



City of Bennettville

EXECUTIVE DEPARTMENT

P.O. BOX 1036

Bennettville, South Carolina 29512

MONTHLY REPORTS

SOUTH CAROLINA'S FIRST "GREAT" TOWN
"Governor's Rural Economic Achievement Trophy"

Human Resources Dept.

Memo

To: Max Alderman, City Administrator & Dir. Of Public Utilities

From: Angela W. Ward, Asst. C.A. 

cc:

Date: July 6, 2020

Re: June Monthly Report Summary

•New Employee orientation for Operator in Charge WWTP, Firefighter, Customer Service Clerk and Police Officer.

•Visit from SCMIRF adjuster to look at damage at Public Safety Complex.



City of Bennettsville

Department of Tourism, Parks, & Recreation
www.visitbennettsville.com

P.O. Box 1036, Bennettsville, SC 29512
843-454-2142

To: Max Alderman, City Administrator and Director of Public Utilities
From: Elisabeth K. McNiel, Director of Tourism, Parks, and Recreation
Date: July 2, 2020
Re: Monthly Report for June 2020

The business office of the Tourism, Parks, and Recreation Department is operational at the Bennettsville Visitor Center (BVC). Our regular office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Volunteers to assist in keeping the facility open each Saturday and Sunday are needed with training to be provided to all.

Effective June 1st, both the Bennettsville Community Center and Visitor Center (BVC) as well as all City parks opened to the public. Appropriate signage was placed at all locations encouraging social distancing per CDC recommended COVID-19 guidelines. Some recreation classes resumed when instructors and participants felt comfortable and safe to gather in groups and were willing to adhere to proper social distancing guidelines.

Clean-up and reclaiming the grounds at the BVC continue as weather permits. New awnings were installed and the landscaping at the BCC continues to be reclaimed in anticipation of upcoming rentals. All BCC rentals from March 18th-June 30th were cancelled, postponed, or rescheduled by lessees due to the COVID-19 pandemic social distancing restrictions. The first paid rental at the BCC will be on 7/18/2020. Major renovations and repairs to the restroom/concession stand building at Smith Park are almost complete less the replacement and installation of steel doors for the restrooms.

The 6th Annual Independence Day Celebration Fireworks Show at Lake Paul Wallace was held on Saturday, June 27th at 9:30 p.m. No other organized activities (youth activities, food vendors, concert) were scheduled that day. Social distancing was enforced encouraging all spectators to remain at their parked vehicles and tune in to FM station 88.9 to hear the accompanying music. Advertising for the event included specific guidelines for viewing and parking. There were no reports of any public disturbances surrounding the free community event.

No other City-sponsored activities are being planned at this time to help contain the spread of the COVID-19 virus.

Two new sets of 50 downtown street banners were ordered and received in time to have the navy "Peace on Earth" dove set installed before 6/27/2020. The personalized waving US flag banners will be installed soon and remain up through Labor Day.

The National Fitness Campaign awarded the City of Bennettsville an additional \$10,000 Art Mural Grant (which includes expanded sponsor consulting services, a full wrap mural wall, and custom design consulting services) to be combined with their original \$30,000 grant to promote and implement an outdoor Fitness Court at Smith Park in 2020. The court will serve as an important recreation facility that will assist in supporting the health of the community by making "world-class" fitness free within the City.

Memo

To: Max Alderman, City Administrator and Director of Public Utilities
From: Rebekah D. Hayes, Director of Finance *Rebekah D. Hayes*
Date: July 6, 2020
Re: June Monthly Report

Following is a summary report for Municipal Court Administration, Finance and Business License Departments.

Municipal Court: Of the \$6,096.77 fines and fees revenue collected by Municipal Court, \$3,545.42 was remitted to the State Treasurer.

Finance: General Fund revenues year to date total \$1,123,595.47. Year to date expenditures total \$1,053,239.21. The Utility Fund revenues year to date total \$2,148,072.08. Year to date expenditures total \$1,638,509.04.

The balance of cash in various non-restricted, restricted, and assigned checking accounts totals \$4,680,125.92.

Business License: New businesses

None

PERIOD ENDING 06/30/2020

ACCOUNT DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2020	% BDGT USED
Fund 10 - GENERAL FUND			
401 - TAXES	1,116,000.00	17,354.60	1.56
402 - LICENSES AND PERMITS	794,000.00	508,772.56	64.08
403 - FINES AND FORFEITURES	125,400.00	7,651.62	6.10
404 - UNRESTRICTED INTERGOVERNMENTAL	1,221,000.00	613.87	0.05
405 - RESTRICTED INTERGOVERNMENTAL	132,000.00	0.00	0.00
406 - SALES AND SERVICE CHARGES	973,200.00	181,773.83	18.68
407 - USE OF MONEY	41,700.00	(354.84)	(0.85)
408 - MISCELLANEOUS/OTHER	214,900.00	124,450.51	57.91
409 - OTHER FINANCING SOURCES & TRANSFERS	2,130,000.00	283,333.32	13.30
TOTAL REVENUES	6,748,200.00	1,123,595.47	16.65
410 - CITY COUNCIL	123,623.00	13,249.06	10.72
411 - CITY ATTORNEY	23,937.00	3,989.50	16.67
412 - MUNICIPAL COURT	139,931.00	20,895.20	14.93
413 - CITY ADMINISTRATION	209,757.00	36,361.64	17.34
414 - PLANNING & ZONING	181,210.00	32,387.24	17.87
415 - FINANCE	222,104.00	32,908.64	14.82
416 - HUMAN RESOURCES	38,359.00	8,207.42	21.40
417 - TOURISM, PARKS AND RECREATION	343,364.00	62,112.72	18.09
421 - POLICE	2,478,340.00	423,454.13	17.09
422 - FIRE	862,680.00	152,657.26	17.70
431 - STREETS AND SANITATION	1,168,172.00	192,248.65	16.46
432 - SHOP	62,978.00	9,868.40	15.67
433 - BEAUTIFICATION	178,271.00	31,712.90	17.79
440 - NON-DEPARTMENTAL	37,137.00	21,556.94	58.05
445 - DEBT SERVICE	384,142.00	6,629.51	1.73
450 - OTHER FINANCING USES & TRANSFERS	95,000.00	0.00	0.00
460 - CAPITAL OUTLAY	199,195.00	5,000.00	2.51
TOTAL EXPENDITURES	6,748,200.00	1,053,239.21	15.61
Fund 10 - GENERAL FUND:			
TOTAL REVENUES	6,748,200.00	1,123,595.47	16.65
TOTAL EXPENDITURES	6,748,200.00	1,053,239.21	15.61
NET OF REVENUES & EXPENDITURES	0.00	70,356.26	100.00

PERIOD ENDING 06/30/2020

ACCOUNT DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2020	% BDGT USED
Fund 30 - UTILITY FUND			
406 - SALES AND SERVICE CHARGES	16,917,300.00	2,145,349.68	12.68
407 - USE OF MONEY	60,000.00	2,722.40	4.54
408 - MISCELLANEOUS/OTHER	4,000.00	0.00	0.00
TOTAL REVENUES	<u>16,981,300.00</u>	<u>2,148,072.08</u>	<u>12.65</u>
465 - WATER TREATMENT PLANT	924,706.00	145,756.63	15.76
466 - WATER DISTRIBUTION SYSTEM	362,144.00	58,732.84	16.22
470 - WASTEWATER TREATMENT PLANT	466,943.00	63,249.12	13.55
471 - SEWER/STORMWATER COLLECTION SYSTEMS	158,985.00	24,567.95	15.45
475 - ELECTRIC TRANSMISSION SYSTEM	8,348,766.00	673,898.20	8.07
476 - GAS DISTRIBUTION SYSTEM	1,917,688.00	125,113.94	6.52
480 - UTILITY ADMINISTRATION	576,390.00	92,941.48	16.12
481 - UTILITY BILLING	530,102.00	95,347.20	17.99
485 - NON-DEPARTMENTAL	787,870.00	42,442.45	5.39
486 - CAPITAL GRANTS/CONTRIBUTIONS AND TRANSFER	1,875,200.00	283,333.32	15.11
490 - DEBT SERVICE	1,003,006.00	33,125.91	3.30
495 - CAPITAL OUTLAY	29,500.00	0.00	0.00
TOTAL EXPENDITURES	<u>16,981,300.00</u>	<u>1,638,509.04</u>	<u>9.65</u>
Fund 30 - UTILITY FUND:			
TOTAL REVENUES	16,981,300.00	2,148,072.08	12.65
TOTAL EXPENDITURES	16,981,300.00	1,638,509.04	9.65
NET OF REVENUES & EXPENDITURES	0.00	509,563.04	100.00
TOTAL REVENUES - ALL FUNDS	23,729,500.00	3,271,667.55	13.79
TOTAL EXPENDITURES - ALL FUNDS	23,729,500.00	2,691,748.25	11.34
NET OF REVENUES & EXPENDITURES	0.00	579,919.30	100.00

Planning and Zoning Department
June 2020 Monthly Report

06/16/20

City Council

Building

32 building inspections were conducted	23 utility inspections
26 permits were issued	3 service applications
1 demolition clearance forms	0 Dilapidated structures letters
0 Orders of Demolition	0 Building Inspection Hearings
0 Summons	0 Structures Demolished
21 Business License and permit Violators	

Code Enforcement

52 lot clearing 1 overgrown letters, 2-TOWED CARS, 0 unlawful deposit – 4 tires, appliances

Awarded Grants completed:

Awarded Grants in progress:

*CDBG- \$435,710/\$ 43,571, Shady Rest Demolition (#4-CE-18-003) *Award group 1 demolition*

RIA- \$487,900/\$63,600, Northern Water System upgrades(#R-18-1164)

ESMMSC-\$4,000, Street Equity Project (#2017-12)

NFC Healthy City -\$30,000, Fitness Court

NRPA-\$40,000, 10 Minute Walk and Planning Grant

CDBG- \$747,700/\$106,500- Gravity Sewer line upgrade (#4-CI-19-002)

CDBG- \$750,000/\$147,331 Wells Street Sewer (#4-CI-17-001)

Application for Grants:

SCDNR: 200,000/50,000 -Flood Mitigation Assistance Grant Crooked Creek/Stormwater Phase 1 (pre-application approved) Full application due in July.

SCDPS- \$ 9,000 grant for PPE

HPG USDA \$50,000 pre- application. 50/50 match



MEMO

To: Mayor and City Council

From: Chief Kevin J. Miller

CC: Max Alderman

Date: Thursday, July 02, 2020

Subject: Monthly Police Reports (June 2020)

Dear Mayor and Council,

As always, it is a privilege and honor to serve as your police chief. This past month has been somewhat troubling for the law enforcement community; however, officers here at the B.P.D. will continue to build positive relationships with community members and serve and protect with honesty, integrity, and courage. The B.P.D. has also been very proactive in policy reform, and has already implemented our updated (Use of Force) along with a new policy (Duty to Intervene) which will aid in our efforts ensure the publics trust and maintain the highest level of accountability possible.

We as a law enforcement agency are still dealing with the Covid-19 pandemic. Officers are and will continue to be monitored for symptoms and provided with the proper PPE equipment for their safety and to maintain a high level of service, which we provide to the public. Our Covid-19 response plan is being evaluated weekly. Furthermore, adjustments and regulation directives continue to be enforced so that the B.P.D. and the Public Safety Complex is following social distancing practices in accordance with Federal, State and City operational practices.

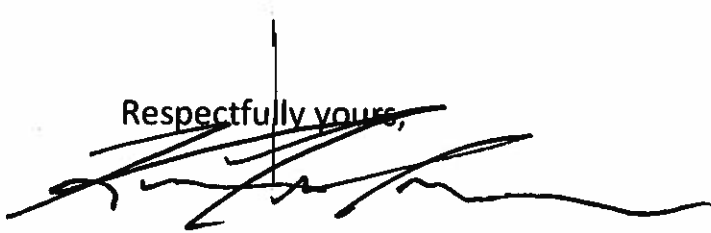
Starting with the Patrol Division, officers wrote a total of 53 uniform traffic tickets and 173 warnings. Traffic enforcement for this month was up considerably

maintaining a complete log of all enforcement activities and an animal intake form during each month to help with accountability. Officer Walters continues to fill in on day shift when we experience staff shortages. Officer Walters ability to answer police calls and respond to emergencies has great benefits and will surely improve police department efficiency.

Administration staff (Mrs. Baker and Ms. McCall), recorded 420 incident reports, 15 accident reports, completed 0 background checks, placed 53 summons, 173 warning citations and 15 warrants into Law Trak. They served 0 customers in the lobby, completed 72 timesheets, completed the monthly ticket report, made 6 appointments for staff, as well as, helped citizens with 0 fire reports.

In conclusion, I would like to thank City government once again for their continued support in these unprecedented times. I would also like say that officers are continuing community walks. We hope that these interactions will continue to move the B.P.D. in a positive direction with those we swerve and protect. We also had zero complications with both events, which occurred at the end of the month. Both the "March for Peace" and the "Pre-4th Fireworks Celebration" at Lake Paul Wallace were well planned out and properly handled with the utmost respect. We also would like to welcome officer Jonathan Beggs to the B.P.D. family. Again, thank you for your support and we look forward to a safe and enjoyable July!

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Kevin J. Miller', written over a horizontal line.

Chief Kevin J. Miller



City of Bennettsville

Fire Department

Phone: 843-479-9001 ext.321

Fax: 843-479-1592

PO Box 1036

Bennettsville, SC 29512

Memo

To: Max Alderman, City Administrator

From: Chris Burks, Fire Chief

Ref: Monthly Report

Date: July 1, 2020

Calls:

During the month of June, the Bennettsville Fire Department responded to a total of 59 calls. There were 30 calls in the City Limits, and 29 in the county coverage area.

Public Relations:

June 24, 2020 – Virtual Truck Tour with the Marian Wright Edelman Library

June 27, 2020 – Fireworks Show Safety Standby at Lake Paul Wallace

Vehicles, Equipment, and Station Maintenance:

Dive 4 – is out of service due to funding since March 2019

Tower 4 – is out of service after ladder testing

Car 41 – had the radiator replaced

Utility 42 – order new tires for vehicle

Fire Department Response Times:

Our overall average response time for the month was 5.61 minutes. (dispatched to on scene)

Our average time on scene for the month was 34.42 minutes.

Community Risk Reduction:

Fire Marshal Wade Cheves did a total of 1 fire inspections due to COVID-19.

The fire department installed a total of 22 smoke alarms and 1 carbon monoxide alarm in 3 residents.

Points of Interest:

Mutual Aid was given 3 times

BFD had 2 overlapping calls

Firefighters logged 321 hours of training for the month

BFD is currently digitizing hydrant locations on Active 911 (an app that is used by all members for call alerts through Marlboro Co. E-911 and mapping).

BFD started a new partnership with the Marian Wright Edelman Library. We will upload videos to social media of firefighters reading books and then Ms. Grooms will share the video on their social media page.

We will work towards adding Community Risk Reduction information to the videos in the future.

**City of Bennettsville
Public Works**

Memo

To: Max Alderman, City Administrator and Director of Public Utilities

From: Bill Parrish, Director of Public Works

Date: July 1, 2020, 2020

Re: June Monthly Report

Attached is Public Works May Monthly Report. If you need any further information, please let me know.

memo

City of Bennettsville Public Works

To: Max Alderman, City Administrator
From: Bill Parrish, Director of Public Works *BSP*
Date: July 1, 2020
RE: June Monthly Report

Street and Sanitation

1. A total of 443.98 tons of Municipal Solid Waste (MSW) was collected and transported to Lee County Landfill. This month the total was 32.30 tons more than the previous month. Total cost for June was \$12,823.54. Leaves, Limbs, and yard debris totaled 199 tons for the month. This was 26 tons less than the previous month. A total of 38.65 tons of brown goods was collected. This was 3.56 tons less than the previous month.
2. We have mandating all our employees must wear their masks while at work or on duty.
3. We have made several sidewalk repairs
4. We run the streetsweeper as staffing allows.

Maintenance Shop

1. We had several mechanical issues this month.

Beautification

1. We have now started our regular beautification duties such as pruning, mowing, etc. during their daily activities.
2. We continue to operate two recycling drop-offs for residents wishing to recycle.

Purchasing Report June 2020

- **There were a total of 189 approved purchase orders. Of those, 89 have been completely processed, and 100 are still pending. All purchase orders were processed in compliance with our purchasing ordinance.**
- **Of the approved purchase orders, 2 were for utilities inventory supplies. The items were ordered, received, and stocked accordingly.**
- **Obtained several quotes and coordinated service calls for departments as requested.**
- **Maintained the fuel system, including tanks, pumps, and Fuelmaster software. One (1) order was placed for gasoline and diesel fuel.**
- **Maintained the worker's compensation insurance certificates for current vendors. These certificates are audited by the SC Municipal Insurance and Risk Financing.**
- **Assisted the utilities departments with customer service calls, preparing work orders, and dispatching.**

Memo

To: Max Alderman, City Administrator/Director of Utilities

From : LEE JOHNSON, NAT. GAS SUPERVISOR

Date: 07,01,2020

Re: Monthly Report for JUNE , 2020

Department Work Orders:

- New Services – 0
- Miscellaneous Work Orders – 44
- Locate work orders - 63

Monthly Activities

1. ME & DENNIS PATTERSON DID SOME MUCH NEEDED MAINTENANCE TO SOPAKCO METERING SITE & BENNETTSVILLE PRINTING SITE .
2. MY GUYS HAVE BEEN WORKING ON OUR REGULATOR STATIONS DOING YEARLY MAINTENANCE ANS SANDING AND TAPING VALVES , GASKETS OFF GETTING READY FOR PAINT .
3. WE HAD A GAS LEAK ON MY 2 INCH GAS MAIN CROSSING DITCH ON EAST MAIN EXT. I HAD TO PUT A TEMPORARY FIX ON GAS MAIN , WILL BE GETTING NEW MAIN PUT IN AND IT WILL BE DIRECTIONAL BORED 3 FT. UNDER DITCH LINE .
4. WE'VE BEEN CUTTING & SPRAYING OUR GAS RIGHT OF WAY AND IVE HAD MY GUY'S GOING OUT FINDING SOME GAS VALVES THAT SCDOT HAS HIT WITH MOWERS . HAD THEM LIFT THEM AND PLACE GAS MAKERS BESIDE VALVES .
5. CHANGED OUT MY INLET GAS FEED FILTER AT CITY GAS BORDER STATION , AND HAD MY GUY'S CUT SOME LIMBS FROM AROUND BORDER STATION AND PUT SOME CRUSH & RUN IN THE DRIVE WAY SO ME AND DOMINION GAS GUY'S HAVE NO TROUBLE GETTING IN.

Monthly reports for June 2020

Electric departments

repaired 14 street lights

repaired 21 security lights

installed 4 new security lights

responded 16 misc service calls

new service 0

20 locates

Temporary service 0

system rehab work: replace 40 ft pole in 15-401 py-pass

Jennifer Guinn

From: Max Alderman
Sent: Tuesday, July 7, 2020 2:22 PM
To: Jennifer Guinn
Subject: FW: June 2020 Monthly report

Wastewater Plant Monthly Report

From: Christy Quick <christy.quick@bennettsvillesc.com>
Sent: Tuesday, July 7, 2020 8:13 AM
To: Max Alderman <Max.Alderman@bennettsvillesc.com>
Cc: Rickie Huckabee <rickie.huckabee@bennettsvillesc.com>
Subject: June 2020 Monthly report

Date	Work Description	Employee
6/1/2020	Checked all lift stations, cut grass at waste plant, pulled chlorine contact chamber mixer for repairs	JK / RH / DL
6/2/2020	Checked all lift stations, hauled off trash, picked up mixer motor for repairs	JK / RH / DL
6/3/2020	Checked all lift stations, hauled off trash from shop, cut limbs from fence, worked on lawn mower	JK / RH / DL
6/4/2020	Checked all lift stations, sprayed weed killer, worked on John Deere mower	JK / RH / DL
6/5/2020	Checked all lift stations, dip grease at clarifier, dumped grease at bar screens, worked on lawn mower and weed eater	JK / RH / DL
6/6/2020	Checked all lift stations	JK
6/7/2020	Checked all lift stations, cleaned restroom	JK
6/8/2020	Checked all lift stations, pulled #1 & #2 pumps, high level @ Glenfield lift stations	JK / RH / DL
6/9/2020	Checked all lift stations, sprayed weed killer @ waste plant	JK / RH / DL
6/10/2020	Checked all lift stations, sprayed weed killer @ waste plant, Hamlet Hwy., Powell, Lakeside & Industrial park	JK / RH / DL
6/11/2020	Checked all lift stations, reset #3, 4 & 5 aerators in #3 basin (breaker tripped), primed #3 creek, dumped grease tubs.	JK / RH / DL
6/12/2020	Checked all lift stations, sprayed weed killer @ state prison, Walmart, Hunter st. and catwalk at basins.	JK / RH

6/15/2020	Checked all lift stations, vacuumed grit pump, vacuumed grit pump station, pulled #1 Fletcher (rags)	JK / RH / DL / JO
6/16/2020	Checked all lift stations, vacuumed grit pump, set up Inf. And Eff. Sampler	JK / RH / DL / JO
6/17/2020	Checked all lift stations, record primeter number, vacuumed State prison, cleaned vac truck, dipped grease at clarifier lift station, greased paper machine rack	JK / RH / DL / JO
6/18/2020	Checked all lift stations, pulled #2 Atkins (ragged up), cut grass @ waste plant, cleaned up around shop	JK / RH / DL / JO
6/19/2020	Checked all lift stations, vacuumed Fletcher St., Fed. Prison, cleaned out vac truck	JK / JO / DL
6/20/2020	Changed out phase monitor at Ayers St.	RH / DL
6/22/2020	Checked all lift stations, primed #2 Glenfield, vacuumed Glenfield & Ayers St., cleaned vac truck	JK / JO / DL
6/23/2020	Checked all lift stations, changed float @ Glenfield (high level), primed pump #2 Glenfield, dipped grease & hauled off trash.	JK / RH / DL / JO
6/24/2020	Checked all lift stations, vacuumed hwy 38, Lakeside lift stations, pulled #2 pump, trash, cleaned vac truck	JK / JO / DL
6/26/2020	Pulled #4 aerator in #2 basin, checked for problem	RH / JO / DL
6/29/2020	Checked all lift stations, Repaired #2 state prison, transfer stations (old impeller inside), worked on aer.	JK / RH / JO
6/30/2020	Checked all lift stations, gassed up M2, changed sulfur dioxide, worked on aer.	JK / RH / JO

Christy Quick
City of Bennettsville
Water Treatment Plant
625 Wallace Road
P.O. Box 1036
Bennettsville, SC 29512
843-479-2442-Phone
843-479-1589-Fax
christy.quick@bennettsville.sc

**MONTHLY REPORT
WATER DISTRIBUTION/
WASTEWATER COLLECTION
JUNE 2020
Mike Belcher, Supervisor**

Water Distribution:

Responded to 18 service line water leaks and 4 main line leaks
Checked, replaced water meters or got readings for meter readers 62
Responded to 19 water related miscellaneous service calls
Responded to 53 SC 811 Locate Tickets by locating and marking our water lines to prevent damage and interruption of service due to construction by others.
Replaced 5 water service lines

Wastewater Collection:

Responded to 68 sewer blockage calls
Camera Inspected 6 locations in the sewer system
Responded to 53 SC 811 Locate Tickets by locating and marking our water lines to prevent damage and interruption of service due to construction by others.

Receiving and reviewing Backflow Test Reports from our commercial customers to ensure their devices are operating properly.

Continued sewer line inspection and cleaning as part of compliance with EPA's CMOM (Capacity, Management, Operations and Maintenance) regulations.

Grant Funded System Improvement Projects:

The Wells Street Area Sewer Upgrade CDBG Project is now completed. The grant award amount was \$750,000 and total project cost was \$890,468. IPR Southeast was the construction company and we are waiting for the S.C. Department Commerce to approve the Final Change Order and Pay Request.

The Northern Water System Upgrades Project in the Shady Rest Park area is now complete. This is a SC Rural Infrastructure Grant we applied for in the amount of \$487,900 and a total project cost of \$581,321. Southern Fiber Construction and Management Co, LLC was the construction company and the Grant is closed out.

On June 12th we were awarded another CDBG Grant amount of \$747,700 to replace 3100 feet of 15 in gravity sewer line at a total project cost of \$854,200. This is the city's main sewer outfall line that runs parallel to Crooked Creek to the Wastewater Plant. This project is now being advertised for bid and the Bid Opening will be held on August 6, 2020.

In March 2021, I plan to apply for both CDBG and RIA Grants again after further evaluation of the water and wastewater areas.