

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
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FEBRUARY 13, 2024 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

6:30 P.M. - Town Council Work Session

- 6:30 P.M. – 6:40 P.M. Public Hearing Ordinance 2024-02: 2023/2024 Amended Fiscal Budget
6:40 P.M. – 6:50 P.M. Public Hearing Ordinance 2024-04: Adoption of LC Animal Control Ordinance 23-10
6:50 P.M. – 6:52 P.M. Review of Administrative Department Report
6:52 P.M. – 6:54 P.M. Review of Police Department Administrative Report
6:54 P.M. – 6:56 P.M. Council Standing Committee Reports:
 a) Finance Committee-Chair Davis & Member Dinkins
 b) Property & Recreation Committee-Chair Simms & Member Sturkie
 c) Employee Grievance Committee-Chair Dinkins & Members Sturkie & Urbanek
6:56 P.M. – 7:00 P.M. Informational Council Discussion

7:00 P.M. - Town Council Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Invocation
4. Pledge of Allegiance
5. Freedom of Information Act Compliance

Approval of Minutes

1. January 16, 2024 Rescheduled January 9th Council Meeting

Old Business

New Business

1. Consideration of Ordinance 2024-02: 2023/2024 Amended Fiscal Budget*first reading
2. Consideration of Resolution 2024-03: Allocation of ARPA Funds
3. Consideration of Ordinance 2024-04: Adoption of LC Animal Control Ordinance 23-10*first reading
4. Consideration of equipment purchase for Police Department Dodge RAM 1500 using ARP funds
5. Consideration of RFP#24-01: Preservation Project: Camp Moore/Styx using ARP funds
6. Consideration of RFP#24-02: Update of Town's Unified Development Ordinance (UDO) with inclusion and update of the Mobile Home Park Ordinance using ARP funds
7. Consideration of donation: Midland Softball
8. Employee Hiring and Retention

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 2/12/2024)

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT

FOR THE SEVEN MONTHS ENDING JANUARY 31, 2024

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	126,000.00	880.46	10,779.34	8.56
FINES AND PENALTIES	125,000.00	8,265.00	44,332.79	35.47
S.C. AID TO SUBDIVISION	53,325.00	13,330.82	26,661.64	50.00
MASC - COURT FINES	1,000.00	0.00	0.00	0.00
MASC - ADMIN FEES	500.00	0.00	0.00	0.00
SPECIAL -DUTY EMPLOY	1,600.00	180.00	400.00	25.00
DOMINION FRANCHISE	139,000.00	0.00	0.00	0.00
LEX CTY ACCOMMODAT	100.00	5.59	11.13	11.13
SALE OF CAPITAL ASSET	37,000.00	0.00	0.00	0.00
SANITATION FRANCHISE	500.00	0.00	116.70	23.34
ZONING	5,000.00	60.00	1,011.00	20.22
SPECTRUM/CHARTER FR	21,000.00	4,092.80	8,471.56	40.34
MASC - BL	185,000.00	0.00	23,729.90	12.83
AT&T/DIRECT TV FRAN	5,000.00	815.89	1,552.07	31.04
TNC ASSESSMENT	150.00	0.00	59.56	39.71
GRANT INCOME-DPS	0.00	0.00	17,954.60	0.00
AMERICAN RESCUE PLA	318,523.65	0.00	0.00	0.00
INTEREST INCOME	10,000.00	808.86	5,528.00	55.28
FILING FEES	120.00	0.00	60.00	50.00
VICTIMS FUND	21,320.00	0.00	0.00	0.00
SCINRF-REFUND	0.00	0.00	5,322.13	0.00
SRO PROGRAM 23.24	83,895.00	17,575.65	17,575.65	20.95
MC-BOND ESTREATMEN	0.00	237.50	237.50	0.00
SUNDRY	100.00	43.65	78.30	78.30
TOTAL REVENUES	1,134,133.65	46,296.22	163,881.87	14.45
EXPENSES				
ADM. TRAINING	700.00	0.00	155.63	22.23
OFFICE SUPPLIES/PRINTI	5,500.00	567.28	2,035.69	37.01
ADM. TECH SUPPORT	5,500.00	550.00	1,905.49	34.65
ZONING TECH SUPPORT	5,500.00	0.00	0.00	0.00
ACCOUNTING	10,800.00	0.00	0.00	0.00
LEGAL	2,000.00	0.00	529.00	26.45
PAYROLL SERVICES	2,000.00	221.10	860.45	43.02
INSURANCE & BONDING	25,500.00	0.00	17,461.26	68.48
BANK CHARGES	100.00	0.00	0.00	0.00
MILEAGE	500.00	40.74	40.74	8.15
POSTAGE	750.00	130.72	531.32	70.84
UTILITIES	15,500.00	1,491.86	9,000.25	58.07
TELEPHONE-ADMIN	6,500.00	184.75	1,106.25	17.02
INTERNET SERVICES	2,300.00	189.97	1,329.79	57.82
PUBLIC NOTICES	500.00	140.45	285.55	57.11
DUES	1,600.00	1,073.36	1,185.47	74.09
BUILDING & MAINTENA	21,000.00	582.19	11,042.36	52.58
NPDES PERMITS	8,100.00	2,000.00	2,100.21	25.93
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
EMPLOYMENT CONSULT	0.00	0.00	1,132.56	0.00
TOWN EVENT SUPPLIES	2,500.00	0.00	0.00	0.00
TOWN CLEAN-UP	3,500.00	0.00	0.00	0.00
EQUIPMENT	2,000.00	0.00	1,400.00	70.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	7,500.00	1,377.25	4,518.04	60.24
TREE LIGHTING & PARA	3,550.00	768.73	10,601.24	298.63
CHRISTMAS SNOWFLAK	10,200.00	0.00	6,964.89	68.28
MEALS AND MEETING -	500.00	0.00	158.05	31.61
REPAIR&MAINT	5,000.00	25.00	12,130.22	242.60
GAS AND OIL	17,200.00	745.60	5,206.14	30.27
PD TECH SUPPORT	3,000.00	86.00	457.50	15.25
POLICE DEPT.SUPPLIES	1,500.00	27.11	828.34	55.22
DUES	300.00	0.00	125.00	41.67

TOWN OF PINE RIDGE
BUDGET REPORT

FOR THE SEVEN MONTHS ENDING JANUARY 31, 2024

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
EQUIPMENT	3,000.00	0.00	3,000.00	100.00
VEHICLE INSURANCE	7,000.00	0.00	7,860.98	112.30
UNIFORMS	2,000.00	215.07	215.07	10.75
TELEPHONE-POLICE	0.00	306.52	1,836.86	0.00
COMMUNITY RELATION	1,000.00	0.00	430.00	43.00
LAWTRAK LICENSE	4,000.00	3,513.00	3,963.00	99.08
TRAINING & MEALS	1,700.00	0.00	1,403.05	82.53
SALARIES - JUDGES	7,120.00	0.00	3,555.30	49.93
JURY FEES	252.00	0.00	0.00	0.00
INDIGENT DEFENSE	800.00	0.00	400.00	50.00
COURT SUPPLIES	2,300.00	0.00	2,290.00	99.57
DETENTION FEES	100.00	0.00	0.00	0.00
COURT TRAINING	3,000.00	75.00	1,237.71	41.26
COURT ASSESSMENTS	73,000.00	4,376.98	19,160.42	26.25
COURT DEFENSE ATTOR	2,000.00	0.00	0.00	0.00
VA - TRAINING	1,820.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	512.82	1,931.15	24.14
VA - STATE FUND	6,400.00	301.00	1,954.14	30.53
VA - OTHER EXPENSES	5,100.00	170.29	743.28	14.57
PAYROLL	261,000.00	23,768.91	132,047.59	50.59
TAXES - PAYROLL	24,500.00	1,540.40	11,750.95	47.96
PART-TIME CLERICAL	20,000.00	0.00	2,563.07	12.82
PART-TIME POLICE	20,000.00	0.00	0.00	0.00
SPECIAL-DUTY EMPLOY	1,000.00	0.00	317.36	31.74
WORKMENS COMP	6,350.00	0.00	15,963.31	251.39
RETIREMENT-POLICE	31,500.00	294.44	6,223.06	19.76
RETIREMENT-ADMIN.	27,500.00	1,377.03	7,786.56	28.31
SCRS GROUP LIFE	550.00	85.20	191.19	34.76
SRO PROGRAM 23.24	83,895.00	5,715.68	37,619.03	44.84
PORS GROUP LIFE	0.00	0.00	105.23	0.00
HEALTH INSURANCE	32,000.00	2,710.16	15,590.24	48.72
AMERICAN RESCUE PLA	318,523.65	0.00	45,720.09	14.35
TOTAL EXPENSES	1,133,265.65	55,164.61	418,950.08	36.97
NET INCOME	\$ 868.00	\$ (8,868.39)	\$ (255,068.21)	(29,385.74)

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Work Session
January 16, 2024

Council members present: Mayor Davis, Mayor Pro-Tem Simms, Councilman Dinkins and Councilwoman Urbanek.

Absent: Councilwoman Sturkie

Staff present: Town Administrator, Mrs. Miller and Chief Neeley

6:45 P.M. - Town Council Work Session

Mayor Davis welcomed everyone to the January 16, 2024 Town Council Work Session. He stated that this was a re-scheduled meeting from January 9, 2024, which was cancelled due to inclement weather.

6:45 P.M. – 6:51 P.M. – Agenda request: Hattie & John McMahan – Zoning regulations for home occupations

Mayor Davis gave the floor to Mr. McMahan of Meadow Crest Drive. Mr. McMahan presented Council with some research he had done regarding zoning and home occupations. Mr. McMahan was concerned about his neighbor, who appears to be running a business out of his home. He stated that he just wanted to make sure that the business was licensed and the property was in compliance with zoning.

Mayor Davis stated that Council would do their “due diligence” and thanked him for bringing this to their attention.

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Work Session
January 16, 2024

6:51 P.M. – 6:52 P.M. – Review of Administrative Department Report

Mayor Davis stated that the budget was incomplete and won't be completed until the audit is finished.

6:52 P.M. – 6:54 P.M. – Review of Police Dept. Administrative Report

Chief Neeley gave the following information for December, 2023:

14 reportable calls for service
78 traffic citations (54 for speeding)
15 warnings
1 ordinance summons for a business license
1 arrest
3 assist other agencies
23 property checks
25 community contacts

Chief Neeley also gave the following 2023 year-end report:

142 reportable calls for service	22 assist other agencies
681 traffic citations	147 property checks
437 for speeding, 211 warnings	346 community contacts
11 arrests	

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Work Session
January 16, 2024

6:54 P.M. – 6:55 P.M. – Council Standing Committee Reports

- a) Finance Committee-Chair Davis & Member Dinkins: Member Dinkins stated there was nothing to report.
- b) Property & Recreation Committee – Chair Simms & Member Sturkie: Chair Simms stated that the Committee recommendation for the Library Box is for it to be placed in front of Town Hall, next to the Blessing box. Mayor Davis stated that the library will be contacted to let them know. He also thanked the Property & Recreation Committee for handling this matter.
- c) Employee Grievance Committee – Chair Dinkins & Members Sturkie & Urbanek: Chair Dinkins stated there was nothing to report.

6:55 P.M. – 6:58 P.M. – Informational Council Discussion

Mayor Davis discussed the following:

- a) January 25, 2024: Chief's Forum from 6:00 P.M. – 6:30 P.M.
- b) January 25, 2024: Council Quarterly Work Session was cancelled due to no items on the agenda.
- c) February 13, 2024 Public Hearing & first reading on proposed Ordinance 2024-02: 2023/2024 Amended Fiscal Budget
- d) March 12, 2024: Audit presentation & Council vote: 2022/2023 fiscal year.

Mayor Davis asked Council if there was anything else to discuss. Hearing none, Mayor Davis closed the Work Session at 6:58 P.M.

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Council Meeting
January 16, 2024

6:58 P.M. – Town Council Meeting

1. Call to Order – Mayor Davis called the meeting to order at 6:58 P.M. with Mayor Pro-Tem Simms, Councilman Dinkins and Councilwoman Urbanek present.

Absent: Councilwoman Sturkie

Staff present: Town Administrator, Mrs. Miller & Chief Neeley

2. Roll call and Determination of Quorum:
Mayor Davis stated for the record, that a quorum had been established.
3. Invocation: Councilman Dinkins led those in attendance in prayer.
4. Pledge of Allegiance: Mayor Davis led the Pledge of Allegiance.
5. Freedom of Information Act Compliance: Mayor Davis stated for the record, the town had met all of the requirements of the Freedom of Information Act.

Approval of Minutes

1. December 12, 2023 Regular Scheduled Council Meeting
Councilman Dinkins made the motion to approve the December 12, 2023 minutes, as submitted. Councilwoman Urbanek seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Council Meeting
January 16, 2024

Old Business

1. Consideration of Ordinance 2023-14: Map Amendment request #20230906 for TMS#006898-02-050 on Oak Hill Road submitted by Millrace Development, LLC on behalf of property owner Mr. Bryan Jackson to change zoning district from R-1 (Single family residential district) to BI (Basic Industrial)
*Second reading

Mayor Davis reminded Council that they are voting on the Map Amendment, not on the actual project. He added that if the Map Amendment is approved, the actual project will go before the Planning Commission and be subject to the following conditions stipulated by the Planning Commission in their recommendation:

1. The Town of Pine Ridge will not be liable for the condition of the property proposed to be annexed as the entrance to the development.
2. There will be no access to the proposed development from Oak Hill Road.
3. There will be a fifty-foot buffer between the proposed development and any abutting residential property to include all portions abutting Oak Hill Road. The buffer will remain in its' natural vegetative state, to include existing pine trees and additional requirements to fill in per the Town of Pine Ridge Landscaping Ordinance.

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Council Meeting
January 16, 2024

Councilman Dinkins made a motion to approve the second reading of Map Amendment #20230906 for TMS#006898-02-050 on Oak Hill Road with the three (3) conditions that the Planning Commission recommended. Mayor Pro-Tem Simms seconded the motion, which was unanimously approved.

New Business

1. Consideration of Resolution 2024-01: Certification of Jury Roll

Councilwoman Urbanek made a motion to approve Resolution 2024-01: Certification of Jury Roll. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Consideration of donation: Friends of the South Congaree-Pine Ridge Library.

Mayor Pro-Tem Simms made a motion to make a donation of \$500.00 to the Friends of South Congaree-Pine Ridge Library. Councilman Dinkins seconded the motion, which was unanimously approved.

3. Consideration of donation: Midland Baseball

Councilman Dinkins made a motion to donate \$700.00 to Midland Baseball. Councilwoman Urbanek seconded the motion, which was approved unanimously.

TOWN OF PINE RIDGE
Town Council Minutes
Re-Scheduled Council Meeting
January 16, 2024

4. Adjourn to Executive Session

- a) Personnel matters: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body. 30-4-70 (a)(1)

Mayor Pro-Tem Simms made a motion to Adjourn to Executive Session for personnel matters, which included discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body. Councilman Dinkins seconded the motion, which was unanimously approved.

5. Reconvene to Regular Session

Councilman Dinkins made a motion to Reconvene to Regular Session. Councilwoman Urbanek seconded the motion, which was unanimously approved.

6. Possible Actions by Council in follow up to Executive Session

Mayor Davis stated that there were no actionable items as a result of the Executive Session and there were no votes taken during that session.

STATE OF SOUTH CAROLINA)	
)	AN ORDINANCE TO AMEND THE
COUNTY OF LEXINGTON)	
)	2023-2024 FISCAL YEAR BUDGET
TOWN OF PINE RIDGE)	

WHEREAS, Section 5-7-260 of the South Carolina Code of Laws, 1976, as amended, requires that a municipal council shall act by Ordinance to adopt a budget pursuant to public notice; and

WHEREAS, the Town Council did adopt the original budget Ordinance 2023-06 on June 20, 2023 for the fiscal year 2023-2024 and the public notice was published on May 18, 2023; and

WHEREAS, a public notice for the 2023-2024 budget amendment was published in the Chronicle, which is a newspaper of general circulation, on January 25, 2024; and

WHEREAS, Article IV, Section 1-401(9) of the Pine Ridge Town Code, requires that Town Council shall act by Ordinance to amend a budget pursuant to public notice; and

WHEREAS, the Town Council wishes to amend the 2023-2024 fiscal year budget, as suggested by our Certified Public Accountant to reflect unforeseen income and expenses prior to Ordinance 2023-06 being passed.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF PINE RIDGE, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

Section 1. Purpose

This Ordinance is to amend the 2023-2024 Fiscal Year Budget.

Section 2. 2023-2024 Amended Fiscal Year Budget

The 2023-2024 Amended Fiscal Year Budget, attached hereto as "Exhibit A" and made a part hereof as if fully incorporated herein is amended.

Section 3. Severability

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

Section 4. Effective Date

This Ordinance shall be effective upon its enactment by the Town Council for the Town of Pine Ridge.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON THIS 14TH DAY OF MARCH 2023.

Public Hearing: February 13, 2024

First Reading: February 13, 2024

Second Reading: March 12, 2024

Attest:

Daniel D. Davis, Mayor

Viki M. Miller, Town Administrator

	Approved 2023-2024 Budget	Proposed Amendment 2023-2024 Budget	Amount of Change	Percentage of Change
REVENUES				
BUSINESS LICENSE	126,000.00	100,000.00	(26,000.00)	(26.00)
FINES AND PENALTIES	125,000.00	98,000.00	(27,000.00)	(27.55)
S.C. AID TO SUBDIVISIONS	53,325.00	53,325.00	0.00	0.00
MASC - COURT FINES	1,000.00	1,000.00	0.00	0.00
MASC - ADMIN FEES	500.00	500.00	0.00	0.00
SPECIAL DUTY EMPLOYMENT	1,600.00	1,600.00	0.00	0.00
DOMINION FRANCHISE FEE	139,000.00	156,000.00	17,000.00	10.90
LEX COUNTY ACCOMODATION TAX	100.00	200.00	100.00	50.00
SALE OF CAPITAL ASSETS	37,000.00	37,000.00	0.00	0.00
SANITATION FRANCHISE FEE	500.00	500.00	0.00	0.00
ZONING	5,000.00	5,000.00	0.00	0.00
SPECTRUM FRANCHISE FEE	21,000.00	21,000.00	0.00	0.00
MASC-BUSINESS LICENSE	185,000.00	186,000.00	1,000.00	0.54
BELLSOUTH (AT&T) FRANCHISE FEE	5,000.00	5,000.00	0.00	0.00
TNC ASSESSMENT	150.00	150.00	0.00	0.00
GRANT INCOME - DPS	0.00	17,954.60	17,954.60	100.00
ARP - BALANCE OF FUNDS	318,523.65	316,576.14	(1,947.51)	(0.62)
VICTIM ASSISTANCE FUNDS	21,320.00	18,650.00	(2,670.00)	(14.32)
GRANT INCOME-DPS-SRO 2023-2024	83,895.00	83,895.00	0.00	0.00
SCINRF REFUND	0.00	5,322.13	5,322.13	100.00
INTEREST INCOME	10,000.00	8,000.00	(2,000.00)	(25.00)
MC-BOND ESTREATMENT	0.00	237.50	237.50	100.00
FILING FEES	120.00	60.00	(60.00)	(50.00)
SUNDRY	100.00	100.00	0.00	0.00
TOTAL REVENUES	1,134,133.65	1,116,070.37	(18,063.28)	(1.62)
EXPENSES				
ADM. TRAINING	700.00	700.00	0.00	0.00
PRINTING/OFFICE SUPPLIES	5,500.00	5,500.00	0.00	0.00
ADM. TECH SUPPORT	5,500.00	5,500.00	0.00	0.00
ZONING TECH SUPPORT	5,500.00	5,500.00	0.00	0.00
ACCOUNTING	10,800.00	10,800.00	0.00	0.00
LEGAL	2,000.00	4,000.00	2,000.00	50.00
PAYROLL SERVICES	2,000.00	2,000.00	0.00	0.00
INSURANCE & BONDING	25,500.00	25,500.00	0.00	0.00
BANK CHARGES	100.00	50.00	(50.00)	(100.00)
MILEAGE	500.00	500.00	0.00	0.00
POSTAGE	750.00	952.00	202.00	21.22
UTILITIES	15,500.00	17,500.00	2,000.00	11.43
TELEPHONE-ADMIN	6,500.00	2,500.00	(4,000.00)	(160.00)

	Approved 2023-2024 Budget	Proposed Amendment 2023-2024 Budget	Amount of Change	Percentage of Change
INTERNET SERVICES	2,300.00	2,300.00	0.00	0.00
PUBLIC NOTICES	500.00	500.00	0.00	0.00
DUES	1,600.00	1,600.00	0.00	0.00
BUILDING & MAINTENANCE	21,000.00	24,500.00	3,500.00	14.29
NPDES PERMITS	8,100.00	5,500.00	(2,600.00)	(47.27)
PINE RIDGE WEB SITE	1,755.00	1,755.00	0.00	0.00
EMPLOYMENT CONSULTANT	0.00	3,432.00	3,432.00	100.00
TOWN EVENT SUPPLIES	2,500.00	1,000.00	(1,500.00)	(150.00)
TOWN CLEAN-UP	3,500.00	1,750.00	(1,750.00)	(100.00)
EQUIPMENT	2,000.00	2,000.00	0.00	0.00
CAPITAL IMPROVEMENT FUND	5,000.00	5,000.00	0.00	0.00
DONATIONS	7,500.00	7,500.00	0.00	0.00
TREE LIGHTING & PARADE	3,550.00	10,700.00	7,150.00	66.82
SNOWFLAKES	10,200.00	7,000.00	(3,200.00)	(45.71)
MEALS AND MEETING - COUNCIL	500.00	500.00	0.00	0.00
REPAIR&MAINT	5,000.00	15,000.00	10,000.00	66.67
GAS AND OIL	17,200.00	12,500.00	(4,700.00)	(37.60)
PD TECH SUPPORT	3,000.00	3,000.00	0.00	0.00
POLICE DEPT.SUPPLIES	1,500.00	1,500.00	0.00	0.00
DUES	300.00	300.00	0.00	0.00
EQUIPMENT	3,000.00	3,000.00	0.00	0.00
SCDPS GRANT	0.00	17,954.60	17,954.60	100.00
VEHICLE INSURANCE	7,000.00	8,000.00	1,000.00	12.50
UNIFORMS	2,000.00	2,000.00	0.00	0.00
TELEPHONE-PD	0.00	4,100.00	4,100.00	100.00
COMMUNITY RELATIONS	1,000.00	1,000.00	0.00	0.00
LAWTRAK LICENSE	4,000.00	4,000.00	0.00	0.00
TRAINING & MEALS	1,700.00	1,700.00	0.00	0.00
SALARIES - JUDGES	7,120.00	7,120.00	0.00	0.00
JURY FEES	252.00	252.00	0.00	0.00
INDIGENT DEFENSE	800.00	800.00	0.00	0.00
COURT SUPPLIES	2,300.00	2,300.00	0.00	0.00
DETENTION FEES	100.00	100.00	0.00	0.00
COURT TRAINING	3,000.00	3,000.00	0.00	0.00
COURT ASSESSMENTS	73,000.00	56,000.00	(17,000.00)	(30.36)
COURT DEFENSE ATTORNEY	2,000.00	2,000.00	0.00	0.00
VICTIMS ASSISTANCE-TRAINING	1,820.00	500.00	(1,320.00)	(264.00)
VICTIMS ASSISTANCE-PAYROLL	8,000.00	8,000.00	0.00	0.00
VICTIMS ASSISTANCE-STATE FUNDS	6,400.00	5,000.00	(1,400.00)	(28.00)
VICTIMS ASSISTANCE-OTHER	5,100.00	5,150.00	50.00	0.97
PAYROLL	261,000.00	241,371.77	(19,628.23)	(8.13)
TAXES - PAYROLL	24,500.00	25,500.00	1,000.00	3.92
PART-TIME CLERK	20,000.00	20,000.00	0.00	0.00

	Approved 2023-2024 Budget	Proposed Amendment 2023-2024 Budget	Amount of Change	Percentage of Change
PART-TIME POLICE	20,000.00	20,000.00	0.00	0.00
SPECIAL DUTY	1,000.00	1,000.00	0.00	0.00
WORKMEN'S COMPENSATION	6,350.00	8,152.00	1,802.00	22.11
RETIREMENT-POLICE	31,500.00	24,826.05	(6,673.95)	(26.88)
RETIREMENT-ADMIN.	27,500.00	13,920.97	(13,579.03)	(97.54)
SCRS GROUP LIFE-ADMIN	550.00	200.00	(350.00)	(175.00)
SRO PROGRAM (DPS GRANT) 2023-2024	83,895.00	83,895.00	0.00	0.00
PORS GROUP LIFE-PD	0.00	300.00	300.00	100.00
HEALTH INSURANCE-PD	32,000.00	12,500.00	(19,500.00)	(156.00)
HEALTH INSURANCE-ADMIN		20,300.00	20,300.00	100.00
AMERICAN RESCUE PLAN	318,523.65	316,576.14	(1,947.51)	(0.62)
TOTAL EXPENSES	1,133,265.65	1,108,857.53	(24,408.12)	(2.20)
NET INCOME	\$ 868.00	\$ 7,212.84	6,344.84	

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON)
TOWN OF PINE RIDGE)

RESOLUTION 2024-03

A RESOLUTION AUTHORIZING ALLOCATIONS FOR FUNDING WITH THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT.

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) appropriated funding to States for distribution to non-entitlement units of local government (NEUs) and the Town of Pine Ridge is a NEU, as defined by ARPA; and

WHEREAS, Fund 123, American Rescue Plan Fund, was established for receipt of the Town's allocation as well as expenditures, as appropriated by Town Council in accordance with guidance adopted by the U.S. Department of Treasury; and

WHEREAS, the Town received the first tranche of funding totaling \$291,762.12 in November of 2021, and the second tranche of \$291,762.12 in October of 2022; and

WHEREAS, Town Council adopted Resolution 2022-08, obligating State and Local Fiscal Recovery Funds (SLFRF) funds for use under revenue loss replacement and requiring expenditure of those funds to be approved by Town Council via resolution; and

WHEREAS, Town Council has previously approved the following expenditures in SLFRF funds:

	Approved	SLFRF Funds
Resolution 2022-11	5/17/2022	\$160,599.95
Resolution 2022-12	6/14/2022	\$3,562.33
Resolution 2022-13	7/12/2022	\$36,592.67
Resolution 2022-15	10/11/2022	\$58,354.70
Resolution 2023-04	5/9/2023	\$7,838.45
Total Expenditures		\$266,948.10

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby designates the following allocations and amount of funding for the Town through the American Rescue Plan Act proceeds:

	Expense	Approved	Amount
1	Correct Resolution 2022-11: (2) Dodge Chargers & equipment billing	1/11/2022	-5,643.81
2	PD vehicle: 2023 Dodge RAM 1500	6/13/2023	39,979.00
3	Graphics on (2) Dodge Chargers	1/11/2022	1,400.00
4	PD equipment: 2023 Dodge RAM 1500	6/13/2023	6,894.25
	Total of ARPA expenditure request 6		42,629.44

Balance of non-allocated ARPA Funds \$273,946.70

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF PINE RIDGE, SOUTH CAROLINA, ON THIS 13TH DAY OF FEBRUARY, 2024.

Mayor Daniel D. Davis

Councilmember Floyd W. Dinkins III

Mayor Pro-Tem Scott N. Simms

Councilmember Elizabeth S. Sturkie

Councilmember Maria J. Urbanek

STATE OF SOUTH CAROLINA)	
)	AN ORDINANCE ADOPTING BY
COUNTY OF LEXINGTON)	REFERENCE THE LEXINGTON COUNTY
)	ANIMAL CONTROL ORDINANCE 23-10
TOWN OF PINE RIDGE)	

WHEREAS, pursuant to S.C. Code of Law §5-7-30, a municipality is authorized to enact regulations, resolutions, and ordinances, not inconsistent with the Constitution and general law of the State of South Carolina, including the exercise of powers in relation to roads, streets, markets, law enforcement, health and order in the municipality or respecting any subject which appears necessary and proper for the security, general welfare, and convenience of the municipality or for preserving health, peace, order, and good government in it, including the authority to fix fines and penalties for the violation of municipal ordinances and regulations, and;

WHEREAS, pursuant to S.C. Code of Law §47-3-20, a municipality is authorized to enact ordinances and promulgate regulations for the care and control of dogs, cats, and other animals and to prescribe penalties for violations and;

WHEREAS, Article IV, Section §1-401(1) of the Pine Ridge Town Code, requires that Town Council shall act by ordinance to adopt legislation pursuant to public notice that was published in the Lexington County Chronicle on January 25, 2024, and;

WHEREAS, the Pine Ridge Town Council wishes to adopt, by reference, the Lexington County Animal Control Ordinance 23-10, and;

WHEREAS, the adoption of the Lexington County Animal Control Ordinance 23-10, by reference, authorizes the County of Lexington, in conjunction with the Town of Pine Ridge, to enforce the Lexington County Animal Control Ordinance within the corporate limits of the Town of Pine Ridge, and;

NOW THEREFORE, BE IT ORDERED AND ORDAINED by the Town of Pine Ridge, South Carolina, in Council duly assembled and by the authority thereof, that:

Section 1. – Lexington County Animal Control Ordinance 23-10 is adopted – Attached hereto as “Appendix F”.

Section 2. – Inconsistent Ordinances – All Ordinances inconsistent herewith are repealed and are of no force and effect.

Section 3. – Amendment of the Town of Pine Ridge Town Code, Chapter 5. Health. Article I. Animals. §5-101 Adoption of Lexington County Ordinance. The Lexington County Animal Control Ordinance 23-10 is hereby adopted by reference and shall be applicable within the town limits of Pine Ridge. The ordinance shall be enforced by the Lexington County Animal Services, in conjunction with the Town of Pine Ridge. The Lexington County Animal Control Ordinance 23-10 shall be published in a separate volume, a copy of which shall be maintained by the Municipal Clerk and filed as Appendix F to this Code. In addition, the Lexington County Animal Control Ordinance 23-10 can be found online at www.lex-co.sc.gov under the Animal Services Department.

DULY ADOPTED THIS 12th day of March, 2024 under the corporate seal of the Town of Pine Ridge.

Public Hearing: February 13, 2024
 First Reading: February 13, 2024
 Second Reading: March 12, 2024

 Daniel D. Davis
 Mayor

Attest:

 Viki M. Miller
 Town Administrator

APPENDIX F

Lexington County Animal Control Ordinance 23-10



ORDINANCE 23-10

An Ordinance Amending the Lexington County Animal Control Ordinance, Chapter 10, Animals, Article II, Animal Control, Division I, Generally; Amending Section 10-31 - Definitions, Section 10-32 - Commercial Breeding Kennels/Catteries, Section 10-33 - Dog Identification, Section 10-38 - Redemption, Mandatory Sterilization and Microchipping of Certain Cats and Dogs, and Section 10-42 - Tethering and Shelter.

WHEREAS, it has become apparent that that the County needs to provide some regulation by the County for “Tethering” as defined herein; and

WHEREAS, the County desires to establish guidelines for the humane tethering of pets;

NOW, THEREFORE BE IT ORDAINED, that certain sections of the Animal Control Ordinance are hereby amended as follows:

CHAPTER 10. – ANIMALS.

ARTICLE I. – IN GENERAL.

SECS. 10-1—10-30. – RESERVED.

ARTICLE II. – ANIMAL CONTROL. DIVISION

1. – GENERALLY.

SEC. 10-31. – DEFINITIONS.

SEC. 10-32. – COMMERCIAL BREEDING KENNELS/CATTERIES.

SEC. 10-33. – DOG IDENTIFICATION.

SEC. 10-34. – RESTRAINT AND CONFINEMENT.

SEC. 10-35. – ABANDONMENT AND MALTREATMENT.

SEC. 10-36. – IMPOUNDMENT, REMOVAL OF NUISANCE CATS AND VOLUNTARY OWNER SURRENDERS.

SEC. 10-37. – DANGEROUS DOGS.

SEC. 10-38. – REDEMPTION, MANDATORY STERILIZATION AND MICROCHIPPING OF CERTAIN CATS AND DOGS.

SEC. 10-39. – ADOPTION.

- SEC. 10-40. – INJURED, DISEASED AND DEAD ANIMALS.
- SEC. 10-41. – PET REGULATIONS—COMMERCIAL PURPOSES.
- SEC. 10-42. – TETHERING AND SHELTER.
- SEC. 10-43. – ENFORCEMENT OF ARTICLE.
- SEC. 10-44. – PENALTY FOR VIOLATION OF ARTICLE. SECS. 10-45-10-60. - RESERVED.

DIVISION 2. – RABIES CONTROL

- SEC. 10-61. – INOCULATION; CERTIFICATE; TAGS.
- SEC. 10-62. – OWNERS REQUIRED TO NOTIFY AUTHORITIES OF SUSPECTED RABID ANIMALS.
- SEC. 10-63. – ANIMAL CONTROL OFFICER TO ARRANGE FOR CONFINEMENT OF ANIMAL THAT HAS BITTEN A PERSON.
- SEC. 10-64. – REQUIRED PERIOD OF CONFINEMENT OF ANIMAL THAT HAS BITTEN A PERSON; EXAMINATION DURING CONFINEMENT.
- SEC. 10-65. – NOTICE TO OWNER OF ANIMAL, OTHER THAN DOG OR CAT THAT HAS ATTACKED OR BITTEN A PERSON.
- SEC. 10-66. – CONFINEMENT OF ANIMALS BITTEN BY KNOWN OR SUSPECTED RABID ANIMALS.
- SECS. 10-68 – 10-90. – RESERVED.

DIVISION 3. – EXOTIC ANIMALS

- SEC. 10-91. – DEFINITION OF *EXOTIC ANIMALS*.
- SEC. 10-92. – PROHIBITION.
- SEC. 10-93. – PROVISIONS.
- SEC. 10-94. – PENALTY.

DIVISION 4. – LIVESTOCK AND POULTRY

- SEC. 10-95. PERMITTING LIVESTOCK AND POULTRY TO RUN ESTRAY UNLAWFUL.
- SEC. 10-96. NEGLECT OF LIVESTOCK OR POULTRY.
- SEC. 10-97. IMPOUNDMENT OF LIVESTOCK OR POULTRY.
- SEC. 10-98. REDEMPTION OF IMPOUNDED LIVESTOCK OR POULTRY.
- SEC. 10-99. DISPOSITION OF LIVESTOCK OR POULTRY FOUND ESTRAY.

ARTICLE II. – ANIMAL CONTROL. DIVISION

1. – GENERALLY.

SEC. 10-31. – DEFINITIONS.

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

Abandonment means a situation in which the owner/caretaker of a pet does not provide for humane disposal of the pet, or transfer ownership to a responsible person or who does not provide or arrange for adequate food, water, shelter and care. This section does not include the responsible release of cats participating in the Community Cat Program.

Animal means a living vertebrate creature except a homo-sapien.

Animal Control Officer means a person employed by the County as an Enforcement Officer of the provisions in this Article.

Animal shelter means any premises so designated by County Council for the purpose of impounding, care, rescue, adoption, and humane euthanasia of all pets held under the authority of this chapter.

Approved dog breeder means a person who meets the requirements set forth by Lexington County Animal Services to implement breed standard and healthy conditions.

Attack dog means a dog that has been trained to attack persons independently or upon verbal command or hand signal.

At-large means any dog that is not under restraint. Any dog not so restrained will be deemed unlawfully running at-large.

Caretaker means any non-custodial party that routinely provides any *community cat* sustenance or allows the cat to remain on or about premises occupied by said person for a period of less than five (5) days.

Cattery means any person engaging in the business of breeding, buying, selling or boarding of cats.

Commercial boarding kennel/cattery means any establishment for the commercial boarding, grooming, sale or training of dogs/cats for which a fee is charged. An animal hospital maintained by a licensed veterinarian as part of the practice of veterinary medicine for the treatment of animals shall not be considered a "*commercial boarding kennel/cattery*."

Commercial breeding kennel/cattery means any person, partnership or corporation or other legal entity that owns, keeps, harbors or is custodian of pets kept or used for stud for which a fee is charged and/or for breeding purposes for which a fee is charged for **any unregistered** offspring. *Commercial breeding kennel/cattery* shall not include:

- (1) Livestock and other farm animals used in customary and normal agricultural husbandry practices;
and
- (2) A fancier's kennel/cattery.

Community Cat Program means the terms of an agreement with a pet facility that maintains measures to reduce the number of stray cats within the County by trapping, neutering/spaying, ear tipping and returning the cat to the area in which it was trapped.

Community Cat means a cat that is socialized to humans which lives indoors and outdoors (sometimes called free roaming) and/or a feral cat, which means a cat that is un-socialized or un-accustomed to human interaction. Socialized cats referred to in this section may or may not be owned by a custodial party.

Custodian means any person having custody or custodial power.

Dangerous dog means any dog evidencing characteristics usually associated with a history or an abnormal inclination to attack other pets or persons without provocation.

Estray any livestock or poultry found wandering or abandoned in the public ways or in the lands of any person other than its owner or custodian.

Exposure to rabies means any person or pet that has been bitten by or exposed to any pet known to have been infected with rabies. The Department of Health and Environmental Control or a licensed veterinarian shall make this determination.

Fancier means a person who breeds dogs (of a particular breed) with the purpose of preserving, maintaining and bettering that breed. In order to preserve the breed, a dog breeder must abide by the written breed standard and conform to it under a kennel club or regularly participate in tracking, exhibition in shows, such as field, obedience or performance trials at American Kennel Club (AKC), United Kennel Club (UKC) or Cat Fancier Association (CFA) licensed shows.

Fancier's kennel means a private kennel maintained by a fancier to keep or train dogs or cats.

Guard dog means any dog that is reasonably expected to perform as a guardian of its owner/custodian and/or the property upon and within which the dog is located, and is owned by a licensed security service or commercial establishment.

Hybrid means the offspring of wild animals crossbred with domesticated dogs and cats.

Kennel means any person engaging in the business of breeding, buying, selling or the boarding of dogs.

Livestock means classes and breeds of animals, domesticated or feral, commonly raised or owned for use, sale, or display. This is to include but not limited to equine, swine, sheep, goats, llama, alpaca or cattle of any description.

Maltreatment means the act of any person who deprives any pet of necessary sustenance or inflicts unnecessary pain and/or suffering upon any pet, or causes these things to be done. This shall include failure of a pet owner to provide, or seek, medical care that would prevent unnecessary pain and/or suffering upon any pet.

Neglect means failure of an owner or custodian to provide an appropriate level of sustenance or medical care to any livestock or poultry.

Nuisance Cat means a cat shall be considered a nuisance if an owner/lawful user of any property notifies Lexington County Animal Services that the cat habitually trespasses upon their property and damages their property, causes an unreasonable annoyance to the property owner/lawful user while upon their property, or that harms a person or *pet* on public or private property.

Owner means any person who:

- (1) Has a right of property in an animal.
- (2) Keeps or harbors an animal or who has it in their care or acts as its custodian.
- (3) Permits a pet to remain on or about any premises occupied by said person for a period of five (5) or more days.

Poultry means all avian species including wildfowl, domesticated or feral, commonly raised or owned for use, sale, or display. This is to include but not limited to any goose, duck, chicken, emu, ostrich, guinea or other fowl.

Service dog means any dog recognized by the Americans with Disabilities Act that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Emotional support animals, comfort animals, and therapy dogs are not recognized as service dogs.

Owner Surrender means any pet the owner voluntarily relinquishes to Lexington County Animal Services. This includes relinquishing all rights and any information regarding the disposition of the pet.

Pet means dog or cat, including *community cats*.

Pet shop means any person, partnership, or corporation, whether operated separately or in connection with another business enterprise or other legal entity that buys or brokers any species of animal for resale as pets.

Public nuisance means any dog found at-large or making loud or objectionable sounds.

Restraint means a situation in which a dog is:

- (1) Controlled by a leash when outside the property limits of its owner/custodian whereas the dog is unable to make physical contact with, or attack, other people or animals.
- (2) Under the control and obedient to the owner/custodian's commands within the property limits of the owner/custodian.
- (3) Confined in a secure enclosure or clearly marked invisible fencing designed for confinement.

Roam free means when a *community cat* is allowed to travel freely and unrestrained on and off the property of the owner or care giver.

Shelter shall be defined as a structure appropriately sized for the dog to stand or lie in a normal manner. The structure must have a roof, three (3) sides, appropriate sized opening for ingress and egress, and a dry floor so as to protect the dog from the elements of weather.

Sterilized pet means any pet that has had surgery to remove the reproductive organs.

Tethering means to fasten, chain, tie, secure, or restrain a pet to any dog house, tree, fence, or any other stationary object or structure.

SEC. 10-32. - COMMERCIAL BREEDING KENNELS/CATTERIES.

Lexington County only permits the breeding and selling of offspring from recognized and approved dog breeders.

- (a) No person shall own or operate a *commercial breeding kennel/cattery* within the County. Any commercial breeder not recognized by fancier breed registration guidelines shall not breed in Lexington County.
- (b) The Animal Services Director may suspend, or revoke, any Certificate of Inspection as a result of noncompliance with the provisions of this chapter.
- (c) The inspection of a *fancier's kennel* shall be constructed, maintained and operated in compliance with the current standards and procedures promulgated by Lexington County Animal Services and the Humane Society of the United States. Anyone who owns or operates a registered *fancier kennel* within the County, must agree to follow-up inspections of the registered location of the Certificate of Inspection.

SEC. 10-33. - DOG IDENTIFICATION.

Every owner/custodian is required to see that an identification tag is securely fastened to his or her dog's collar or harness or a microchip registered with the owner's name, phone number, and address has been implanted in the dog. An identification tag that clearly indicates the name and phone number of the owner can be placed on the dog, although will not substitute for a microchip.

SEC. 10-34. - RESTRAINT AND CONFINEMENT.

- (a) The owner/custodian shall keep their dog under restraint at all times.
- (b) Invisible fencing must be clearly marked and labeled (i.e. sign on mailbox post, tree).
- (c) No dog shall be permitted to be on school grounds or in a shopping area or similar public place unless on a leash at all times and is under the physical control of the owner or custodian whereas the dog is unable to make physical contact with, or attack, other people or animals.
- (d) No person owning or harboring or having the care or the custody of a dangerous dog may permit the dog to go unconfined on their premises. A dangerous dog is unconfined if the dog is not confined securely indoors or confined in a securely enclosed fence or securely enclosed and locked pen or run area upon the person's premises. The pen or run area must be clearly marked as containing a dangerous dog and must be designed to prevent the entry of the general public, including children, and to prevent the escape or release of the dog. The dog must not be removed from such building or enclosure unless the dog is securely muzzled and under restraint.
- (e) Every female dog in heat shall be kept confined in a building or secure enclosure or in a veterinary hospital or boarding kennel in such a manner so as not to create a nuisance by attracting other pets.
- (f) Any person reporting a violation of sections (a)-(e) and requesting a summons issued, must identify himself to the Animal Control Officer or must sign an Animal Complaint Form.

- (g) It shall be unlawful for any person to keep upon their premises any dog that is deemed a public nuisance. Any person reporting a violation of section (g), must identify himself to the Animal Control Officer and must sign a Public Nuisance Log.
- (h) If an Animal Control Officer observes a dog at-large, they may pursue the dog onto private property.
- (i) The owner of every dog shall be responsible for the removal of any excreta deposited by the dog on public walkways, recreation areas, or private property.
- (j) No dog shall be kept on a property that the owner/custodian does not occupy on a permanent basis.
- (k) No *community cat* shall be permitted to roam free by an owner or caretaker, unless the cat has been spayed or neutered and has been inoculated against rabies. Any violation of section (k) will be determined based on an investigation by an Animal Control Officer.
- (l) It shall be unlawful to be the owner or custodian of any cat impounded as a *nuisance cat* for the second (2nd) or subsequent offenses. Anyone who attempts to reclaim a cat impounded for the second (2nd) or subsequent offenses, shall be issued a summons to appear at which time the Court will determine the disposition of the cat.

SEC. 10-35. – ABANDONMENT AND MALTREATMENT.

- (a) It shall be unlawful for the owner/custodian of any pet in the County to abandon it. This section does not prohibit the responsible release of *community cats* participating in the *Community Cat Program*.
- (b) It shall be unlawful for anyone in the County to treat any pet in a cruel and/or inhumane manner, which is defined as *maltreatment* in Section 10-31 of this chapter.

SEC. 10-36. – IMPOUNDMENT, REMOVAL OF NUISANCE CATS AND VOLUNTARY OWNER SURRENDERS.

- (a) Immediately after impounding any pet, the Animal Control Officer shall make a reasonable effort to notify the owner/custodian or caretaker of its impoundment and to inform the owner/custodian or caretaker of the conditions whereby they can regain custody of the pet.
- (b) Any dog or cat impounded under the provisions of this Article and not claimed by its owner within five (5) business days becomes the property of Lexington County Animal Services and may be placed into an Adoption Program, transferred to an animal rescue organization, or humanely euthanized by Animal Services. A litter of unidentifiable dogs or cats four (4) months of age or younger may be turned over to any organization established for the purpose of caring for animals immediately, so long as the litter is turned over for life-saving purposes.
- (c) Lexington County Animal Services accepts *owner surrender dogs* upon completion of the Owner Surrender Process set forth by the Animal Services Director. Once a dog is surrendered, no information regarding the disposition will be provided.
- (d) Any cat that has been determined to be a *Nuisance Cat* may be removed from the property affected upon completion of the Nuisance Cat Process set forth by the Animal Services Director. This removal may be done by the owner/lawful user, an Animal Control Officer, or other authorized party. Unless approved by the Animal Services Director, *nuisance cats* will not be accepted by the Lexington County Animal Shelter until completion of the Nuisance Cat Process. Any *nuisance cat* impounded at the Lexington County Animal Shelter shall be subject to the provisions under Section 10-38 of this Article.
- (e) Lexington County Animal Service does not accept *owner surrender cats*.

SEC. 10-37. - DANGEROUS DOGS.

- (a) The Animal Services Director shall have the authority to determine if a dog is a dangerous dog. Animal Services must notify the owner/custodian of the dog in writing that the dog must be registered with Animal Services as dangerous.
- (b) The owner shall notify Animal Services if any changes occur with the following:
 - (1) Ownership of the dog.
 - (2) Name, address and telephone number of a new owner/custodian, at which time Lexington County Animal Services will notify the new owner/custodian of the dangerous dog's status, and also notify Animal Services in the jurisdiction of the location in which the dog is housed.
 - (3) Address change of the owner/custodian or any change in the location in which the dog is housed.
 - (4) Any change in the health status of the dog.

- (5) Death of the dog.
- (c) If the dog is outdoors and attended, the dog shall be muzzled, on a leash and under the control of the owner/custodian.
- (d) If the dog is outdoors and unattended, the dog must be locked in an escape-proof kennel. The minimum standards for an escape-proof kennel shall include the following:
 - (1) Fencing materials shall not have openings with a diameter of more than two (2) inches; in the case of a wooden fence, the gaps shall not be more than two (2) inches.
 - (2) Any gates within such pen or structure shall be padlocked and of such design to prevent the entry of children or the escape of the dog.
 - (3) The required pen or structure shall have secure sides and a secure top. If the pen or structure has no bottom secured to the sides, the sides shall be imbedded into the ground or concrete.
 - (4) The pen or structure shall protect the dog from the elements.
 - (5) A universal sign denoting a dangerous dog or animal shall be displayed on all four (4) sides of the pen or structure.
- (e) It shall be illegal for anyone to own or be the custodian of a hybrid.

SEC. 10-38. - REDEMPTION, MANDATORY STERILIZATION AND MICROCHIPPING OF CERTAIN PETS.

- (a) The owner or caretaker shall be entitled to resume possession of an impounded pet, except as provided in this section in the cases of certain pets, upon providing proof of a Valid Rabies Inoculation for the year in which the pet is being held and proper identification requirements and the payment of redemption fees set forth in this section.
- (b) Any owner wishing to redeem their dog that has been impounded due to a violation of restraint and confinement or an owner or caretaker of a *nuisance cat*, must agree in to provide written proof of the pet being sterilized within thirty (30) days of redemption, unless one of the following:
 - (1) Any owner or caretaker of a pet who can furnish a statement by a licensed veterinarian that for medical reasons the spay or neuter procedure is not appropriate at this time.
 - (2) Any owner or caretaker of one (1) or more purebred pet who can furnish proof of participation in at least three (3) nationally recognized conformation or obedience shows within the past 12 months. This is to include pets registered through the American Kennel Club (AKC), United Kennel Club (UKC) or any other organization approved at the discretion of the Animal Services Director.
 - (3) Any dog trained and certified to be a *service dog* for its owner. Proof of training and certification may be requested and reviewed by the Animal Services Director.
 - (4) Any dog trained and certified to be a used for hunting is exempt from this section. Proof of training and certification may be requested and reviewed by the Animal Services Director.
 - (5) Any dog used for hunting purposes for which proof of training and certification cannot be provided is exempt from mandatory sterilization upon the first (1st) offense of this section. Any such dog will be subject to mandatory sterilization upon second (2nd) impoundment for Violation of Restraint and Confinement.
 - (6) ~~Anyone who claims their pet is used for commercial breeding purposes within Lexington County. Anyone who claims this exception shall be considered the pet's owner. For this exception to be valid, the pet owner must have a current Breeder Registration Certificate under section 10-32 of this chapter or apply for one within 30 days of redemption.~~
- (c) Any owner wishing to redeem their dog that has been impounded due to a violation of restraint and confinement or an owner or caretaker of a *nuisance cat* and the pet does not have a microchip implanted, must agree in writing to having a microchip implanted at the cost of \$10.
- (d) In the case of a *dangerous dog* that the owner has failed to control properly and which has been impounded, redemption may be made only with the consent of the Animal Services Director.
- (e) The owner of an *impounded dog* must request the redemption of their dog in person. In certain cases, the dog may not be released by Animal Services unless authorized by an Animal Control Officer, or the Animal Services Director, with assurance from the owner that proper care and custody will be maintained. This may include an inspection of the premises where the dog will be housed to ensure steps are taken to properly care for and maintain custody of the dog.

- (f) Any fees in this subsection collected by Animal Services shall be turned over to the County Treasurer, who shall make a monthly accounting of such funds. Such fees, when collected, shall go toward defraying the expense of operating the Animal Shelter. The fees in this section may be waived at the discretion of the Animal Services Director. The fees shall be as follows:
 - (1) Dogs: An initial fee of \$15.00 will be charged for impoundment for a period of one (1) to five (5) days. The additional sum of \$5.00 will be charged for each day the dog is kept beyond five (5) days. Upon a second (2nd) offense, a fee of \$30.00 will be charged. Upon a third (3rd) offense, if the Animal Services Director allows the dog to be reclaimed, a fee of \$50.00 will be charged.
 - (2) Cats: An initial fee of \$15.00 will be charged for impoundment for a period of one (1) to five (5) days. The additional sum of \$5.00 will be charged for each day the cat is kept beyond five (5) days. Any cat impounded as a *nuisance cat* for the second (2nd) or subsequent times shall not be reclaimed until a Court Hearing where Lexington County Animal Services (LCAS) will request the Court to determine the disposition of the cat.
- (g) If an owner or caretaker redeeming a pet cannot show proof of inoculation against rabies for the year in which the pet is being held, the owner or caretaker shall be required to pay \$10.00 for the Rabies Inoculation.
- (h) Lexington County Animal Services may hold a pet pending Court for any violation of this chapter at the discretion of the Animal Services Director. Lexington County Animal Services may request the Court to order the surrender of any pet where the Animal Services Director determines it is in the best interest of the pet or the public. If the Court grants the request, the pet will become property of the Lexington County Animal Services who will determine the appropriate disposition of the pet.

SEC. 10-39. - ADOPTION.

- (a) Any pet impounded under the provisions of this Article may, at the end of the Legal Detention Period, may be adopted by a person deemed to be a responsible and suitable owner, who will agree to comply with the provisions of this Article. All required fees must be paid at the time of adoption in addition to an Adoption Fee. Those individuals adopting puppies or kittens too young to receive Rabies Inoculation will pay the cost for this procedure at the time of adoption and be given an appointment for a later time to have this procedure accomplished.
- (b) No unsterilized pet, which has been impounded by Animal Services, shall be allowed to be adopted unless it has been sterilized.

SEC. 10-40. - INJURED, DISEASED AND DEAD ANIMALS.

- (a) Anyone who strikes a pet with a motor vehicle or bicycle and injures or kills the pet must notify Animal Services or the Sheriff's Department immediately. The Animal Control Officer or the Sheriff's Department will then take the necessary steps to provide for the proper treatment or disposal of the pet.
- (b) Any animal received or impounded by Animal Services in critical condition from wounds, injuries or disease may be humanely euthanized at the discretion of the Animal Services Director and/or the Animal Services Veterinarian if the owner/custodian or caretaker cannot be contacted. If the animal is suffering great pain, or has a confirmed infectious disease placing other animals at risk, it may be humanely euthanized immediately.
- (c) The owner/custodian or caretaker of any pet, which dies, shall immediately provide for its burial or cremation if they know of its death and the location of its remains. If they fail to do so within three (3) hours, the Animal Control Officer shall arrange for the disposal and the owner/custodian or caretaker shall be required to pay the cost thereof, not to exceed \$50.00.
- (d) The Animal Control Officer shall cause to be collected all dead domestic animals found on public grounds or roadways of the County. If the animal is identifiable, the Animal Control Officer will notify the owner/custodian of the animal as soon as practical. Citizens may call Lexington County Public Works at 803-785-8364 if the animal is on a County road or South Carolina Transportation Maintenance 803-359-4103 if the animal is on a State road.

SEC. 10-41. - PET REGULATIONS—COMMERCIAL PURPOSES.

- (a) No person shall sell, trade, barter, auction, lease, rent, give away, or display for commercial purpose, of any pet, on a roadside, public right-of-way, public property, commercial parking lot or sidewalk, fair or carnival.
- (b) No person shall offer a pet as an inducement to purchase a product, commodity or service.

- (c) A flea market pet sale vendor must:
 - (1) Possess a registration with Lexington County Animal Services that will be valid for ninety (90) days from date of issue.
 - (2) Display, at all times, the Lexington County Animal Services' approved Registration Application at the booth.
 - (3) Allow Kennel and Booth Inspections by Lexington County Animal Services upon request.
- (d) Licensed pet shops, commercial kennels, County Animal Shelters, and licensed pet rescue organizations may be exempt from the requirements of this section with prior written approval from the Animal Services Director or designee. The written approval document must be kept on site and produced upon request to Law Enforcement and Code Enforcement personnel.

SEC. 10-42. – TETHERING AND SHELTER.

- (a) It shall be unlawful to tether an animal while outdoors **exceeding 2 hours at a time** except when;
 - (1) **On an attended leash.**
 - (2) **Law Enforcement training.**
 - (3) **Veterinary practice or treatment.**
 - (4) **Meeting requirements of a camping or recreational area.**
- (b) It shall be unlawful to tether an animal during the 2 hour time frame if all of the below requirements are not met;
 - (1) **The animal must not be tethered to any stationary object; tree, post, house etc.**
 - (2) The animal must be over the age of six (6) months.
 - (3) The tether is connected to the animal with a collar or a body harness made of nylon, leather, or other durable non-metallic material
 - (4) The tether has a minimum of twelve-feet in length and a swivel-type termination at both ends.
 - (5) The total tether weight does not exceed ten (10) percent of the animal's body weight.
 - (6) The animal has access to fresh water and shelter as defined in this article.
 - (7) The animal is not sick or injured.
 - (8) Any pulley, running line or trolley system to which a tether is attached shall be no less than twelve (12) feet in length between stopping points. The dog shall be free from entanglement with any trees, shrubbery, posts, object or structure.
- (c) No dog, tethered or untethered, shall be left outside unattended for 30 minutes or longer during a two (2) hour period when:
 - (1) The temperatures are below 40° Fahrenheit for a sustained two (2) hour period, unless adequate bedding and shelter as defined in this chapter are provided to protect the animal from the elements.
 - (2) The temperatures are above 90° Fahrenheit for a sustained two (2) hour period, unless adequate shade is provided to protect the animal from the elements. Shelter as defined in this chapter may be used as shade if there is adequate relief from the heat or has additional shade covering.
- (d) No dog, tethered or untethered, shall be left outside unattended for a period of two (2) continuous hours without access to *shelter* as defined in this chapter regardless of temperature.
- (e) No dog, tethered or untethered, shall be kept in an area that exposes them to items that would cause unnecessary risk of harm, excessive animal waste, trash, standing water/mud, entanglement, uncontrolled parasite or rodent infestation.
- (f) **Any dog kept outside which is not restrained in accordance with the provisions of this section must be kept inside a residential structure or in a fenced area or pen which is suitable for the size of the dog as determined by the animal control officer.**
- (g) **Any dog kept outside meeting the guidelines of this article must be sterilized. To include the exemptions under Sec. 10-38(b) 1-5 Redemption. Mandatory Sterilization and Microchipping of Certain Pets.**

This section shall not apply to animals tethered as part of training for hunting or sport dogs, animals involved in public events (dog shows, exhibitions, etc.) or animals at campgrounds located within the areas of Lexington County.

Nothing in this section shall be construed to prohibit a person from walking an animal on a hand-held leash and is under control of the person walking them.

SEC. 10-43. - ENFORCEMENT OF ARTICLE.

- (a) The provisions of this Article shall be enforced by Animal Services under the supervision of the Animal Services Director in all unincorporated areas of the County except wherein the governing body of any municipality, by resolution filed with the Clerk, so indicates that it desires the provisions of this Article be enforced within the jurisdictional limits of the respective municipality.
- (b) Lexington County Animal Control Officers shall be appointed as County Code Enforcement Officers or duly commissioned Class I or Class III Officers Certified by the South Carolina Criminal Justice Academy.
- (c) If the Animal Control Officers are unable to respond to complaints due to other commitments, the County Sheriff's Department or other authorized Law Enforcement Agency may respond to complaints.
- (d) Persons empowered to enforce this Article shall have the authority to destroy any pet, which appears to be dangerous, and may endanger their safety or the safety of other persons or animals. Further, after reasonable attempts to capture and/or restrain unsuccessfully a dog in violation of section 10-34, restraint and confinement (by physical means and/or trapping), as a last resort, petition the Magistrate to have the dog humanely euthanized.
- (e) The Animal Control Officers will, if necessary, obtain a Search Warrant to enter any premises upon which it is suspected a violation of this Article exists. The Officer may demand to examine such pet and take possession of the pet when, in their opinion, it requires removal from the premises.
- (f) No person shall interfere with, hinder or molest the Animal Services' Staff in the execution of their duties, or seek to release any pet in the custody of Animal Services.
- (g) When a pet is found in violation of any provision of this Article, Animal Control Officers, at their discretion, may:
 - (1) Impound the pet.
 - (2) Issue notice of violation.
 - (3) Issue court summons.

SEC. 10-44. - PENALTY FOR VIOLATION OF ARTICLE.

The violation of any section of this Article shall constitute a misdemeanor and shall be punishable under Magistrate's Court jurisdiction.

SECS. 10-45 -10-60. - RESERVED.

DIVISION 2. - RABIES CONTROL

SEC. 10-61. - INOCULATION; CERTIFICATE; TAGS.

- (a) No person shall own, keep or harbor any pet within the County over the age of twelve (12) weeks, unless such pet has been inoculated against rabies as provided in this section; unless the owner or caretaker of the pet can furnish a statement by a licensed veterinarian that for medical reasons, the inoculation is not appropriate at this time.
- (b) Every owner/custodian or caretaker of a pet will have their pet inoculated against rabies in such a manner as to provide continual protection.
- (c) A State Board of Health Certificate of pet Rabies Vaccination will be issued by a licensed graduate veterinarian for each pet stating the name and address of the owner or caretaker, the name, breed, color and markings, age, sex of the pet and the veterinary or Pharmaceutical Control Number of the vaccination.
- (d) Coincident with the issuance of the Certificate, the licensed graduate veterinarian shall also furnish a serially numbered metal license tag bearing the same number and year as the Certificate. The metal license tag shall bear the name of the veterinarian who administered the vaccination and shall at all times be attached to a collar or harness worn by the pet for which the Certificate and tag has been issued.
- (e) The owner/custodian or caretaker shall have a valid Certificate of Rabies Immunization readily available for inspection by competent authority at all times.
- (f) If a rabies tag is lost, the owner/custodian or caretaker will obtain a duplicate tag without delay.
- (g) If there is a change in ownership of a pet during the valid period of immunization, the new owner may have the current Certificate of Immunization transferred to their name.
- (h) A Certificate of Rabies Immunization issued by a licensed veterinarian from another state will be accepted as valid evidence.

SEC. 10-62. - OWNERS REQUIRED TO NOTIFY AUTHORITIES OF SUSPECTED RABID ANIMALS.

Whenever a pet or other animal is affected by rabies or suspected of being affected by rabies or has been bitten by an animal known or suspected to be affected by rabies, the owner of the animal or any person having knowledge thereof shall forthwith notify Animal Services and the Department of Health and Environmental Control stating precisely where the animal may be found.

SEC. 10-63. - ANIMAL CONTROL OFFICER TO ARRANGE FOR CONFINEMENT OF ANIMAL THAT HAS BITTEN A PERSON.

The Animal Control Officer, in conjunction with the Department of Health and Environmental Control, shall arrange for the supervised confinement of any pet or other animal, which has bitten a person. Such confinement may be on the premises of the owner/custodian, at the discretion of the investigating Animal Control Officer and if the owner/custodian will sign an agreement assuming total responsibility for the safe confinement of the pet or other animal. In cases where the officer determines that confinement on the premises of the owner/custodian is not in the best interest of the animal's health or public safety, confinement shall be at the County Animal Shelter, a private animal shelter, veterinary hospital or humane society shelter at the owner's expense.

SEC. 10-64. - REQUIRED PERIOD OF CONFINEMENT OF ANIMAL THAT HAS BITTEN A PERSON; EXAMINATION DURING CONFINEMENT.

Any pet or other animal, which has bitten a person, must be confined for a period of at least ten (10) days. The Department of Health and Environmental Control or the County Animal Officer will be permitted by the owner/custodian of such pet or animal to examine the animal at any time, and daily if desired, within the ten (10) day period of confinement to determine whether such animal shows symptoms of rabies. No person shall obstruct or interfere with the County Animal Officer or the Department of Health and Environmental Control in making such examination.

SEC. 10-65. - NOTICE TO OWNER OF ANIMAL, OTHER THAN DOG OR CAT THAT HAS ATTACKED OR BITTEN A PERSON.

In the case of a pet other than a dog or cat which has attacked or bitten a person, the Department of Health and Environmental Control shall serve notice upon the owner/custodian of such pet that the owner/custodian shall have the animal humanely euthanized immediately and have the brain submitted for rabies examination.

SEC. 10-66. - CONFINEMENT OF ANIMALS BITTEN BY KNOWN OR SUSPECTED RABID ANIMALS.

The Department of Health and Environmental Control shall serve notice in writing upon the owner/custodian of a pet or other animal known to have been bitten by an animal known or suspected of being affected by rabies requiring the owner/custodian to confine such animal for a period of not less than six (6) months; except that, animals properly treated with Antirabic Vaccine shall be confined for a period of not less than three (3) months.

SEC. 10-67. - KILLING OR REMOVING FROM JURISDICTION SUSPECTED RABID ANIMALS PROHIBITED; EXCEPTION.

No person shall kill, or cause to be killed, any rabid pet or other animal, or one suspected of having been exposed to rabies or which has bitten a person, nor remove such pet or animal from the jurisdiction of the County without written permission of the Department of Health and Environmental Control. An exception to the preceding requirement is in the event of the possibility of the animal's escape or additional biting in which case the animal is to be killed and the Department of Health and Environmental Control contacted immediately.

SECS. 10-68—10-90. - RESERVED.

DIVISION 3. - EXOTIC ANIMALS

SEC. 10-91. - DEFINITION OF EXOTIC ANIMALS.

Exotic animal means those species of animals that are exotic to humans. *Exotic animals* include:

(1) Class Mammalia.

(a) Order Artiodactyla (only hippopotamuses and giraffes).

- (b) Order Carnivora (only those specified below):
 - (1) Family Felidae [(all species except domestic cats) this includes lions, tigers, cougars, leopards, ocelots, servals].
 - (2) Family Canidae (only wolves, coyotes and jackals).
 - (3) Family Ursidae (all bears).
 - (4) Family Hyaenidae (hyenas).
- (c) Order Perissodactyla (only rhinoceroses).
- (d) Order Primates (only gorillas).
- (e) Order Proboscidae (elephants).
- (2) Class Reptilia.
 - (a) Order Squamata (only varanidae family animals specified below):
 - (1) Family Varanidae (only water monitors and crocodile monitors).
 - (b) Order Crocodilia (such as crocodiles, alligators, caimans, gavials, etc.); all species.

SEC. 10-92. - PROHIBITION.

It shall be unlawful to keep, maintain, or have in his or her possession or control within the unincorporated portion of Lexington County any *exotic animal* as defined herein.

SEC. 10-93. - PROVISIONS.

The provisions of Section 10-92 shall not apply to Riverbanks Zoo and Lexington County approved circuses that are within the unincorporated area of the County.

SEC. 10-94. - PENALTY.

Any person violating the provisions of Section 10-92 shall be subject to the maximum penalty as authorized by the Magistrate's Court and as further set forth in the general penalty, Section 1-8 of the Lexington County Code of Ordinances. Lexington County Animal Services may take immediate possession of an *exotic animal* and transfer the *exotic animal* to a rescue group outside of Lexington County.

DIVISION 4. – LIVESTOCK AND POULTRY

SEC. 10-95. PERMITTING LIVESTOCK AND POULTRY TO RUN ESTRAY UNLAWFUL.

- (a) It shall be unlawful for any owner, custodian or person to willfully or negligently permit any live stock or poultry to run estray. Any owner, custodian or person violating the provisions of this article shall constitute a misdemeanor and shall be punishable under magistrate's court jurisdiction.
- (b) If an Animal Control Officer observes livestock or poultry estray, they may pursue the livestock or poultry onto private property.

SEC. 10-96. NEGLECT OF LIVESTOCK OR POULTRY.

- (a) It shall be unlawful for any owner or custodian to neglect any live stock or poultry. A person violating the provisions of this article shall constitute a misdemeanor and shall be punishable under magistrate's court jurisdiction.

SEC. 10-97. IMPOUNDMENT OF LIVESTOCK OR POULTRY.

- (a) Any livestock or poultry impounded by the County of Lexington shall be held at the County impound facility unless such impoundment is impractical for safety or medical concerns. Animals impounded at any alternate facilities by, or at the direction of, the County of Lexington shall be considered to be under the care and control of the County.
- (b) Immediately after impounding any livestock or poultry, the Animal Control Officer or designated personnel shall make a reasonable effort to notify the owner/custodian or caretaker of its impoundment and to inform the owner/custodian or caretaker of the conditions whereby they can regain custody of the animal.

SEC. 10-98 REDEMPTION OF IMPOUNDED LIVESTOCK OR POULTRY.

- (a) Upon payment of redemption fees, the owner or custodian shall be entitled to resume possession of an impounded livestock or poultry held as estray, except in cases where the continued impoundment is determined to be in the best interest of the animal's health or public safety.
- (b) Lexington County Animal Services may hold any livestock or poultry pending Court for any violation of this section at the discretion of the Animal Services Director. Lexington County Animal Services may request the Court to order the surrender of any livestock or poultry where the Animal Services Director determines it is in the best interest of the animal or the public. If the Court grants the request, the livestock or poultry will become property of the Lexington County Animal Services who will determine the appropriate disposition of the animal.
- (c) The redemptions fees for livestock and poultry will be determined by the Animal Services Director. These fees will be determined based on the type of animal, length of impoundment, and care provided. Any fees in this subsection collected by Animal Services shall be turned over to the County Treasurer, who shall make a monthly accounting of such funds.

SEC. 10-99. DISPOSITION OF LIVESTOCK OR POULTRY FOUND ESTRAY.

- (a) Any livestock or poultry impounded under the provisions of this Article and not claimed by its owner within five (5) business days becomes the property of Lexington County Animal Services and may be placed into an adoption program, transferred to an animal rescue organization, or humanely euthanized by Animal Services.

This Ordinance shall become effective upon adoption.

Enacted on this 24 day of October, 2023.

LEXINGTON COUNTY, SOUTH CAROLINA

{SEAL}

By: 
Beth A. Carrigg, Council Chairwoman

Attest:
By: 
Jessica C. Hendrix, Clerk to Council

First Reading: August 22, 2023
Public Hearing: September 26, 2023
Second Reading: October 10, 2023
Third & Final Reading: October 24, 2023
Filed with Clerk of Court: _____



COUNTY OF LEXINGTON

LEXINGTON COUNTY COUNCIL
212 SOUTH LAKE DRIVE, SUITE 601
LEXINGTON, SOUTH CAROLINA 29072
Countycouncil@lex-co.com

TELEPHONE: (803) 785-8103 / FAX: (803) 785-8101

Beth A. Carrigg
District 7
Chairwoman

Darrell C. Hudson
District 3
Vice Chairman

Scotty R. Whetstone
District 1
Parliamentarian

Paul L. Brigham, Jr.
District 2

Debra B. Summers
District 4

Gene B. Jones
District 5

Charlene Wessinger
District 6

Glen M. Conwell
District 8

M. Todd Cullum
District 9

January 3, 2024

RECEIVED
JAN 03 2024
Town of Pine Ridge

Mayor Daniel Davis
Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172

Re: Lexington County Animal Control Ordinance 23-10

Dear Mayor Davis:

On October 24, 2023, Lexington County Council approved Ordinance 23-10 to amend the Lexington County Animal Control Ordinance. The amended ordinance includes the implementation of new program initiatives. These initiatives include the following:

- Lexington County Animal Services will no longer allow Commercial Breeding Kennel/Catteries unless they are considered a *Fancier* (Sec 10-32) & (Sec 10-31)
- Lexington County Animal Services requires that a microchip is implanted in any dog based off Dog Identification (Sec 10-33)
- Lexington County Animal Services will be removing tethered animals from our community unless meeting requirements of Tethering and Shelter (Sec 10-42a-f)
- Lexington County Animal Services will enforce any dog kept outside in general MUST be sterilized (10-42h) unless meeting the exemptions found in (10-38b)

A copy of the new ordinance with changes identified is included with this letter.

If you wish to participate with these new Lexington County Animal Services initiatives, your municipality will need to adopt Lexington County Animal Control Ordinance 23-10 as amended.

Upon adoption by your municipality of the County's amended Animal Control Ordinance, please provide to County Council signed documentation (as in the past) acknowledging your adoption of the ordinance, by reference

of the County of Lexington's Animal Control Ordinance, into the Town's Code of Ordinances. The implementation of this program will begin immediately upon adoption.

If you have any questions, please contact Brittany Jones, Animal Services Director, at 803-785-8149.

Kindest regards,



Beth A. Carrigg, Chairwoman
Lexington County Council

BAC/jch

Enclosure

Cc: Members, Lexington County Council
Lynn Sturkie, County Administrator
Brittany Jones, Animal Services Director

REQUEST FOR PROPOSAL #24-01

PRESERVATION PROJECT: CAMP MOORE/STYX



Solicitation Number	RFP24-01
Number of contracts to be awarded	1
Expected contract duration	12-18 months
Proposals required	1 original; 5 copies
Contact Person	Viki Miller
Contact Person e-mail	vmiller@townofpineridgesc.com
Mailing Address (for hard-copy communication and proposal submissions)	2757 Fish Hatchery Road West Columbia, SC 29172
RFP Released	February 13, 2024
Proposal Due Date and Time	March 29, by 12pm
Submission to Town Council	April 9, 2024
Anticipated Contract Award Date	April 9, 2024

REQUEST FOR PROPOSAL #24-01

1. GENERAL INFORMATION

A. STATEMENT OF INTENT

This Request for Proposal (RFP) seeks submittal from qualified firms for the delivery of the professional services required to prepare Design Plans, Specifications and Estimates (PS&E) and obtain all necessary permits and approvals for the preservation of Camp Moore/Styx.

B. BACKGROUND

The Town of Pine Ridge was first incorporated in 1958 around the area which was formerly used as the Camp Styx base for the U.S. Army. Camp Styx, also known as Camp Moore, was active from 1913 to 1920 as a national guard training camp. The 1,007 acres of land in present day Lexington County was originally purchased by Major General Moore in 1913. Major General Moore wanted to consolidate national guard assets into one training site. The location was ideal because it contained a railroad, was along a river, and had a fairly new road network. In 1916, troops were first mobilized from Camp Styx and again were mobilized in 1917 to join WWI. Following the war, it became too expensive to maintain such a large base. Therefore, the site was divided up and sold to various state agencies. One of these 150-acre parcels was turned into the Pine Ridge Armory, which now is home to the South Carolina Department of Emergency Management.

2. SCOPE OF WORK

Based on our Comprehensive Plan that was completed in 2023, the following services are required for this project, which should all be handicapped accessible:

- Preservation of the historical brick shooting range wall
- Update/repairs to the pedestrian decking and railing that leads to the wall ~59'
- Update/repairs to the walking trail leading to the wall ~271'
- Repair/replacement of existing fitness stations #4
- Create outdoor museum with photos and information about the site
- Demolish and haul-off existing bulletin board
- Add seating along the walking trail
- Build a Unisex ADA compliant restroom
- Grade and pave parking lot, preferably with permeable materials in compliance with the Lexington County Stormwater Ordinance

The design shall take into consideration cost and construction feasibility in mind. Consideration shall be given to conducting routine maintenance and cleaning and protecting the property's natural and historical resources.

REQUEST FOR PROPOSAL #24-01

3. THE SUCCESSFUL VENDOR MUST PROVIDE:

- All materials and tools to complete the project
- One-year warranty
- Sample work portfolio including experience with comparable projects and photographs of recent work
- List of current references
- Provide a statement agreeing to submit all workers to a criminal background check.

4. PROPOSAL MUST INCLUDE THE FOLLOWING:

- Complete material type and cost
- Installation cost
- Other incidental cost
- Conceptual drawing of all renovations
- Anticipated time for completion

DEADLINE FOR RECEIPT OF RESPONSE is 12 PM, Friday, MARCH 29, 2024.

Vendor selection will occur at the Pine Ridge Town Council meeting on Tuesday, April 9, 2024. Responses will be binding for a period of ninety (90) calendar days from the date of vendor selection.

EVALUATION OF RESPONSES: The proposals will be evaluated on the proposal that will best serve the Town of Pine Ridge. The Town of Pine Ridge reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Pine Ridge shall reserve the right to award the purchase order to the respondent which is most advantageous to the Town of Pine Ridge. Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Pine Ridge will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.

RIGHT OF THE TOWN OF PINE RIDGE TO REJECT PROPOSALS: The Town of Pine Ridge reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Town of Pine Ridge may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.

CONFIDENTIALITY OF DOCUMENTS: All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the Town of Pine Ridge. The RFP is intended to be worded in a manner so as not to elicit proprietary information from

REQUEST FOR PROPOSAL #24-01

the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Pine Ridge to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

NOTIFICATION OF WITHDRAWAL OF PROPOSAL: Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Pine Ridge after the proposal submission deadline.

CONTRACTUAL OBLIGATIONS OF SUCCESSFUL RESPONDENT: The successful vendor will be required to undertake certain obligations that are not limited to the following:

Acquisition of a Business License: The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits, which includes any sub-contractors.

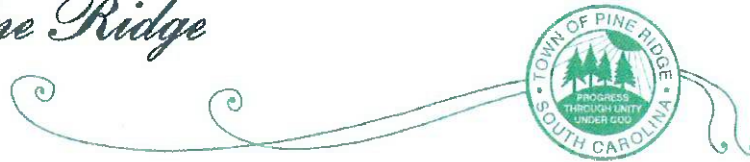
Inclusion of Proposal: The proposal submitted in response to this RFP will be incorporated as part of the final purchase order with the selected vendor.

Indemnification and Insurance: The successful vendor shall indemnify and hold the Town of Pine Ridge and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require any joining firm to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident in addition to workers compensation.

Costs: All costs are to be stated in exact amounts. No additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



Update of Town's Unified Development Ordinance (UDO) with update and inclusion of the existing Mobile Home Park Ordinance

RFP# 24-02

Solicitation Number	RFP24-02
Number of contracts to be awarded	1
Expected contract duration	12-18 months
Proposals required	1 original; 5 copies
Contact Person	Viki Miller
Contact Person e-mail	vmiller@townofpineridgesc.com
Mailing Address (for hard-copy communication and proposal submissions)	2757 Fish Hatchery Road West Columbia, SC 29172
RFP Released	February 13, 2024
Proposal Due Date and Time	March 29, 2024 by 12pm
Submission to Town Council	April 9, 2024
Anticipated Contract Award Date	April 9, 2024

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

1. Introduction

The Town of Pine Ridge, South Carolina (“Town”) is seeking proposals from qualified consultants (individual firms or teams of consultants) to assist the Town with a comprehensive update of the Town’s Unified Development Ordinance (“UDO”) with inclusion and update of the existing Mobile Home Park Ordinance (“MHPO”). The Town is interested in firms capable of providing professional services including, research, analysis, stakeholder engagement, drafting of UDO text, graphics and final document preparation.

2. Project Background and Purpose

The Town of Pine Ridge, South Carolina was incorporated in 1958 and covers just less than 4.5 square miles of rolling terrain. Elevations range from 150 feet above sea level along Congaree Creek at the northern portion of town to 350 feet in the high Sand Hills in the eastern portion of town along Pine Ridge Drive. According to the 2020 Census, the Town has 2,167 residents.

The Town is seeking comprehensive updates to the Town’s current Unified Development Ordinance (UDO). A unified development ordinance is a local policy instrument that combines traditional zoning and subdivision regulations with other desired regulations, such as floodplain, sign and landscaping ordinances. A UDO helps a local government improve efficiency and helps avoid overlapping regulations. The Town’s existing regulations were developed over many decades and have been gradually amended over the years. The UDO will also ensure that development types identified in the adopted Comprehensive Plan are allowed by the Town’s code. The Town’s MHPO is outdated and was not incorporated into the current UDO. This comprehensive update to the UDO will include an analysis, update, and incorporation of the MHPO.

In 2023, the Pine Ridge Town Council adopted the Comprehensive Plan, which provides the vision and framework for future development of the Town.

3. Guiding Principles

The Town’s UDO is the primary regulatory document guiding all development and land use within the Town of Pine Ridge. The following principles shall guide preparation of the UDO update:

- Ensure consistency between the **UDO** and **the Comprehensive Plan** stated outcomes and policies;
- Regulations shall incorporate and be consistent with state law, as well as applicable federal statutes pertaining to zoning, land use, subdivision, environmental protection, permitting, administration, appeals/variances, conditional uses and enforcement;
- Create user-friendly format with “plain language” text with “graphics”, where applicable;
- Where possible, ensure continuity between existing and new UDO text;
- Minimize text redundancies and need to reference multiple sections of UDO. Provide cross-references where multiple sections of ordinance must be accessed;
- Ensure text, terms and procedural consistency within UDO;
- Update and add definitions to reflect current planning practice and usage;

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

- Update use table to reflect both existing and future uses;
- Maximize use of diagrams and graphics to promote intuitive understating and use of UDO;
- Produce “static” as well as “interactive” (web-based) ordinance formats – with latter utilizing hyperlinks and searchable functions.

4. Scope of Work

The following Scope of Work is intended to guide preparation of the update to the Town of Pine Ridge UDO. This Scope of Work is intended to provide a general framework for the UDO update. The Town expects that the Final Scope of Work will reflect modifications made based upon the Planning Commission and staff discussions with the consultant selected to prepare the UDO update.

I. Analysis of Existing UDO

Conduct detailed review and diagnostic examination of current UDO to assess the following:

- **Function and flow** – Ease of use and efficiency of layout
- **Internal consistency** – Identify conflicts within the UDO and town’s other adopted policies
- **Accuracy** – Identify typographical, technical or graphical errors or omissions
- **Compliance with SC General Statutes for zoning, subdivision, and land development**

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices since adoption of the current UDO pre-2006. Analysis should benchmark the Pine Ridge UDO with ordinances of similarly sized communities both within and outside South Carolina in order to identify “best practices” regulations.

Link to the Town’s current UDO: [Town of Pine Ridge UDO](#)

Work Product: Detailed report assessing current UDO, including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies.

II. *Analysis, update, and inclusion of the existing Mobile Home Park Ordinance into the UDO*

Conduct detailed review and diagnostic examination of current Mobile Home Park Ordinance (MHPO) to assess the following:

- **Function and flow** – Ease of use and efficiency of layout
- **Internal consistency** – Identify conflicts within the MHPO and town’s other adopted policies
- **Accuracy** – Identify typographical, technical or graphical errors or omissions
- **Compliance with SC General Statutes for zoning, subdivision, and land development**

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices since adoption of the current ordinance in 2008. Analysis should benchmark the Pine Ridge UDO with ordinances of similarly sized communities both within and outside South Carolina in order to identify “best practices” regulations.

Link to the Town’s current MHPO: [Pine Ridge Mobile Home Park Ordinance \(MHPO\)](#)

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

Work Product: Detailed report assessing current MPH0, including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies. Recommendations should take into consideration method and process for incorporation of the UDO and relationship to other relevant sections of the UDO.

III. Review the Pine Ridge Comprehensive Plan

The Town Council adopted the Comprehensive Plan in September 2023. This plan serves as the policy document for zoning, subdivision and land development in the Town of Pine Ridge through the year 2033. The vision, outcomes, policies and action items detailed in the Comprehensive Plan shall serve as foundation for update of the UDO.

A comprehensive plan provides a vision for the future of the community along with the steps that are needed to make that vision a reality. It is the basis for land use regulations and provides a nexus between the community's future vision and the regulation of private property.

Link to the current Comprehensive Plan: [Pine Ridge Comprehensive Plan](#)

Work Product: Synthesize recommendations of the Comprehensive Plan into functional categories and highlight relevancy to the update of the UDO.

IV. Develop Framework for UDO Update

Based on policies and action items contained in the Comprehensive Plan, develop framework for the UDO which synthesizes existing UDO with new elements. Framework shall be based upon the Planning Commission and staff input and include (at a minimum) the Articles in the current UDO. The UDO framework shall be "user-friendly" and make use of graphics and charts wherever possible to communicate regulatory elements of ordinance.

Work Product: Develop framework for UDO update, incorporating existing with new ordinance text and graphics.

V. Draft UDO Update

Consultant shall prepare UDO text update with all necessary charts, graphics and appropriate references. UDO shall be in searchable format with appropriate cross-references to insure ease of use.

Work Product: UDO document in digital and print format.

5. Public Engagement and Plan Coordination

It is expected that the UDO update process will engage key stakeholders and general public throughout the process. The overall oversight and guidance for preparation of the UDO update will be provided by the Planning Commission and staff. Consultants' proposal should identify key stages for Planning Commission input, public engagement/input and feedback. The Planning Commission normally meets on the fourth Tuesday of every month.

6. Time Frame

The Town anticipates the following timetable for completion of the UDO update, with key dates noted below. A final schedule will be adopted as part of the contract between the Town and

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

consultant chosen to prepare the plan.

Preliminary UDO Update Plan Schedule:

Action	Date
RFP Issued	February 13, 2024
RFP Responses Due	March 29, 2024 by 12pm
Anticipated selection	April 9, 2024
Expected contract duration	12 – 18 months

7. Proposal Submittal Format and Content

The submitted proposal must address all elements of scope of work as outline int the RFP and should include (at a minimum) the following elements:

- **Cover Letter** (no more than one (1) page and counts within 20-pagelimit)
The letter must be signed by an individual with authority to legally represent the proposer to the work proposed by the company or team.

- **Project Approach/Work Plan/Demonstrate Project Experience**
This section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the town and/or Project Partners to complete each task.

- **A schedule (in Gantt chart form) showing all milestones, critical stakeholder/public meetings and deliverables to maintain project progress by the project end date.**

- **Introduction to the Proposer(s)**
Firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):
 - ☐ Firm name and business address, including telephone number and email contact.
 - ☐ History of the firm.
 - ☐ Identify the state in which the firm was organized or incorporated.
 - a. Type of ownership, and name and location of parent company and subsidiaries, if any.
 - b. Number of full-time employees. Part-time employees or consultants routinely engaged by the Consultant may be included, if clearly identified as such.

- **Qualifications and Experience of the Consultant Firm(s)**
Please describe prime consultant’s recent experience relevant to this project. Include brief project profiles with total project cost as well as a key project reference with address, phone and email contact information for each profile. Particular emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub- consultants, the respondent shall identify:
 - ☐ The role and extent to which these parties will participate in the project.
 - ☐ The means by which the prime consultant will oversee the work of these parties.
 - ☐ The experience and credentials of these parties relevant to this project.
 - ☐ References: Please submit names, addresses, and phone numbers of at least two

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO
references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

- **Qualifications and Experience of Key Staff**
Identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20-page limit, if desired.
- **Project Cost Estimates**
Provide an estimated cost of the projects with a not-to-exceed price for all services.
- **Reference to previous work similar to this proposed work along with key contacts.**

If any of the above requirements are not met, the responder's proposal may not be considered.

8. Consultant Evaluation and Selection

The proposals will be evaluated on the firms' ability to meet the requirements of this Request for Proposals (RFP). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Demonstrated experience in creating similar work product to the UDO, working with a diverse groups of stakeholders and ability to prepare user-friendly documents.
- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant's capacity to complete requested services, their experience completing similar projects, including experience with research and analysis related to the scope of work elements.
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFP.
- Completeness of submitted Proposal and Cost Estimate documents along with all elements required by the RFP.
- References to previous similar work, including work performed by all subconsultants.

The Town reserves the right to seek clarification of any submitted proposal, reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of the Town.

9. Submission Requirements

Firm(s) interested in being considered for this project should submit five (5) bound copies and one (1) electronic version via email or flash drive of their **Proposals no later than 12:00 p.m. on Friday, March 29, 2024.**

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

Proposals should be delivered to the attention of:

Town of Pine Ridge
Attn: Viki Miller
2757 Fish Hatchery Road
West Columbia, SC
29172

vmiller@townofpineridgesc.com

10. ADDITIONAL INFORMATION

The Town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the Town to award a contract. All submittals become the property of the Town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder.

- There is no expressed or implied obligation for the Town to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.
- The Town of Pine Ridge reserves the right to accept or reject any/or all proposals, to waive irregularities and technicalities, and to request resubmission.
- Request for proposals may be canceled by notice at any time prior to the opening of proposals.
- A tie proposal shall be awarded to the Vendor selected by a majority vote of council.
- Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.
- All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town.
- *If awarded, the Vendor will be required to purchase a Business License with the Town of Pine Ridge.*
- The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP 2022-06 requirements.
- The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.