

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
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May 14, 2019 TOWN COUNCIL MEETING AGENDA

Town Council Work Session

6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2019-25 Zoning/Land Development

6:45 P.M. – 6:50 P.M. Review of Administrative Department Report

6:50 P.M. – 6:55 P.M. Review of Police Department Administrative Report

6:55 P.M. – 7:00 P.M. Informational Council Discussion:

- a) Finance Committee update: Ordinance 2019-26 Public Hearing 2019/2020 Budget
- b) Blessing Box update
- c) Stock the Pantry for Non-Profit Animal Shelters update
- d) Peace Officers Memorial Day: May 15, 2019

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. April 9, 2019 Regular Scheduled Council Meeting
2. April 16, 2019 Special Council Meeting
3. April 25, 2019 Special Council Meeting

Old Business

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure
3. Courtyards at Rockford Place Bond Estimate to repair infrastructure
4. Town Hall/PD upfit:
 - a) Council/Court Chamber Furniture
5. RFP19-01: Municipal Lighting P&RC Recommendation & Council vote

New Business

1. Ordinance 2019-25 Zoning/Land Development *1st Reading
2. Ordinance 2019-26 2019/2020 Budget *1st Reading
3. RFP19-02 Financial Audit Services
4. Lexington County Municipal Judge Agreement for Bond & other Judicial Duties
5. Lexington County Municipal Judge Agreement
6. Lexington County FY19 "C" Fund
7. Victims Services: Voyager Software Agreement
8. Finance Committee Donation update: Midland Girls Softball
9. Business License Inspector/Code Enforcement Officer

Citizen's Comment Time

ADJOURN

Public Hearing: Ordinance 2019-25 Zoning/Land Development

The Pine Ridge Planning Commission was unable to complete review & give a formal recommendation to Council for the Zoning & Land Development Ordinance.

Therefore, the public hearing and first reading that was scheduled for May 14th has been rescheduled to June 11th.

Because the May 14th Agenda has already been set, both items will remain on the agenda. A statement will be made as to the change in dates when the items are announced during the Council meeting, but no public comments or council votes will be taken.

NOTICE IS HEREBY GIVEN that a **Public Hearing** will be held by the Town Council of Pine Ridge, South Carolina, on **June 11, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172.** The Pine Ridge Planning Commission will formally recommend updates of the Zoning & Land Development Ordinance, which will be presented to Town Council under Ordinance 2019-25 as "Exhibit A". Written comments may be submitted. Copies of the proposed revision of the Pine Ridge Zoning & Land Development Ordinance can be located online at: <https://www.townofpineridgesc.com/> under Government/Minutes/2019

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TEN MONTHS ENDING APRIL 30, 2019

| Budget | Total Annual Budget | Current Month Actual | Year to Date Actual | Year to Date % |
|-------------------------|------------------------|-------------------------|------------------------|-------------------|
| REVENUES | | | | |
| BUSINESS LICENSE | 85,000.00 | 56,417.16 | 96,439.24 | 113.46 |
| FINES AND PENALTIES | 117,500.00 | 2,896.41 | 73,176.55 | 62.28 |
| S.C. AID TO SUBDIVISION | 46,624.00 | 11,651.86 | 34,958.38 | 74.98 |
| MASC - COURT FINES | 1,000.00 | 0.00 | 611.74 | 61.17 |
| MASC - ADMIN FEES | 500.00 | 0.00 | 75.00 | 15.00 |
| SCE&G | 140,000.00 | 0.00 | 0.00 | 0.00 |
| SANITATION | 2,458.60 | 94.50 | 2,420.70 | 98.46 |
| ZONING | 2,500.00 | 50.00 | 1,380.00 | 55.20 |
| REVENUE ENHANCEMEN | 158,000.00 | 6,044.55 | 96,918.45 | 61.34 |
| TIME WARNER TV | 17,700.00 | 4,378.53 | 13,228.85 | 74.74 |
| MASC - BL | 147,000.00 | 1,014.40 | 11,497.34 | 7.82 |
| BELLSOUTH | 4,620.00 | 1,209.39 | 3,515.35 | 76.09 |
| TNC ASSESSMENT | 65.00 | 0.00 | 41.60 | 64.00 |
| FUND BALANCE | 140,167.33 | 0.00 | 49,832.67 | 35.55 |
| INTEREST INCOME | 3,660.00 | 325.26 | 3,125.32 | 85.39 |
| GRANT - FESTIVAL | 2,500.00 | 0.00 | 2,500.00 | 100.00 |
| 60TH ANNIVERSARY FUN | 17,320.00 | 0.00 | 17,320.00 | 100.00 |
| SCINRF-CAPITAL ASSETS | 8,329.44 | 0.00 | 8,329.44 | 100.00 |
| SEIZURE INCOME | 7,875.00 | 0.00 | 7,875.00 | 100.00 |
| SCINRF-LEGAL | 15,000.00 | 0.00 | 0.00 | 0.00 |
| SUNDRY | 50.00 | 6.00 | 23.75 | 47.50 |
| TOTAL REVENUES | 917,869.37 | 84,088.06 | 423,269.38 | 46.11 |
| EXPENSES | | | | |
| ADM. TRAINING | 700.00 | 0.00 | 801.80 | 114.54 |
| OFFICE SUPPLIES/PRINTI | 4,100.00 | 501.82 | 2,728.22 | 66.54 |
| ADM. TECH SUPPORT | 2,500.00 | 0.00 | 974.15 | 38.97 |
| ZONING TECH SUPPORT | 12,745.00 | 0.00 | 0.00 | 0.00 |
| ACCOUNTING | 6,800.00 | 0.00 | 6,450.00 | 94.85 |
| LEGAL | 23,000.00 | 1,337.50 | 14,897.50 | 64.77 |
| INSURANCE & BONDING | 15,000.00 | 0.00 | 0.00 | 0.00 |
| BANK CHARGES | 150.00 | 35.00 | 135.96 | 90.64 |
| MILEAGE | 960.00 | 0.00 | 144.22 | 15.02 |
| POSTAGE | 1,500.00 | (6.50) | 854.49 | 56.97 |
| UTILITIES | 17,500.00 | 1,307.84 | 12,683.62 | 72.48 |
| REVENUE ENHANCEMEN | 65,000.00 | 2,005.93 | 40,543.44 | 62.37 |
| TELEPHONE | 6,500.00 | 291.86 | 4,515.51 | 69.47 |
| INTERNET SERVICES | 2,200.00 | 164.97 | 1,655.40 | 75.25 |
| PUBLIC NOTICES | 600.00 | 183.75 | 664.00 | 110.67 |
| DUES | 1,550.00 | 100.00 | 1,215.12 | 78.39 |
| 60TH ANNIVERSARY | 16,506.70 | 0.00 | 16,506.70 | 100.00 |
| BUILDING & MAINTENA | 14,975.00 | 1,480.00 | 11,559.75 | 77.19 |
| NPDES PERMITS | 8,000.00 | 0.00 | 2,142.67 | 26.78 |
| PINE RIDGE WEB SITE | 1,755.00 | 1,755.00 | 1,755.00 | 100.00 |
| BUILDING PURCH/RENO- | 140,167.33 | 0.00 | 49,832.67 | 35.55 |
| STORAGE | 455.00 | 0.00 | 455.00 | 100.00 |
| EQUIPMENT | 500.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL IMPROVEMENT | 5,000.00 | 0.00 | 0.00 | 0.00 |
| DONATIONS | 5,500.00 | 50.00 | 5,174.05 | 94.07 |
| CHRISTMAS TREE LIGHT | 1,200.00 | 0.00 | 1,112.14 | 92.68 |
| CHRISTMAS PARADE | 350.00 | 0.00 | 123.05 | 35.16 |
| MEALS AND MEETING - | 500.00 | 18.39 | 117.41 | 23.48 |
| SUNDRY | 50.00 | 0.00 | 0.00 | 0.00 |
| REPAIR&MAINT | 9,000.00 | 463.67 | 15,389.36 | 170.99 |
| GAS AND OIL | 8,500.00 | 447.36 | 5,964.92 | 70.18 |
| PD TECH SUPPORT | 3,000.00 | 64.50 | 2,030.50 | 67.68 |
| POLICE DEPT.SUPPLIES | 3,500.00 | 334.55 | 1,582.34 | 45.21 |
| DUES | 300.00 | 0.00 | 150.00 | 50.00 |

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TEN MONTHS ENDING APRIL 30, 2019

| Budget | Total Annual Budget | Current Month Actual | Year to Date Actual | Year to Date % |
|-----------------------|------------------------|-------------------------|------------------------|-------------------|
| 1033 PROGRAM | 500.00 | 0.00 | 500.00 | 100.00 |
| EQUIPMENT | 10,053.00 | 0.00 | 10,053.00 | 100.00 |
| VEHICLE INSURANCE | 3,600.00 | 0.00 | 25.93 | 0.72 |
| UNIFORMS | 4,000.00 | 0.00 | 1,499.31 | 37.48 |
| NATIONAL NIGHT OUT | 650.00 | 0.00 | 131.37 | 20.21 |
| COMMUNITY RELATION | 500.00 | 0.00 | 0.00 | 0.00 |
| LAWTRAK LICENSE | 3,700.00 | 0.00 | 3,644.00 | 98.49 |
| K-9 PROGRAM | 13,795.58 | (741.69) | 3,505.37 | 25.41 |
| TRAINING & MEALS | 2,250.00 | 0.00 | 639.84 | 28.44 |
| SUNDRY | 0.00 | 0.00 | 37.73 | 0.00 |
| SALARIES - JUDGES | 6,400.00 | 0.00 | 4,883.41 | 76.30 |
| JURY FEES | 1,000.00 | 0.00 | 0.00 | 0.00 |
| INDIGENT DEFENSE | 2,000.00 | 0.00 | 0.00 | 0.00 |
| COURT SUPPLIES | 400.00 | 0.00 | 272.99 | 68.25 |
| DETENTION FEES | 200.00 | 0.00 | 0.00 | 0.00 |
| COURT TRAINING | 1,900.00 | 276.66 | 1,797.70 | 94.62 |
| COURT ASSESSMENTS | 80,400.00 | 2,658.99 | 39,665.71 | 49.34 |
| COURT DEFENSE ATTOR | 500.00 | 0.00 | 0.00 | 0.00 |
| VICTIM ASSISTANCE-TR | 3,500.00 | 38.28 | 1,223.16 | 34.95 |
| VICTIMS ASSISTANCE-P | 8,000.00 | 735.00 | 5,802.16 | 72.53 |
| VICTIMS ASSISTANCE-ST | 75,000.00 | 147.46 | 64,546.96 | 86.06 |
| VICTIMS ASSISTANCE-O | 2,000.00 | 44.94 | 529.35 | 26.47 |
| SEIZURE EXPENDITURES | 0.00 | 0.00 | 1,589.93 | 0.00 |
| PAYROLL | 185,000.00 | 12,489.12 | 137,816.67 | 74.50 |
| TAXES - PAYROLL | 17,500.00 | 1,123.39 | 12,112.36 | 69.21 |
| PART-TIME CLERICAL | 3,400.00 | 0.00 | 1,806.93 | 53.15 |
| PART-TIME POLICE | 20,000.00 | 1,408.95 | 12,492.18 | 62.46 |
| WORKMEN'S COMPENSA | 16,500.00 | 0.00 | 9,524.00 | 57.72 |
| RETIREMENT-POLICE | 17,000.00 | 1,110.64 | 9,118.05 | 53.64 |
| RETIREMENT-ADMIN. | 16,000.00 | 1,219.12 | 8,583.74 | 53.65 |
| GROUP LIFE | 500.00 | 71.33 | 373.28 | 74.66 |
| HEALTH INSURANCE | 36,500.00 | 1,736.56 | 27,472.14 | 75.27 |
| TOTAL EXPENSES | 912,812.61 | 32,854.39 | 561,806.26 | 61.55 |
| NET INCOME | \$ 5,056.76 | \$ 51,233.67 | \$ (138,536.88) | (2,739.64) |

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
April 9, 2019

Council present: Mayor Wells, Mayor Pro-tem Davis, Councilman Dinkins,
Councilman Simms and Councilwoman Sturkie

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

6:46 P.M. – 6:47 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Councilwoman Sturkie requested that Mrs. Miller text her if any important emails are sent as her phone is not receiving emails correctly.

6:47 P.M. – 6:51 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on the March statistics:

| | |
|----------------------------|--|
| 15 calls for service | 0 arrests |
| 7 reports written | 20 community contacts |
| 10 uniform traffic tickets | 15 property checks |
| 10 warning tickets | 12 assists to other law enforcement agencies |

Chief Neeley stated that Lieutenant Silano is graduating this week and will be back next week. West Chatham has notified Chief that they have all the equipment to upfit the 2013 Tahoe for the canine. Chief received one application and another is pending. Mayor Wells asked the status of the 2008 Tahoe, in which the camera and radar are not working and the 2013 Impala with the camera not working. Chief Neeley stated that he will look into the matter on the Impala but the 2008 Tahoe needs to be taken back to Dana Safety Supply.

6:51 P.M. - 7:00 P.M. Informational Council Discussion

- a) Special Council Meeting – April 16th @6:30pm: Ordinance 2019-24 Public Hearing and First Reading for a 90-day Moratorium on approvals relating to the pending revision of the Zoning and Land Development Ordinance

Mayor Wells asked Council to be in attendance on Tuesday, April 16th for a Special Meeting in order to hold a public hearing on a proposed Ordinance which will create a moratorium for ninety days as the Planning Commission and Council look at the revised Zoning and Land Development Ordinance. Mayor Wells asked Mrs. Miller to update Council on the proposed ordinance.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
April 9, 2019

Mrs. Miller gave the following statement to Council:

I would like for Council to consider approving a moratorium on zoning approvals for a 90-day period as the current Zoning Ordinance and Land Development Ordinance are being updated. I am also asking Council to consider two Special Council meetings in order to begin the moratorium as soon as possible.

I would like to start off with a little background as to why I am proposing the moratorium.

Over the years the Zoning Ordinance has been updated in various parts and we had adopted the Lexington County Land Development Regulations. During a recent request concerning Cluster Development Zoning, through Central Midlands, it was discovered that the adoption of the Lexington County Land Development Regulations only pertains to the Stormwater portion. Our current Zoning Ordinance still contains references to the Town's original Subdivision Regulations from 1985.

However, through our agreement with Lexington County, after our initial approval, the county receives and approves all engineering and construction which are reviewed and approved according to County standards. The County also performs the inspections. This has been a benefit for the town since we do not have the staff to accomplish this. Our land development regulations (formerly subdivision regulations) did not reflect this agreement. Our land development regulations may be outdated and not followed in practice because the process has been superseded by the Lexington County agreement, but they are still in place as a Town ordinance. The proposed zoning & land development ordinance that the Planning Commission is currently reviewing and will be up for a first reading and public hearing by Council, on May 14th, will reflect the agreement with Lexington County. The regulations are written so that the town's and the county's review and approval processes are coordinated.

The Town still has review authority to be sure all zoning requirements are met as well as additional land development standards (beyond county road, stormwater, and other engineering requirements) such as sidewalks, trails and bike paths, underground power and communication lines, open space, block lengths, performance bonds, etc. The objective is to have an applicant submit plans for staff and/or planning commission review that demonstrates compliance with all the town's requirements (including landscaping), prior to them submitting the engineering and construction plans to Lexington County.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
April 9, 2019

With that said, I am asking Council to approve the implementation of a moratorium, for three months on the issuance of zoning permits and other approvals, including but not limited to any approval from the Town Council, Planning Commission and Zoning Board of Appeals from processing, hearing, rehearing, approving or signing new zoning permits or preliminary or final site plan, preliminary or final subdivision, special exception, variance or other land use application or permit which relates directly or indirectly to the Town of Pine Ridge Zoning and Land Development Ordinance that is currently in the process of being revised by the Pine Ridge Planning Commission and the Pine Ridge Town Council.

The moratorium ordinance protects the public interest by preventing an approval of an item that the requirements may be pending a change or a use no longer allowed. Council has the authority to enact an ordinance suspending further permitting under a zoning or land development ordinance while it considers whether to amend the current ordinance. The proposed moratorium is uniformly applied and the moratorium period is reasonable. A temporary moratorium is not considered a taking of property requiring compensation under the Takings Clause of the Fifth Amendment of the U. S. Constitution. The proposed ordinance has been approved by our Attorney Danny Crowe and a Certified Planner with over twenty-six years' experience as a Planner.

Mayor Wells asked if any members of Council had any questions or comments. None did.

- b) Special Council Meeting – April 25th @6:30pm: Ordinance 2019-24 Second Reading for a 90-day Moratorium on approvals relating to the pending revision of the Zoning and Land Development Ordinance

Mayor Wells asked Council to please look at the dates of the meetings on April 16, April 25 and May 14, as a quorum is required.

- c) Ordinance 2019-25 – Revised Zoning & Land Development Ordinance Public Hearing & First Reading to be held May 14, 2019
- d) 2019/2020 Budget Discussion – Public Hearing & First Reading to be held May 14, 2019 Ordinance 2019-26

With nothing more to discuss, Mayor Wells closed the work session.

TOWN OF PINE RIDGE
Town Council Minutes
April 9, 2019

TOWN COUNCIL MEETING – 7:00 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 7:00 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

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

INVOCATION

Councilman Dinkins led those assembled in prayer.

Freedom of Information Act Compliance – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

APPROVAL OF MINUTES

1. March 12, 2019 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of March 12, 2019, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that he has verified with County Councilman Todd Cullum that the paving on Oakhill Road is still on the County's list to be done.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County has stated that nothing can be done until the Oakhill Road project is completed.

TOWN OF PINE RIDGE
Town Council Minutes
April 9, 2019

3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

4. Town Hall/PD Upfit

A) Council/Court Chamber Platform

Mayor Wells stated he has received one quote. Due to the large cost of the quote he is still trying to look at other avenues including prebuilt components.

NEW BUSINESS

1. RFP19-01: Municipal Lighting P&RC Recommendation & Council vote

Mayor Wells stated that we had received six responses to the RFP but asks Council to hold off on making a decision until he meets with SCE&G on Wednesday to go over their programs.

Mrs. Miller asked Mayor Wells if she could expand on the SCE&G programs with Council further. Mrs. Miller gave the following statement to Council:

I wanted to ask the Property & Recreation Committee to hold off on giving a recommendation tonight. Out of the six responses that we received, two referred to a rebate offered by SCE&G. In order for Council to make a decision based on accurate rebate numbers, I contacted SCE&G to see if a credit was available for this project. They responded that they have two programs:

- a) SCE&G pays an incentive of thirty-five cents per watt reduced up to fifty percent of the total project cost – materials and labor. The program covers new TLED lamps/tubes in existing fixtures (retrofit) and also new LED fixtures. All products would need to be on the Design Lights Consortium qualified product list or EnergyStar certified for screw-in bulbs and downlight fixtures. All of this would need to be verified with the contractor that Council picks before they order any lighting product.
- b) Small Business Energy Solutions covers an audit of our lighting and installation is done by a designated contractor paying eighty percent of the total cost up to Six Thousand Dollars per program year.

They have agreed to come in and look at the proposals to see which program would be more beneficial for the Town.

TOWN OF PINE RIDGE
Town Council Minutes
April 9, 2019

Councilman Simms asked if those numbers were pre-audit. Mrs. Miller responded, that it was and in order to get this done before the next Council meeting, she had volunteered the Mayor to meet with SCE&G as she knew Councilman Simms and Councilwoman Sturkie both had jobs and we really needed the audit and final numbers completed before the next Council meeting. Councilman Simms and Councilwoman Sturkie thanked Mayor Wells for being able to meet with the SCE&G Energy Wise Program Representative. Mrs. Miller stated that it will be on the next agenda for the Property & Recreation Committee recommendation and Council vote.

Mayor Wells asked Council if they were in agreement that this item be held over till next month. All Council Members were in agreement to hold this item until next month.

2. Finance Committee Donation update: Midland Dixie Youth Baseball Pride Golf Classic (donation)

Mayor Wells stated the Finance Committee approved \$100.00 donation for hole sponsorship at the Midland Dixie Youth Baseball Pride Golf Classic on 3/14/19.

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council was renewed by Town Council on 7/10/18.

3. Finance Committee Donation update: Midland Blessing Box (donation)

Mayor Wells stated the Finance Committee approved \$50.00 donation for the Midland Blessing Box on 3/14/19, which will be issued once we receive the box. The box is done and we should be receiving it sometime this week.

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council was renewed by Town Council on 7/10/18.

TOWN OF PINE RIDGE
Town Council Minutes
April 9, 2019

4. Proclamation for Peace Officers' Memorial Day

Mayor Wells read aloud the Proclamation for Peace Officers' Day:

WHEREAS, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day; and

WHEREAS, the members of the Pine Ridge Police Department play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement officers, and that law enforcement officers recognize their duty to serve the people of this community, by protecting them against violence and disorder; and

WHEREAS, the law enforcement officer of the Pine Ridge Police Department unceasingly provides a vital public service;

NOW, THEREFORE, BE IT RESOLVED, that the Pine Ridge Town Council directs that all flags on Town building be flown at half-staff on May 15, 2019, in recognition of Peace Officers' Memorial Day and in memory of those law enforcement officers, who through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and to honor those law enforcement officers presently serving the community.

Witness our hands and seals this 9th day of April 2019, at Pine Ridge, South Carolina.

Mayor Wells called for a motion and a second in favor of approving the Proclamation.

Councilwoman Sturkie made a motion to approve the Proclamation for Peace Officers' Day, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
April 9, 2019

Citizen's Comment Time

No one in attendance chose to speak.

ADJOURN

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:06 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

TOWN OF PINE RIDGE
Special Council Minutes
Work Session
April 16, 2019

Council present: Mayor Wells, Mayor Pro-tem Davis, Councilman Dinkins,
Councilman Simms and Councilwoman Sturkie

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

**6:30 P.M. – 6:41 P.M. Public Hearing: Ordinance 2019-24 Zoning/Land
Development Moratorium for a 90-day period on approvals relating to the pending
revision of the Zoning and Land Development Ordinance**

Mayor Wells opened the public hearing for Ordinance 2019-24, by reading the public hearing notice that was published in the Chronicle, emailed to residents and posted on the Town's website and Facebook:

NOTICE IS HEREBY GIVEN that the Pine Ridge Town Council will hold a **SPECIAL MEETING** on **Tuesday, April 16, 2019 at 6:30 pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172**. The purpose for the meeting will be to hold a **PUBLIC HEARING** and First Reading to consider adoption of Ordinance 2019-24 which proposes to implement a moratorium, for three months on the issuance of zoning permits and other approvals, including but not limited to any approval from the Town Council, Planning Commission and Zoning Board of Appeals from processing, hearing, rehearing, approving or signing new zoning permits or preliminary or final site plan, preliminary or final subdivision, special exception, variance or other land use application or permit which relates directly or indirectly to the Town of Pine Ridge Zoning and Land Development Ordinance that is currently in the process of being revised by the Pine Ridge Planning Commission and the Pine Ridge Town Council. Copies of Ordinance 2019-24 can be located online at: <https://www.townofpineridgesc.com/> under Government/Minutes/2019

Mayor Wells stated the Special Meeting and public hearing was announced during the April 9th regular Town Council meeting.

Mayor Wells read aloud the title of Ordinance 2019-24, which states: An Ordinance to impose within the territorial limits of the Town of Pine Ridge, South Carolina, a temporary moratorium for ninety days (unless sooner terminated) on the issuance of zoning permits and other approvals, including but not limited to any approval from the Town Council, Planning Commission and Zoning Board of Appeals from processing, hearing, rehearing, approving or signing new zoning permits or preliminary or final site plan, preliminary or final subdivision, special exception, variance or other land use application or permit which relates directly or indirectly to the Town of Pine Ridge Zoning and Land Development Ordinance.

TOWN OF PINE RIDGE
Special Council Minutes
Work Session
April 16, 2019

Mayor Wells asked Mrs. Miller, the Town Administrator if she had a staff recommendation for Town Council as she also serves as the Zoning Administrator.

Mrs. Miller made the following statement to Council:

As Zoning Administrator, I would like for Council to consider approving a moratorium on zoning approvals for a 90-day period as the current Zoning Ordinance and Land Development Ordinance are being updated.

I would like to start off with a little background as to why I am proposing the moratorium.

Over the years the Zoning Ordinance has been updated in various parts and we had adopted the Lexington County Land Development Regulations. During a recent request concerning Cluster Development Zoning, through Central Midlands, it was discovered that the adoption of the Lexington County Land Development Regulations only pertains to the Stormwater portion. Our current Zoning Ordinance still contains references to the Town's original Subdivision Regulations from 1985.

However, through our agreement with Lexington County, after our initial approval, the county receives and approves all engineering and construction which are reviewed and approved according to County standards. The County also performs the inspections. This has been a benefit for the town since we do not have the staff to accomplish this. Our land development regulations (formerly subdivision regulations) did not reflect this agreement. Our land development regulations may be outdated and not followed in practice because the process has been superseded by the Lexington County agreement, but they are still in place as a Town ordinance. The proposed zoning & land development ordinance that the Planning Commission is currently reviewing and will be up for a first reading and public hearing by Council, on May 14th, will reflect the agreement with Lexington County. The regulations are written so that the town's and the county's review and approval processes are coordinated.

The Town still has review authority to be sure all zoning requirements are met as well as additional land development standards (beyond county road, stormwater, and other engineering requirements) such as sidewalks, trails and bike paths, underground power and communication lines, open space, block lengths, performance bonds, etc. The objective is to have an applicant submit plans for staff and/or planning commission review that demonstrates compliance with all the town's requirements (including landscaping), prior to them submitting the engineering and construction plans to Lexington County.

TOWN OF PINE RIDGE
Special Council Minutes
Work Session
April 16, 2019

With that said, I am asking Council to approve the implementation of a moratorium, for a 90-day period. A moratorium ordinance is the appropriate way to halt the administrative process while the zoning laws are being changed. The Town of Pine Ridge has never done this before, because the zoning ordinance has been updated in bits & pieces. The merge of the zoning ordinance and what was formerly called the subdivision ordinance from 1985 is a major update! The Town should not allow approval of any kind of project based on the ability of someone to get their project in before the new ordinances receive their second reading.

The moratorium ordinance protects the public interest by preventing an approval of an item that the requirements may be pending a change or a use no longer allowed. Council has the authority to enact an ordinance suspending further permitting under a zoning or land development ordinance while it considers whether to amend the current ordinance. The proposed moratorium is uniformly applied and the moratorium period is reasonable. A temporary moratorium is not considered a taking of property requiring compensation under the Takings Clause of the Fifth Amendment of the U. S. Constitution. The proposed ordinance has been approved by our Attorney and a Certified Planner who has over twenty years' experience as a Planner.

The Town of Pine Ridge Zoning and Land Development Ordinance is currently in the process of being revised by the Pine Ridge Planning Commission and is scheduled for a public hearing and first reading under Ordinance 2019-25, by Council on May 14th at 6:30pm. Based on the scheduled readings, the second reading will be June 11th, which will be a little less than 60 days. I am working with our attorney to include a statement on ordinance 2019-25 that the moratorium end. The copy that the Planning Commission is currently reviewing is on our website.

Mayor Wells stated a public hearing speaker sign-in sheet for Ordinance 2019-24 was placed on the table beside the agenda packet for this meeting. Mayor Wells began calling forward to the podium those who signed up to speak about Ordinance 2019-24.

TOWN OF PINE RIDGE
Special Council Minutes
Work Session
April 16, 2019

Mr. Rock Lucas of 222 Clubhouse Drive stated the following:

Mr. Mayor and Councilmembers, I'd like to thank you for your time and community service although I know you would much rather be doing something else than having all these special meetings. I'm just going to talk about the moratorium for a second. None of this ever came to light until I start a process, something that has been going on in communications for a long time. While I am in the middle of doing this, all of a sudden, the rules are starting to change. I am not necessarily opposed because I have talked to the Zoning Administrator and the town needs to update the Subdivision Regulations. It needs to be done in a clear, concise way of doing business but the process of what we are going through, the moratorium, is not necessarily needed in our case. We were just going through the ZBA. There is no possible way in ninety days we can be permitted and ready to go. The Moratorium in our particular case is not even close to being warranted. All it does is delay us going to the ZBA, trying to change the lot sizes. It's not the approval of the subdivision. The ZBA has no approval authority over a subdivision. I'd still have to go before the Planning Commission. I find it strange that all of a sudden, this is all rushed and the town has this meeting now and another next week. All because, to my knowledge, there is only one project on the books that has even been mentioned for development. It just doesn't add up. We are already vested, the Town has the opinion that we are not. That is not for discussion tonight, that is for other parties and other times. What we were just trying to do, briefly, is to something very special with property in town. We are trying to do something to protect an icon in this town since the Seventies. We are trying to do something that will protect the property, the property values of the homeowners around the community, around the golf course, around the golf course properties. Everything I am seeing is going on and taking place, not one single thing is there to say, hey, what can we do that everybody wins. What can we do to protect these properties that everybody wins? Instead of what I am seeing is this. No. No. No. No one is willing. No one has asked. No one has come forth and said, what can we do to preserve this property. What can we do that everybody wins? It's all, let's stop it, it's against it. It's every possible thing we can do except for behind the scenes, there is a large majority with texts, emails, phone calls saying, hey, we are for you. But you got a vocal minority that's banging on the podium, we don't want anything. We don't want any growth, whatsoever. I am not going to get into that. That's time for another discussion. I think the moratorium in this particular case, I don't know of anyone else lined up to do any development, rushing in here to do it, so I am not sure why we are doing it.

Mayor Wells continued calling those who signed up to speak.

Mr. Richard Wood of 104 Scott's Court stated he would like to pass on speaking right now.

TOWN OF PINE RIDGE
Special Council Minutes
Work Session
April 16, 2019

Mr. Brinson Perkins of 108 Elsie Court stated that he would like to pass on speaking.
Mrs. Denise Perkins of 108 Elsie Court stated that she would like to pass on speaking.

Mr. Earl McLeod, Executive Director of the Building Industry Association of Central South Carolina stated the following:

We represent seven Counties here in the midlands of the state. I have been in this position for thirty-four years and I have never run across any jurisdiction in central South Carolina that has imposed a moratorium and I would ask that you seriously consider not doing so. I think it sets a very bad precedent for the town. It may not be illegal according to the Supreme Court but can certainly place a hardship on someone wanting to build their home. Ninety days can make a difference in terms of finance and whether they are made to move forward or not. There has got to be a better way to accomplish your re-write of your land development manual than to stop all new growth for a ninety-day period. It happens all the time. Lexington County is currently re-writing their Land Development Manual. Richland County is currently re-writing their Land Development Manual. The City of Columbia is currently re-writing their Land Development Manual. None of those have had any mention or suggested a moratorium is necessary to do that. It seems like working together, we could work through the issues that are out there and not have someone's property denied or a homeowner denied an opportunity to build a house. So, I'd ask that you not pass or give reading to a moratorium and let's work together to get it worked out.

Mayor Wells asked those that had signed up to speak if they would like to speak now. No one else in attendance chose to speak

Mayor Wells closed the public hearing for Ordinance 2019-24.

With nothing more to discuss, Mayor Wells closed the work session.

TOWN OF PINE RIDGE
Special Council Minutes
April 16, 2019

TOWN COUNCIL MEETING – 6:41 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:41 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

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

INVOCATION

Councilman Dinkins led those assembled in prayer.

Freedom of Information Act Compliance – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

NEW BUSINESS

1. Adjourn to Executive Session:
 - a) Receipt of legal advice and discussion of negotiations incident to proposed franchise arrangements for SCE&G and Mid-Carolina Cooperative Inc. (SC Law 30-4-70 (a)(2))

Councilman Simms made a motion to go into executive session to discuss receipt of legal advice and discussion of negotiations incident to proposed franchise arrangements for SCE&G and Mid-Carolina Cooperative Inc., in which this item is allowed by SC Code of Law, Section 30-4-70 (a)(1)(2) AND to invite our Attorney Matt LaFave for counsel. Councilwoman Sturkie seconded the motion, which was unanimously approved.

2. Reconvene to Regular Session

Councilman Simms made a motion to reconvene to regular session. Councilwoman Sturkie seconded the motion, which was unanimously approved.

Mayor Wells stated that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

TOWN OF PINE RIDGE
Special Council Minutes
April 16, 2019

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

No action was taken by Council.

4. Ordinance 2019-24 Zoning/Land Development Moratorium for a 90-day period on approvals relating to the pending revision of the Zoning and Land Development Ordinance – 1st reading

Mayor Wells read aloud the title of Ordinance 2019-24, which states: An Ordinance to impose within the territorial limits of the Town of Pine Ridge, South Carolina, a temporary moratorium for ninety days (unless sooner terminated) on the issuance of zoning permits and other approvals, including but not limited to any approval from the Town Council, Planning Commission and Zoning Board of Appeals from processing, hearing, rehearing, approving or signing new zoning permits or preliminary or final site plan, preliminary or final subdivision, special exception, variance or other land use application or permit which relates directly or indirectly to the Town of Pine Ridge Zoning and Land Development Ordinance.

Councilman Dinkins made a motion to approve Ordinance 2019-24, as submitted.
Councilman Simms seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mr. Rock Lucas of 222 Clubhouse Road stated that Council had no discussion on the Ordinance 2019-24.

Mayor Wells stated that it was his error and apologized.

Mr. Lucas stated that someone could have said they would like to discuss it.

Mayor Wells stated he would be glad to reopen the item for Council discussion.

Mayor Wells asked Council if they would like to have a discussion on the item.

No Member of Council responded.

Mr. Richard Wood of 104 Scott's Court stated that he was aware that Mr. Lucas withdrew his request from the ZBA at the December meeting but was unaware of any updates.

TOWN OF PINE RIDGE
Special Council Minutes
April 16, 2019

Mrs. Miller stated that Mr. Lucas submitted his updated plans for the ZBA. The date for the ZBA meeting was set, Mr. Lucas was notified and he stated that he would not be available. Has been trying to set another date with the members of the ZBA, in which only two have responded. The revision of the Zoning/Land Development Ordinance was approved at the November Council meeting. The proposed Cluster Development was submitted after and a hearing took place in December. The submission was withdrawn and Mr. Lucas was to resubmit it with the additional items that the ZBA required. The ZBA does approve a special exception that would allow a Cluster Development. Mr. Lucas can not go any further on any plans without the ZBA approval under our current ordinance. Other City and Towns have done moratoriums. One specifically that is close is the City of Cayce. Their moratorium was specifically on Special Exceptions. Our moratorium is broad and isn't picking on anybody. This is just making sure that the new rules apply everybody, where the old rules are outdated. Apologies to anyone who feels picked on, it just seemed like the right thing to do where everyone was following the same rules.

Mayor Wells asked if anyone else wished to speak, no one in attendance answered.

ADJOURN

With no further business to discuss, Mayor Pro-tem Davis moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 6:59 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

TOWN COUNCIL MEETING – 6:30 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:30 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

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

INVOCATION

Mayor Pro-tem Davis led those assembled in prayer.

Freedom of Information Act Compliance – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

NEW BUSINESS

1. Ordinance 2019-24 Zoning/Land Development Moratorium for a 90-day period on approvals relating to the pending revision of the Zoning and Land Development Ordinance – 1st reading

Mayor Wells stated the Special Meeting was announced during the April 9th regular Town Council meeting. In addition, the Agenda and notice was emailed to residents and posted on the Town's website and Facebook.

Mayor Wells read aloud the title of Ordinance 2019-24, which states: An Ordinance to impose within the territorial limits of the Town of Pine Ridge, South Carolina, a temporary moratorium for ninety days (unless sooner terminated) on the issuance of zoning permits and other approvals, including but not limited to any approval from the Town Council, Planning Commission and Zoning Board of Appeals from processing, hearing, rehearing, approving or signing new zoning permits or preliminary or final site plan, preliminary or final subdivision, special exception, variance or other land use application or permit which relates directly or indirectly to the Town of Pine Ridge Zoning and Land Development Ordinance.

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

Mayor Wells asked Mrs. Miller, who also serves as the Zoning Administrator to come to the podium to address Council.

Mrs. Miller stated the following:

Since I have previously presented Council my reasoning on submitting the moratorium on April 9th and April 16th, I have asked our Attorney Danny Crowe, to attend tonight's meeting to talk to Council and answer any questions you may have on the moratorium.

Mr. Danny Crowe stated the following:

I suggested the moratorium to Viki several months ago when I learned the town was going to undertake a comprehensive revision of the Zoning and Land Development Ordinance, through the organization of local governments. I have reviewed the moratorium ordinance when it was drafted, before it was submitted to Council. A moratorium is a well-recognized, lawful, valid and practical mechanism whenever zoning changes are contemplated. It serves as an official timeout in zoning proceedings while changes to the law are being made. It provides an orderly way to address changes and avoids situations like an Oklahoma land rush, where there is a race for applications and hearings before the final zoning changes can be made. Moratorium is well recognized, it's widely used in South Carolina and its recognized as a practical and fair way to deal with changes, particularly wide spread and comprehensive changes in the zoning law. I am here to answer any questions Council may have on the moratorium in general and here in the town.

No members of Council had any questions for Mr. Danny Crowe.

Mayor Wells stated that this is the second reading of Ordinance 2019-24.

Councilman Simms made a motion to approve Ordinance 2019-24, as submitted.

Councilman Dinkins seconded the motion.

Mayor Wells called for a roll call vote.

All voted in favor of the second reading of Ordinance 2019-24, with exception of Councilwoman Sturkie who voted against it.

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

Citizen's Comment Time

Mr. Rock Lucas of 222 Clubhouse Road stated the following:

Thank you for your time and service to the community. Not sure what kind of service this is for the town. I didn't know there was a rush to get into Pine Ridge. I didn't know we had a wish to pull permits. I could go through the rolls, monthly, quarterly, yearly and doubt very seriously that Pine Ridge has that many permits being pulled a month. I understand the purposed of what is trying to be done, updating the manual and coordinating with Lexington County. As we found from the Planning Commission meeting the other night, we are far from being in coordination with Lexington County. There's a lot of work that has to be done to this document. I strongly urged the Planning Commission the other night. I think its fifty-six on outside the door. We've done pretty good for over sixty years, without any of this. We've worked under the same documents for thirty years. I understand they need to be updated. It was I who came to the Town Administrator and said we need to get in line with Lexington County. This is too much work on the Town Administrator, its too much work on Council, its too much work on the Planning Commission to some simple business, normal everyday business. A moratorium for a rush, I don't think there are that many people lined up knocking the door down trying to get in here in the amount of time it takes to finish this and do it properly. I can't imagine doing this without stakeholders' meetings. This town is not Corley Mill Road, its not downtown Lexington, it's not River Bluff school districts. I love these schools and went to these schools; my kids went to these schools but they are not knocking the door down to get out here. I don't understand. The Chairman of the Planning Commission said the other night that they are in a hurry as Council had to have this. They've got to get this through. I urged him, pump the brakes as Chairman of the Planning Commission, you have the full authority to inform Council that you do not have time to do your job diligently. Do your homework. Pump the brakes. Have a stakeholders meeting. Invite the Hoefers, invite land owners around the town, invite single family land owners who are looking to build a home. Invite other people and ask them, do some mock walk throughs and say, hey, what are some unintended consequences, unforeseen circumstances. We are combing three documents, COGS off the shelf, like your buying QuickBooks, your combining the Lexington County Manual and the wishes of Pine Ridge. You are creating a hybrid document. It's not like we are grabbing (inaudible) document. So, if you are going to do it, do it right. Take your time. Stop, do it right. Have meetings, have input from outside parties. Don't be in a rush to do this, even if you are going to put the blanker, as far as I know, I am the only one looking to do a development. I've been in town my whole life. My son has land in this town and wants to build his own personal residence. Him and his Fiancé, are the ideal demographics we are looking for in this town. The ideal people that we want to continue to build and grow the town. He cannot build his own home today. He bought his land. We just got his building plans this week. He already has his financing lined up and call the town today and says what steps do I need to take?

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

What do I need to do? Because I have not built a house in town in fifteen to twenty years, so call them and ask them what you do because I don't know the exact steps. I know you have to get a permit from the town, there's going to be some documentation you got to fill out and then he needs to go to the County. He just got caught up in this moratorium. No private drive, no easements. Two hundred feet of state road frontage on land that he already owns and he can't build a house. What is wrong with our town? What's wrong with this documents that we can't build a house? If you want to come after me as a developer or you want to come after some big bad development that might buy that fifty-three acres, which they can't close on that fifty-three acres in ninety days. They can't do due diligence, do all their homework, coordinate with Cayce in sewer, water and all this, close on the property and go do engineering to pull a permit. It's physically impossible to do that. I don't see what the rush is, everybody going to run down here and storm the town hall to pull permits but yet we are going to punish people who been in this town for twenty-five years and say no, you can't build a house. It's a shame. It's a crying shame. And I'm embarrassed for the town. If you want to come after me, that is fine, but you don't go after someone building a single-family home in the town. You got other people that is getting swept up in this. Planning Commission realized what's in the document. You got somebody that has nothing to do with this town. I can tell you some history about the person you hired. I hope you did your background but apparently you didn't. Their putting stuff in there, that this document, that hopefully the Planning Commission is going to correct. I am just telling you what you are doing wrong. I don't see how you look yourself in the mirror at night. You take parts of it, if you think this is the rush, but don't take innocent people and sweep them up in your net. I can't even believe y'all won't have discussions over what you are doing. I can't believe it. The town has done pretty good. I mean, we want people to build homes in the town. Especially on two-acre tracts, I don't get it. I don't see it. I don't understand it. I don't understand how somebody hasn't asked the question why can't we let somebody build a house on their own land. I understand we are going to try and fix this. I about died the other night, when they were giving examples of why you can't have flag lots. The Mayor's home under this document, where his home was behind his house, in the compound he lives in. Everybody on social media brags on his compound, on his house is a first-class place. You can't build that in this document. You can't build (inaudible). You can't build where Tim Jones lives in this document. You'll spend more money on a driveway than you will on your land and home combined. And I spend twelve years as the Lexington County Planning Commission Chairman. We spend a ton of time on private drives, private road maintenance agreements, sub-dividing property and all that. His argument was there's all these people, saying who's going to take care of this driveway if the land is subdivided. People can get access to their property. How many times that happen in Pine Ridge? Go to Valdario's property, go to all the property across the street from the Mayor's house. All those could not be done today under this manual. They are beautiful places, but yet we are going to let somebody from the outside come in this town and say you can't do this, you have to build a county maintained

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

driveway. You can't have an easement to your house, because he said he had a lady call him and said she broke the axle on her car because she couldn't get to her house. I don't work in the town, but I can almost promise you that this phone is not ringing off the hook for private drives that someone can't pass down their driveway, because somebody didn't scrape it. This is Pine Ridge. What do we have, twelve hundred, fifteen hundred, two thousand, people in town? It's not Lexington, we are trying to do stuff that Lexington County don't even do for the entire County and we are talking about one square mile, one-mile radius for the town. I'm going to get off my soapbox but I can't believe that we are throwing a blanket. I can't believe that somebody in this town can't say, hey, let's sit down with some people around the town and let's have a vision for the town and let's talk to people that has been in this town forever. Let's see if we can't come up with a win-win situation. Let's see if we can come up with a hybrid everybody can live with instead of no, no, no and no. With no input from anybody except from somebody who's been all over the southeast and state, who has nothing to do with this town. We haven't asked anybody in this town what do you think? What can we do? How can we do it? Somebody should stand up and say what's wrong with somebody building a house. Why should that be in this moratorium? Nobody even thought about that? I don't understand the problem and nobody can give me an answer to it. I don't get it. I told my son; I was going to say this and he said don't do it. What are they going to do? Get mad at us? (Inaudible) listening to new today, we might as well go to Circle K and tell them quit serving hot dogs and red meat because that's what we are getting too. I'm off my soapbox. Thank you for your service but I hope and I pray that you get back to your roots, get back to who you are and start thinking like the citizens of Pine Ridge.

Mayor Wells asked if anyone else wished to speak.

Mr. Ray Areheart of 1261 Pine Ridge Drive stated he had a question.

Mayor Wells stated this was citizens comment time.

Mr. Mike Areheart of 1201 Pine Ridge Drive asked to define citizen.

Mayor Wells stated a citizen or resident could speak during comment time. It's not a question an answer. It's always been that way, even before I got here. If you ask me a question, you will get my opinion. This is a Council. To answer your questions, we are not prepared to answer five different ways in this meeting. That's the reason it's always been set-up as a comment time. If you want to make a comment, Viki makes notes of every comment that is made. If it is something that gets her ear, she follows up but as far as answering here, you are only going to get my opinion.

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

Mr. Ray Areheart of 1261 Pine Ridge Drive asked if you have to be a resident to make a comment.

Mayor Wells stated that rather than fill the room up with developers from all over South Carolina, we ask that you be a resident on whatever issue it might be.

Mr. Ray Areheart of 1261 Pine Ridge Drive stated he owned a strip of land in town.

Mayor Wells stated, Yes, as a landowner in Pine Ridge you have an interest in it. Just like Mike doesn't live in town but he represents a company that is in town. This has been set-up this what since I have been on Council for twelve years. This time is reserved for your comments even if you want to bless us out, have at it.

Mr. Ray Areheart of 1261 Pine Ridge Drive stated the following:

I have lived in that house since 1974. I've owned land in that area for fifty-five years. I own a small strip of land in town. I bought some of the land from my aunts, I inherited some and all together own about fifty-five acres. My intention was not to sell any of the land but rather give it to my grandchildren to build house on. My Grandson, Taylor, has broken off a strip of land that he'd like to build on but he would have to put this road in, that I think it came from the County about putting in this road. The road is required to be paved.

Mayor Wells stated he thought it the document said up to County standards.

Mr. Ray Areheart of 1261 Pine Ridge continued to state the following:

If that is going to be required, then I don't think my Grandson can afford to put that road in and build a house. He couldn't do that. It would be very difficult for him. I am speaking pertaining to that road. We have a road in there already which would be upgraded but the upgrade won't cost nothing like the County is requiring. I'd like for y'all to consider that, I have seven Grandchildren and two Great-Grandchildren. I would like nothing better than to be able to give each of them some land to build a house on. That is my desire and what I'd like to do and I appreciate y'all taking that into consideration.

Mr. Taylor Areheart of 1201 Pine Ridge Drive stated the following:

I've been working on that property back there for six months now. I've been back there with a chain saw, by myself, cutting it up and I'd like to go ahead and get started building. That's just where I am right now. I'm to the point where I can start clearing or putting a foundation in but I can't do that if this thing is put in place. That's just kind of where I am at.

Mayor Wells asked if anyone else wished to speak.

TOWN OF PINE RIDGE
Special Council Minutes
April 25, 2019

Councilwoman Beth Sturkie of 110 JC Lane stated the following:

I just think that this is unnecessary. I think this is going to put a burden on the residents of the town. I think that there's people in this room that have owned land In Pine Ridge before Pine Ridge was Pine Ridge. With this thing going on here, with easements and the County standards, it's just going to put more burden on the people in the town that there needs to be. I think it is unnecessary and I think that we need to, maybe, revisit this soon and discuss it and make some decisions that are going to benefit people of the town and think about them.

Mayor Wells asked if anyone else wished to speak, no one in attendance answered.

ADJOURN

With no further business to discuss, Mayor Pro-tem Davis moved to adjourn, with a second by Councilman Simms. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 6:49 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

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

AN ORDINANCE TO ADOPT THE
2019-2020 FISCAL YEAR BUDGET

PUBLIC NOTICE

Pursuant to Section 6-1-80 of the SC Code of Laws, public notice is hereby given that the Town of Pine Ridge Town Council will hold a Public Hearing on the municipal budget for the 2019-2020 fiscal year:

Date: June 11, 2019
Time: 6:30 p.m.
Location: Pine Ridge Town Hall
2757 Fish Hatchery Road
West Columbia, SC 29172

| <u>Current Fiscal Year Revenues</u> | <u>Projected Revenue FY 2019-20</u> | <u>Percentage Change in Revenue</u> | <u>Current Fiscal Year Millage</u> |
|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| \$917,869 | \$823,283 | -10.3% | 0 |
| <u>Current Fiscal Year Expenses</u> | <u>Projected Expenses FY 2019-20</u> | <u>Percentage Change in Expenses</u> | <u>Estimated Millage for 2019-20</u> |
| \$912,813 | \$822,762 | -9.59% | 0 |

Chronicle: May 9, 2019

**TOWN OF PINE RIDGE
2019-2020 BUDGET
ORDINANCE 2019-26**

EXHIBIT "A"

| | Approved 2018-2019 Budget | Proposed 2019-2020 Budget | Amount of Change | Percentage of Change |
|-----------------------------------|---------------------------------|---------------------------------|---------------------|-------------------------|
| REVENUES | | | | |
| BUSINESS LICENSE | 85,000.00 | 98,000.00 | 13,000.00 | 15.29 |
| FINES AND PENALTIES | 117,500.00 | 117,500.00 | 0.00 | 0.00 |
| S.C. AID TO SUBDIVISIONS | 46,624.00 | 46,624.00 | 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 |
| SCE&G | 140,000.00 | 140,000.00 | 0.00 | 0.00 |
| SANITATION | 2,458.60 | 377.00 | (2,081.60) | (84.67) |
| ZONING | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| REVENUE ENHANCEMENT | 158,000.00 | 100,000.00 | (58,000.00) | (36.71) |
| TIME WARNER TV | 17,700.00 | 17,700.00 | 0.00 | 0.00 |
| MASC-BUSINESS LICENSE | 147,000.00 | 150,000.00 | 3,000.00 | 2.04 |
| BELLSOUTH (AT&T) | 4,620.00 | 5,000.00 | 380.00 | 8.23 |
| TNC ASSESSMENT | 65.00 | 65.00 | 0.00 | 0.00 |
| FUND BALANCE | 140,167.33 | 140,167.33 | 0.00 | 0.00 |
| LC GRANT - FESTIVAL | 2,500.00 | 0.00 | (2,500.00) | (100.00) |
| INTEREST INCOME | 3,660.00 | 3,800.00 | 140.00 | 3.83 |
| 60TH ANNIVERSARY FUND | 17,320.00 | 0.00 | (17,320.00) | (100.00) |
| SEIZURE INCOME | 7,875.00 | 0.00 | (7,875.00) | (100.00) |
| IRF - 2008 CHEVY TAHOE | 8,329.44 | 0.00 | (8,329.44) | (100.00) |
| IRF - LEGAL | 15,000.00 | 0.00 | (15,000.00) | (100.00) |
| SUNDRY | 50.00 | 50.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 917,869.37 | 823,283.33 | (94,586.04) | (10.30) |
| EXPENSES | | | | |
| ADM. TRAINING | 700.00 | 700.00 | 0.00 | 0.00 |
| PRINTING/OFFICE SUPPLIES | 4,100.00 | 4,300.00 | 200.00 | 4.88 |
| ADM. TECH SUPPORT | 2,500.00 | 5,000.00 | 2,500.00 | 100.00 |
| ZONING TECH SUPPORT | 12,745.00 | 6,000.00 | (6,745.00) | (52.92) |
| ACCOUNTING | 6,800.00 | 6,800.00 | 0.00 | 0.00 |
| LEGAL | 23,000.00 | 8,000.00 | (15,000.00) | (65.22) |
| INSURANCE & BONDING | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| BANK CHARGES | 150.00 | 150.00 | 0.00 | 0.00 |
| MILEAGE | 960.00 | 500.00 | (460.00) | (47.92) |
| POSTAGE | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| UTILITIES | 17,500.00 | 16,700.00 | (800.00) | (4.57) |
| REVENUE ENHANCEMENT | 65,000.00 | 31,500.00 | (33,500.00) | (51.54) |
| TELEPHONE | 6,500.00 | 6,000.00 | (500.00) | (7.69) |
| INTERNET SERVICES | 2,200.00 | 2,200.00 | 0.00 | 0.00 |
| PUBLIC NOTICES | 600.00 | 600.00 | 0.00 | 0.00 |
| DUES | 1,550.00 | 1,550.00 | 0.00 | 0.00 |
| 60th ANNIVERSARY | 16,506.70 | 0.00 | (16,506.70) | (100.00) |
| BUILDING & MAINTENANCE | 14,975.00 | 16,840.00 | 1,865.00 | 12.45 |
| NPDES PERMITS | 8,000.00 | 5,000.00 | (3,000.00) | (37.50) |
| PINE RIDGE WEB SITE | 1,755.00 | 1,755.00 | 0.00 | 0.00 |
| FUND BALANCE-PURCH/RENO | 140,167.33 | 140,167.33 | 0.00 | 0.00 |
| STORAGE | 455.00 | 0.00 | (455.00) | (100.00) |
| EQUIPMENT | 500.00 | 500.00 | 0.00 | 0.00 |
| CAPITAL IMPROVEMENT FUND | 5,000.00 | 5,000.00 | 0.00 | 0.00 |

**TOWN OF PINE RIDGE
2019-2020 BUDGET
ORDINANCE 2019-26**

EXHIBIT "A"

| | Approved 2018-2019 Budget | Proposed 2019-2020 Budget | Amount of Change | Percentage of Change |
|---------------------------------------|---------------------------------|---------------------------------|---------------------|-------------------------|
| DONATIONS | 5,500.00 | 6,500.00 | 1,000.00 | 18.18 |
| CHRISTMAS TREE LIGHTING | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| CHRISTMAS PARADE | 350.00 | 350.00 | 0.00 | 0.00 |
| MEALS AND MEETING - COUNCIL | 500.00 | 500.00 | 0.00 | 0.00 |
| SUNDRY | 50.00 | 50.00 | 0.00 | 0.00 |
| REPAIR&MAINT | 9,000.00 | 9,000.00 | 0.00 | 0.00 |
| GAS AND OIL | 8,500.00 | 8,500.00 | 0.00 | 0.00 |
| PD TECH SUPPORT | 3,000.00 | 7,000.00 | 4,000.00 | 133.33 |
| POLICE DEPT.SUPPLIES | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| DUES | 300.00 | 300.00 | 0.00 | 0.00 |
| 1033 PROGRAM | 500.00 | 500.00 | 0.00 | 0.00 |
| EQUIPMENT | 10,053.00 | 15,000.00 | 4,947.00 | 49.21 |
| VEHICLE INSURANCE | 3,600.00 | 4,000.00 | 400.00 | 11.11 |
| UNIFORMS | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| NATIONAL NIGHT OUT | 650.00 | 650.00 | 0.00 | 0.00 |
| COMMUNITY RELATIONS | 500.00 | 500.00 | 0.00 | 0.00 |
| LAWTRAK LICENSE | 3,700.00 | 3,700.00 | 0.00 | 0.00 |
| K-9 PROGRAM | 13,795.58 | 8,800.00 | (4,995.58) | (36.21) |
| TRAINING & MEALS | 2,250.00 | 2,250.00 | 0.00 | 0.00 |
| SALARIES - JUDGES | 6,400.00 | 7,000.00 | 600.00 | 9.38 |
| JURY FEES | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| INDIGENT DEFENSE | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| COURT TRAINING | 1,900.00 | 2,300.00 | 400.00 | 21.05 |
| COURT SUPPLIES | 400.00 | 400.00 | 0.00 | 0.00 |
| COURT DEFENSE ATTORNEY | 500.00 | 1,000.00 | 500.00 | 100.00 |
| COURT ASSESSMENTS | 80,400.00 | 52,000.00 | (28,400.00) | (35.32) |
| DETENTION FEES | 200.00 | 200.00 | 0.00 | 0.00 |
| VICTIMS ASSISTANCE-TRAINING | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| VICTIMS ASSISTANCE-PAYROLL | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| VICTIMS ASSISTANCE-STATE FUNDS | 75,000.00 | 10,000.00 | (65,000.00) | (86.67) |
| VICTIMS ASSISTANCE-OTHER | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| VICTIMS ASSISTANCE-VOYAGER | 0.00 | 2,500.00 | 2,500.00 | 100.00 |
| PAYROLL | 185,000.00 | 215,000.00 | 30,000.00 | 16.22 |
| TAXES - PAYROLL | 17,500.00 | 22,000.00 | 4,500.00 | 25.71 |
| PART-TIME CLERK | 3,400.00 | 26,000.00 | 22,600.00 | 664.71 |
| PART-TIME POLICE | 20,000.00 | 35,000.00 | 15,000.00 | 75.00 |
| WORKMEN'S COMPENSATION | 16,500.00 | 10,000.00 | (6,500.00) | (39.39) |
| RETIREMENT-POLICE | 17,000.00 | 22,000.00 | 5,000.00 | 29.41 |
| RETIREMENT-ADMIN. | 16,000.00 | 19,600.00 | 3,600.00 | 22.50 |
| GROUP LIFE | 500.00 | 700.00 | 200.00 | 40.00 |
| HEALTH INSURANCE | 36,500.00 | 31,000.00 | (5,500.00) | (15.07) |
| TOTAL EXPENSES | 912,812.61 | 825,262.33 | (87,550.28) | (9.59) |
| NET INCOME | \$ 5,056.76 | (\$ 1,979.00) | (7,035.76) | |

RFP19-02

REQUEST FOR PROPOSALS



FINANCIAL AUDIT SERVICES

April 8, 2019

**Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
(803)955-0605 fax
www.townofpineridgesc.com**

TOWN OF PINE RIDGE
REQUEST FOR PROPOSALS
FINANCIAL AUDIT SERVICES

The Town of Pine Ridge (the Town) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the for fiscal year ending June 30, 2019, with the option of auditing its financial statements for each of the three (3) subsequent years. The audit is to be performed in accordance with generally accepted auditing standards, and all federal and state laws.

Potential auditing firms should note that the Town's fiscal year is from July 1 - June 30.

PROPOSALS ARE DUE BY 5:00 PM, FRIDAY, MAY 31, 2019.

Subject to the conditions, provisions and the enclosed specifications, proposals with "RFP19-02" clearly marked on envelope, will be received at this office until the stated date and time and then presented to Council on June 11, 2019, at 6:30pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed.

- 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.
- Proposals must be submitted on *EXHIBIT D*, completed in ink or typed and signed by an authorized representative.
- Request for proposals may be canceled by notice at any time prior to the opening of proposals.
- The determination of award for more than \$5,000 to the low responsible vendor shall be made by council after receiving the recommendation of the Finance Committee.
- A tie proposal shall be awarded to the Proposer selected by a majority vote of council.
- Any actual or prospective Proposer 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.
- If awarded, the Proposer 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 RFP19-02 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.

1.0 SPECIAL INSTRUCTIONS:

1.1 Purpose of RFP

This request solicits proposals to provide the Town of Pine Ridge, South Carolina, hereinafter referred to as "the Town", auditing services from qualified Certified Public Accounting Firms to provide independent audit services for Fiscal Year Ending June 30, 2019, with options for annual renewals in 2020, 2021, and 2022. This will include an annual Statement of Fines, Assessments & Surcharges for the Victim Services Fund. The audit is to be performed in accordance with the provisions contained in the request for proposal.

It is the Town's intent to select the most qualified proposer based on an evaluation of the proposals utilizing the following selection criteria:

- Responsiveness of the proposal, in clearly stating the understanding of the work to be performed
- Depth of the firm's governmental auditing experience
- Qualifications and experience of the proposed audit team assigned to the Town
- Firm size and organizational structure
- Cost of Services

1.2 Information about the Town of Pine Ridge

The Town of Pine Ridge is located in the Midlands region of South Carolina. The town is located in the southeastern portion of Lexington County, with the central location at the junction of S32-73 (Fish Hatchery Road) and S32-103 (Pine Ridge Drive). The Town encompasses approximately 4.5 square miles and according to the 2010 Census has a population of 2,064 citizens. The general fund budget for FY 2018-2019 was adopted at \$795 thousand.

2.0 ADMINISTRATIVE INFORMATION:

2.1 Inquiries

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, technical operating environment, or other fiscal/administrative concerns should be made in writing and shall be directed to:

Viki Miller, Town Administrator
Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
vmiller@townofpineridgesc.com

2.2 RFP Specifications

This RFP is intended to describe the Town's requirements and provide a response format in sufficient detail to secure comparable proposals.

- 2.3 **Implied Requirements**
All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the vendor, must be included in the proposal.
- 2.4 **Vendor-Supplied Materials**
Any material submitted by a vendor shall become the property of the Town unless otherwise requested at the time of submission. Any material considered confidential in nature must be so marked.
- 2.5 **Vendor's Proposals**
Vendors must submit a response to this RFP in writing. The vendor's proposal must follow the format provided in Section 3 of this document. Any proposals that do not follow the format outlined in this RFP will be deemed non-responsive. Each proposal must be submitted with one (1) original and five (5) hard copies and one (1) digital copy.
- 2.6 **Economy of Preparation**
Proposals should be prepared simply and economically. Emphasis should be placed on clarity and content. All of the questions in the requirements sections of this RFP must be completed in their entirety. Any proposal that fails to respond to all the evaluation points will be deemed non-responsive.
- 2.7 **Response Date**
Proposals to be considered must arrive at Town Hall by **5PM on Friday, May 31, 2019**. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed.
- 2.8 **Vendor Selection**
The Finance Committee will give their recommendation and Council will vote on the successful vendor during the regularly scheduled Council meeting on **Tuesday, June 11th at 6:30PM**.

3.0

RFP REQUIREMENTS AND GENERAL INFORMATION:

3.1 General Information

The Town of Pine Ridge, South Carolina, operates under a Council form of government and provides public services including law enforcement, municipal court, codes, business licensing, planning, zoning, stormwater and floodplain administration. The Town's accounting system is on a network server and uses the Sage 50 financial accounting software program.

All governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting.

3.2 MANDATORY Criteria:

Provide a statement affirming each of the following requirements:

1. Licensed CPA firm: Affirm that the vendor is a properly licensed certified public accounting firm for the State of South Carolina.
2. Independence Standards: Affirm that the vendor meets the independence standard promulgated in the General Accounting Office's *Government Auditing Standards*; and the independence standards of the South Carolina State Board of Accountancy.

3.3 Scope of Audit

The funds and component units to be audited are those listed in *EXHIBIT A* of this proposal. The Town shall have closed and balanced all accounts for all funds to be examined by the auditor by, on or around September 1st of each year. Audit preparation lists should be provided to the Town no later than August 15th.

The primary requirement will be an examination and expressed opinion in accordance with generally accepted auditing standards, of the financial statements of the Town of Pine Ridge for the Fiscal Year Ending June 30, 2019, with options for annual renewals in 2020, 2021, and 2022.

Additionally, SC Code of Laws Section 14-1-208(E) requires that the annual audit include a review of accounting controls over court assessments and further requires the Town to include, in its audited financial statements, a supplementary schedule detailing the disposition of court assessments and amounts required to be used for victim services activities. The Uniform Supplemental Schedule Form developed by the Office of Attorney General, South Carolina Crime Victim Services Division, must be used to report crime victim services funds and must include the elements listed in SC Code of Laws 14-1-2018E(1)a-f. The law requires that the schedule be included in the external auditor's report as required by generally accepted auditing standards when information accompanies the basic financial statements in auditor-submitted documents.

The Town prepares its budgets on a basis consistent with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting authority for governmental accounting and financial reporting principles in the United States of America. All applicable GASB statements have been implemented.

The auditors shall observe the adequacy of the financial policies, accounting systems and system of internal controls. If weaknesses are noted, appropriate recommendations should first be reviewed with the Town Administrator and included in a separate management letter to Town Council.

The auditors will also provide guidance and support to town staff in the implementation of proper accounting procedures and keep town staff informed of newly issued applicable accounting pronouncements.

The vendor selected will also be asked to prepare the calendar year-end services for an additional fee:

- Employer's Quarterly Federal Tax Return (941) – October, November, December
- SC Withholding & Annual Reconciliation Return (WH-1606) – October, November, December
- Employer Quarterly Contribution & Wage Reports (UCE-120A) – October, November, December
- 2019 W-2 Employee Wage & Tax Statement: Employee
- 2019 W-2 Employee Wage & Tax Statement: Employer
- SC DOR Transmittal form for W2s or 1099s (WH-1612)
- 2019 W-3 Transmittal of Wage & Tax Statements

3.4 Auditing Standards

The audit and all submitted reports shall be made in accordance with the most recent standards available, including the following:

- Generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants (AICPA) including the AICPA's Industry Audit Guide, Audits of State and Local Governmental Units;
- Standards for financial audits as set forth in the U.S. Government Accountability Office's Government Auditing Standards (2003), known as the Yellow Book;
- Rules of the South Carolina State Auditor;
- Reporting requirements established by the Governmental Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program; and
- Any other applicable Federal, State, Local Regulations or Professional Guidance not specifically listed above.

3.5 Completion of Work

The auditors must complete all audit work and provide a "Draft" Audit Report to the Town on or before **October 15th**. The Town requests that audit work be performed at minimum one (1) full concurrent work week in the field and with at minimum an audit senior and staff to ensure limited external communication of open items and consistent understanding of financial matters. A Final Audit Report shall be provided on or before **November 1st**. The auditor(s) will be required to present the audit report to Town Council at the regularly scheduled November Council Meeting.

3.6 Information to be Requested from the Vendor

In order to get a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

1. Title Page

Show the RFP subject, the name of the vendor's firm, local address, telephone number, name of the contact person and the date.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Letter of Transmittal

Limit to one or two pages.

Briefly state the vendor's understanding of the work to be done and make a positive commitment to perform the work within the time period. Give the names of the persons who will be authorized to make representation for the vendor, their titles and telephone numbers.

4. Profile of the Vendor

State whether the firm is local, national or international. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.

Describe the range of activities performed by the local office such as audit, accounting, tax service, or management services.

5. Summary of the Vendor's Qualifications (in addition to minimum qualification)

Identify the key professional members who will be assigned to the audit.

Indicate whether each person is registered or licensed to practice as a certified public accountant in South Carolina. Provide information on the government auditing experience of each person.

Provide the vendor's system of quality control to ensure the audit is adequately performed.

6. Executed copies of Vendor Guarantees and Vendor Warranties, attached to this request for proposal (*EXHIBIT B and EXHIBIT C*)
7. Fee Schedule
The vendor shall submit the dollar cost bid, detailed in the format provided in *EXHIBIT D*.

EXHIBIT A

Major Governmental Funds

- General Fund

Non-Major Governmental Funds Special Revenue Funds

- Victims' Assistance Fund

Account Groups

- General Fixed Assets

Other Information

- Checking Accounts: 1
- Other Cash Deposit Accounts: 5
- Number of Accounts Payable Checks for FY 2018: 424

Payroll

- Number of Town Employees (FTEs): 5 (PTEs):4
- Mayor and Council: 5
- Number of Town Payroll Checks for FY 2018: 206

Frequency of Payroll

- Staff: bi-weekly
- Council: quarterly

EXHIBIT B

The vendor certifies it can will provide and make available, as a minimum, all services set forth in Section 3, RFP Requirements & General Information.

Signature of Official: _____

Name (printed): _____

Title: _____

Firm: _____

Date: _____

EXHIBIT C

- A. Vendor warrants it is willing and able to comply with the State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.
- B. Vendor warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Vendor warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town of Pine Ridge.
- D. Vendor warrants that it will maintain worker's compensation coverage on all staff working on the audit.
- E. Vendor warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (printed): _____

Title: _____

Firm: _____

Date: _____

EXHIBIT D
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT
OF FINANCIAL STATEMENTS

| | <u>Hours</u> | <u>Standard Hourly Rate</u> | <u>Quoted Hourly Rate</u> | <u>Total</u> |
|--|--------------|-------------------------------------|-----------------------------------|--------------|
| Partners | | | | |
| Managers | | | | |
| Supervisory Staff | | | | |
| Staff | | | | |
| Other(specify) | | | | |
| Subtotal | | | | |
| Out of pocket expenses | | | | |
| Meals & lodging | | | | |
| Transportation | | | | |
| Other(specify) | | | | |
| Total all-inclusive maximum cost for the audit | | | | |

| | Fiscal Year-End Audit | Calendar Year-End Reports |
|-------------|--------------------------|---------------------------|
| 2019 | | |
| 2020 | | |
| 2021 | | |
| 2022 | | |

Comments:

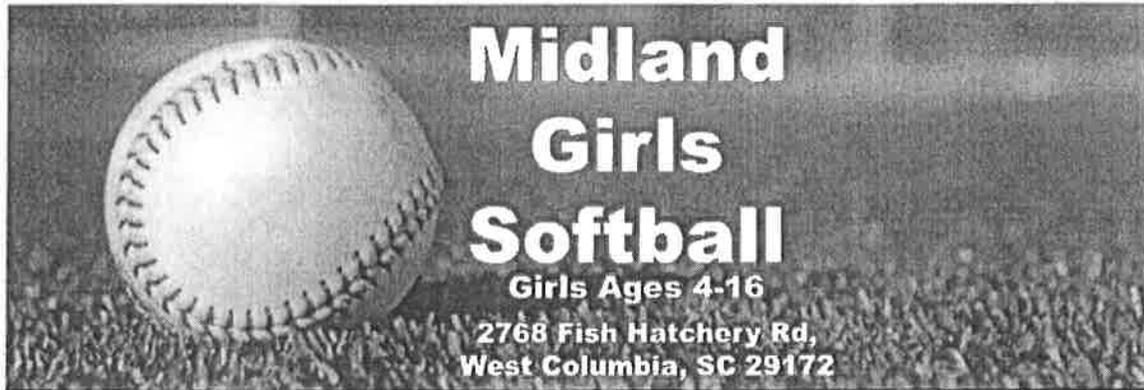
REFERENCES

| Government Entity | Contact Person | Phone Number | Years of Engagement |
|-------------------|----------------|-----------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Signature

Title

Date



To Whom It May Concern:

My name is Chuck Urbanek and I am The President of Midland Girls Softball. We have our upcoming closing ceremony on Saturday May 11th 2019 beginning at noon. I am seeking any amount of monetary donation to help support our growing league. We have had a successful first season since moving to our new field in Pine Ridge which would not have been possible without community support. We will be planning fundraisers in the near future however we are in dire need of donations for our closing ceremonies. Our needs are so great and our funds are so few, I have been funding various needs for the canteen out of my own pocket. These young ladies have worked tremendously hard this season and we would like to be able to provide them with an amazing closing ceremony just to show them how much they are appreciated. While I am aware that this request is late, I would like to personally thank you for all your support.

Respectfully,

Chuck Urbanek

803-518-8954

**TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION**

Title: Business License Inspector/Code Enforcement Officer
Department: Police
Reports to: Police Chief/Lieutenant

Date: May 14, 2019
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

The Business License Inspector/Code Enforcement Officer will be responsible for performing a variety of activities to facilitate compliance with the Town's Zoning and General Codes of Ordinances, including activities involving business licensing, permitting, zoning matters, community outreach, community development and other administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Enforces the business license ordinance; explains, interprets and provides guidance regarding tax laws and regulations to the public as required
- Works with general contractors and home builders to ensure that all subcontractors are properly licensed and appropriate fees are paid. Confers with individuals or business representatives by telephone, correspondence or in person to determine fee assessments and to enforce collection
- Maintains logs and inspection reports. Prepares a variety of studies, reports and related information for decision-making purposes
- Receives, investigates and responds to public inquiries, requests for assistance and complaints regarding the Town's zoning ordinance and related activities
- Assists with assigned operations in the planning and zoning areas to achieve goals within available resources
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Enforces and promotes compliance with all provisions of the zoning ordinance, including signage, front-yard parking, over-occupancy, illegal dwelling units, etc.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; recommends any actions necessary to correct deviations or violations
- Interprets and applies Town comprehensive plan, codes, ordinances and regulations pertaining to zoning, land use, and site development
- Participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs
- Assures that assigned areas of responsibility are performed within budget
- Performs cost control activities
- Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, attending meetings, etc.
- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills and maintain certifications
- Provides technical assistance and information to citizens, property owners, land developers, staff members, Town officials or other individuals regarding project issues, applicable ordinances, planning/development issues and related issues; responds to questions/complaints and initiates problem resolution
- Works according to good safety practices as posted, instructed and/or discussed
- Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to Town policies and procedures regarding absences and tardiness
- Performs other duties as assigned.

**TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION**

Title: Business License Inspector/Code Enforcement Officer
 Department: Police
 Reports to: Police Chief/Lieutenant

Date: May 14, 2019
 Status: Part-time
 FLSA status: Non-Exempt

MINIMUM TRAINING & EXPERIENCE

- Requires Associate's Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education
- One year of full-time experience performing investigative work which includes enforcing established laws, codes or regulations such as building, fire, health, land use/zoning, penal or vehicle codes; OR an equivalent combination of training and experience
- Skills in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the process of business licensing and permitting
- Ability to develop effective interpersonal relationships with a variety of people

BENEFICIAL SKILLS & EXPERIENCE

- Due to the potential for this position to carry out various code enforcement activities, a Class 1 Law Enforcement Certification is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | |
|---------------------|--------------|
| • 12 pounds or less | Frequently |
| • 13 to 25 pounds | Frequently |
| • 26 to 40 pounds | Frequently |
| • 41 to 100 pounds | Occasionally |
| • > than 100 pounds | Occasionally |

**TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION**

Title: Business License Inspector/Code Enforcement Officer
Department: Police
Reports to: Police Lieutenant

Date: May 14, 2019
Status: Part-time
FLSA status: Non-Exempt

Definitions

- *N/A* Not Applicable Activity is not applicable to this occupation
- *O* Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F* Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C* Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

| |
|--------------------------------|
| <u>WORK ENVIRONMENT</u> |
|--------------------------------|

Working as a code enforcement officer means you'll spend a lot of time at various locations rather than sitting in an office. You may also spend time outdoors in inclement weather. The job risks exposure to no known environmental hazards.

The statements contained in this job description reflect general details as necessary to describe principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

| | |
|----------|------|
| Employee | Date |
|----------|------|

| | |
|------------|------|
| Supervisor | Date |
|------------|------|

Chief Frankie Neeley
Pine Ridge Police Department
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 - phone
(803)955-0605 - fax