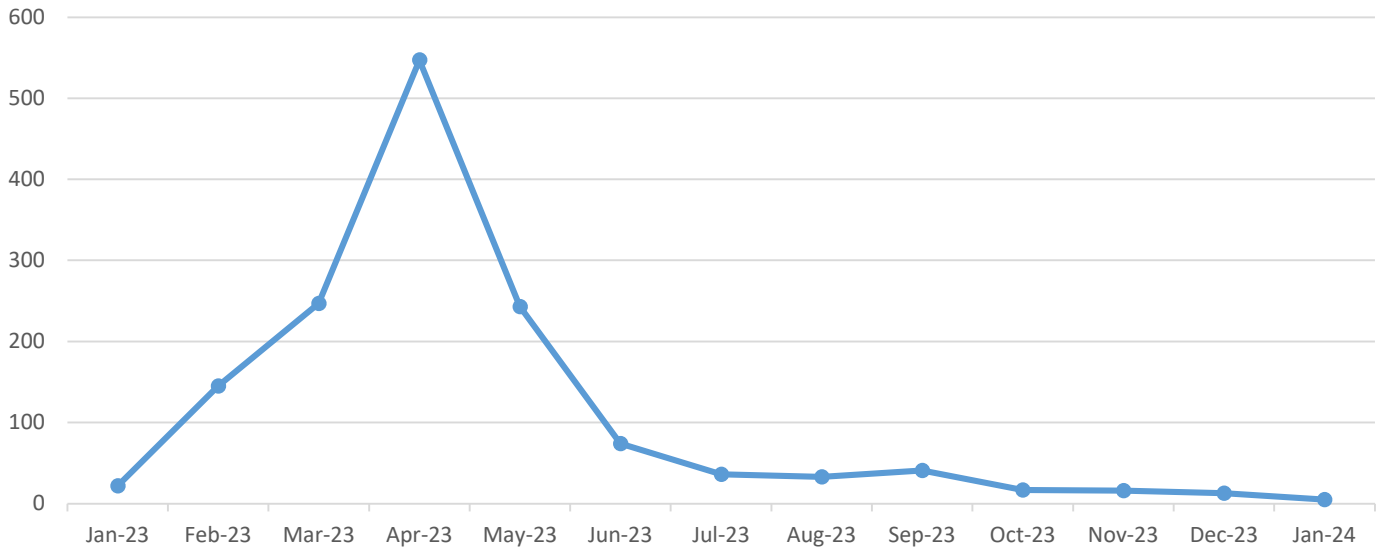
Month of: January 2024

New Business Licenses:	18
Business License Renewals (2023 - 2024):	5
Amount Collected:	\$3,434.20
Total Business Licenses for 2023 - 2024:	1,490
Total Business Licenses for 2024 - 2025:	23

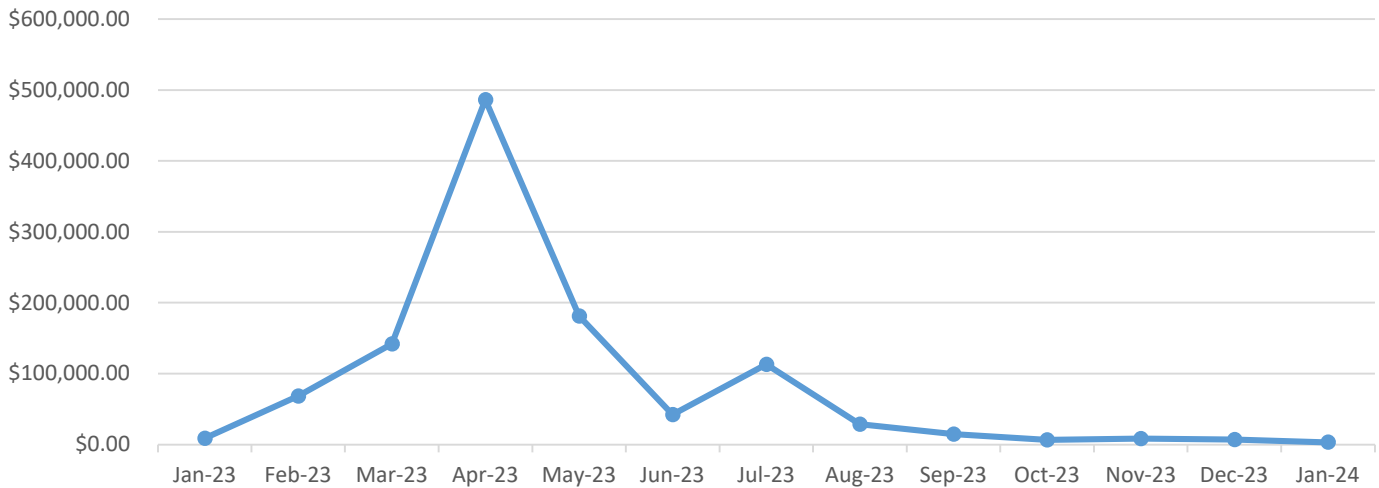
	New Business Licenses	Renewals	Total Payments
Jan-23	9	22	\$9,020.32
Feb-23	13	145	\$68,408.76
Mar-23	23	247	\$141,823.77
Apr-23	23	547	\$486,278.75
May-23	32	243	\$181,157.65
Jun-23	31	74	\$42,118.10
Jul-23	15	36	\$113,168.15
Aug-23	23	33	\$28,784.52
Sep-23	18	41	\$14,802.92
Oct-23	18	17	\$6,688.09
Nov-23	16	16	\$8,229.48
Dec-23	14	13	\$6,946.59
Jan-24	18	5	\$3,434.20
TOTAL	253	1439	\$1,110,861.30



Business License Renewals



Business License Payments





Code Enforcement Activity

01/01/2024 - 01/31/2024

Date	Violation	Violation Status	Next Inspection Date	Code Enforcement Officer	Corrections
24HAR-00001 - 519 Lewellen Ave, Hartsville, SC 29550 - Closed					
1/17/2024	Nuisance Vehicle Violation	Complaint Filed	1/17/2024	Christopher Morgan	Complaint made about nuisance vehicles in the yard
1/17/2024	Nuisance Vehicle Violation	Failed Inspection - Violation Notice	2/17/2024	Christopher Morgan	Remove Nuisance Vehicle
1/29/2024	Nuisance Vehicle Violation	Passed Inspection		Christopher Morgan	



Issued Permits by Permit Type

Hartsville

01/01/2024 - 01/31/2024

Commercial Alteration	Permits Issued	Valuation	Fees Paid
Commercial Remodel	1	\$27,000.00	\$247.50
Subtotals:	1	\$27,000.00	\$247.50

Commercial One Stop	Permits Issued	Valuation	Fees Paid
Commercial Electrical Permit	2	\$4,550.00	\$120.00
Commercial Mechanical Permit	1	\$29,450.00	\$275.00
Subtotals:	3	\$34,000.00	\$395.00

One Stop	Permits Issued	Valuation	Fees Paid
Demolition	1	\$6,500.00	\$70.00
Electrical Permit	14	\$17,000.00	\$660.00
HVAC	3	\$26,550.00	\$321.00
Reroof	1	\$10,000.00	\$80.00
Subtotals:	19	\$60,050.00	\$1,131.00

Residential Alteration	Permits Issued	Valuation	Fees Paid
Residential Addition	1	\$8,000.00	\$140.00
Residential Remodel	2	\$24,000.00	\$180.00
SolarPVSystem - Residential	1	\$15,000.00	\$157.50
Subtotals:	4	\$47,000.00	\$477.50



Issued Permits by Permit Type

Hartsville

01/01/2024 - 01/31/2024

Residential New	Permits Issued	Valuation	Fees Paid
New Single Family Residence	3	\$867,578.02	\$4,800.00
Subtotals:	3	\$867,578.02	\$4,800.00

Residential One Stop	Permits Issued	Valuation	Fees Paid
Moving Home Permit	1	\$25,000.00	\$155.00
Residential Plumbing Permit	2	\$4,647.96	\$120.00
Residential Reroof	2	\$11,020.00	\$120.00
Subtotals:	5	\$40,667.96	\$395.00

Totals:	35	\$1,076,295.98	\$7,446.00
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JANUARY 2024

PLANNING & ZONING

DEVELOPMENT REPORT

ARCHITECTURAL REVIEW BOARD

JANUARY

- 843 Hemp House & Dispensary – 209 N. Fifth St. wall mounted sign

DECEMBER

- One Church – 118, 122, & 126 W. Carolina Ave – redoing first floor façade & painting, paint & awning, and complete façade redo.
- Approval of the 2024 Calendar
- Main Street Update

PLANNING COMMISSION

JANUARY

- Meeting Cancelled.

DECEMBER

- Meeting Cancelled.

Online Resources

<https://www.hartsvillesc.gov/business-navigator/planning-and-zoning/>

Monthly Departmental Report: Environmental Services



January

2024

Departmental Report: Environmental Services

Yard Debris 2024

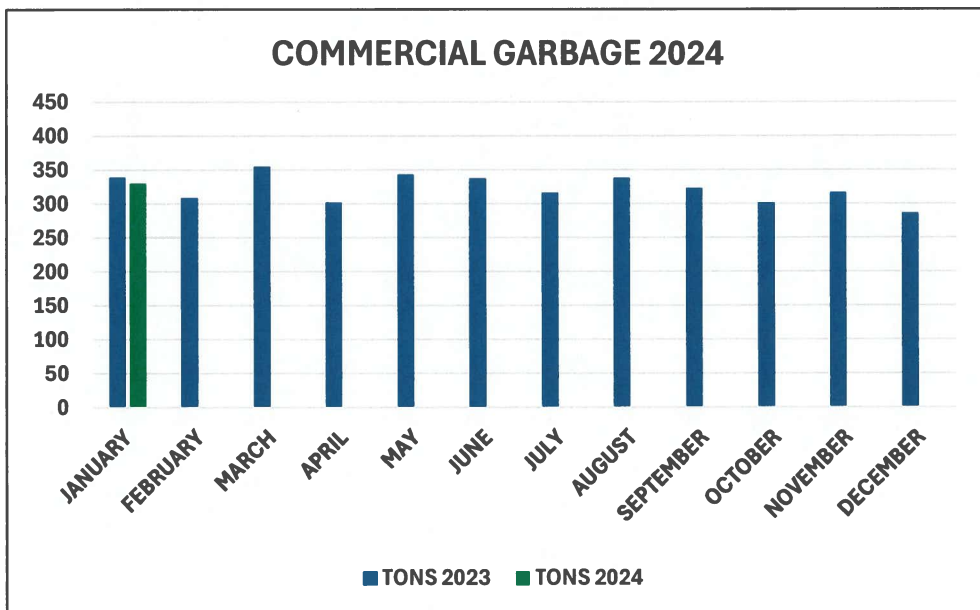
					TONNAGE	TRIPS
MONTH	2023 TONS	2023 TRIPS	2024 TONS	2024 TRIPS	GAIN/LOSS	GAIN/LOSS
January	193.72	34	150.28	29	-43.44	-5
February	102.67	16				
March	198	36				
April	134.05	26				
May	154.37	23				
June	144.52	22				
July	158.25	25				
August	143.91	25				
September	114.56	19				
October	114.94	23				
November	172.05	31				
December	157.3	24				
TOTALS	1788.34	304				



Departmental Report: Environmental Services

COMMERCIAL GARBAGE 2024

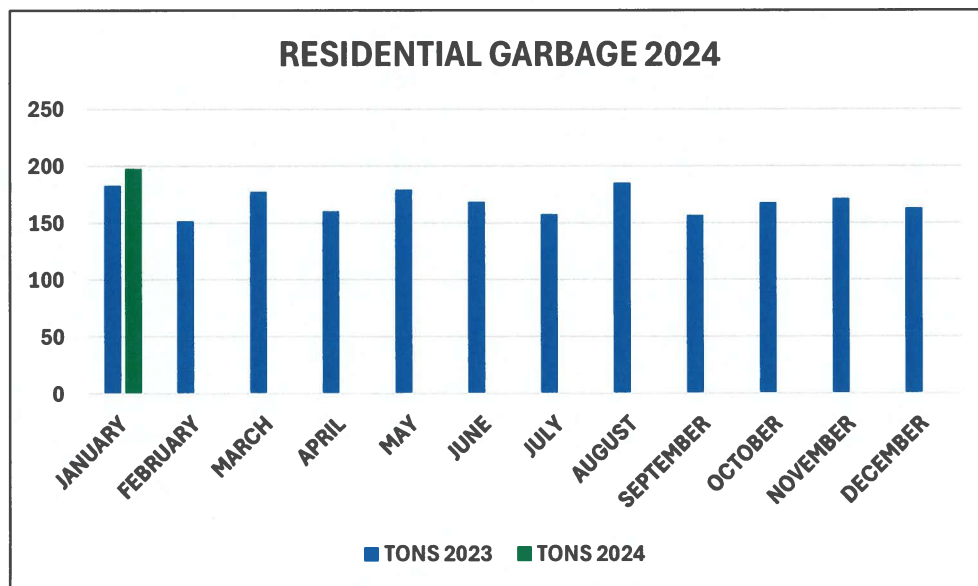
<u>MONTH</u>	<u>TONS 2023</u>	<u>TONS 2024</u>	<u>GAIN/LOSS</u>
JANUARY	338.98	329.91	-9.07
FEBRUARY	308.54		
MARCH	355		
APRIL	302.06		
MAY	343.31		
JUNE	337.67		
JULY	316.36		
AUGUST	338.14		
SEPTEMBER	322.93		
OCTOBER	301.24		
NOVEMBER	316.2		
DECEMBER	285.89		
TOTALS	3866.32		



Departmental Report: Environmental Services

RESIDENTIAL GARBAGE 2024

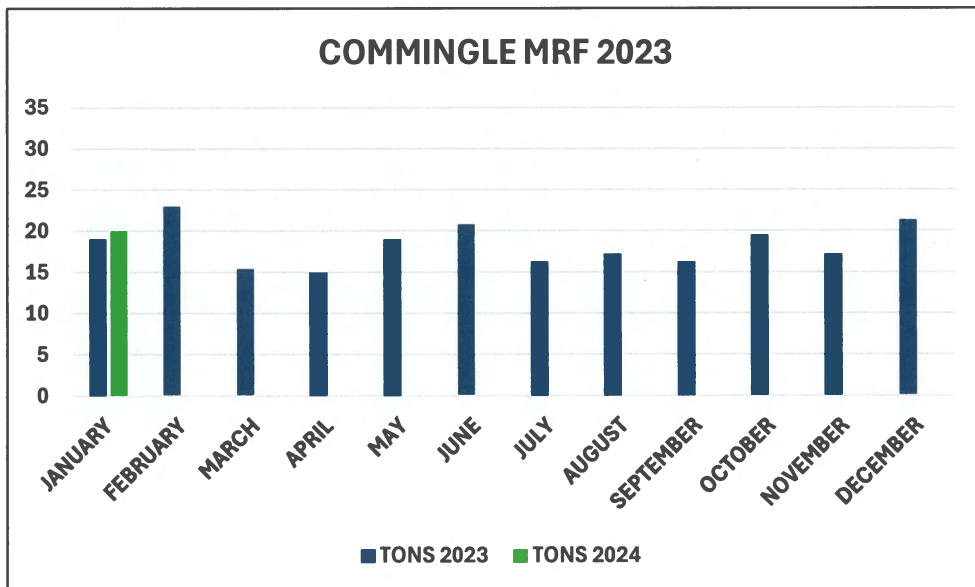
<u>MONTH</u>	<u>TONS 2023</u>	<u>TONS 2024</u>	<u>GAIN/LOSS</u>
JANUARY	182.75	197.61	14.86
FEBRUARY	151.51		
MARCH	177.38		
APRIL	160.31		
MAY	179.03		
JUNE	168.46		
JULY	157.51		
AUGUST	185.09		
SEPTEMBER	156.59		
OCTOBER	167.65		
NOVEMBER	171.14		
DECEMBER	162.89		
TOTALS	2020.31		



Departmental Report: Environmental Services

COMMINGLE MRF 2024

<u>MONTH</u>	<u>TONS 2023</u>	<u>TONS 2024</u>	<u>GAIN/LOSS</u>
JANUARY	19.01	19.91	0.9
FEBRUARY	22.97		
MARCH	15.37		
APRIL	14.9		
MAY	18.97		
JUNE	20.79		
JULY	16.26		
AUGUST	17.21		
SEPTEMBER	16.28		
OCTOBER	19.48		
NOVEMBER	17.18		
DECEMBER	21.29		
TOTALS	219.71		





Monthly Financial Reports & Update

For the Month Ended January 31, 2024

42% Budget Remaining

Council Meeting 2/13/2024

City of Hartsville
General Fund Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Property Taxes	754,351.04	1,429,106.08	3,097,700.00	53.87%
Payments in Lieu	-	-	265,000.00	100.00%
Franchise Fees	-	419,347.97	820,000.00	48.86%
Penalties & Interest - Taxes	195.55	11,869.68	21,000.00	43.48%
Business Licenses	7,814.81	378,112.90	2,420,950.00	84.38%
Permits	4,293.00	73,133.00	99,500.00	26.50%
Tax Revenues - State	45,817.28	1,159,880.53	2,240,212.00	48.22%
Public Safety Fees	199,745.65	527,986.40	981,500.00	46.21%
Parks & Recreation Fees	6,560.00	17,075.00	24,000.00	28.85%
Fines	4,245.43	23,853.55	47,000.00	49.25%
Special Assessments	8,600.00	59,235.00	155,000.00	61.78%
Investment Earnings	-	73,890.10	40,000.00	0.00%
Rents	2,700.00	31,557.42	33,250.00	5.09%
Contributions & Donations	10,500.00	44,000.00	72,000.00	38.89%
Other Financing Sources	78.84	11,743.74	27,350.00	57.06%
Interfund Transfers	-	1,291,338.00	3,510,421.00	63.21%
Sale of Assets	-	6,926.00	5,000.00	-38.52%
Extraordinary Items	-	-	-	0.00%
	<u>1,044,901.60</u>	<u>5,559,055.37</u>	<u>13,859,883.00</u>	<u>59.89%</u>
Expenditures				
General & Administrative	112,419.18	675,742.58	1,458,766.30	53.68%
Mayor & Council	21,036.37	190,080.70	332,271.90	42.79%
Court Operations	13,614.03	106,267.40	181,522.00	41.46%
City Manager	28,517.05	225,598.01	409,357.24	44.89%
Information Technology	33,539.77	205,104.33	373,500.00	45.09%
Finance	46,529.94	380,974.26	662,231.00	42.47%
Legal	813.00	14,913.82	40,000.00	62.72%
Human Resources	26,959.41	214,360.23	367,910.00	41.74%
Mainstreet	4,773.11	54,366.05	95,853.00	43.28%
Planning and Zoning	9,214.63	80,441.30	143,539.00	43.96%
Police Department	364,727.14	2,692,654.43	4,503,820.47	40.21%
Fire Department	141,248.23	1,172,370.10	2,653,904.99	55.82%
Victims Advocate	6,783.15	43,259.64	93,396.50	53.68%
Marketing/Tourism	23,377.48	138,414.52	266,329.00	48.03%
Operations Maintenance	10,032.81	87,031.92	129,483.00	32.79%
Parks & Recreation	57,256.38	408,024.15	791,763.00	48.47%
Streets & Grounds	65,070.34	536,937.37	995,208.60	46.05%
Museum Operations	7,924.76	63,447.90	117,183.00	45.86%
Cemetery Operations	13,954.37	79,401.77	130,680.00	39.24%
Airport Operations	17,899.76	63,549.44	113,164.00	43.84%
School Crossing Guards	1,857.57	17,890.68	-	0.00%
	<u>1,007,548.48</u>	<u>7,450,830.60</u>	<u>13,859,883.00</u>	<u>46.24%</u>
Net Revenue (Expenditures)	<u><u>37,353.12</u></u>	<u><u>(1,891,775.23)</u></u>	<u><u>-</u></u>	

Note: Investments in the SC Local Government Investment Pool (LGIP) generated a total interest income of **\$28,038.22** for the month of January 2024, allocated between the General Fund (01), the Utilities Fund (02), and the Community Development Fund (06).

**City of Hartsville
Utility Funds**

Water/Sewer Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Charges for Services	234,113.20	1,643,354.76	2,837,500.00	42.08%
Fees	220,369.63	1,605,599.76	2,750,675.00	41.63%
Investment Earnings	-	70,116.58	10,000.00	0.00%
Rents	-	90,121.21	128,023.00	29.61%
Waterpark Services	598.55	991,527.54	1,760,500.00	43.68%
Other Financing Sources	-	2,868.80	-	100.00%
Interfund Transfers	-	-	1,239,235.00	0.00%
Accumulated Surplus	-	-	231,000.00	0.00%
	<u>455,081.38</u>	<u>4,403,588.65</u>	<u>8,956,933.00</u>	<u>50.84%</u>
Expenditures				
Water Expenditures	233,454.78	1,562,863.28	2,756,469.86	43.30%
Sewer Expenditures	331,116.07	1,314,094.59	2,749,772.48	52.21%
Waterpark Expenditures	72,127.05	1,283,785.73	3,222,770.00	60.17%
	<u>636,697.90</u>	<u>4,160,743.60</u>	<u>8,729,012.34</u>	<u>52.33%</u>
Net Revenue (Expenditures)	<u>(181,616.52)</u>	<u>242,845.05</u>	<u>227,920.66</u>	

Stormwater Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Stormwater Fees and Interfund transfers	5.00	35.00	119,889.00	0.00%
	<u>5.00</u>	<u>35.00</u>	<u>119,889.00</u>	<u>0.00%</u>
Expenditures				
Total Expenditures	8,078.57	62,070.28	119,889.00	48.23%
	<u>8,078.57</u>	<u>62,070.28</u>	<u>119,889.00</u>	<u>48.23%</u>
Net Revenue (Expenditures)	<u>(8,073.57)</u>	<u>(62,035.28)</u>	<u>-</u>	

**City of Hartsville
Misc Funds**

Environmental Services Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Fees	131,171.70	912,150.83	1,641,600.00	44.44%
Investment Earnings	-	-	-	0.00%
Other Financing Sources	-	-	-	0.00%
Interfund Transfers in	-	320,000.00	320,000.00	0.00%
Extraordinary Items	-	-	-	0.00%
	<u>131,171.70</u>	<u>1,232,150.83</u>	<u>1,961,600.00</u>	<u>37.19%</u>
Expenditures				
Total Expenditures	97,878.16	1,024,714.13	1,929,607.64	46.90%
	<u>97,878.16</u>	<u>1,024,714.13</u>	<u>1,929,607.64</u>	<u>46.90%</u>
Net Revenue (Expenditures)	<u>33,293.54</u>	<u>207,436.70</u>	<u>31,992.36</u>	

Infrastructure Park Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Payments in Lieu of Taxes	276,135.24	370,993.59	655,000.00	43.36%
Investment Earnings	-	-	-	0.00%
Other Financing Sources	-	3,000.00	6,000.00	50.00%
Extraordinary Items	-	-	-	0.00%
	<u>276,135.24</u>	<u>373,993.59</u>	<u>661,000.00</u>	<u>43.42%</u>
Expenditures				
Total Expenditures	438,751.48	462,653.12	510,417.00	9.36%
	<u>438,751.48</u>	<u>462,653.12</u>	<u>510,417.00</u>	<u>9.36%</u>
Net Revenue (Expenditures)	<u>(162,616.24)</u>	<u>(88,659.53)</u>	<u>150,583.00</u>	

Debt Service Fund

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Property Tax Revenues	95,627.78	140,192.54	160,000.00	12.38%
Interfund Transfers In	-	-	75,000.00	100.00%
Accumulated Surplus	-	-	30,119.00	100.00%
	<u>95,627.78</u>	<u>140,192.54</u>	<u>265,119.00</u>	<u>2.12</u>
Expenditures				
Total Expenditures	-	4,247.00	265,119.00	98.40%
	<u>-</u>	<u>4,247.00</u>	<u>265,119.00</u>	<u>98.40%</u>
Net Revenue (Expenditures)	<u>95,627.78</u>	<u>135,945.54</u>	<u>-</u>	

**City of Hartsville
Special Revenue Funds**

Hospitality Taxes Budget to Actual

	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Taxes	101,038.03	732,581.37	1,285,200.00	43.00%
Penalties & Interest - Taxes	-	-	2,500.00	100.00%
Investment Earnings	-	-	-	0.00%
Interfund Transfers	-	-	92,500.00	100.00%
	<u>101,038.03</u>	<u>732,581.37</u>	<u>1,380,200.00</u>	<u>46.92%</u>
Expenditures				
Total Expenditures	<u>2,000.00</u>	<u>38,241.58</u>	<u>1,380,200.00</u>	<u>97.23%</u>
	<u>2,000.00</u>	<u>38,241.58</u>	<u>1,380,200.00</u>	<u>97.23%</u>
				0%
Net Revenue (Expenditures)	<u>99,038.03</u>	<u>694,339.79</u>	<u>-</u>	

Accommodations Taxes Budget to Actual

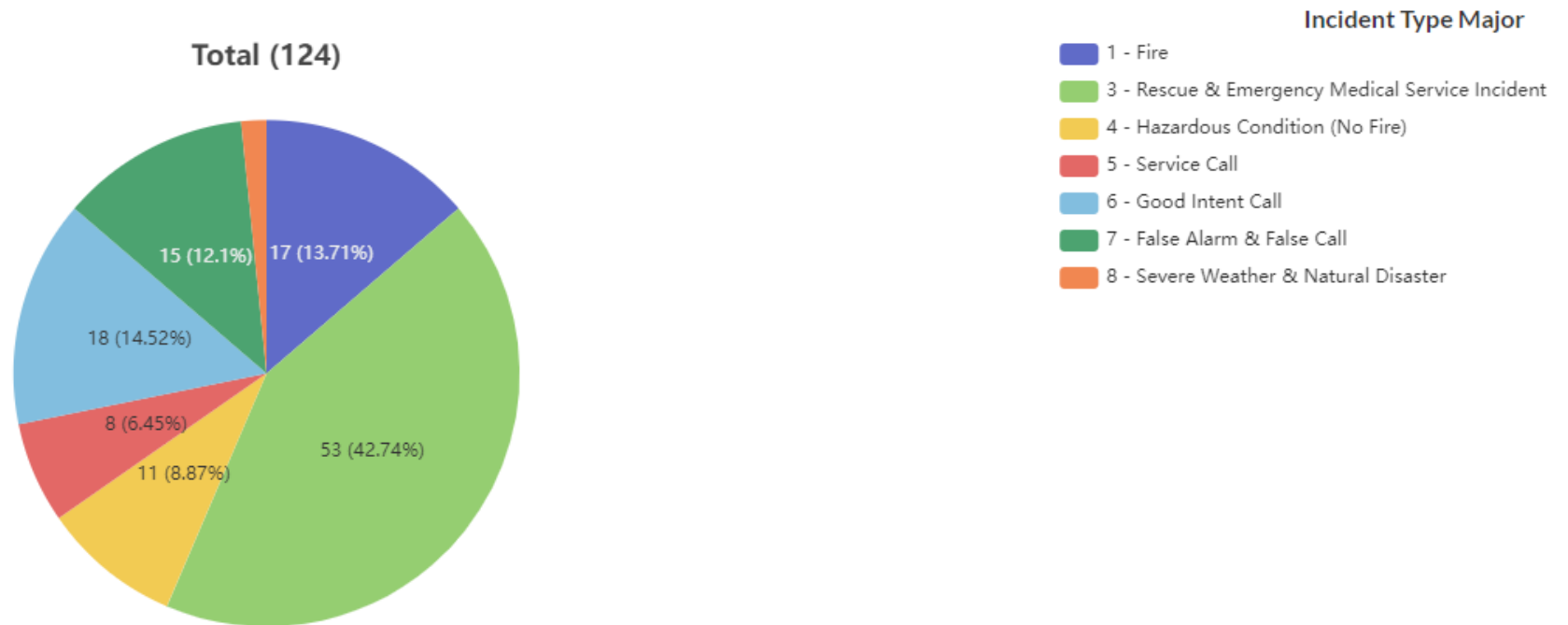
	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Taxes	12,332.39	115,123.20	218,500.00	47.31%
Investment Earnings	-	-	-	0.00%
	<u>12,332.39</u>	<u>115,123.20</u>	<u>218,500.00</u>	<u>47.31%</u>
Expenditures				
Total Expenditures	<u>456.67</u>	<u>3,196.69</u>	<u>190,000.00</u>	<u>98.32%</u>
	<u>456.67</u>	<u>3,196.69</u>	<u>190,000.00</u>	<u>98.32%</u>
Net Revenue (Expenditures)	<u>11,875.72</u>	<u>111,926.51</u>	<u>28,500.00</u>	

**City of Hartsville
Recreation Enterprise Funds**

Recreation Concessions Budget to Actual				
	<i>Jan-24</i>	<i>YTD</i>	<i>Budgeted</i>	<i>42% Budget Remaining</i>
Revenues				
Concessions Revenue	984.67	42,480.87	73,500.00	42.20%
	984.67	42,480.87	73,500.00	42.20%
Expenditures				
Total Expenditures	4,211.59	36,263.54	73,500.00	50.66%
	4,211.59	36,263.54	73,500.00	50.66%
Net Revenue (Expenditures)	(3,226.92)	6,217.33	-	



Breakdown of Major Incident Types – January 2024





Incidents by Month

INCIDENT TYPE	COUNT(INCIDENT TYPE)	RESPONSE ZONE	COUNT(RESPONSE ZONE)
111 - Building fire	4	City Limits	4
111 - Building fire	5	Darlington County	5
111 - Building fire	2	Out of Coverage Area	2
117 - Commercial Compactor fire, confined to rubbish	1	Darlington County	1
142 - Brush or brush-and-grass mixture fire	2	Darlington County	2
142 - Brush or brush-and-grass mixture fire	1		
143 - Grass fire	2	Darlington County	2
311 - Medical assist, assist EMS crew	3	City Limits	3
311 - Medical assist, assist EMS crew	15	Darlington County	15
311B - Lift Assist	1	City Limits	1
311B - Lift Assist	2	Darlington County	2
311C - Cardiac Arrest	1	City Limits	1
311C - Cardiac Arrest	5	Darlington County	5
311F - Overdose	1	Darlington County	1
311J - Gunshot/Stabbing	1	City Limits	1
311K - Unconscious	2	City Limits	2
311K - Unconscious	1	Darlington County	1
322 - Motor vehicle accident with injuries	2	City Limits	2
322 - Motor vehicle accident with injuries	6	Darlington County	6
323 - Motor vehicle/pedestrian accident (MV Ped)	1	Darlington County	1
324 - Motor vehicle accident with no injuries.	5	City Limits	5
324 - Motor vehicle accident with no injuries.	6	Darlington County	6
410 - Combustible/flammable gas/liquid condition, other	1	Darlington County	1
412 - Gas leak (natural gas or LPG)	3	City Limits	3

Incidents by Month

Hartsville Fire Department
Address: 111 7th St, Hartsville, SC, 29550



INCIDENT TYPE	COUNT(INCIDENT TYPE)	RESPONSE ZONE	COUNT(RESPONSE ZONE)
412 - Gas leak (natural gas or LPG)	1	Darlington County	1
440 - Electrical wiring/equipment problem, other	1	City Limits	1
440 - Electrical wiring/equipment problem, other	1	Darlington County	1
444 - Power line down	1	City Limits	1
444 - Power line down	2	Darlington County	2
444A - Fiber Optic / Other Line Down	1	Darlington County	1
552 - Police matter	1	Darlington County	1
553 - Public service	1	City Limits	1
553 - Public service	6	Darlington County	6
611 - Dispatched & canceled en route	2	City Limits	2
611 - Dispatched & canceled en route	8	Darlington County	8
611A - Cancelled by EMS	1	Darlington County	1
622 - No incident found on arrival at dispatch address	4	City Limits	4
622 - No incident found on arrival at dispatch address	1	Darlington County	1
631 - Authorized controlled burning	1	Darlington County	1
671 - HazMat release investigation w/no HazMat	1	City Limits	1
735 - Alarm system sounded due to malfunction	4	Darlington County	4
745 - Alarm system activation, no fire - unintentional	7	City Limits	7
745 - Alarm system activation, no fire - unintentional	3	Darlington County	3
745 - Alarm system activation, no fire - unintentional	1		
813 - Wind storm, tornado/hurricane assessment	1	Darlington County	1
815 - Severe weather or natural disaster standby	1	City Limits	1

Description: Incidents by Month



Fire Recovery for July 2023 - January 2024

Status	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
Payment Received	10/17/2022	22-1111	322	07/03/2023	Geico	\$ 692.12	\$ 470.00	\$ 376.00
Payment Received	05/02/2023	23-521	735	07/10/2023	Thad Saleeby Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	05/24/2023	23-614	111	07/13/2023	State Farm	\$ 1,120.00	\$ 500.00	\$ 400.00
Payment Received	06/06/2023	23-659	745	07/13/2023	Morrell Properties LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	05/31/2023	23-643	745	07/21/2023	Coker University	\$ 300.00	\$ 288.00	\$ 230.40
Payment Received	04/25/2023	23-497	743	07/21/2023	Coker University	\$ 200.00	\$ 192.00	\$ 153.60
Payment Received	06/19/2023	23-721	324	07/22/2023	State Farm	\$ 487.00	\$ 250.00	\$ 200.00
Payment Received	05/08/2023	23-537	745	08/01/2023	Harbor Freight	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	07/01/2023	23-785	743	08/21/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/03/2023	23-648	745	08/21/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	07/12/2023	23-824	735	08/26/2023	Lowes Home Center	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	06/26/2023	23-766	735	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/09/2023	23-679	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00

Payment Received	06/20/2023	23-734	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/08/2023	23-675	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/22/2023	23-742	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/25/2023	23-765	735	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/09/2023	23-677	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/09/2023	23-684	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/09/2023	23-680	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/20/2023	23-736	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00

Payment Received	06/26/2023	23-767	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/22/2023	23-741	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/15/2023	23-706	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/21/2023	23-739	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/02/2023	23-647	733	08/30/2023	Carolina Pines Regional Medical Center	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	08/15/2023	23-955	322	09/09/2023	CBCS	\$ 487.00	\$ 487.00	\$ 389.60
Payment Received	12/27/2022	22-1464	744	09/15/2023	IAS Properties LLC	\$ 300.00	\$ 227.67	\$ 182.14
Payment Received	06/18/2023	23-717	735	09/24/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	06/11/2023	23-689	735	09/24/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	07/20/2023	23-851	735	09/29/2023	Coker University	\$ 300.00	\$ 288.00	\$ 230.40
Payment Received	08/30/2023	23-1006A	322	09/29/2023	State Farm	\$ 487.00	\$ 250.00	\$ 200.00
Payment Received	09/06/2023	23-1030	324	10/03/2023	Nationwide	\$ 487.00	\$ 487.00	\$ 389.60
Payment Received	09/01/2023	23-1012	131	10/05/2023	Nationwide	\$ 677.00	\$ 677.00	\$ 541.60
Payment Received	05/08/2023	23-538	324	10/05/2023	State Farm	\$ 554.00	\$ 250.00	\$ 200.00

Payment Received	11/18/2021	21-1048B	322	10/09/2023	State Farm	\$ 237.00	\$ 237.00	\$ 189.60
Payment Received	08/30/2023	23-1003	324	10/19/2023	State Farm	\$ 554.00	\$ 554.00	\$ 443.20
Payment Received	07/06/2023	23-806	743	11/01/2023	Patriot Living LLC	\$ 300.00	\$ 225.00	\$ 180.00
Payment Received	04/08/2023	23-436	735	11/01/2023	Patriot Living LLC	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	10/05/2023	23- 1127	322	11/05/2023	State Farm	\$ 554.00	\$ 250.00	\$ 200.00
Payment Received	09/18/2023	23- 1076	744	11/06/2023	Coker University	\$ 300.00	\$ 288.00	\$ 230.40
Payment Received	09/13/2023	23- 1062	745	11/06/2023	Coker University	\$ 300.00	\$ 288.00	\$ 230.40
Payment Received	09/13/2023	23- 1061	745	11/06/2023	Coker University	\$ 200.00	\$ 192.00	\$ 153.60
Payment Received	10/12/2023	23- 1157	745	11/07/2023	Caresouth	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	10/24/2023	23- 1202	322	11/08/2023	Geico	\$ 554.00	\$ 554.00	\$ 443.20
Payment Received	11/02/2023	23- 1229	322	11/14/2023	Geico	\$ 554.00	\$ 554.00	\$ 443.20
Payment Received	10/12/2023	23- 1156	745	11/15/2023	Morrell Properties LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	08/15/2023	23-956	352	11/29/2023	Geico	\$ 1,948.00	\$ 1,948.00	\$ 1,558.40
Payment Received	09/14/2023	23- 1064	131	11/29/2023	Geico	\$ 677.00	\$ 677.00	\$ 541.60
Payment Received	10/22/2023	23- 1196	745	11/29/2023	SC Governor's School for Science & Mathematics	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	10/20/2023	23- 1180	322	12/04/2023	Geico	\$ 487.00	\$ 487.00	\$ 389.60
Payment Received	07/26/2023	23-880	745	12/04/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	07/12/2023	23-821	743	12/04/2023	Patriot Living LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	11/08/2022	22- 1212	322	12/12/2023	Auto Owners	\$ 487.00	\$ 487.00	\$ 389.60

Payment Received	10/13/2023	23- 1160	324	12/21/2023	State Farm	\$ 487.00	\$ 250.00	\$ 200.00
Payment Received	10/06/2023	23- 1134	743	12/23/2023	Coker University	\$ 200.00	\$ 200.00	\$ 160.00
Payment Received	06/19/2023	23-720	322	12/28/2023	State Farm	\$ 487.00	\$ 487.00	\$ 389.60
Payment Received	11/21/2023	23- 1297	745	12/28/2023	Morrell Properties LLC	\$ 300.00	\$ 300.00	\$ 240.00
Payment Received	10/18/2023	23- 1175	324	12/29/2023	State Farm	\$ 554.00	\$ 250.00	\$ 200.00
Payment Received	11/11/2023	23-1261	322	12/30/2023	State Farm	\$ 487.00	\$ 487.00	\$ 389.60
Payment Received	11/03/2023	23-1236	111	01/02/2024	State Farm	\$ 2,800.00	\$ 500.00	\$ 400.00
Payment Received	12/09/2023	23-1345A	324	01/02/2024	State Farm	\$ 487.00	\$ 250.00	\$ 200.00
Payment Received	08/14/2023	23-953	743	01/03/2024	The Retreat at Carolina Bay	\$ 300.00	\$ 225.00	\$ 180.00
Payment Received	09/07/2023	23-1038	744	01/03/2024	The Retreat at Carolina Bay	\$ 300.00	\$ 225.00	\$ 180.00
Payment Received	08/12/2023	23-948	735	01/03/2024	The Retreat at Carolina Bay	\$ 200.00	\$ 150.00	\$ 120.00
Payment Received	06/07/2023	23-663	324	01/15/2024	Progeessive	\$ 487.00	\$ 467.54	\$ 374.03
Payment Received	12/08/2023	23-1342A	322	01/23/2024	State Farm	\$ 487.00	\$ 250.00	\$ 200.00
Payment Received	02/28/2023	23-291B	324	01/24/2024	USAA	\$ 237.00	\$ 227.52	\$ 182.02
Payment Received	12/08/2023	23-1340	714	01/25/2024	Morrell Properties LLC	\$ 300.00	\$ 300.00	\$ 240.00
					Grand Total:	\$ 28,969.12	\$ 23,526.73	\$ 18,821.39



GRANTS REPORT

ACTIVE PROJECTS	
Agency	Project
RIA	Smith Street Well Project
RIA - SCIIP	Water & Wastewater Improvements
Byerly Foundation	Police Youth Academy; Business Builder; Façade Grant Program; Hartsville Museum Digitization Project
SCDPS	SRO for Butler Academy
SC Dept. of Archives & History	Greenlawn & Marion Ave. Cemetery Improvements

APPLICATIONS SUBMITTED/PENDING NOTIFICATION			
Agency	Project	Submission Month/Year	Amount
FEMA	City Hall Generator	Feb-21	\$112,682
Environmental Protection Agency (EPA)	Brownfield Assessment Grant	Dec-23	\$500,000

TOTAL PENDING	\$612,682
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APPLICATIONS AWARDED (JUNE 2019 - PRESENT)			
Agency	Project	Award Year	Amount
Byerly Foundation	Mainstreet Façade Program	2019	\$10,000
Byerly Foundation	HFD Extinguisher Training	2019	\$13,084
SCDPS Office of Highway Safety & Justice	HPD Body Worn Cameras	2019	\$9,428
SC Aeronautics	Infrastructure & Design Matching	2019	\$8,328
SCPRT	Tourism Advertising Grant	2019	\$40,770
SCDPS	Highway Safety	2020	\$63,594
SCPARD	Basketball Court Lighting	2020	\$12,400
FAA	CARES Grant	2020	\$30,000
Byerly Foundation	All America City Comeback Campaign	2020	\$150,000
SCPRT	Tourism Advertising Grant	2020	\$40,950
SCPARD	Basketball Court Restrooms & Fountain	2020	\$36,800
SC CARES	CARES Grant Phase I & II	2020	\$58,349
SCDOC	CDBG South Park Sewer Upgrades	2021	\$750,000
SC Aeronautics	Terminal Building	2021	\$500,000
SC Aeronautics	Terminal Building & Access Road Construction	2021	\$56,573
FAA	Terminal Construction	2021	\$666,666
SCDPS	Highway Safety	2021	\$58,789
SCPRT	Tourism Advertising Grant	2021	\$41,287
RIA	Smith Street Well Project	2021	\$500,000
SCDOC	Opportunity Zone Study	2021	\$25,000
FAA	Airport Rescue Grant	2021	\$32,000

APPLICATIONS AWARDED (JUNE 2019 - PRESENT)			
Agency	Project	Award Year	Amount
ARPA	ARPA Funds	2021	\$1,877,365
FAA	Airport Improvement Program CRSA	2022	\$13,000
ARPA	ARPA Funds	2022	\$1,877,365
Byerly Foundation	Surveillance Equipment	2022	\$50,000
SCPRT	Tourism Advertising Grant	2022	\$40,500
Duke Energy	Pride Park Improvements	2022	\$15,000
SCAC	Airport Stormwater Pollution Prevention Plan	2023	\$23,620
FEMA	Hurricane Ian Damages	2023	\$9,926
FEMA	Hurricane Ian Management Costs	2023	\$496
SCPRT	Tourism Advertising Grant	2023	\$43,875
MASC	Public Works Equipment Reimbursement	2023	\$1,045
MASC	Public Works GPR System Reimbursement	2023	\$4,000
SC Office of State Fire Marshall	VSAFE Grant; Multi-gas detector/Thermal imaging cameras	2023	\$13,350
RIA	Water & Wastewater Improvements (SCIIP Grant Match)	2023	\$500,000
RIA - SCIIP	Water & Wastewater Improvements	2023	\$8,500,000
US DOJ	Bullet Proof Vest Partnership	2023	\$4,092
SCPRT	Tourism Advertising Grant	2023	\$40,444
Duke Energy	Emergency Preparedness (Drone)	2023	\$20,000
Byerly Foundation	HFD Auto Extrication Tools	2023	\$59,151
Byerly Foundation	Hartsville Museum Digitization Project	2023	\$7,800
Byerly Foundation	Downtown Façade Grant Program	2023	\$1,377
SCDPS	SRO for Butler Academy	2023	\$135,350
SC Dept. of Archives & History	Greenlawn & Marion Ave. Cemeteries Improvements	2023	\$526,396
Bureau of Justice Assistance (BJA)	Body Armor Vests	2023	\$3,294

TOTAL AWARDED	\$16,871,462
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Should you have any questions regarding this report, please contact me at 843.383.3015, ext. 1203, or chastity.jenkins@hartsvillesc.gov. Thank you!

Monthly Departmental Report: Finance



Monthly Revenue Report

Month of: January 2024

Hospitality taxes collected:	\$102,310.33
(taxes are collected on the revenue of the previous month and are due on the 20th of the next month)	
Accommodation taxes collected:	\$18,126.81
(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:	\$3,700.00

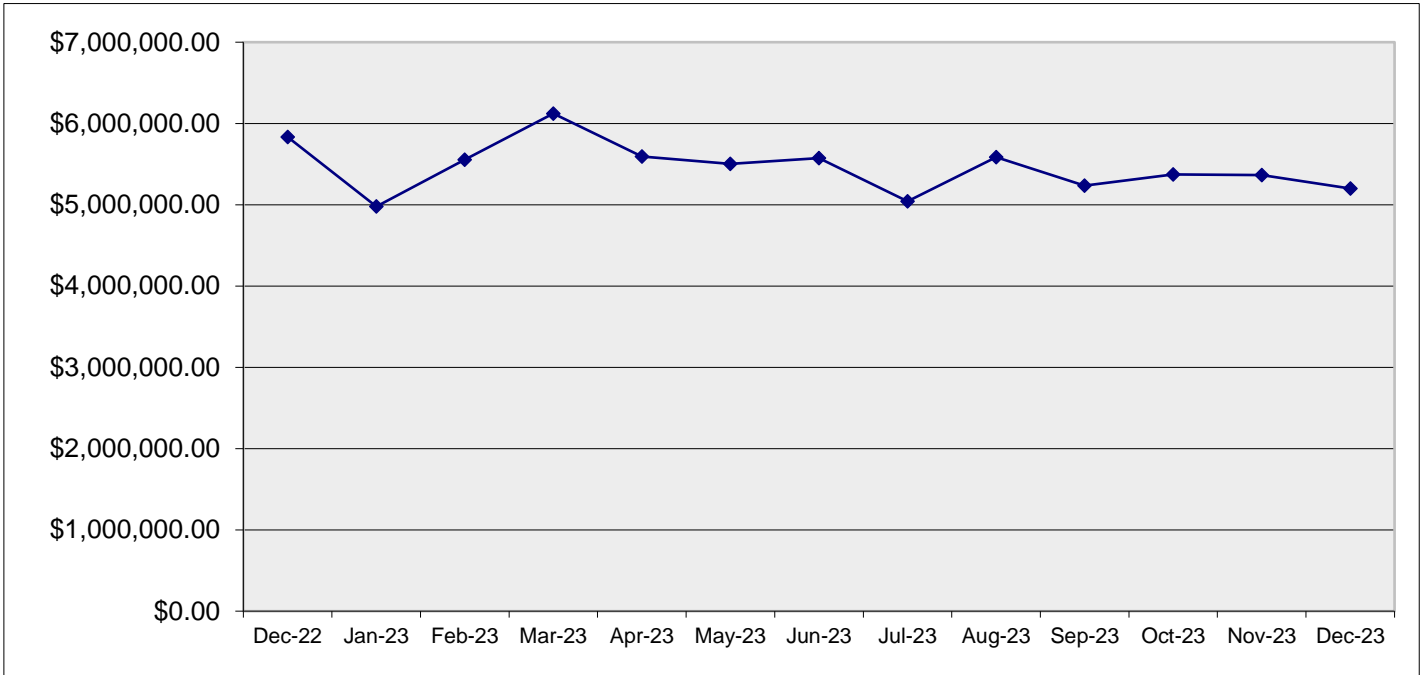
Hospitality Tax Recap

	Net Taxable Sales	X .02	Discount	Penalty	Total Paid	
Dec-22	\$5,835,107.65	\$	116,703.20	\$ (2,126.80)	\$ 773.67	\$ 115,350.07
Jan-23	\$4,978,487.52	\$	99,569.73	\$ (1,934.36)	\$ 86.12	\$ 97,721.49
Feb-23	\$5,553,237.53	\$	111,064.76	\$ (2,024.45)	\$ 506.64	\$ 109,546.95
Mar-23	\$6,122,382.24	\$	122,447.65	\$ (2,390.56)	\$ 386.09	\$ 117,155.96
Apr-23	\$5,594,805.97	\$	111,896.18	\$ (2,185.56)	\$ 266.19	\$ 109,976.81
May-23	\$5,504,176.56	\$	110,083.54	\$ (2,145.36)	\$ 283.23	\$ 108,221.41
Jun-23	\$5,572,408.56	\$	111,448.19	\$ (2,125.40)	\$ 702.70	\$ 110,025.49
Jul-23	\$5,041,021.61	\$	100,820.94	\$ (1,879.42)	\$ 950.48	\$ 99,892.00
Aug-23	\$5,587,061.87	\$	111,741.25	\$ (2,192.14)	\$ 128.33	\$ 109,677.44
Sep-23	\$5,233,403.45	\$	104,666.06	\$ (2,009.86)	\$ 590.28	\$ 102,768.02
Oct-23	\$5,372,872.24	\$	107,457.89	\$ (2,072.87)	\$ 464.25	\$ 105,499.53
Nov-23	\$5,366,726.30	\$	107,334.53	\$ (2,100.73)	\$ 776.87	\$ 106,050.44
Dec-23	\$5,200,320.89	\$	104,006.37	\$ (2,039.94)	\$ 343.90	\$ 102,310.33
TOTAL	\$70,962,012.39	\$	1,419,240.29	\$ (27,227.45)	\$ 6,258.75	\$ 1,394,195.94

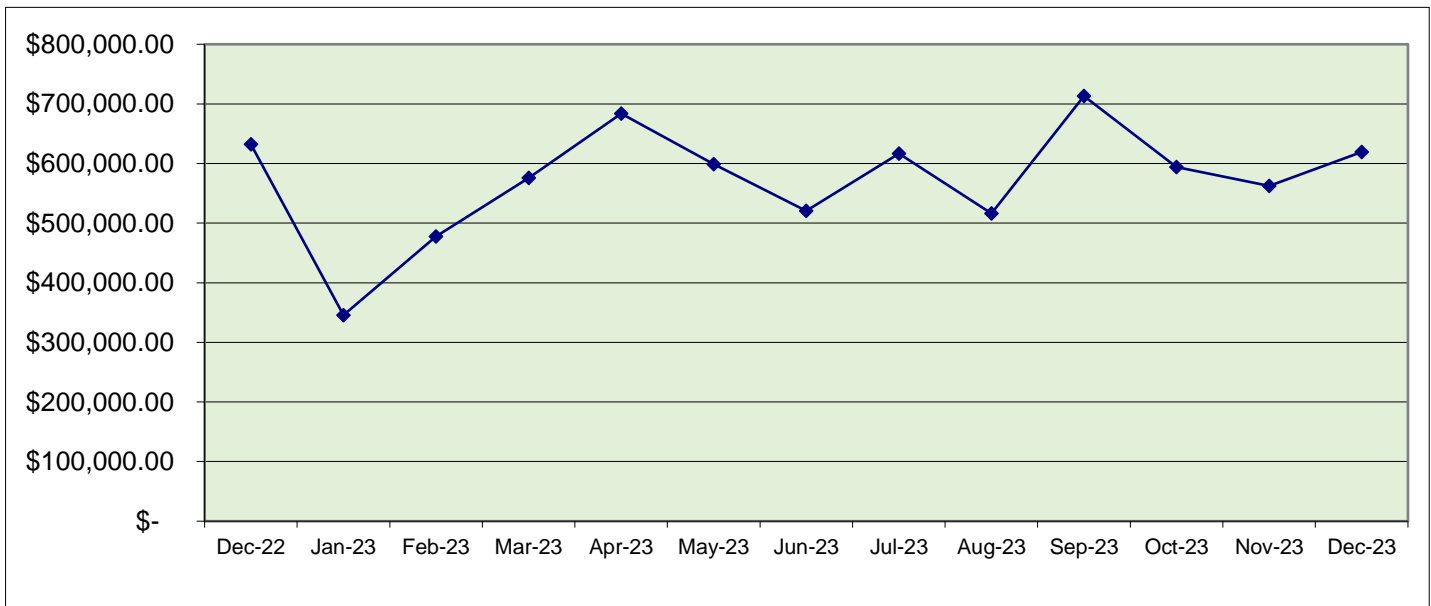
Accommodations Tax Recap


	Net Taxable Sales	X .03	Discount	Penalty	Total Paid
Dec-22	\$ 632,030.23	\$ 18,960.01	\$ (376.43)		\$ 18,583.58
Jan-23	\$ 345,657.31	\$ 10,369.73	\$ (184.22)		\$ 10,301.45
Feb-23	\$ 477,667.69	\$ 14,330.03	\$ (273.90)	\$ 33.09	\$ 14,089.22
Mar-23	\$ 575,737.98	\$ 17,272.15	\$ (337.10)		\$ 16,935.05
Apr-23	\$ 683,763.56	\$ 20,512.90	\$ (344.19)	\$ 309.89	\$ 20,478.60
May-23	\$ 599,013.12	\$ 17,970.40	\$ (353.50)		\$ 17,616.90
Jun-23	\$ 520,345.09	\$ 15,610.35	\$ (312.21)		\$ 15,298.14
Jul-23	\$ 616,597.45	\$ 18,497.93	\$ (309.49)	\$ 302.42	\$ 18,490.86
Aug-23	\$ 516,220.37	\$ 15,486.60	\$ (309.74)	\$ -	\$ 15,176.86
Sep-23	\$ 713,067.11	\$ 21,392.01	\$ (344.51)	\$ 1,062.02	\$ 19,495.14
Oct-23	\$ 594,256.50	\$ 17,827.70	\$ (318.92)	\$ 188.14	\$ 17,696.92
Nov-23	\$ 562,155.98	\$ 16,864.68	\$ (319.70)	\$ 87.91	\$ 16,632.89
Dec-23	\$ 619,279.11	\$ 18,578.37	\$ (451.56)		\$ 18,126.81
TOTAL	\$ 7,455,791.50	\$ 223,672.86	\$ (4,235.47)	\$ 1,983.47	\$ 218,922.42

Hospitality Tax Chart for past 12 months



Accommodation Tax Chart for past 12 months



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	HARTSVILLE SOUTH CAROLINA		HUMAN RESOURCES	MONTHLY REPORT	Jan-24						
4							DIVERSITY				
5	Home Department**	Nov-23	December Hire	December Termed	December Transfer Out	December Headcount	Asian	Black or African American	Hispanic or Latino	White	2 or More Races
6	000411 / Mayor Council Clerk	9	2	2	0	9	0	3	0	6	0
7	000412 / Court Operations	4	0	0	0	4	0	2	0	2	0
8	000413 / City Manager	1	0	0	0	1	0	0	0	1	0
9	000415 / Finance	9	0	0	0	9	0	2	0	7	0
10	000417 / Human Resources	3	0	0	0	3	0	2	0	1	0
11	000418 / Main Street Hartsville	1	0	0	0	1	0	0	0	1	0
12	000419 / Business Navigator	1	0	0	0	1	0	1	0	0	0
13	000421 / Police Department	40	2	0	0	42	0	2	0	40	0
14	000422 / Fire Department	32	0	0	0	32	0	3	0	29	0
15	000423 / Victim's Advocate**	1	0	0	0	1	0	1	0	0	0
16	000426 / Tourism	3	0	0	0	3	0	0	0	3	0
17	000431 / Maintenance	2	0	0	0	2	0	1	0	1	0
18	000432 / Sanitation Dept.	13	0	0	0	13	0	9	0	4	0
19	000452 / Parks & Recreation	7	1	1	0	7	0	4	0	3	0
20	000453 / Streets & Grounds	13	0	1	0	12	0	7	0	5	0
21	000454 / Museum Operations	2	0	0	0	2	0	0	0	2	0
22	000500 / Water Utilities	11	0	0	0	11	0	2	0	9	0
23	000600 / Sewer Utilities	2	0	0	0	2	0	1	0	1	0
24	000700 / School Crossing Guards	7	0	0	0	7	0	2	0	5	0
25	000800 / Storm Water Utilities	1	0	0	0	1	0	0	0	1	0
26	000900 / Water Park	3	0	0	0	3	0	0	0	3	0
27	000950/Lifeguard	4	0	1	0	3	0	0	0	3	0
28	000980 Food & Beverage	1	0	0	0	1		1			
29	000990 Guest Services	1	0	0	0	1				1	
30	Totals:	171	5	5	0	171	0	43	0	128	0
31	**Based on Home Departments/does not reflect employees with dual departments; Victim's Advocate headcount reflected in 421 / No seasonal or interns										
32											
33	Completed Events										
34	New Years Day	1-Jan-24									
35											
36											
37											
38											
39											
40											
41											
42	EVENTS IN FEBRUARY 2024										
43	President's Day	19-Feb-24									
44											
45											
46											
47											
48											



Date: February 7, 2024

To: City of Hartsville, City Council

From: Matthew Winburn, Main Street Manager

Re: **Monthly Status Report for December**

Status Report & Updates

February Calendar of Events

1st- Love Local Letters Campaign Starts

12th- Main Street Hartville Advisory Board Meeting | 5:30pm | Hartsville Council Chambers

20th- Chats and Cheers Meeting | 6:00pm-7:00pm | LOOKY LOO- 117 W. Home Ave.

21st- Main Street SC Quarterly Training | Columbia, SC

Looking Ahead

Main Street Hartsville has several new events planned this year to help promote Downtown Hartsville. Be on the lookout for more information, but for now save the following dates:

Spring Wine and Art Stroll- April 26th

Putterin' Around Downtown- June 21st

Destination Downtown- July-September

A complete list of City Events will be circulated soon.

Current Social Media Stats:



Facebook: 8,884 Followers

Instagram: 2,005 Followers

Main Street Hartsville Occupancy rate- 94%

Businesses that closed: EdVenture Hartsville

Planned businesses: Hemp House- opening in March

Love Local Letters

Our community loves supporting local. During the month of February, community members will be encouraged to write a "Love Local Letter" to express just how much they love you. All participants will be entered in a drawing for a weekly \$25 Main Street Gift Certificate.

When yours are delivered, you're encouraged to display them in your storefront window. Whichever business has the most hearts at the end of February will receive a goodie basket of local favorites and will be featured in a Spring Downtown Story.

Looking into 2024:

Based on conversations with downtown business and property owners, as well as with local community members, an implementation plan was created for the 2024-25 work year. The implementation plan utilizes the Four-Points Approach of organization, promotions, design, and economic vitality. Highlights include the following strategies and objectives:

1. Main Street Hartsville is a catalyst for historic preservation

Goal: *Protect the district's historic resources by supporting preservation and development of historic districts and public places.*

Measurable Objectives:

- *More historic properties on SCHPR*
- *New education and programming tools*

2. Main Street Hartsville develops a more sustainable and livable downtown community.

Goal: *Use the district's arts and cultural assets to make Downtown Hartsville a more livable destination.*

Measurable Objectives:

- *Increase in new residential properties*
- *Attract new, complementary creative initiatives*

3. Main Street Hartsville is a resource for small business development

Goal: *Enhance economic growth through business development and innovation using downtown's assets*

Measurable Objectives:

- *Preserve and promote the district*
- *Attract new, complementary creative initiatives*



Monthly Departmental Report – JANUARY 2024

Visitor Demographics 2024

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Website	Facebook
January	10	12	25	16	5	4	72	427	2979
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
YEAR TO DATE									

Visitors Signing Guest Book came from:

Punta Gorda, Florida

Westminster, Maryland

McBee, S.C.

Florence, S.C.

Darlington, S.C.

Hartsville, S.C.

Museum News:

- Christmas 2023 Exhibits closed on January 12th and staff began preparations for New Exhibits in 2024.
- Coming Soon: 46th Annual South Carolina Watermedia Society; Traveling Exhibit from the S.C. State Museum.
- Coming Soon: 47th Black Heritage Stamp featuring: Constance Baker Motley
- Donations for January included: Field Collection book, "Thornwell Orphanage, It's Principles and Product" c. 1942.

Monthly Report

Date: 1/31/2024

1. January Events
<ul style="list-style-type: none"> Pickleball Clinic AAU Football Clinic
2. Completions
<ul style="list-style-type: none"> Replaced all ceiling tiles in Multi Purpose room Gym Bleachers cleaned by Like New Softwash LLC Completed CivicRec configuration training Placed mulch around The T.B. Thomas parking lot and building
3. Plans for February
<ul style="list-style-type: none"> Prep ballfields for Spring sports Spread mulch at designated areas around Byerly Park Complete CivicRec facilities training
4. Membership Count:
Current Members: 384
New Members: 43
5. Programs:
Zumba: Tuesday and Thursdays 10:00 a.m. – 11:00 a.m.
Cardio Step: Monday and Wednesdays 9:00 a.m. – 10:00 a.m.
Low Impact: Tuesday and Thursdays 9:00 a.m. – 9:30 a.m.
Dance Fitness: Tuesday and Thursdays 5:30 p.m. – 6:30 pm.
Let's Dance: Mondays 5:30 p.m. – 6:30 p.m.
Yoga: Tuesday and Thursdays 9:00 a.m. 10:00 a.m.
Line Dancing: Wednesday 5:30 p.m. – 6:30 p.m.
Pickleball: Wednesdays 9:00 a.m. – 1 p.m. 6:00 p.m. – 8:00 p.m.

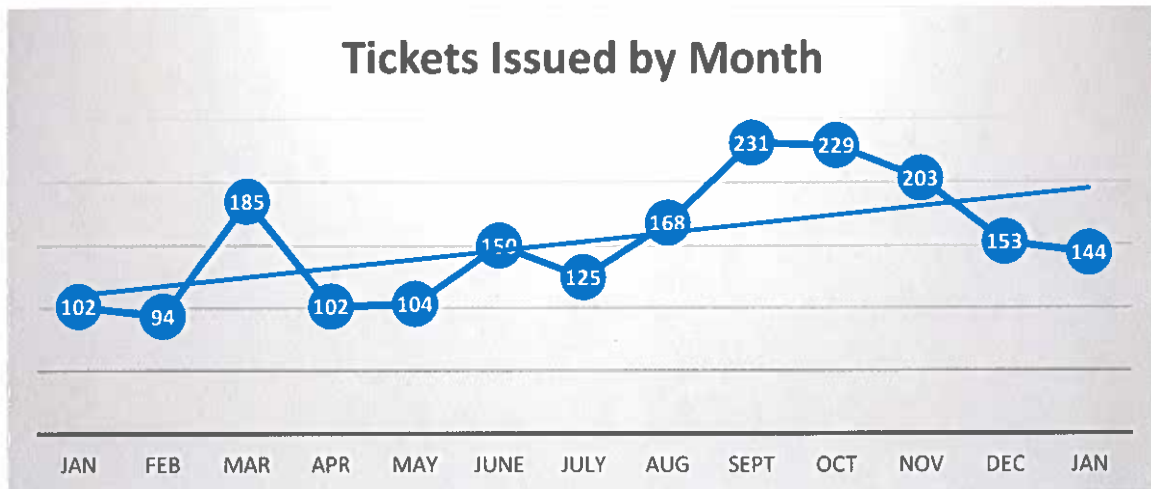
Hartsville Police Department

Monthly Report

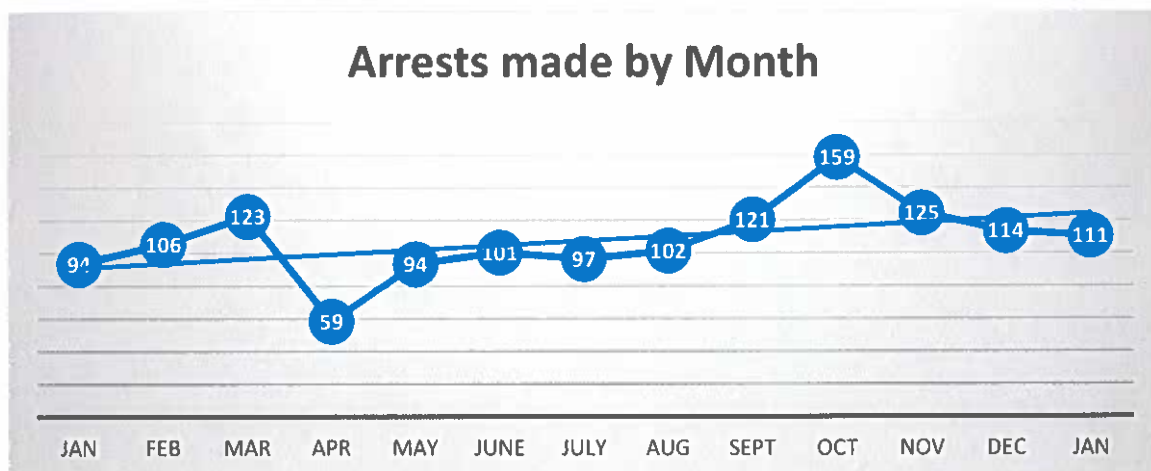


January 2024

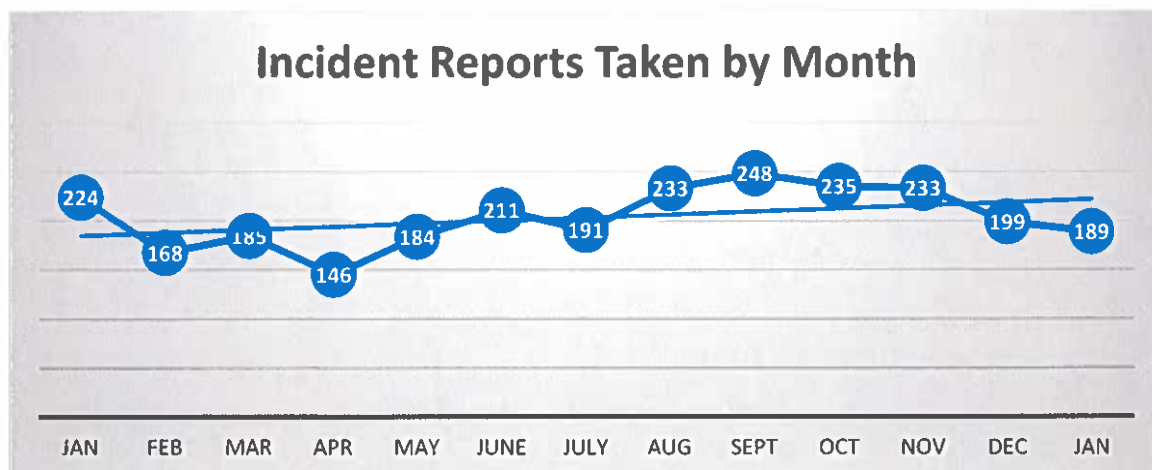
Prepared by Kelley Woodham



January 2024 showed a decrease in the issue of tickets from December 2023. This can be attributed the reduction in the slight number of arrest for the month of January 2024 as well as the slight decrease in reports for January 2024.



Arrest for January 2024 decreased slightly from the previous month, and was slightly below the rolling 12 month average. This drop could be due to the reduction in reports as well as tickets in January 2024.



Incident Reports taken are a reflection of reports actually written. A report is not written for every call. Reports taken seem to fluctuate around an average of about 200 per month, with a slight decrease over the previous 12 months.

Arrestees and Victims

On average, between 60-65% of arrested persons come from outside the city limits, showing that we serve many more people than our in-town population.

January 2024 gave us 111 arrests, including 5 Juveniles (mostly drug/narcotics and NRP).

Crime Types

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

Burglary	1	(0% from outside City)
Assaults	9	(33% from outside City)
Car Theft	4	(100% from outside City)
Thefts	3	(100% from outside City)
Shopliftings	3	(33% from outside City)
Forgery/Fraud	1	(100% from outside City)
Drug Offenses	29	(72% from outside City)
DUI/Drunkenness	5	(80% from outside City)
Non-Reported State	41	(69% from outside City)*

*Non-Reported to State offenses are generally offenses like Driving Under Suspension, Operating Uninsured, Possession of Controlled Substance, and other crimes that are outside the typical violent/property crime classifications

Totals for all arrests (including those not listed above)
77 of 111 people arrested (69%) live outside the city limits.



Date: February 8, 2024

To: City of Hartsville

From: Michelle Byers Brown, Director of Tourism and Communications

Re: Tourism and Events Report- February 2024

Current Social Media and Website Stats

Facebook- 12,067 followers (New page followers last 28 days: 35)

Instagram (@hartsville_SC) – 2,305 followers (1,031 accounts reached)

Instagram (@visithartsville) – 1,597 followers (1,374 accounts reached)

January 2024 Key Sales

Net Sales \$ 150.90

Tax Collected: \$ 13.59

Total: \$ 164.49

Top Selling Items:

1. Gillespies's Peanuts
2. Tales of the Town Stuffed Fox
3. Holiday Merchandise

Special Events Rentals/Permits

Lawton Rentals: 0 – closed currently for maintenance

The Edition Rentals: 1 (rental but was used by City Departments several times)

Special Event Permits Issued: 0

Tourism Team Projects

- Continuing to work to promote Neptune Island and provide media advertising materials for billboards, radio, and digital advertising to promote season opening and recruitment
- Had planning retreat to schedule the year's events and have submitted to City Manager for approval along with over all vision for outreach
- Plans are under way for upcoming events such as the Easter Extravaganza (collaboration with Coker University) on March 23, 2024, and booking bands for our Block Party Series
- Designing and ordering new products for The Key
- Revising and updating rental contract/special event applications
- Managing positive shares on social media concerning City and City Departments

Upcoming Events:

- March 23, 2024: 10:00 AM – Davison Lawn on Coker University Campus



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: 4467 Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Approval to update the master fee schedule by updating building and repair permit fees.

ATTACHMENTS:

Description

- ▣ ORD 4467
- ▣ Proposed Permit Cost Updates
- ▣ Permit Cost Study

ORDINANCE 4467

TO PROVIDE FOR THE ESTABLISHMENT AND AMENDMENT OF FEES AND RATES THAT ARE NECESSARY FOR THE OPERATION OF THE CITY OF HARTSVILLE.

WHEREAS, the City of Hartsville charges certain fees and rates as part of its normal operations; and,

WHEREAS, the fees and rates offset the costs of providing city services; and,

WHEREAS, Section 2-107 (a)(1) of the Hartsville City Code requires that service fees and service rates be established/amended by Ordinance; and,

WHEREAS, Section 2-107 (b) of the Hartsville City Code requires fees for use of city owned properties/facilities to be established/amended by resolution; and,

WHEREAS, the establishment and amendment of city fees and rates will be by reference and on file in the City Clerk's office; and,

WHEREAS, the fees charged for building and repair permits require an update.

NOW, THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City Hartsville that the following master fee/rate schedule is hereby approved and adopted by reference.

NOW, THEREFORE BE IT ORDAINED IN MEETING DULY ADVERTISED AND ASSEMBLED on the _____ day of _____ 20____ and upon final reading shall become effective as shown on the master fee/rate schedule attached to this Ordinance.

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk

First Reading: December 12, 2023
Public Hearing:
Final Reading:

CITY OF HARTSVILLE- MASTER FEE SCHEDULE
Master Fee Schedule Established w Approved Rate Effective 1-8-19 Ordinance 4357 unless otherwise noted

Department	Fee Title	Description	Current Rate	Reference & Effective Date for Most Recent Update	Proposed Rate
Fire - Codes Enforcement	Technical Board Appeal	Building Construction Appeal	Residential \$100 and Commercial \$300	ORD 4357 - 1/8/2019	
Fire - Codes Enforcement	Demolition	Nuisance Abatement	15% of Corrective Action or \$100 whichever is greater	ORD 4357 - 1/8/2019	
Fire - Codes Enforcement	Lot clearing	Nuisance Abatement	15% of Corrective Action or \$100 whichever is greater	ORD 4357 - 1/8/2019	
Fire - Codes Enforcement	Mowing	Nuisance Abatement	15% of Corrective Action or \$100 whichever is greater	ORD 4357 - 1/8/2019	
Fire - Codes Enforcement	Abandoned Vehicle	Nuisance Abatement	\$500.00	Ord 4285 - 3/14/2017	
Fire - Codes Enforcement	Accumulation of material	Nuisance Abatement	\$500.00	Ord 1180 - 4/11/2000	
Fire - Codes Enforcement	Building/Repair Permit	\$0-\$500 (Existing \$0-\$200)	\$0.00	Ord 4467 - Effective first day of month following approval by Council - Pending Approval by Council	REMOVE
Fire - Codes Enforcement	Building/Repair Permit	\$501-\$1000 and less	\$35.00		\$15.00
Fire - Codes Enforcement	Building/Repair Permit	\$1001-\$50,000	\$35.00 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.		\$15.00 for the first \$1,000 plus \$5.00 for each Additional Thousand
Fire - Codes Enforcement	Building/Repair Permit	\$50,001-\$100,000	\$280.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000		\$260.00 for the first \$50,000 plus \$4.00 for each Additional Thousand
Fire - Codes Enforcement	Building/Repair Permit	\$100,001 to \$500,000	\$480.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.		\$460.00 for the first \$100,000 plus \$3.00 for each Additional Thousand
Fire - Codes Enforcement	Building/Repair Permit	\$500,001 and up	\$1680.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.		\$1,660.00 for the first \$500,000 plus \$2.00 for each Additional Thousand
Fire - Codes Enforcement	Building Inspection	Work \$500 & Under (if needed) & \$501 or greater - EACH	\$25.00		
Fire - Codes Enforcement	Demolition	Permit	\$70.00		
Fire - Codes Enforcement	Electrical, Plumbing, Gas	Permit	\$35.00 for the permit and \$10.00 per \$1,000 in total valuation or fraction thereof.		
Fire - Codes Enforcement	Mechanical	Permit	\$35.00 for the permit and \$8.00 per \$1,000 in total valuation or fraction thereof.		
Fire - Codes Enforcement	Penalty	No permit acquired	Double fee on first offense and tripled for the second offense and every offense thereafter.		

PERMIT COST STUDY - SC JURISDICTIONS

Permit Cost based on \$175,000 Cost

Ranking	Jurisdiction	Permit Cost	Letter Of Authorization
1	Bethune	\$ 1,623.00	n
2	Darlington County	\$ 1,552.00	n
3	Ridgeland	\$ 1,538.00	left message
4	Marlboro County	\$ 1,232.00	left message
5	Camden	\$ 1,215.00	left message
6	Columbia	\$ 1,205.00	n
7	Sumter	\$ 1,177.50	n
8	Andrews	\$ 1,117.00	no answer phone
9	Georgetown	\$ 1,075.00	n
10	Allendale	\$ 1,070.00	no voicemail
11	Saluda County	\$ 1,040.00	n
12	Darlington	\$ 950.00	n
13	Varneville	\$ 950.00	
14	Myrtle Beach	\$ 944.00	Yes notarized
15	St. George	\$ 907.00	
16	Cheraw	\$ 905.00	yes 8 months
17	Rock Hill	\$ 905.00	n
18	Lake City	\$ 905.00	n
19	Greenville	\$ 893.00	n
20	Orangeburg County	\$ 875.00	
21	Conway	\$ 874.00	n
22	Spartanburg County	\$ 831.25	n
23	Batesburg-Leesville	\$ 825.00	
24	Hampton County	\$ 776.00	only if no contract
25	Cayce	\$ 760.00	n
26	Barnwell County	\$ 754.00	only if no contract
27	Summerville	\$ 735.00	n
28	Walterboro	\$ 715.00	
29	Hartsville	\$ 705.00	n
30	Summerton	\$ 692.00	
31	Charleston	\$ 685.00	n
32	Florence	\$ 685.00	n
33	Bennettsville	\$ 685.00	
34	Chesterfield County	\$ 685.00	
35	Goose Creek	\$ 685.00	no - signed contract
36	Lee County	\$ 675.00	
37	Beaufort County	\$ 672.00	
38	Dillon	\$ 542.00	



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

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: 02-24-01 - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Approval to apply for FEMA Assistance to Firefighters Grant (AFG).

BACKGROUND SUMMARY:

City desires to apply for a FEMA Assistance to Firefighters Grant for purchase of Self-Contained Breathing Apparatus (SCBA) for firefighters.

ATTACHMENTS:

Description

▣ RES 022401

RESOLUTION 02-24-01

APPROVAL TO APPLY FOR FEMA ASSISTANCE TO FIREFIGHTERS GRANT (AFG).

WHEREAS, the City of Hartsville desires to apply for a FEMA Assistance to Firefighters Grant (AFG) that will enable the Hartsville Fire Department to procure self-contained breathing apparatuses (SCBA) for firefighters; and,

WHEREAS, the SCBA equipment will cost approximately Three Hundred Ninety-One Thousand Four Hundred Forty-One Dollars (\$391,441); and,

WHEREAS, the city seeks a grant in the amount of approximately Three Hundred Fifty-Five Thousand Eight Hundred Fifty-Five Dollars (\$355,855), with a commitment to fund Thirty-Five Thousand Five Hundred Eighty-Six Dollars (\$35,586) to satisfy the matching requirements of the grant; and,

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Hartsville that the application for the FEMA AFG grant is hereby approved.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to execute all required documents.

BE IT HEREBY RESOLVED, in meeting duly advertised and assembled this ____ day of _____
_____ 2024.

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: 02-24-02 - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Approval for the City to enter into a collaborative agreement with The House of Hope of the Pee Dee for emergency shelter services in Hartsville.

ATTACHMENTS:

Description

- ▣ RES022402
- ▣ RES022402 - Agreement

RESOLUTION 02-24-02

APPROVAL FOR COLLABORATIVE AGREEMENT BETWEEN THE CITY OF HARTSVILLE AND THE HOUSE OF HOPE OF THE PEE DEE FOR EMERGENCY SHELTER SERVICES.

WHEREAS, this Collaborative Agreement between the House of Hope of the Pee Dee and the City of Hartsville will provide for emergency shelter services in the City of Hartsville; and

WHEREAS, House of Hope will provide ADA accessible emergency shelter services in the City of Hartsville; and,

WHEREAS, the City will provide financial assistance by reimbursing up to One Hundred and Fifty Thousand Dollars (\$150,000) for the cost of relocation and setup of a FEMA hospital building to be utilized as an emergency shelter and to provide resources to those in need.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Hartsville that the Collaborative Agreement with the House of Hope of the Pee Dee for emergency shelter services for up to One Hundred and Fifty Thousand Dollars (\$150,000) is hereby approved.

NOW, THEREFORE BE IT FURTHER 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 _____ day of _____ 2024.

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk

COLLABORATIVE AGREEMENT

The collaborative agreement between is the City of Hartsville and The House of Hope of the Pee Dee.

The entities listed above agree on the following collaboration provisions and will include, but not be limited to, those stated.

Partner: House of Hope of The Pee Dee
Collaborative Partner Agency: City of Hartsville SC

Partner: House of Hope of the Pee Dee will provide emergency shelter services in the City of Hartsville. The facility will be ADA accessible and comply will all Federal State and Local laws and regulations.

Collaborative Partner Agency: City of Hartsville will provide financial assistance in the amount of up to One Hundred and Fifty Thousand Dollars (\$150,000) for emergency shelter services when invoices are received.

The following agreement, as authorized in City Council Resolution 12-23-04 dated December 12, 2023, will be effective on February 13, 2024:

By signing below, the partners agree to the above stated terms.

Daniel P. Moore, City Manager
City of Hartsville
Date: _____

Brian Braddock, Executive Director
House of Hope of the Pee Dee
Date: _____



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Motion to enter Executive Session.



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Exiting Executive Session and Verifying Executive Session Items discussed.



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Council may take action on matters discussed in Executive Session.



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

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Resolution Number: 02-24-03 - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

Appointments are needed to fill vacancies on boards, committees and commissions appointed by City Council.

IMPACT IF DENIED:

Lack of a quorum on boards, committees and commissions.

ATTACHMENTS:

Description

▯ RES022403

RESOLUTION 02-24-03

APPOINTMENTS TO VARIOUS CITY BOARDS, COMMISSIONS AND COMMITTEES.

WHEREAS, appointments are needed and have been advertised to fill vacancies or unexpired terms on various city boards, committees, and commissions; and,

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Hartsville that the following appointments are made for the terms as indicated below:

<u>Committee</u>	<u>Appointed/Position</u>	<u>Term Ends</u>
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BE IT HEREBY RESOLVED, in meeting duly advertised and assembled on the ____ day of _____ 2024.

Casey Hancock, Mayor

ATTEST: _____
Andrea D. Crenshaw, CMC, City Clerk



REQUEST FOR
COUNCIL AGENDA
The City of Hartsville

Agenda Date:
2/13/2024

To: City Council
From: City Manager

Ordinance Number: Council Calendars Resolution Number: - REGULAR MEETING

ORDINANCE/RESOLUTION CAPTION:

City Council and Hartsville Events Calendars etc.

ATTACHMENTS:

Description

- ▣ February 2024
- ▣ March 2024

February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	3	4	5	6	7	1	2
11	12	13	14	8	9	10	10	11	12	13	14	8	9
18	19	20	21	15	16	17	17	18	19	20	21	15	16
25	26	27	28	22	23	24	24	25	26	27	28	22	23
				29			31					29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1	2	3
4	5	6 Hometown Legislative Action Day - Columbia	7 Municipal Elected Officials Institute - Columbia	8	9	10
11	12 5:30pm Airport Advisory Bd - Airport Board Room (1083 Airport 5:30pm Main Street Hartsville Adv Brd - Council Chambers -	13 5:30pm Council Regular Mtg - Chambers - City Council	14 5:00pm Parks Comm Mtg - TB Thomas Sports Ctr	15	16	17
18	19 Presidents Day City Offices Closed	20	21 5:15pm ARB Mtg - Chambers - City Council 6:30pm Museum Comm - Museum - City Council	22	23	24
25	26 5:30pm Planning Comm - Chambers - City Council	27	28	29	Mar 1	2

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
3	4	5 <div>10:00am Council Worksession (Council Chambers)</div>	6	7	8	9
10	11 <div>5:30pm Airport Advisory Bd - Airport Board Room (1083 Airport Road) - City Council</div>	12 <div>10:00am HHA - S. Park Apts</div> <div>5:30pm Council Regular Mtg - Chambers - City</div>	13	14	15	16
17	18	19	20 <div>5:15pm ARB Mtg - Chambers - City</div> <div>6:30pm Museum Comm - Museum</div>	21	22	23
24	25 <div>5:30pm Planning Comm - Chambers - City Council</div>	26	27	28	29 <div>Good Friday City Offices Closed</div>	30 <div>12:00pm SC Annual Statement of Economic Interests Filing Deadline</div>
31	Apr 1	2	3	4	5	6