

Town of Pine Ridge

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



OCTOBER 8, 2019 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA Page 1 of 2

Town Council Work Session

6:45 P.M. – 6:55 P.M. Friends of South Congaree-Pine Ridge Library presentation

6:55 P.M. – 6:56 P.M. Review of Administrative Department Report

6:56 P.M. – 6:57 P.M. Review of Police Department Administrative Report

6:57 P.M. – 7:00 P.M. Informational Council Discussion:

- a) Council Dais update
- b) 2019/2020 Budget Public Hearing & First Reading on November 12th
- c) Audit Presentation on November 12th
- d) Possible other updates/discussion from Council

7:00 P.M. - Town Council Meeting Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. August 13, 2019 Regular Scheduled Council Meeting
2. September 10, 2019 Regular Scheduled 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. Lexington County FY19 "C" Fund
5. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 ** Second Reading
6. Ordinance 2019-30 – Proposed amendment to Master Fee Schedule ** Second Reading
7. Ordinance 2019-32 – Proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code ** Second Reading

New Business

1. Adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2))
2. Reconvene to Regular Session
3. Possible Actions by Council in follow up to Executive Session
4. Possible rescheduling of November 12th Regular Scheduled Council Meeting to November 19th

Town of Pine Ridge

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



**OCTOBER 8, 2019
REGULAR SCHEDULED
TOWN COUNCIL MEETING
AGENDA
Page 2 of 2**

5. Consideration of Town Hall Use Policy
6. RFP18-03 Cleaning of the Municipal Complex for 2020 – option to renew for one year
7. RFP18-04 Public Defender Services for 2020 – option to renew for one year
8. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid
9. RFP18-06 HVAC Maintenance Service & Repairs for 2020 – option to renew for one year
10. Bulletproof Vest Partnership 2019 Award
11. Finance Committee Donation update: Midland Baseball
12. Finance Committee update: HVAC repair
13. PRMS G.O.L.D. Rush Sponsor (Donation)
14. Volunteer Appreciation Acknowledgement (Donation)
15. Town Christmas tree lighting & parade discussion
16. Annual Pine Ridge Senior Center Luncheon (Donation)
17. Board of Zoning Appeals – two openings
18. 2013 Chevrolet Tahoe repairs
19. Lieutenant job description revision

Citizen's Comment Time
ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	98,000.00	935.47	4,939.59	5.04
FINES AND PENALTIES	117,500.00	1,464.43	4,270.00	3.63
S.C. AID TO SUBDIVISIONS	46,624.00	0.00	12,233.95	26.24
MASC - COURT FINES	1,000.00	0.00	180.63	18.06
MASC - ADMIN FEES	500.00	0.00	25.00	5.00
SCE&G	140,000.00	0.00	104.15	0.07
SANITATION	377.00	0.00	102.60	27.21
ZONING	2,500.00	200.00	616.00	24.64
REVENUE ENHANCEMENT-BL	100,000.00	1,256.65	1,256.65	1.26
TIME WARNER TV	17,700.00	0.00	4,671.96	26.40
MASC - BL	150,000.00	47.33	8,893.18	5.93
BELLSOUTH	5,000.00	0.00	1,268.08	25.36
TNC ASSESSMENT	65.00	23.63	23.63	36.35
FUND BALANCE	140,167.33	0.00	97.35	0.07
INTEREST INCOME	3,800.00	291.14	916.38	24.12
FILING FEES	0.00	0.00	60.00	0.00
SHOP WITH A COP-WALMART GRANT	0.00	0.00	2,000.00	0.00
SCINRF-LEGAL	0.00	0.00	4,206.69	0.00
MC-BOND ESTREATMENT	0.00	0.00	1,906.25	0.00
SUNDRY	50.00	5.00	5.00	10.00
TOTAL REVENUES	823,283.33	4,223.65	47,777.09	5.80
EXPENSES				
ADM. TRAINING	700.00	0.00	0.00	0.00
OFFICE SUPPLIES/PRINTING	4,300.00	89.98	650.82	15.14
ADM. TECH SUPPORT	5,000.00	0.00	56.95	1.14
ZONING TECH SUPPORT	6,000.00	0.00	0.00	0.00
ACCOUNTING	6,800.00	0.00	0.00	0.00
LEGAL	8,000.00	0.00	5,861.20	73.27
INSURANCE & BONDING	15,000.00	0.00	0.00	0.00
BANK CHARGES	150.00	0.00	0.00	0.00
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	1,500.00	(3.30)	(25.30)	(1.69)
UTILITIES	16,700.00	1,106.62	3,657.98	21.90
REVENUE ENHANCEMENT-BL	31,500.00	0.00	5,656.28	17.96
TELEPHONE	6,000.00	238.24	1,246.36	20.77
INTERNET SERVICES	2,200.00	174.97	514.91	23.41
PUBLIC NOTICES	600.00	0.00	93.75	15.63
DUES	1,550.00	250.00	250.00	16.13
BUILDING & MAINTENANCE	16,840.00	1,397.15	3,684.53	21.88
NPDES PERMITS	5,000.00	0.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	2,975.39	3,072.74	2.19
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	6,500.00	400.00	900.00	13.85
CHRISTMAS TREE LIGHTING	1,200.00	0.00	0.00	0.00
CHRISTMAS PARADE	350.00	0.00	0.00	0.00
MEALS AND MEETING - COUNCIL	500.00	0.00	58.51	11.70

Gray = Pending Audit Adjust

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	9,000.00	1,933.91	3,498.98	38.88
GAS AND OIL	8,500.00	812.35	1,682.52	19.79
PD TECH SUPPORT	7,000.00	96.75	200.49	2.86
POLICE DEPT.SUPPLIES	3,500.00	0.00	1,499.70	42.85
DUES	300.00	0.00	0.00	0.00
1033 PROGRAM	500.00	0.00	500.00	100.00
EQUIPMENT	15,000.00	1,885.68	2,371.67	15.81
VEHICLE INSURANCE	4,000.00	0.00	0.00	0.00
UNIFORMS	4,000.00	0.00	0.00	0.00
NATIONAL NIGHT OUT	650.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	0.00	0.00
LAWTRAK LICENSE	3,700.00	450.00	450.00	12.16
K-9 PROGRAM	8,800.00	0.00	755.63	8.59
TRAINING & MEALS	2,250.00	0.00	80.00	3.56
SALARIES - JUDGES	7,000.00	0.00	1,736.40	24.81
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	17.64	4.41
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	2,300.00	39.06	1,345.89	58.52
COURT ASSESSMENTS	52,000.00	1,177.49	4,533.47	8.72
COURT DEFENSE ATTORNEY	1,000.00	0.00	0.00	0.00
VA - TRAINING	3,500.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	685.44	1,641.36	20.52
VA - STATE FUND	10,000.00	0.00	0.00	0.00
VA - OTHER	2,000.00	45.30	135.46	6.77
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	215,000.00	13,327.48	38,465.38	17.89
TAXES - PAYROLL	22,000.00	1,266.93	3,381.29	15.37
PART-TIME CLERICAL	26,000.00	1,323.75	1,323.75	5.09
PART-TIME POLICE	35,000.00	1,211.76	2,744.06	7.84
WORKMEN'S COMPENSATION	10,000.00	0.00	0.00	0.00
RETIREMENT-POLICE	22,000.00	937.13	2,903.82	13.20
RETIREMENT-ADMIN.	19,600.00	1,242.30	3,499.53	17.85
GROUP LIFE	700.00	23.43	126.87	18.12
HEALTH INSURANCE	31,000.00	2,157.22	7,419.38	23.93
TOTAL EXPENSES	825,262.33	35,245.03	105,992.02	12.84
NET INCOME	(\$ 1,979.00)	(\$ 31,021.38)	(\$ 58,214.93)	2,941.63

Gray = Pending Audit Adjustments fye 6/30/2019

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 13, 2019



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

Staff present: Town Administrator, Mrs. Miller, and Lieutenant Silano

6:45 P.M. – 6:46 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Mayor Wells stated that the Town Administrator had submitted her Administrative reports from April to July 2018 and asked Council if they had any questions. Mayor Wells stated he wanted to point out the tinted gray areas on the budget were items that would be adjusted by the Auditor for fiscal year end June 30, 2019. Mayor Wells added that the gas report for police vehicles was included for Council's information. Council did not have any questions for Mrs. Miller.

6:46 P.M. – 6:54 P.M. Review of Police Department Administrative Report

Lieutenant Silano updated Council on the monthly statistics:

21 calls for service	2 arrests
8 reports written	21 community contacts
12 uniform traffic tickets	74 property checks
5 warning tickets	10 assists to other law enforcement agencies

Lieutenant Silano updated Council:

- Crime Watch Meeting on 8/26 at 6:30pm with Sergeant Jeff Flanders with Lexington County
- Police Department Leadership of Chief Neeley and Lieutenant Silano asked Council to allow the hiring of non-certified Class 1 applicants. Lieutenant Silano stated that they have only received two applications over the last six months for the Patrolman position, which were received incomplete and will not be processed. However, the Lieutenant stated that Chief Neeley has been approached by at least five applicants that he has had to turn away since they were not certified. Lieutenant Silano stated that if Council approves the change, a greater pool of applicants will be available. Councilman Simms asked what the cost is to send an applicant to the Academy. Lieutenant Silano replied that it will cost the town the Applicant's salary for the twelve-week period which includes a four week online course. Mayor Wells asked if they will be at the office during those four weeks. Lieutenant Silano replied that at this time, the West Columbia Police Department is hosting the four-week online course. Mayor Wells asked what happens if they fail the test. Lieutenant Silano stated that they will have up to six months to retake the test. Mayor Wells asked what can Pine Ridge do with them while they wait to take the test. Lieutenant Silano stated that in the State of South Carolina, that they can be employed for up to a year before going to the Police Academy. That the candidate would not be able to patrol by themselves and could be certified with a firearm.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 13, 2019



During the six-month period they would work on having all the credentials except the Class 1 certification and if they did not pass the second time, they would have to wait a year to take the test again. Mayor Pro-tem Davis stated that the Town would need to have a caveat policy in place to either retain or terminate the Officer after the six month or one-year period. Mayor Pro-tem Davis asked if it would be to our advantage to allow them to continue to work till that six-month period. Lieutenant Silano agreed. Council discussed shortages in law enforcement and sign up bonuses that encourage employment. Lieutenant Silano stated that is hard to compete with other agencies due to the range in pay scales. Mayor Wells asked Council if they had any further questions for Lieutenant Silano, but they did not.

6:54 P.M. - 7:05 P.M. Informational Council Discussion

Mayor Wells stated that this is typically where Council has the opportunity to make any announcements, advise Council of events they have represented the town at or any items Council would like to be considered at the next scheduled meeting. However, there are a few upcoming items that Mrs. Miller would like Council to be aware of.

- a) Ordinance 2019-29 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4

Mayor Wells asked Mrs. Miller to talk to Council on proposed Ordinance 2019-29. Mrs. Miller stated the following to Council:

During the review by Planning of the Zoning and Land Development Regulations, Minor Subdivision approvals were changed to be approved by the Planning Commission instead of the Planning Official. Everyone agreed that this would help the Planning Commission be aware of all development in town to help with the Comprehensive Plan revisions and would relieve some of the workload off the Planning Official. However, we did not realize that simple residential lot splits would be addressed under current Section 1010 for Minor subdivisions.

As with any new regulations, you don't realize the need for change until you run across a situation. The situation that presented itself once the moratorium ended is that residents who wish to split off a portion of their lot into another lot is actually covered under Section 1010 for Minor Subdivisions, which require the Planning Commission's approval.

I presented the Planning Commission at their July 23, 2019, meeting with a proposed correction so that the Planning Official is able to approve "Two Lot Minor Subdivisions". If the lot split requires an easement or flag lot, it will still come to the Planning Commission for approval. But if all regulations are met, then the Planning Official can approve. The Minor Subdivision will change to reflect three or more lots up until five which will continue to be approved by the Planning Commission.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 13, 2019



The Planning Commission agreed that it is not necessary for residents with a simple two lot minor subdivision to have to wait for a regular scheduled Planning Commission meeting for approval and has submitted their recommendation to Town Council under New Business Item #1 & 2.

Additionally, as a part of the change the Master Fee Schedule will reflect a lower price for “Two Lot Minor Subdivisions”. Due to public notice requirements, the public hearing and first reading cannot be held until September 10th at 6:30pm.

Council had no questions or comments.

- b) Ordinance 2019-30 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendments to the Master Fee Schedule

Mayor Wells asked Mrs. Miller to talk to Council on proposed Ordinance 2019-30. Mrs. Miller stated the following to Council:

During the July Town Council meeting Council approved Resolution 2019-27 for the Master Fee Schedule for the Budget Year 2019/2020. I recently learned that this could be done by Ordinance which relieves the annual Resolution and one less thing on my list every year. I am also proposing a change in fees relating to the changes proposed in Ordinance 2019-29 for Two Lot Minor Subdivisions. The fee should be more reasonable as the approval process will be simplified per the Planning Commission recommendation of the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels which will be introduced formally to Town Council at the September meeting under Ordinance 2019-30.

Council had no questions or comments.

- c) Ordinance 2019-32 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code

Mayor Wells asked Mrs. Miller to talk to Council on proposed Ordinance 2019-32. Mrs. Miller stated the following to Council:

Appendix B is an attachment to the Business License Ordinance. The Municipal Association released the 2019 Business License Class Schedule on July 16th. It replaced the 2016 class schedule that we currently have. The Municipal Association prepares this document which is based on the 2014 IRS financial data which was released the second week in July after a two-year delay which allowed the Municipal Association to finally calculate a new class schedule.

Council had no questions or comments.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 13, 2019



- d) Midland Girls Softball-Sponsor plaques – Mayor Wells pointed out the plaques received from the teams that the Town has sponsored. Mayor Wells also read aloud a Thank You note for continued support of the Midland Girls Softball.
- e) Midland Boys Baseball-Sponsor plaques – Mayor Wells pointed out the plaques received from the teams that the Town has sponsored.

Mayor Wells stated that he would like to read aloud a public notice about the upcoming General Election.

PUBLIC NOTICE
TOWN OF PINE RIDGE GENERAL ELECTION

Notice is hereby given that a General Election shall be held on Tuesday, November 5, 2019, for the purpose of electing (2) Council members:

Citizens desiring to be a candidate may file a Statement of Candidacy at the Pine Ridge Town Hall, located at 2757 Fish Hatchery Road. Filing will be open starting at 12 noon on August 16, 2019 and remain open during regular business hours until 12 noon on August 30, 2019. In order to qualify as a candidate for office and have his or her name placed on the ballot, one must be a resident of the Town of Pine Ridge, and be a qualified elector. The Filing Fee for Council is \$30.00

A Statement of Economic Interest form must also be completed on-line with the Ethics Commission and Campaign Disclosure submitted, both according the Ethics Commission directive.

This is a Non-Partisan election, and no party affiliation shall be placed on the ballot.

Town residents desiring to vote in the upcoming election must be registered by October 5, 2019. To register, update voter registration, or obtain information on absentee ballots, please contact the Lexington County Board of Voter Registration at 785-8361.

Polls shall open for the following Precincts at 7:00 am and remain open until 7:00 pm without intermission. Pine Ridge #1 and Pine Ridge #2 at Congaree Baptist Church located at 101 Pine Ridge Dr., West Columbia SC 29172.

At 9:00 am on said Election Day, the County Election Commission will begin its examination of the absentee ballot return at 605 W Main St. Ste C. Lexington SC.

On Thursday, November 7, 2019 at 9:00 am the Lexington County Board of Canvassers will hold a hearing to determine the validity of provisional ballots cast and to release the official election results. This hearing will be held at 605 W Main St., Ste C. Lexington.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 13, 2019



Mayor Wells stated that Mrs. Miller had shared an article with Council from Serve & Connect, about the Blessing Box and some of the town's employees. Mayor Wells added that town's employees went above and beyond to provide this family's children with all the school supplies so that they will have everything they need to start the school year off right. The Blessing Box has drawn a lot of attention and as he drove up for the meeting, someone was putting stuff in.

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

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



TOWN COUNCIL MEETING – 7:05 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 7:05 P.M. with Mayor Pro-tem Davis, Councilman Dinkins and Councilman Simms present.

Staff present: Town Administrator, Mrs. Miller and Lieutenant Silano

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.

APPROVAL OF MINUTES

1. July 9, 2019 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of July 9, 2019, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that this project should be completed before 10/31/2019 per County Councilman Todd Cullum who is trying to include repairs to Vista View, while they are around the corner.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County will begin to address this once the Oakhill Road project is completed.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 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: Council/Court Chamber Furniture – RFP19-03/Addendum #1

- a) Property & Recreation Committee Recommendation

Mayor Wells stated that the low bidder came by and taped off the lay out that they are proposing that will fit seven members, writing area and enough room to walk behind the chairs. There will be a small elevated platform in the middle to cover the microphone wires and that they can be replaced at a later time. Low bid was just under \$10k and high bid was over \$30k. The Town previously received a proposal for \$25k. Mayor Wells added that \$30k was allocated for this item in the 2019/2020 budget approved by Council on June 11, 2019. There are still remaining items to be done in the renovation budget for the Council room and other areas of the building and garage.

Property & Recreation Chairman Simms stated that the Property & Recreation Committee recommends the proposal submitted by MAR Construction out of Newberry, South Carolina, in the amount of \$9,979.00.

- b) Council Vote

Councilman Dinkins made a motion to accept the Property & Recreation Committee's recommendation as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

5. Lexington County FY19 "C" Fund

Mayor Wells stated that in April of last year the Town submitted "C" Fund request to Lexington County to install sidewalks to news sports complex at 900 Pine Ridge Drive. Traffic count and an estimate included for concrete for the sidewalks, crosswalk & paving markings for a total of \$56,400.00. It was noted that the request did not include grading, dirt fill, curb, gutter or easement acquirement. In April of this year, the Lexington County Transportation Committee (CTC) approved \$25k. Mayor Wells stated that he asked County Councilman Todd Cullum for help on this as the town needs to know the total cost of the project before the Town approves. Mayor Wells stated we are still waiting on a reply from Lexington County.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



6. Back to School Drive 2019 - Update

Mayor Wells stated that Chief Neeley was going to give an update on the Pine Ridge Police Department's Back to School Drive, but he is not in attendance. Mrs. Miller stated that the donations were really low this year but the items will be donated to the elementary school.

NEW BUSINESS

1. Planning Commission Recommendation: Zoning & Land Development revision of:
 - a) Article 10, Division 2 Section 1008.1
 - b) Article 10, Division 2 Section 1010.2
 - c) Article 10, Division 2 Section 1010.3
 - d) Article 10, Division 2 Section 1010.4

Mayor Wells stated that the Planning Commission has submitted their recommendation for Town Council to approve the proposed revisions. This vote is only to accept the Planning Commission's recommendation as submitted to Town Council in the capacity of an advisory board. It does not mean Town Council is approving the proposed revisions that will be present for a public hearing and first reading at the September 10th Town Council meeting.

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council

FROM: Planning Commission

DATE: July 23, 2019

SUBJECT: Review & Recommendation to Town Council:

- a) ZLDR Article 10, Division 2 Section 1008.1
- b) ZLDR Article 10, Division 2 Section 1010.2
- c) ZLDR Article 10, Division 2 Section 1010.3
- d) ZLDR Article 10, Division 2 Section 1010.4



At its' regular meeting on July 23, 2019, the Planning Commission discussed and agreed upon the following recommendations:

- | |
|---|
| a) ZLDR Article 10, Division 2 Section 1008.1 |
|---|

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



1008.1 Town of Pine Ridge Review by Type

- 1) The Planning Official shall review, and stamp for recording, plats for subdivisions meeting the exemption requirement and plats of re-surveys of previously recorded lots.
- 2) The Planning Official shall review and stamp for recording, plats for Minor Subdivision of two lots.
- 3) The Planning Commission shall review and approve Minor Subdivisions of more than two lots, Major Subdivisions, Group Developments, and Planned Development District (MPD) applications.
- 4) Town Council shall give final approval of MPD projects in its role in the zoning map amendment (re-zoning) process.

b) ZLDR Article 10, Division 2 Section 1010.2

1010.2 Two Lot Minor Subdivision Submittal Requirements and Approval Process

Minor subdivisions created by the division of one lot into two lots shall be reviewed and approved by the Planning Official through the following process:

- 1) The Planning Official shall review and approve plats of two lot minor subdivisions prior to the recording of the plat with the Lexington County Register of Deeds. The purpose of this review is to assure that existing and proposed land parcels and structures are in compliance with all applicable zoning district regulations and regulations for the subdivision of land and the creation of lots of this Ordinance. Plats must display the correct Lexington County Tax Map Survey (TMS) number and shall be drawn to the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina. Section 49-450 of the Minimum Standards Manual, states that plats must contain pertinent data and appropriate information. In addition to the information the

PCC PO

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



- Register of Deeds will require for recording a plat, plats submitted for approval shall contain enough pertinent data and appropriate information to make a determination of consistency with all applicable zoning and land development regulations. Plat approval is contingent upon this determination. The Planning Official shall create written guidelines that will assist and aide the applicant in submitting a plat with the pertinent information and data needed to make a determination of approval.
- 2) Within ten (10) working days of submission of the plat, the Planning Official shall determine that the proposed two lot minor subdivision conforms to applicable zoning district regulations of this Ordinance and shall approve, approve with changes, or reject the plat. If rejected, changes, additional analysis, or other information necessary to make an approval determination shall be identified and transmitted to the applicant.
 - 3) Approved plats shall be given to the applicant for transmission to the Lexington County Register of Deeds for Recording.

c) **ZLDR Article 10, Division 2 Section 1010.3**

1010.3 Three Four, or Five Lot Minor Subdivision Submittal Requirements

The Planning Commission voted unanimously to add the following:

- 2) Site Information
 - a) Floodplain areas, wetlands, and storm drainage ditches
 - b)-a) Location, names, and right-of way widths of existing streets within the subject track and existing and plotted streets adjacent to the subject tract.
 - c)-b) Location and dimensions of all existing rights-of-way and easements.
 - d)-e) Political lines, if applicable, and the position of the proposed development in relation to its surroundings indicating current land use (commercial, residential, vacant, etc.) and zoning designation of the subject site and adjacent property.


PCC PO

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



d) ZLDR Article 10, Division 2 Section 1010.4

1010.4 Three, Four, and Five Lot Minor Subdivision Approval Process

A motion was made by Commission Member Shealy to recommend to Town Council to adopt the revision of Sections 1008.1, 1010.2, 1010.3 and 1010.4, as submitted with the addition in Section 1010.3 (2)a to include Floodplain areas, wetlands, and storm drainage ditches. Commission Member Merchant seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Chairman, Planning Commission

Attest:


Viki M. Miller, Planning Official


PCC PO

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



Councilman Dinkins made a motion to accept the Planning Commission Recommendation of the revision of Zoning & Land Development Ordinance Article 10, Division 2 Section 1008.1, 1010.2, 1010.3 and 1010.4. Councilman Simms seconded the motion, which was unanimously approved.

2. Planning Commission Recommendation: Guidelines for Submitting Plats for the Division of One Lot into Two Parcels

Mayor Wells stated the Planning Commission has submitted their recommendation to approve the new guidelines to assist Residents in complying with the proposed revision of Section 1008.1, 1010.2, 1010.3 and 1010.4 in the Zoning and Land Development Ordinance. This vote is only to accept the Planning Commission's recommendation as submitted to Town council in the capacity of an advisory board. It does not mean Council is approving the new Guidelines that will presented at the September 10th Council meeting. Policies/Guidelines only need one reading/approval from Council to go into effect.

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council

FROM: Planning Commission

DATE: July 23, 2019

SUBJECT: Review & Recommendation to Town Council:
a) Guidelines for Submitting Plats for the
Division of One Lot into Two Parcels



At its' regular meeting on July 23, 2019, the Planning Commission discussed and agreed upon the following recommendations:

- | |
|---|
| a) Guidelines for Submitting Plats for the Division of One Lot into Two Parcels |
|---|

REQUIRED DATA AND INFORMATION

The following data and information is required to assist the Planning Official in reviewing and adjudicating the submitted minor subdivision plat in the most timely and efficient manner possible. Cooperation with these guidelines will expedite a determination of approval.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



Plat Sheets

Plat sheets should be sized appropriately to convey all required plat information, notations, and certifications with adequate space provided for plat approval and recording stamps such that the plat is not overcrowded and difficult to read. In general, plat sheets sized 11 x 17 or greater are preferred.

Parent Parcel

When a new parcel is created from a parent parcel, the Planning Official is required to review the remaining portion of the parent parcel to determine that it complies with the applicable zoning, subdivision, and land development regulations. Therefore, the relation of the divided lot(s) to the parent lot must be clearly shown on the plat. This does not require a resurvey of the entire parent parcel. The entire parent parcel and the proposed division must be shown on the plat when feasible. The previous survey must be referenced on the plat. When the parent parcel is of a size that it is not feasible to show the entire parcel on the plat to be recorded, the surveyor may present a compiled map drawn from previously recorded documents, photographic materials, or tax maps which represent the general configuration of the parcel where partial (the subject divisions) surveying has been performed by the land surveyor preparing the map. A compiled map, if needed, must be prepared by the surveyor. Although the Planning Official may reference available Lexington County on-line mapping and



PCC PO

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



data to assist the applicant, it shall not be the responsibility of the Planning Official to perform research for the data necessary to make a determination about the parent lot.

Existing Buildings

Any existing buildings on the parcel to be subdivided (parent parcel) and on the parcel being created shall be located on the plat with setback distances from the new property lines shown to demonstrate compliance with zoning district building setback regulations. Alternately, aerial photography or other mapping services may be used to demonstrate setback compliances when the maps clearly and definitively demonstrate setback requirements will be met.

Minimum Lot Size

The acreage or square footage of both the new parcel and the remainder of the parent parcel shall be provided to demonstrate that both parcels meet minimum lot size of the zoning district.

Road Frontage and Access

Plats must clearly demonstrate that both parcels have the minimum 50 feet of public road frontage as required by the Town of Pine Ridge Zoning and Land Development Regulation (ZLDR) ordinance. Flag lots and access easement allowed under 1004.1 of the ZLDR to:

- A. to permit full use of a lot of record (existing lot) created and existing prior to the adoption of this Ordinance that does not meet the minimum 50-foot street frontage requirements.
- B. To allow access to a division of land by gift conveyed by deed from one (1) member to another member of the same immediate family i.e. (husband, wife, mother, father, children, grandchildren, brothers, sisters).

Shall comply with the provisions of the Lexington County Planning Commission Access Policy.


PCC PO

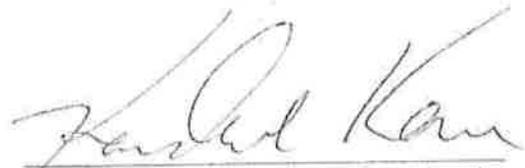
TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



Draft Plat

If there are any questions or concerns of a proposed lot split meeting the ZLDR requirements, the surveyor is encouraged to submit a draft plat of the proposed subdivision for review with the Planning Official. This will help streamline the process and save time and expense.

A motion was made by Commission Member Merchant to recommend to Town Council to adopt the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels, which is required in the revised Zoning & Land Development Regulations, Section 1010.2, as submitted. Commission Member Shealy seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Chairman, Planning Commission

Attest:


Viki M. Miller, Planning Official


PCC PO

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



Mayor Pro-tem Davis made a motion to accept the Planning Commission's recommendation of the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels. Councilman Dinkins seconded the motion, which was unanimously approved.

3. Funding PRPD new hire at SCCJA for Class 1 Certification

Mayor Wells stated Lieutenant Silano spoke about this during the work session and Council would need to vote if they wished to fund sending a new hire to the Criminal Justice Academy for certification.

Councilman Dinkins made a motion to allow funding for an applicant to attend the twelve-week course through the South Carolina Criminal Justice Academy, in order to receive their Class 1 certification. Councilman Simms seconded the motion, which opened the item for discussion.

Councilman Dinkins asked if only hiring a Class 1 Certified Officer is based off an ordinance or policy. Mrs. Miller responded that it is a policy but explained that when that policy was put in place there was no requirement for that newly certified Officer to stay with our Police Department. Now there is a law stating that the Officer is required to stay with our Police Department a minimum of two years after receiving certification. Lieutenant Silano agreed and added that if the Officer leaves before that two-year period, that the agency that has hired them will be required to repay the Town for their training. Mayor Pro-tem Davis stated that we need to update the policy to state that if they should fail the training, that it will be at the Police Chief's discretion whether he wants to keep them as an employee.

Mayor Wells called for a vote. Council unanimously approved the funding for the Pine Ridge Police Department to send a newly hired employee to the South Carolina Criminal Justice Academy for Class 1 Certification.

4. PRPD Crime Watch meeting August 26th at 6:30pm

Mayor Wells reminded everyone of the Crime Watch meeting that Lieutenant Silano talked about earlier.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



5. Donation of Ice Machine to LCLEOA

Mayor Wells stated that in 2015, the Pine Ridge Senior Center moved to their new location and left a commercial size ice machine. The machine quit working in April of 2018 and was repaired for about \$300.00. Once the Administrative offices moved to the same side of the building in July 2018, the ice machine was turned off as it produced a lot of noise and heat. A cheap small table top unit was purchased for employee use. The few events the town has participated since, we have purchased ice at the place on 321 near Waffle House. The Lexington County Law Enforcement Officers Association (LCLEOA) is in need of an ice machine. Our Police Chief, Lieutenant and Patrolman are members and even co-hosted the monthly dinner meeting last month with South Congaree. Former Police Chief Elizabeth Wright actively participates in this organization as well. If Council is willing to donate the machine, they will hire a professional company to come out and unhook it properly. The LCLEOA is not a 501 C-3 but they are registered with the Secretary of State as a nonprofit. The LCLEOA would like to know if Council would consider donating the ice machine to their organization.

Councilman Simms made a motion to donate the ice machine to the Lexington County Law Enforcement Officers Association. Councilman Dinkins seconded the motion. Mayor Wells asked if anyone had any questions or would like to discuss the item. No one did. Mayor Wells called for a vote. Council unanimously approved the donation of the ice machine to the Lexington County Law Enforcement Officer Association.

Citizen's Comment Time

Mr. Rock Lucas of Clubhouse Drive stated that he had respect for Lieutenant Silano and Patrolman Swanson as Charwood Golf Course sees them patrolling on a regular basis. In July a golf cart was stolen and his son made an appointment with Chief Neeley to file an incident report. As of today, Mr. Lucas has been unable to file an insurance claim because he is unable to obtain a police report from the County or Pine Ridge. Mr. Lucas wanted to make Council aware of the issues he has been having regarding his case.

Mayor Wells stated that he received a letter from Mr. Reid Smith of Myrtle Road and although Mr. Smith was in attendance, Mr. Smith asked Mayor Wells to read aloud his letter:

To the Town of Pine Ridge Council and Police Department,
I would like to start off saying thank you to the Council and the Mayor for our service to our town. I would like to say an even bigger thank you to our town police department. You guys are overworked, underpaid, and certainly under appreciated. My family and I sincerely thank you. The issue I would like to bring before the council and police department is the heavy traffic and repeated speeding on Myrtle Road. The volume of traffic is astronomical for a residential street and most of the traffic is from non-residents. The other issue is the speed in which these non-residents drive. We repeatedly see vehicles who appear to be in excess of 55mph and the posted speed limit is 30mph. There are even some vehicles who appear to be far beyond 55mph. One particular vehicle who recently started

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 13, 2019



traveling our road appears to be doing more like 80mph. I have gotten his tag number in hope this could be addressed. I bring these two issues because I fear someone will be killed one day just pulling out of their driveway or getting the mail. I have chosen Pine Ridge as my home and want to raise my family here. I just hate not being able to fully enjoy the community for fear of this traffic. In closing, I would like for an effort to be made from the Council with SCDOT to somehow limit the traffic. I would also ask Chief Neeley and his department to increase patrolling on Myrtle Road. I also understand that your department is understaffed, and would ask Council to request more assistance from the Lexington County Sheriff's department for patrolling in off hours. I want to be clear that I am not complaining, just bringing forth an issue of concern. Thank you for your time and consideration.

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 7:21 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
September 10, 2019



Council present: Mayor Wells, Councilman Dinkins and Councilman Simms

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

6:33 P.M. – 6:35 P.M. Public Hearing Ordinance 2019-29:Zoning/Land Development

Mayor Wells read aloud the public notice and the title to Ordinance 2019-29. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Planning Commission formally recommended an amendment to the Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3, and 1010.4 which will be presented to Town Council under Ordinance 2019-29. Written comments may be submitted. Copies of the proposed revision of the Pine Ridge Zoning & Land Development Ordinance can be located at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-29.

6:35 P.M. – 6:37 P.M. Public Hearing Ordinance 2019-30:Master Fee Schedule

Mayor Wells read aloud the public notice and the title to Ordinance 2019-30. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Town Council will consider adopting a Master Fee Schedule to establish certain new fees with fee amounts and fee amounts for existing fees under Ordinance 2019-30. Written comments may be submitted. A full and detailed list is available for inspection at Town Hall and online at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-30.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
September 10, 2019



6:37 P.M. – 6:39 P.M. Public Hearing Ordinance 2019-32:Business License

Mayor Wells read aloud the public notice and the title to Ordinance 2019-32. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Town Council will consider amending the Business License Schedule by NAICS code under Ordinance 2019-32. Written comments may be submitted. A full and detailed list is available for inspection at Town Hall and online at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-32.

6:39 P.M. – 6:40 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Mayor Wells stated that the Town Administrator was unable to complete her report for August. Mayor Wells asked Council if they had any questions for Mrs. Miller. Council did not have any questions for Mrs. Miller.

Councilwoman Sturkie entered the Council Chambers at 6:40pm.

6:40 P.M. – 6:41 P.M. Introduction of new Municipal Clerk:Kyzer

Mayor Wells introduced Mrs. Susan Kyzer to Council. Council welcomed Mrs. Kyzer.

6:41 P.M. – 6:56 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on the monthly statistics:

22 calls for service	1 arrest
12 reports written	27 community contacts
13 uniform traffic tickets	125 property checks
11 warning tickets	9 assists to other law enforcement agencies

Chief Neeley updated Council:

- Crime Watch Meeting on 8/26 at 6:30pm with Sergeant Jeff Flanders with Lexington County
- Received ballistic panel vests
- Traded in Glock 22's for Glock 21's
- Received employment applications for open position
- School traffic issues
- All vehicles have pursuit rated tires with exception to Chief's & Lieutenant's, which have been ordered.

Councilwoman Spires asked Chief Neeley about stopping people outside of town limits. Chief Neeley stated that the Police Department is not stopping people for violations that occur outside of town limits. All Officers are radar certified and the violation has to occur inside town limits. Officers are unable to control where people stop their vehicle.



Town Council Minutes
Regular Scheduled Work Session
September 10, 2019

6:56 P.M. - 6:58 P.M. Informational Council Discussion

Mayor Wells stated that this is typically where Council has the opportunity to make any announcements, advise Council of events they have represented the town at or any items Council would like to be considered at the next scheduled meeting.

- Mayor Wells stated that Mayor Pro-tem Davis spoke to the City of Cayce's Mayor Elise Partin regarding potential decrease in water and sewer bills for those residents that use to be serviced by Utilities, Inc. A confirming notice will be included in the water bills of those affected.

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

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



TOWN COUNCIL MEETING – 6:58 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:58 P.M. with Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer 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. August 13, 2019 Regular Scheduled Meeting

Mayor Wells stated that the minutes for August 13th were not ready at this time and will be placed on the October 8th Agenda for Council's approval.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that County Councilman Todd Cullum has assured him that this road will be paved before paving season is out.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County will begin to address this once the Oakhill Road project is completed.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

4. Lexington County FY19 "C" Fund

Mayor Wells stated that in April of last year the Town submitted "C" Fund request to Lexington County to install sidewalks to news sports complex at 900 Pine Ridge Drive. Traffic count and an estimate included for concrete for the sidewalks, crosswalk & paving markings for a total of \$56,400.00. It was noted that the request did not include grading, dirt fill, curb, gutter or easement acquirement. In April of this year, the Lexington County Transportation Committee (CTC) approved \$25k. Mayor Wells stated that he asked County Councilman Todd Cullum for help on this as the town needs to know the total cost of the project before the Town approves. Mayor Wells stated we are still waiting on a reply from Lexington County for assistance with this project.

NEW BUSINESS

1. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-29. Mayor Wells stated that Mrs. Miller had given a detailed explanation of the proposed amendriements at the August meeting. At the same meeting, the Planning Commission had submitted their recommendation to Council to approve the revisions.

Councilman Dinkins made a motion to approve Ordinance 2019-29 for first reading, as submitted. Councilman Simms seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

2. Guidelines for Submitting Plats for the Division of One Lot into Two Parcels

Mayor Wells stated that in accordance with the proposed changes in New Business, Item#1, revised Section 1010.2 – Item#1, states that the Planning Official shall create written guidelines that will assist and aide the applicant in submitting a plat with the pertinent information and data needed to make a determination of approval. These guidelines will be posted online and be on hand at Town Hall for residents to obtain prior to submitting the "Two Lot Minor Subdivision". This is a guideline that only required one approved reading from Council. However, this will not go into effect until Council approves the second reading of Ordinance 2019-29. Mayor Wells stated that Mrs. Miller had given a detailed explanation of the proposed guidelines at the August meeting. At the same meeting, the Planning Commission had submitted their recommendation to Council to approve the guidelines.

Councilman Simms made a motion to approve the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels, as submitted. Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



3. Ordinance 2019-30 – Proposed amendment to Master Fee Schedule ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-30. During the July Town Council meeting, Council approved Resolution 2019-27 for the Master Fee Schedule for the Budget Year 2019/2020. However, the Town Administrator learned that this could be done by Ordinance, which relieves the annual Resolution and one less thing to remember every year. Mrs. Miller is also proposing a change in fees relating to the proposed changes in Ordinance 2019-29. The fee should be more reasonable as the approval process will be simplified as per the Planning Commission recommendation of the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels. Mayor Wells stated that Mrs. Miller had given Council a presentation about changing the annual Resolution to an Ordinance at the August meeting.

Item/Description	Basis	Fee	Previous Fee
Credit Card Chargeback Fee	Per Occurrence	30.00	0.00
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$16.00 per lot
Conservation Design MPD - Site Plan	Map Amendment +Base fee + per Lot	\$150.00 + \$16.00 per lot	0.00
Conservation Design MPD - Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Conservation Design MPD - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Conservation Design MPD - Major Change	Each	250.00	0.00
Conservation Design MPD - Minor Change	Each	250.00	0.00
Group Development - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Major Sub-Divisions - Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Major Sub-Divisions - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Minor Sub-Divisions One/Two Lots	Base fee + per Lot	25.00	\$150.00 + \$8.00 per lot
Minor Sub-Divisions - Three/Four/Five Lots	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$8.00 per lot
Mixed Use Planned Development (MPD)-Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Mixed Use Planned Development (MPD)-Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Mixed Use Planned Development (MPD)-Major Change	Each	250.00	0.00
Mixed Use Planned Development (MPD)-Minor Change	Each	250.00	0.00

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



Councilwoman Sturkie made a motion to approve Ordinance 2019-30 for first reading, as submitted. Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

4. Resolution 2019-31: 2018 Codification of Ordinances

Mayor Wells stated that as required by law, this is the annual codification of ordinances. Codification is the process in which the Town Administrator takes all ordinances passed by Council and place them in their respective Ordinances and provide Council with validation that this has been completed. A copy of the ordinances was emailed to Council on 8/29/19. The website was updated with the codified ordinances when Brittany returned on 9/3/19.

Councilman Dinkins made a motion to approve Resolution 2019-31, as submitted. Councilman Simms seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

5. Ordinance 2019-32 –Proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-32. Mayor Wells stated that Mrs. Miller had given Council a presentation on why only Appendix B needed to be updated. Appendix B is an attachment to the Business License Ordinance. The Municipal Association released the 2019 Business License Class Schedule on July 16th. It replaces the 2016 class schedule that we currently have. The Municipal Association prepares this document which is based on the 2014 IRS financial data which was released the second week in July after a two-year delay which allowed the Municipal Association to finally calculate a new class schedule. There are no changes in the Business License fees.

Councilman Simms made a motion to approve Ordinance 2019-32 for first reading, as submitted. Councilwoman Sturkie seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

6. Finance Committee Donation update: Midland Girls Softball

Mayor Wells stated the following portion of the Donation Policy allows the Finance Committee to approve donations between Council meetings:

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 7/9/19.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



Mayor Wells added that the funds had been previously allocated for the Midland Girls Softball league.

Allocated	Description
2019/2020	
400.00	Midland Girls Softball - 1 Fall 2019 team

Councilman Dinkins, a member of the Finance Committee, stated that the Finance Committee approved the funding of \$400.00 to the Midland Girls Softball on 8/26/2019.

7. 2019 Setoff Debt Collection Program

Mayor Wells asked Mrs. Miller to present this item to Council. Mrs. Miller stated that due to the timing in receiving the program documents and the submission deadline, it could not wait until the September Council meeting.

Councilman Dinkins, a member of the Finance Committee, stated that the Finance Committee approved the participation in the 2019 Setoff Debt Collection Program on 9/3/2019.

8. Shop with a Cop Grant

Mayor Wells asked Chief Neeley to update Council on this item. Chief Neeley stated that he wasn't familiar with the program details but the Police Department participated in a very successful adoption of a family. Mrs. Miller advised Chief Neeley and Council that Lieutenant Silano had submitted a grant request through the Shop with a Cop Program and was awarded \$2,000.00. Councilman Dinkins stated that Lieutenant Silano has asked him to start looking for a family. The good news is that in the town limits, there are not that many pockets of poverty. However, the area that the family was adopted from last year is one of those pockets that the Police Department can choose from.

Citizen's Comment Time

Mrs. Keller Barron and Mrs. Margaret Anne DuBose of the League of Women Voters, spoke to Council and those in attendance regarding their "Vote 411" project.

Councilwoman Sturkie stated that there will be several events in October:

Midland Baseball for Halloween

Midland Softball a BBQ fundraiser

Midland Football wasn't sure of exact event

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
September 10, 2019



ADJOURN

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilwoman Sturkie. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:20 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

STATE OF SOUTH CAROLINA)	AN ORDINANCE TO REVISE THE
)	ZONING AND LAND DEVELOPMENT
COUNTY OF LEXINGTON)	ORDINANCE, ARTICLE 10, DIVISION 2
)	SECTION 1008.1, 1010.2, 1010.3 AND 1010.4
TOWN OF PINE RIDGE)	

WHEREAS, the Pine Ridge Planning Commission, by a unanimous vote, recommended at its meeting held on July 23, 2019, that Town Council approve the proposed revisions to the Town of Pine Ridge Zoning and Land Development Ordinance, as indicated in the attached copy; and

WHEREAS, the Town Council has determined that the revisions in the Zoning and Land Development Ordinance are appropriate and are in the interest of the public; and

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 Town of Pine Ridge Zoning and Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 and 1010.4.

Section 2. Amendment of the Town of Pine Ridge Zoning and Land Development Ordinance
The Town of Pine Ridge Zoning and Land Development Ordinance is hereby amended to conform to the attached copy and, as attached, is hereby adopted and made a part of the Town Code.

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 8th DAY OF OCTOBER 2019.

Public Hearing: September 10, 2019
First Reading: September 10, 2019
Second Reading: October 8, 2019

Robert M. Wells, Jr., Mayor

Attest:

Viki M. Miller, Town Administrator

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) **ORDINANCE 2019-30**
TOWN OF PINE RIDGE)

TO ADOPT AND ESTABLISH CERTAIN NEW FEES WITH FEE AMOUNTS AND FEE AMOUNTS FOR EXISTING FEES AS IDENTIFIED IN THE MASTER FEE SCHEDULE FOR THE TOWN OF PINE RIDGE, SOUTH CAROLINA

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, the Pine Ridge Town Council is authorized to impose reasonable fees with respect to the administrative costs involved in processing the various permits and licenses that are needed to preserve the health, peace, order, and good government for the citizens of the municipality and,

WHEREAS, the Pine Ridge Town Council wishes to adopt and establish certain new fees and fee amounts for certain specified administrative and other Town services, along with fee amounts for existing fees, all of which were duly noticed to the public as required by S.C. Code of Law § 6-1-330(A) and,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Pine Ridge, in Council, duly assembled, as follows:

SECTION 1 – MASTER FEE SCHEDULE – As a part of the revenue portions of the annual budget, the Council hereby establishes and adopts certain new fees and fee amounts for certain administrative and other services, as identified in the attached Master Fee Schedule exhibits are incorporated into, and made a part of this Ordinance. The Council further hereby establishes and adopts the new fee amounts for existing fees as set out and specified in the attached and incorporated Master Fee Schedule. These new fees and fee amounts and fee amounts for existing fees shall continue in effect from year to year until revised or modified by subsequent Council action.

SECTION 2 – INCONSISTENT RESOLUTIONS – All Resolutions inconsistent herewith are repealed and of no force and effect.

SECTION 3 – INCONSISTENT ORDINANCES – If for any reason any sentence, clause or provision of this ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

STATE OF SOUTH CAROLINA
COUNTY OF LEXINGTON
TOWN OF PINE RIDGE

)
)
)

ORDINANCE 2019-30

SECTION 4 – DISCLAIMER – The failure to list, in the Master Fee Schedule, a fee that is properly listed elsewhere shall not eliminate the responsibility to pay that fee.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON THIS 8TH DAY OF OCTOBER 2019.

Public Hearing: September 10, 2019
First Reading: September 10, 2019
Second Reading: October 8, 2019

Attest:

Robert M. Wells, Jr.
Mayor

Viki M. Miller, Town Administrator

TOWN OF PINE RIDGE MASTER FEE SCHEDULE

Ordinance 2019-30

Section I - Miscellaneous Fees

Item/Description	Basis	Fee	Previous Fee	Reference
Mailing Fee	Per Occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	No change	Ordinance 2019-30
Mailing Fee	Per Occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	No change	Ordinance 2019-30
Fax Services	Per Occurrence - up to 20 pages	7.00	No change	Ordinance 2019-30
Certified Copies	Per Page	1.00 (in addition to copy fee)	No change	Ordinance 2019-30
Black & White Copies - Letter size	Per Copy	0.25	No change	Ordinance 2019-30
Black & White Copies - Legal size	Per Copy	0.40	No change	Ordinance 2019-30
FOIA-Black & White Copies	Per Copy	0.25	No change	Ordinance 2019-30
FOIA- CD Copy	Per Disc	10.00	No change	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per Hour	20.00	No change	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	10.00	No change	Ordinance 2019-30
FOIA-Audio transcript of Council/Planning/BZA meeting	Per Copy	\$10.00 plus actual cost	No change	Ordinance 2019-30
Election Fees - Mayor	Per Election per Candidate	50.00	No change	Town Ordinance \$1-207(b)
Election Fees - Council	Per Election per Candidate	30.00	No change	Town Ordinance \$1-207(b)
Administrative - NSF Returned Check Fee	Per Check	30.00	No change	Ordinance 2019-30
Smoking - Penalties & Enforcement	Per Occurrence	25.00	No change	Town Ordinance \$2-106(h)(3)
Floodplain - Penalties & Enforcement	Per Occurrence	\$500.00 plus court cost	No change	Town Ordinance \$2-501(f)
Chargeback Refund - not our error	Per Occurrence	5%	No change	Ordinance 2019-30

*Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.

Section II - Police Department Fees

Item/Description	Basis	Fee	Previous Fee	Reference
Credit Card Chargeback Fee	Per Occurrence	30.00	0.00	Ordinance 2019-30
Mailing Fee	Per Occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	No change	Ordinance 2019-30
Mailing Fee	Per Occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	No change	Ordinance 2019-30
Fax Services	Per Occurrence - up to 20 pages	7.00	No change	Ordinance 2019-30
Certified Copies	Per Page	1.00 (in addition to copy fee)	No change	Ordinance 2019-30
Black & White Copies - Letter size	Per Copy	0.25	No change	Ordinance 2019-30
Black & White Copies - Legal size	Per Copy	0.40	No change	Ordinance 2019-30
Fingerprinting - Resident	Per Set	5.00	No change	Ordinance 2019-30
Fingerprinting - In Town Businesses	Per Set	5.00	No change	Ordinance 2019-30
FOIA-Police Report (No fee for victim)	Per Report up to 3 pages plus per page	\$5.00 + .25 cents per page above 3	No change	Ordinance 2019-30
FOIA-Accident Report	Per Report up to 3 pages plus per page	SCDOT	No change	Set by SCDOT
FOIA-Photographs, Audio or Video Recordings	Per Request plus actual cost	\$20.00 plus actual cost	No change	Ordinance 2019-30
FOIA - Audio Transcripts	Per Disc	\$10.00 plus actual cost	No change	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per Hour	17.30	No change	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	8.65	No change	Ordinance 2019-30
Alarm Permit -	Per Property	0.00	No change	Town Ordinance \$6-304(3)(a)
Alarm Permit - Failure to Update Information	Per Occurrence	\$500.00 plus court cost	No change	Town Ordinance \$6-304(3)(d)
Alarm Permit - False Alarm 3rd	Per Occurrence	50.00	No change	Town Ordinance \$6-304(6)(a)
Alarm Permit - False Alarm 4th	Per Occurrence	75.00	No change	Town Ordinance \$6-304(6)(a)
Alarm Permit - False Alarm 5th	Per Occurrence	100.00	No change	Town Ordinance \$6-304(6)(a)

PO = Planning Official
 PC = Planning Commission
 BZA = Board of Zoning Appeals
 TC = Town Council
 MC = Municipal Court

TOWN OF PINE RIDGE MASTER FEE SCHEDULE

Ordinance 2019-30

83 - Amusement Machines, coin operated, non-payout	\$12.50 + \$180.00 per machine	\$ set by state statute	No change	BL Ordinance §4-401(21)(b)
84 - Distributor selling or leasing machines	\$45.00 (R) & \$90.00 (NR)	\$1.50 (R) & \$3.00 (NR) + Minimum Tax	No change	BL Ordinance §4-401(21)(b)
91 - Bingo halls, parlors	\$250.00	\$4.00	No change	BL Ordinance §4-401(21)(b)
92 - Carnivals and Circuses	\$250.00	\$4.00	No change	BL Ordinance §4-401(21)(b)
93 - Drinking Places, bars, lounges, cabarets	\$250.00	\$4.00	No change	BL Ordinance §4-401(21)(b)
10 - Billiard or Pool Rooms, all types	\$ 250.00 + \$5.00 per table/stamp	\$4.00	No change	BL Ordinance §4-401(21)(b)
Single Site (Adopted 3/8/05)	See Annexation & Economic Development Incentive Policy	3.25 times the normal rate for each class	No change	BL Ordinance §4-401(21)(b)
Resident Business License	For Income earned outside of Pine Ridge on which Business License fees were not paid to another municipality	\$0.50	No change	BL Ordinance §4-401(21)(b)

Section III - Planning/Zoning Fees

Item/Description	Basis	Fee	Previous Fee	Reference
Addressing	Each	10.00	No change	Ordinance 2019-30
Administrative Appeal - BZA	Each	250.00	No change	Zoning Ordinance §1201(b)
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$16.00 per lot	Ordinance 2019-30
Conditional Use Permit	Each	250.00	No change	Zoning Ordinance §601(2)
Conservation Design M/PD - Site Plan	Map Amendment + Base fee + per Lot	\$150.00 + \$16.00 per lot	0.00	Ordinance 2019-30
Conservation Design M/PD - Bonded Plat	Each	\$100.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Conservation Design M/PD - Final Plat	Each	\$75.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Conservation Design M/PD - Major Change	Each	250.00	0.00	Ordinance 2019-30
Conservation Design M/PD - Minor Change	Each	250.00	0.00	Ordinance 2019-30
Exempt Sub-Divisions	per Lot	25.00	No change	Ordinance 2019-30
Floodplain Appeal	Each	250.00	No change	Ordinance 2019-30
Floodplain Development Site Plan	Each	250.00	No change	Ordinance 2019-30
Floodplain Variance	Each	250.00	No change	Ordinance 2019-30
Group Development - Site Plan	Base fee + per Lot	\$150.00 + \$16.00 per lot	No change	Ordinance 2019-30
Group Development - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Major Sub-Divisions - Site Plan	Base fee + per Lot	\$150.00 + \$16.00 per lot	No change	Ordinance 2019-30
Major Sub-Divisions - Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Major Sub-Divisions - Final Plat	Each	\$75.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Map Amendment - Property Rezoning	Each	250.00	No change	Zoning Ordinance §1101(b)
Minor Sub-Divisions One/Two Lots	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$8.00 per lot	Ordinance 2019-30
Minor Sub-Divisions - Three/Four/Five Lots	Base fee + per Lot	\$75.00 + \$16.00 per lot	\$150.00 + \$8.00 per lot	Ordinance 2019-30
Minor Use Planned Development (MPPD)- Site Plan	Map Amendment + Base fee + per Lot	\$100.00 + \$16.00 per lot	No change	Ordinance 2019-30
Minor Use Planned Development (MPPD)- Bonded Plat	Each	\$100.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Minor Use Planned Development (MPPD)- Final Plat	Each	\$75.00 + \$8.00 per lot	0.00	Ordinance 2019-30
Mixed Use Planned Development (MPPD)- Major Change	Each	250.00	250.00	Ordinance 2019-30
Mixed Use Planned Development (MPPD)- Minor Change	Each	250.00	250.00	Ordinance 2019-30
Mobile Home Park Site Plan	Each	250.00	No change	MHP Ordinance Article 2.1
Mobile Home Park Penalties	Each	\$500.00 plus court cost	\$500.00 plus court cost	MHP Ordinance Article 19.1

PO = Planning Official
 PC = Planning Commission
 BZA = Board of Zoning Appeals
 TC = Town Council
 MC = Municipal Court

TOWN OF PINE RIDGE MASTER FEE SCHEDULE

Ordinance 2019-30

Re-Survey Plans	per Lot	25.00	No change	PO	Ordinance 2019-30
Sexually-Oriented Business Permit	Annually	500.00	No change	PO	Zoning Ordinance §600.4.2
Sign Enforcement Appeal - BZA	Each	100.00	No change	BZA	Zoning Ordinance §909.2
Sign Impoundment Recovery	Each	50.00	No change	PO	Zoning Ordinance §908.3(2)
Sign Permit - Civic, Charitable, Religious & Athletic	Each	0.00	No change	PO	Ordinance 2019-30
Sign Permit - Electrical over 40sq feet	Per Square Foot, Each Face	0.35	No change	PO	Zoning Ordinance §907.3
Sign Permit - Electrical up to 40sq feet	Each Face	50.00	No change	PO	Zoning Ordinance §907.3
Sign Permit - Non-Electrical over 40sq feet	Per Square Foot, Each Face	0.35	No change	PO	Zoning Ordinance §907.3
Sign Permit - Non-Electrical up to 40sq feet	Each Face	50.00	No change	PO	Zoning Ordinance §907.3
Sign Permit - Temporary	Each	25.00	No change	PO	Zoning Ordinance §907.3
Sign Violation Penalties	Each	\$500.00 plus court cost	No change	MC	Zoning Ordinance §908.4
Special Exception - BZA	Each	250.00	No change	BZA	Zoning Ordinance §1101(b)
Temporary Use Permit	Each	250.00	No change	PO	Zoning Ordinance §407
Text Amendment	Each	250.00	No change	PC/TC	Zoning Ordinance §1101(b)
Variance - BZA	Each	250.00	No change	BZA	Zoning Ordinance §1101(b)
Zoning District Map - Color Legal	Each	15.00	No change	PO	Ordinance 2019-30
Zoning Verification/Compliance Letter	Each	35.00	No change	PO	Ordinance 2019-30

PO = Planning Official
 PC = Planning Commission
 BZA = Board of Zoning Appeals
 TC = Town Council
 MC = Municipal Court

STATE OF SOUTH CAROLINA)	AN ORDINANCE TO ADOPT AND AMEND
)	THE BUSINESS LICENSE ORDINANCE
COUNTY OF LEXINGTON)	APPENDIX B: BUSINESS LICENSE
)	SCHEDULE BY NAICS CODE
TOWN OF PINE RIDGE)	

WHEREAS, pursuant to S.C. Code of Law §5-7-30, a municipality is authorized to levy a uniform license tax upon persons and businesses engaged in or intending to engage in a business, occupation, or profession, in whole or in part, within the corporate limits of the municipality based on gross income and,

WHEREAS, pursuant to S.C. Code of Law § 6-1-315, a municipality is authorized to impose a business license tax or increase the rate of a business license tax and,

WHEREAS, Appendix B to the Business License Ordinance establishes a Business License Class Schedule based on United States North American Industry Classification System (NAICS) Codes (the “Class Schedule”); and

WHEREAS, the Council now desires to update the Class Schedule to reflect the most recent federal statistical data relating to NAICS Codes; and

WHEREAS, except as amended herein, the Business License Ordinance will remain in full force and effect;

NOW, THEREFORE, BE IT ORDAINED BY COUNCIL IN MEETING DULY ASSEMBLED, AS FOLLOWS:

1. The Business License Ordinance is hereby amended by replacing the Class Schedule contained in Appendix B thereto with the attached 2019 Appendix B.
2. This Ordinance shall become effective immediately upon second and final reading.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON THIS 8th DAY OF OCTOBER 2019.

Public Hearing: September 10, 2019
First Reading: September 10, 2019
Second Reading: October 8, 2019

Robert M. Wells, Jr., Mayor

Attest:

Viki M. Miller, Town Administrator

ORDINANCE 2019-32

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

**AN ORDINANCE TO ADOPT AND AMEND
 THE BUSINESS LICENSE ORDINANCE
 APPENDIX B: BUSINESS LICENSE
 SCHEDULE BY NAICS CODE**

2019 APPENDIX B
2019 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	3
113	Forestry and logging (including forest nurseries, timber tracts)	2
115	Support activities for agriculture and forestry	1
21	Mining	4
2211	Electric Power Generation, Transmission and Distribution	Franchise
2212	Natural Gas Distribution	Franchise
22	Utilities	1
23	Construction	8.1
31-33	Manufacturing	2
42	Wholesale trade	1
423930	Recyclable Material Merchant Wholesalers (Junk)	8.4A
44-45	Retail trade	1
441	Motor vehicle and parts dealers	1
4411	Automobile Dealers	8.5
4412	Other Motor Vehicle Dealers	8.5
442	Furniture and home furnishing stores	1
443	Electronic and appliance stores	1
444	Building material and garden equipment and supplies dealers	1
445	Food and beverage stores	1
446	Health and personal care stores	2
447	Gasoline stations	1
448	Clothing and accessories stores	2
451	Sporting goods, hobby, book, and music stores	1
452	General merchandise stores	1
453	Miscellaneous store retailers	2
454	Nonstore retailers	2
45439	Other Direct Selling Establishments (Peddlers)	8.6
48-49	Transportation and warehousing	2
482	Rail Transportation	8.2
484	Truck Transportation	2
486	Pipeline transportation	1
493	Warehousing and storage facilities	2
51	Information	3
511	Publishing industries (except internet)	2
512	Motion picture and sound recording	1
515	Broadcasting (except internet) and telecommunications	3
517	Telecommunications	3

TOWN OF PINE RIDGE

REQUEST FOR PROPOSALS



CLEANING OF THE MUNICIPAL COMPLEX FOR 2019 RFP18-03

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, November 30, 2018.

Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed, e-mailed, or telephone proposals will be accepted.

Vendor selection will occur at the Pine Ridge Town Council meeting on December 11, 2018 at 6:45pm.

Service start date will begin January 1, 2019.

DIRECT ALL INQUIRES TO:
Town Administrator
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
prtownclerk@sc.rr.com

I. INTRODUCTION

The Town of Pine Ridge invites qualified businesses to submit proposals for the cleaning of the Municipal Complex, located at 2757 Fish Hatchery Road, West Columbia, South Carolina 29172. The start date is January 1, 2019 and will terminate on December 31, 2019, with an option to renew for a one year term.

II. MINIMUM SPECIFICATIONS OF RESPONSE

The format of the RFP must be followed and all requested information must be submitted as indicated. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

III. SCOPE OF SERVICES

Please submit two proposals to include bi-weekly and monthly that will include quarterly cleaning, with service being provided during working hours. Normal working hours are Monday through Friday 8am to 5pm, except Wednesday 8am to 1pm. The building is approximately 4,000 square feet. Cleaning of all portions of the building must include the following services in all areas (offices, council/court room, hallways, conference rooms, restrooms, kitchen, etc.). Additionally, the selected vendor must supply its own equipment, cleaning supplies and chemicals.

GENERAL

Collect and remove all trash from building	BIWEEKLY
Replace all trash liners (liners to be supplied by vendor)	BIWEEKLY
Spot clean interior and exterior of kitchen trash containers	BIWEEKLY
Dust all office furniture including desks, chairs, tables, cabinets, bookshelves, lamps and lampshades	BIWEEKLY
Clean and sanitize all drinking fountains	BIWEEKLY
Dust all blinds, window treatments, pictures, fixtures, window sills, ledges and moldings	BIWEEKLY
Clean and sanitize tables, counters and chairs in break room	BIWEEKLY
Sanitize sinks and door knobs	BIWEEKLY
Clean door frames and light switches	BIWEEKLY
Clean glass and inset to include front doors and partition glass/ledge in lobby	BIWEEKLY
Sweep and mop all hard floors	BIWEEKLY
Vacuum all carpeting	BIWEEKLY
Spot clean plastic mats under chairs and desks	BIWEEKLY
Refill all dispensers and paper towel holders in kitchen	BIWEEKLY
Clean microwave in kitchen – inside and out	BIWEEKLY
Clean all kickboards and base boards	BIWEEKLY
Clean and sanitize all telephones	BIWEEKLY
Remove all cobwebs	QUARTERLY
Clean all vents for heat/air, restroom and kitchen exhaust fans	QUARTERLY
Clean all inside windows	QUARTERLY
Buff tile floors	QUARTERLY
Strip and wax tile floors	QUARTERLY
Shampoo carpets and area rugs	QUARTERLY

RESTROOMS

Clean, sanitize, and polish all fixtures including toilet bowls, urinals, sinks and sink fixtures	BIWEEKLY
Clean and polish all glass and mirrors	BIWEEKLY
Empty trash containers, insert liners as needed and sanitize interior of containers	BIWEEKLY
Sweep and mop floors using disinfectant detergent	BIWEEKLY
Spot clean walls, doors and partitions	BIWEEKLY
Dust all flat surfaces	BIWEEKLY
Restock all products with products supplied by vendor (toilet paper, hand towels, liners and soap)	BIWEEKLY
Dust all moldings, top of partitions, frames, furniture, cabinets, toilet paper holders and hand towel holders	BIWEEKLY
Clean all kickboards and base boards	BIWEEKLY
Sweep and mop all hard floors	BIWEEKLY

OTHER

Maintain mopping drainage area in neat and orderly fashion
Notify Town Administrator of any irregularities or equipment malfunctions

BIWEEKLY
AS NEEDED

IV. RULES OF PREPARATION

The submitted responses must follow the rules and the format established within this document. Adherence to these rules will ensure a fair and objective analysis of all proposals.

Failure to comply with any portion of this request may result in rejection of a proposal.

V. FORMAT OF RESPONSES

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposal in accordance with the instructions outlined in this section. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town of Pine Ridge.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness and clarity of content.

The proposal should be organized into the following major parts:

A. Summary Worksheet - The first page of the RFP response must be the Summary Worksheet, which is found at the end of this document. Any response that is submitted without this worksheet shall be considered nonresponsive.

B. Company Background – Information regarding the following:

- a) Company's location
- b) Company's local business license information if company located in the Town of Pine Ridge
- c) Company's stability and length of time in business
- d) Company's past history and future plans
- e) Company's size and ability to dedicate staff to the service
- f) Company's bonding information
- g) Company's certificate of insurance (workers' compensation and liability)

C. Schedules of Work – Include proposed day and time to conduct the service.

D. Client References – Provide at least three client references that are similar in nature, size or complexity to that described in this RFP.

E. Criminal Background – Provide a statement agreeing to submit all workers to a criminal background check.

F. Contract Terms and Conditions – Include the vendor's sample agreement for services and warranty.

VI. INTERPRETATIONS AND ADDENDA

No interpretation and/or clarification made to any respondent as to the meaning of the RFP shall be binding on the Town of Pine Ridge unless repeated in writing and distributed as an addendum by the Pine Ridge Town Administrator.

VII. HOW TO SUBMIT RESPONSES

Please prepare and submit one copy of the response. Completed responses should be sealed and clearly marked "RFP18-03" and should be mailed to the Town of Pine Ridge, Attn: Town Administrator, 2757 Fish Hatchery Road, West Columbia, SC 29172, or hand delivered to the reception window at the same address.

VIII. DEADLINE FOR SUBMISSION OF RESPONSES

Deadline for receipt of response to this RFP is 5:00 PM, Friday, November 30, 2018. Vendor selection will occur at the Pine Ridge Town Council meeting on December 11, 2018, at 6:45pm. Responses will be binding for a period of ninety (90) calendar days from the date of vendor selection.

IX. EVALUATION OF RESPONSES

The personnel evaluating the proposals will base the evaluation 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.

X. 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.

XI. 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 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.

XII. 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.

XIII. 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.

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.

Response to the Town of Pine Ridge
Request for Proposals for the Cleaning of the Municipal Complex

SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered non-responsive.

List the total yearly/monthly fee amount that it would cost to clean the Municipal Complex per the specifications listed in the Request for Proposals document.

Total monthly fee for Scope of Service, on a biweekly basis(to include quarterly)

\$ _____

AS NEEDED

Special events are held periodically that may require cleaning before and/or after the event

AS NEEDED

Total fee \$ _____

I hereby agree to all of the terms listed in the Request for Proposals document.

Vendor Name: _____

Address: _____

Telephone: _____

Email: _____

Vendor Contact: _____

Vendor Signature: _____

Date: _____

VENDOR CHECKLIST for RFP18-03

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 7. Any response that is submitted without this worksheet shall be considered nonresponsive.
- Company Background** – Information regarding the following:
 - Company's location
 - Company's local business license information if company located in the Town of Pine Ridge
 - Company's stability and length of time in business
 - Company's past history and future plans
 - Company's size and ability to dedicate staff to the service
 - Company's bonding information
 - Company's certificate of insurance (workers' compensation and liability)
- Schedules of Work** – Include proposed day and time to conduct the service.
- Client References** – Provide at least three client references that are similar in nature, size or complexity to that described in this RFP.
- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.
- Contract Terms and Conditions** – Include the vendor's sample agreement for services and warranty.

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.

- Acquisition of a Business License:

**TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605**

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

PROPOSAL FOR: PUBLIC DEFENDER SERVICES

The Town of Pine Ridge, SC is pleased to offer a request for proposal for Public Defender Services for our Municipal Court.

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, Friday, November 30, 2018.

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at this office until the stated date and time and then publicly opened on December 11, 2018, at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed proposals will be permitted.

Direct all inquiries: Town Administrator, (803)755-2500 prtownclerk@sc.rr.com

I. PURPOSE OF REQUEST

The Town of Pine Ridge requests proposals to provide public defense services for indigent criminal defendants commencing on January 1, 2019 and terminate on December 31, 2019. The parties may mutually agree to extend the resulting Contract for an additional term of one year, expiring on December 31, 2020. This proposal seeks responses from both individual attorneys and law firms.

The Town will pay the selected Public Defender for representational services, including lawyer services and appropriate staff services, infrastructure, investigation and appropriate sentencing advocacy. All proposals should take into account the adopted Standards of the Town and the South Carolina Supreme Court ("Standards") when submitting proposals. Proposals should include all necessary infrastructure, training, and services necessary to comply with the Standards. Legal services provided will include, but not be limited to, interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the appropriate prosecutor or other agency and court regarding possible dispositions, and preparation for and appearance at court proceedings.

In 2016, the Town had one case in Municipal Court where a defendant required the services of a public defender. The number of assigned indigent defendants

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

and the resulting trials are dependent on the unique facts and circumstances of any particular case and time period, and is subject to variation.

II. INSTRUCTIONS TO PROPOSERS

A. All proposals should be sent to:

Town Administrator
Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172

B. All proposals must be in a sealed envelope and clearly marked in the upper left hand corner "RFP 18-04: Public Defender Services."

C. All proposals must be received by 5:00 PM, November 30, 2018. An original And five (5) copies of proposals must be presented. No faxed, e-mailed, or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of the provider's capability to satisfy the requirements of the request. Special bindings, colored displays and promotional materials are not desired. Emphasis should be on completeness and clarity of content.

E. Proposers should take note that selection shall be made by the Town based upon the written proposal submitted, which will be voted on December 11, 2018.

F. The firm or attorney selected shall be notified in writing with a start date of January 1, 2019, once the contract has been signed by both parties.

G. All proposals must include the following information:

1. The name of each and every individual attorney who is proposed to provide public defense services and his or her area of responsibility.
2. A resume for each and every attorney who will provide legal services, or supervise the provision of legal services by others, illustrating the attorney's specific experience in criminal defense.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

3. Each proposer will be required to warrant that the proposal submitted takes into account all required training, infrastructure, and service provision required under the Standards set forth by the Supreme Court of the State of South Carolina.

4. References. No less than three written references should be included.

5. Insurance. The proposer should review the draft contract and indicate his willingness and capability to provide insurance coverage of the same or similar nature. Proposers shall assure the Town that their malpractice coverage contains no exclusion for ineffective assistance of counsel.

6. Provide information in your proposal addressing the following:
 - 6.1 Your experience in providing public defense services and contract performance;

 - 6.2 How long has your firm been in existence? How many years has it practiced criminal defense?

 - 6.3 Has your firm handled indigent clients? Describe the type of cases in which you have represented such clients.

 - 6.4 How many attorneys currently employed by your firm would be involved in public defense under the proposal? Resumes and references must be provided for each attorney.

 - 6.5 How many staff employees does your firm employ? How many staff will be assigned to the public defense services contract? If contract or other services are necessary to comply with Supreme Court Standards such as access to a mental health professional or interpreters, indicate how your firm will comply with the Standards in this regard. See proposed Contract, note any duration from provisions for non-routine services.

 - 6.6 Does any attorney or employee of the firm have or could reasonably be anticipated to have any conflict of interest with the Town? If so, how will that conflict be addressed?

**TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605**

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

7. Contract Performance.

- 7.1 If your firm has previously provided or is providing contract services for a city or county, please provide any documented review of contract compliance under those contracts.
- 7.2 Please note specifically any termination for cause of any public contract in whole or in part within the last ten years. Please note any corrective action required under any such public contract.
- 7.3 Has any attorney proposed to provide services under your proposal been disciplined by the South Carolina Bar, or any other mandatory bar association of any other state?
- 7.4 Has any attorney employed by your firm been removed from a case because of a court finding of ineffective assistance of counsel?
- 7.5 Has any attorney in your firm been monetarily sanctioned by a court for any reason? Please provide a summary of the sanction, including the court and date sanction was imposed.
- 7.6 Has any attorney in your firm had an action for malpractice filed against the attorney in any courts? If so, what is the status or disposition of the filing?

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

**III. PROPOSED DELIVERY OF SERVICES (Scope of Services is described
in Section VI.)**

Taking into account the Standards for Services adopted by the Town as well as by the South Carolina Supreme Court, please provide the following information or proposals:

- A. Please describe your firm's general policy guidelines when addressing the needs of indigent misdemeanor clients.
- B. How will you monitor the case load of attorneys providing Indigent Defense Services?
- C. What type of training do the attorneys in your firm receive which would be relevant to the practice in criminal law and public defense?
- D. What is your firm's capacity for working with non-English speaking clients?
- E. Does your firm have any experience working with ex-offenders, the mentally ill, or other clients in need of social service referrals?
- F. Please provide information regarding your firm's ability to report both monthly and annually regarding the assigned case load, the disposition of cases and the types of cases assigned.

IV. SELECTION CRITERIA

In its evaluation process, the Town will consider the completeness of the written proposal, the qualifications of the specific individuals proposed for assignment to act as a Public Defender, the proposer's history of successfully fulfilling contracts of this type, experience in similar work, the proven or potential ability of the proposer to fully comply with all South Carolina Supreme Court standards for the practice of law, as well as the competitiveness of the fee structure proposed. Each proposal will be independently evaluated on these factors.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

V. TERMS AND CONDITIONS

- A. The Town reserves the right to reject any and all proposals and to waive minor regularities in any proposal.
- B. The Town reserves the right to request clarification of information submitted and to request additional information from any proposer.
- C. The Town reserves the right to award any Contract to the next most qualified proposer, if the successful proposer does not execute a Contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set for opening of the proposals. Any proposal not timely withdrawn shall constitute an irrevocable offer for a period of sixty (60) days to provide to the Town the services described herein or until the proposals have been approved by Town administration, whichever first occurs.
- E. The Contract resulting from the acceptance of the proposal shall be in approximately the form shown in this RFP. A copy of the Contract is attached for review. Any proposed amendment to the Contract should be noted in the proposal submitted. The Town reserves the right to reject any proposed Contract change which does not conform to the specifications contained in the RFP, or which is not warranted to provide a level of service sufficient to meet the Town's requirements, or applicable requirements of the South Carolina Supreme Court. Any proposed amendment to the Contract should be noted in the proposal submitted.
- F. The Town shall not be responsible for any costs incurred by a firm in preparing, submitting, or presenting its response to the RFP.
- G. Term. Public defense services will commence on January 1, 2019 and terminate on December 31, 2019. The parties may mutually agree to extend the resulting Contract for an additional term of one year, expiring on December 31, 2020.
- H. Screening. Determination of indigence for eligibility for appointed counsel for this Contract shall be determined by the Clerk of the Municipal court. The Public Defender will not be responsible for screening potential clients. Should the Public Defender determine a defendant is not eligible for

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

assigned counsel, the Public Defender will so inform the court and move to withdraw from the case.

- I. Reporting. The Public Defender shall file monthly reports with the Town delineating each client who has been appointed to the Public Defender for representation, in a format mutually agreed to by the parties. The format shall not include attorney/client privileged information. The report shall designate whether the client was "conflicted" to another attorney for representation or the client hired another private attorney. The court will indicate the charges filed and the disposition of any case as appropriate. The report shall be due on or before the tenth (10th) day of the month in which services were provided.

- J. Case Count. A case is defined as the filing of a document with the court naming a person as defendant or respondent, to which an attorney is appointed in order to provide representation. Multiple citations from the same incident will be counted as one case. Each case is counted only once, irrespective of any subsequent reappointments pursuant to a failure to appear (hereinafter FTA). Cases will be counted at the time of first appointment. Cases subsequently conflicted, where a private attorney is hired, will be noted on the next report and will not be counted as a Public Defender case.

- K. Associated Counsel. Any counsel associated with or employed by the Public Defender shall have the authority to perform the services called for herein, and the Public Defender may employ associated counsel to assist at the Public Defender's expense. The Public Defender and all associated counsel hired pursuant to this section shall be admitted to practice pursuant to the rules of the State of South Carolina Supreme Court. Sufficient counsel shall be provided to represent defendants during a vacation and illnesses, in settings in more than one courtroom.

- L. Attorney Conflict. In the event the Public Defender must withdraw from a case because of a conflict of interest, the Public Defender shall refer the defendant to another attorney competent and able to provide legal services to the indigent. The cost of conflict counsel shall be paid by the Town and not by the Public Defender.

- M. Discovery Provided. The Town will provide to the Public Defender at no cost to the Public Defender or defendant one (1) copy of all discoverable materials concerning each assigned case with the exception of audio and

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

video tapes which shall be made available for inspection in accordance with the rules of discovery. The Public Defender may receive electronic copies of discovery or may request hard copies to be provided. The attached form Contract provides additional information regarding other routine and non-routine services and reimbursements.

- N. Assignment Prohibited. No assignment or transfer of the Contract or any interest in the Contract shall be made by the Public Defender without the prior written consent of the Town.

VI. SCOPE OF SERVICES

- A. General Description. All indigent criminal defendants who are determined to be eligible and are charged under the ordinances of the Town will be referred to the Public Defender. The Public Defender will provide legal representation for each of these defendants and court appointment or screening through trial, sentencing, post conviction, review and any appeal to Circuit Court or the South Carolina appellate courts. Performance of services shall in all respects comply with the standards adopted by the South Carolina Supreme Court and the Town, whichever is more restrictive.
- B. Standards for Public Defense. In addition to the SC Supreme Court Standards, the Public Defender shall at all times comply with the South Carolina Rules of Professional Conduct (SCRPC) and all other applicable court rules as the same exist or are hereafter amended. The Public Defender shall maintain the highest standards of conduct and behavior towards the court, the prosecutors, and all parties.
- C. The Public Defender will attempt to initiate contact with assigned clients within Forty eight (48) hours of assignment. The Public Defender will provide his clients with contact information for availability during office hours. The Public Defender will return client phone calls or other attempts to contact the Public Defender within forty-eight (48) hours excluding weekends. The Public Defender shall provide the prosecutor and Town police department with contact information assuring twenty-four (24) hour a day access.
- D. The Public Defender shall maintain an office and all other infrastructure including an adequate number of secretaries, word processing, paralegals and any and all other support services, including adequate and competent

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-04

October 9, 2018

interpreter services necessary to comply with the standards for the practice of law in South Carolina. Expert witness, investigator services, mental health assessments and all other services may be provided at additional cost pursuant to court authorization.

VII. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule on a total yearly/monthly fee, noting any variations for non-routine services. Services not referenced in this RFP that are not explicitly identified as non-routine will be assumed to be included in the basic fee.
- B. If the proposal includes by-case compensation, payment by the Town for the services will be made only after the services have been performed (through judgment and sentence or dismissal). An itemized billing statement shall be submitted in a form approved by the Town. Payment shall be made on a monthly basis in accordance with the Town's accounts payable procedures.
- C. By submitting its proposal, the Proposer warrants that he or she and all attorneys performing services under the agreement have studied the Standards adopted by the Town and the SC State Supreme Court, and have obtained, as necessary, applicable accounting review of the overhead costs necessary to provide all required infrastructure and services required by such Standards. Proposer further warrants that the proposal submitted is adequate to provide reasonable compensation for the provision of public defense services in accordance with such Standards.
- D. **ACQUISITION OF BUSINESS LICENSE:** The successful Proposer to this request will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (No.18-05)**

Requested jobs will be performed between months of April – October 2019, and January 2020

MONTHLY - Mow/ maintain turf/grass between sidewalks and main road. In addition, a minimum of a foot where brush has grown over sidewalk. The exception is where a resident has planted within a foot on private property.

MONTHLY- Remove debris/grass cuttings/pine straw from sidewalk with air blower. The exception is where the debris/grass cuttings/pine straw is blown into the road or on private property.

JUNE, JULY & AUGUST - Edge grass from sidewalks & remove debris

MONTHLY at Old Town Hall site & Camp Moore/Styx maintenance:

- Mowing: all turf shall be mowed
- Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. Damage to plant materials due to string line trimming shall be replaced by the contractor w/in 10 days.
- Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure; this shall include pine cones and small branches.
- Pruning: trees / shrubs / plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).

MONTHLY at Town of Pine Ridge Complex:

Turf & Bed Areas: turf shall be mowed; plant beds edged, excess debris/trash collected and disposed of to include fall/winter leaves.

Shrubbery/Ornamental trees: shrubbery trimmed/pruned and weed to be controlled in plant beds by manual/chemical means.

Hardscapes: air blown free of excess debris, weed controlled by manual/chemical means, sidewalks edged and excess trash/debris collected and disposed of.

The **Town of Pine Ridge** does not discriminate in the solicitation or awarding of contract on the basis of race, religion, faith-based organizations, color, national origin, age, disability, or any other basis prohibited by State or Federal law.

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (No.18-05)**

JANUARY 2020:

Pine straw to be installed around bed areas around Town of Pine Ridge Complex site and Camp Moore/Styx Historical Park. Remove debris/pine straw/leaves with air blower on sidewalks throughout town.

ADDITIONAL OPTION (depending on budgetary constraints):

APRIL & OCTOBER: Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.

LOCATIONS:

- (1) Pine Ridge Drive from the intersection of Pine Ridge Drive and Fish Hatchery Road to the town limits sign near Congaree Baptist Church.
- (2) Fish Hatchery Road sidewalks from Arborgate Subdivision to Bachman Road.
- (3) Property at corner of Pine Ridge and Fish Hatchery Road.
- (4) Camp Moore/Styx Walking track, hill and road frontage.
- (5) Town Hall which includes all areas around building, parking lots, turf areas, bed areas and road frontage.
- (6) Fish Hatchery Road North East lane beginning at Williams Circle to Oak Hill Road.

Failure to comply with all instructions may result in the bid being deemed non-responsive.

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, Friday, November 30, 2018.

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at this office until the stated date and time and then publicly opened on December 11, 2018 at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed proposals will be permitted.

Direct all inquiries: Town Administrator, (803)755-2500 prtownclerk@sc.rr.com

The **Town of Pine Ridge** does not discriminate in the solicitation or awarding of contract on the basis of race, religion, faith-based organizations, color, national origin, age, disability, or any other basis prohibited by State or Federal law.

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (No.18-05)**

All bids must provide the following:

- (1) Pricing for the described services for the calendar year 2019 plus January 2020.
- (2) Trimming and cleaning activities will be conducted every month starting in April 2019 and will be completed prior to the 12th day of the month. Cleaning shall not begin prior to the 1st of every month.
- (3) Failure to complete all required trimming/cleaning by the 20th day of the scheduled month will result in cancellation of the contract.
- (4) The removal of all debris will be the responsibility of the contractor.
- (5) Contractor will provide a certificate of liability insurance and workman's comp, showing the town as insured.
- (6) Company background to be provided: Company's location, Company's local business license information if company located in the Town of Pine Ridge, Company's stability and length of time in business, Company's size and ability to dedicate staff to the service, Company's bonding information.
- (7) Contractor will be required to purchase a Business License with the Town of Pine Ridge.
- (8) The Town of Pine Ridge reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities, and to request resubmission.
- (9) Bids must be submitted on the designated Bid Form, completed in ink or typed and signed by an authorized representative.
- (10) Envelopes containing bids shall be in a sealed envelope marked "RFP18-05".
- (11) An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
- (12) The determination of award of a contract for more than \$5,000 to the low responsible bidder shall be made by council after receiving the recommendation of the Property & Recreation Committee.
- (13) A tie bid shall be awarded to the firm selected by a majority vote of council.
- (14) Any actual or prospective Bidder 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 Invitation to Bid 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.

The **Town of Pine Ridge** does not discriminate in the solicitation or awarding of contract on the basis of race, religion, faith-based organizations, color, national origin, age, disability, or any other basis prohibited by State or Federal law.

TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE INVITATION TO BID SCOPE OF WORK (No.18-05)
--

SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered non-responsive.

	Miles	Work Item Description	Bid Amount	Times Months to be serviced	Total
Monthly	1.4	Mow/maintain turf/grass between sidewalks and main road		x 7	
Monthly	2.1	Remove debris/grass cuttings/pine straw from sidewalk with air blower		x 7	
June, July & August	2.1	Edge grass from sidewalks & remove debris		x 3	
Monthly	2.24	Mow/maintain turf/grass & remove debris at old Town Hall site		x 7	
Monthly	1 acre	Mow/maintain turf/grass & remove debris at Camp Moore/Styx to include road frontage		x 7	
Monthly	.75 acre	Pine Ridge Complex: Maintain all areas around building, parking lots, turf areas, bed areas & road frontage		x 7	
January 2020	1 acre	Pine straw Pine Ridge Complex/Camp Moore/Styx and air blow sidewalks throughout town		x 1	
Additional Option:					
April & October		Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.		x 2	
GRAND TOTAL					

I have reviewed the physical location of all required landscaping and mowing as defined in RFP18-05.

Signature

Date

Name (handwritten)

Company

Best contact number

Mailing address

Email

The **Town of Pine Ridge** does not discriminate in the solicitation or awarding of contract on the basis of race, religion, faith-based organizations, color, national origin, age, disability, or any other basis prohibited by State or Federal law.

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (No.18-05)**

VENDOR CHECKLIST for RFP18-05

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 4. Any response that is submitted without this worksheet shall be considered nonresponsive.
- Company Background** – Information regarding the following:
 - Company's location
 - Company's local business license information if company located in the Town of Pine Ridge
 - Company's stability and length of time in business
 - Company's size and ability to dedicate staff to the service
 - Company's bonding information
 - Company's certificate of insurance (workers' compensation and liability)
- Client References** – Provide at least two client references that are similar in nature, size or complexity to that described in this RFP.
- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.

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.

- Acquisition of a Business License

The **Town of Pine Ridge** does not discriminate in the solicitation or awarding of contract on the basis of race, religion, faith-based organizations, color, national origin, age, disability, or any other basis prohibited by State or Federal law.

**TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605**

REQUEST FOR PROPOSALS

RFP 18-06

October 9, 2018

PROPOSAL FOR: HVAC Maintenance and Repairs

The Town of Pine Ridge, SC is pleased to offer a request for proposal for HVAC Maintenance and Repairs at the Pine Ridge Complex located at 2757 Fish Hatchery Road, West Columbia, SC 29172.

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, Friday, November 30, 2018.

Subject to the conditions, provisions and the enclosed specifications, sealed proposals with "RFP18-06" clearly marked on envelope, will be received at this office until the stated date and time and then publicly opened on December 11, 2018, at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed proposals will be permitted.

Direct all inquiries: Town Administrator, (803)755-2500 prtownclerk@sc.rr.com

The Town of Pine Ridge is soliciting proposals for HVAC maintenance and Repairs for a term contract to begin January 1, 2019 and end December 31, 2019, with an option to renew for a period of one year. The proposal is asking for qualified contractors to submit proposals for performing scheduled quarterly maintenance and inspections as well as any repair work needed on the Town owned heating, ventilation and air conditioning systems. Contractor must be able to make non-scheduled repairs on a timely basis, within one business day. All repairs will be quoted before work is done, including hourly rates. Proposers are invited to inspect the building and HVAC systems that are town owned prior to submitting their proposal.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-06

October 9, 2018

SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered nonresponsive.

Date: _____

Proposing Organization: _____

The above submits herewith our Proposal in response to RFP17-05 and in compliance with the description and/or specifications within and attached hereto for: HVAC MAINTENANCE AND REPAIRS

Signature of Proposer's Representative: _____
Name (Please Print): _____

Phone: _____ Title: _____

Fax: _____ Email: _____

Annual Maintenance & Inspection Fee: _____

Hourly Journeyman Rate: _____

Hourly Helper Rate: _____

Minimum Service Call Rate: _____

Please see attach References Sheet and any additional information or details needed to clarify your proposal.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-06

October 9, 2018

SCOPE OF SERVICES

The Town of Pine Ridge seeks a firm to:

- Provide labor necessary to keep equipment in proper operating condition.
- Provide two inspections calls yearly on Air Conditioning Equipment.
- Provide two inspection calls yearly on Heating Equipment.
- Timely non-scheduled repairs as needed should be responded to within one business day (repairs will be quoted before work is done including hourly rates)

Included in the Inspection:

1. Inspect entire system.
2. Lubricate all moving parts.
3. Check operation temperatures and pressures.
4. Check and adjust: Motors, starters, valves, safety controls, compressors.
5. Start up and pump down air conditioning once per season.
6. Start up and check heating systems.
7. Air Filter Service – Provide Filters and change four times per year.
8. Furnish any quotation for any necessary work not covered by this Agreement as request by the Town of Pine Ridge.
9. For security purposes, the Contractor shall provide a statement agreeing to submit all workers to a criminal background check. In addition, all staff assigned to the Town of Pine Ridge premises must be bonded and insured. All staff shall wear a work uniform type shirt or smock that clearly displays the company name.
10. All work performed shall comply with the current building codes mandated by the State of South Carolina.
11. Clean site of all waste including, but not limited to, parts, screws or nuts, and other debris.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-06

October 9, 2018

General Instructions to Proposer's

1. Submit one (1) original proposal and five (5) copies.
2. Taxes: The Town pays applicable South Carolina State Sales Taxes. All applicable taxes should be shown as separate line items on the proposal form.
3. Guarantee with Proposal & Warranties: Proposer shall provide information on their product and service warranties.
4. Contractor will provide a certificate of liability insurance and workman's comp, showing the town as insured.
5. Company background to be provided: Company's location, Company's local business license information if company located in the Town of Pine Ridge, Company's stability and length of time in business, Company's size and ability to dedicate staff to the service, Company's bonding information.
6. The Town of Pine Ridge reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities, and to request resubmission.
7. Bids must be submitted on the designated Summary Worksheet, completed in ink or typed and signed by an authorized representative.
8. Envelopes containing bids shall be in a sealed envelope marked "RFP18-06".
9. An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
10. The determination of award of a contract for more than \$5,000 to the low responsible bidder shall be made by council after receiving the recommendation of the Property & Recreation Committee.
11. A tie bid shall be awarded to the firm selected by a majority vote of council.
12. Any actual or prospective Bidder 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 Invitation to Bid 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.
13. If awarded bid, Contractor will be required to purchase a Business License with the Town of Pine Ridge.
14. The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP18-06 requirements.

TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605

REQUEST FOR PROPOSALS

RFP 18-06

October 9, 2018

VENDOR CHECKLIST for RFP18-06

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 2. Any response that is submitted without this worksheet shall be considered nonresponsive.

- Company Background** – Information regarding the following:
 - Company's location
 - Company's local business license information if company located in the Town of Pine Ridge
 - Company's stability and length of time in business
 - Company's size and ability to dedicate staff to the service
 - Company's bonding information
 - Company's certificate of insurance (workers' compensation and liability)

- Client References** – Provide at least two client references that are similar in nature, size or complexity to that described in this RFP.

- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.

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.

- Acquisition of a Business License:



Pine Ridge Middle School

735 Pine Ridge Drive West Columbia, SC 29172
(803) 755-7400 PH (803) 755-7449 FAX

August 28, 2019

Dear Potential Sponsor/Donator,

We are embarking on the 2019/2020 School year. We are soliciting sponsors to help defray the costs of various activities that will happen at PRMS this school year. Your logo will be displayed at events as well as on our Facebook page. Additionally, you will be allowed to attend the event and set up a vendor booth to promote your goods or services.

We greatly appreciate the support and generosity of our sponsors and their help in making the 2019/2020 school year a success. No Gift is too small. Let's Go for Gold!

If you have any questions about the event or sponsorship/donations, contact Samantha Smith 803-755-7408 or samantha@lex2.org.

Sincerely,

David Basile
Principal
Pine Ridge Middle School

Pine Ridge Middle School will be recognized as a School with a High Performance Learning Culture by “Setting the G.O.L.D. Standard of Excellence in Academics, Athletics and the Arts”

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

Title: Police Lieutenant
Department: Police
Reports to: Police Chief

Date: June 14, 2016
Status: Full-time
Exemption: Exempt

GENERAL PURPOSE

The Lieutenant (Assistant Chief) is responsible for the supervision of the Patrol Division and Investigations Division. The Lieutenant (Assistant Chief) is also responsible for coordinating training (certification/recertification), Internal affairs, FTO, Equipment/Supply, Records (reports, citations, etc.), NCIC, Warrants, Victim's Services, Evidence, Confidential Sources and Funds, Special Events. Performs related law enforcement, supervisory and administrative work as required. Works under stressful, high risk conditions. During some periods the Lieutenant (Assistant Chief) may absorb the responsibilities of the Investigations and may serve as the sole investigator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Carries out duties in compliance with and enforces the laws of the State, United States and the ordinances of the Town.

Assists in attaining the department's objectives by directing and coordinating the activities of the patrol, investigative, and administrative personnel.

Functions as Executive officer to the Chief of Police in all operational matters as appropriate; acts as backup for all departmental public appearances in absence of Chief.

Assists in coordinating and supervising the department personnel/programs to ensure compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.

Annually reviews all Vehicle Pursuit Packets and prepares written analysis of pursuits to identify patterns or trends that may indicate training needs and/or directive modifications.

Annually prepares a performance report summarizing the activities of the training program.

Directly supervises the activities of the Patrolman and Sergeant; supervisory duties include scheduling, instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, assisting with the selection of new employees, recommending employee transfers/promotions, discipline and discharge.

Reviews all reports, logs and other paperwork received from subordinate officers to ensure completion, accuracy and conformance of regulations; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Inspects subordinates' equipment and uniforms for proper condition.

Attends and conducts meetings as required.

Assists in securing and administering grants for special project / program funding.

Assists in developing, implementing and supervising operations and activities associated with various special functions and events of the department.

Provides leadership and coordination in high risk and/or emergency situations; performs general law enforcement duties as necessary, including patrolling areas of the Town, apprehending and arresting suspected law violators, responding to traffic accidents, maintaining order and public safety, participating in criminal investigations, preparing cases for prosecution, booking and transporting prisoners, etc.

Provides court testimony as necessary.

Assists in coordinating department activities with those of other departments and agencies as appropriate.

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

Title: Police Lieutenant
Department: Police
Reports to: Police Chief

Date: June 14, 2016
Status: Full-time
Exemption: Exempt

Evaluates the need for, recommends and assists with the procurement of equipment and supplies for the department.

Supervises the proper maintenance of department vehicles and equipment.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.

Attends required training sessions to keep South Carolina Criminal Justice Academy certification; maintains required level of proficiency in the use of firearms and all other related equipment.

Receives and responds directly to citizens' inquiries, concerns and complaints concerning activities and personnel in areas of responsibility.

Receives and reviews various records and reports, including incident reports, activity reports, employee evaluations, routine reports, arrest and bench warrants, case files, equipment requests, training requests, purchase orders, citizen complaints, use of force reports, memos, correspondence, etc.

Prepares various documents, including incident reports, employee evaluations, request forms, schedules, grant documents, statements, traffic tickets, warnings, accident reports, booking reports, summonses, inspection forms, bond receipts, photo and fingerprint logs, arrest warrants, internal affairs, and various other records, reports, memos, logs, correspondence, etc.

Refers to Town and Police Department policy and procedure manuals, codes, regulations, laws, maps, statutes, training manuals, budget documents, professional periodicals, etc.

Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorder, fax machine, copier. Operates/uses a variety of police equipment, including a police vehicle, firearms, radar, vehicle camera, etc.

Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, first-aid supplies, cameras, and a variety of other police-issued materials and supplies.

Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, etc.

May remain on 24-hour emergency call status.

Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Education and Experience:

- a) Associate's degree from an accredited college or university with major study in criminal justice, public administration, or a related field; and
- b) Four (4) years of progressively responsible law enforcement experience with two (2) years at the rank of Police Sergeant or above; or
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.
- d) Must be certified with the South Carolina Criminal Justice Academy.

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

Title: Police Lieutenant
Department: Police
Reports to: Police Chief

Date: June 14, 2016
Status: Full-time
Exemption: Exempt

Knowledge, Skills and Abilities:

- a) Considerable knowledge of: modern law enforcement principles, procedures, techniques, and equipment; ordinances governing local police work, thorough knowledge of the geography of the Town or ability to learn the area, powers of observation and memory; demonstrated management skills.
- b) Thorough knowledge of investigative procedures and crime scene analysis.
- c) Skill in operating the listed tools and equipment.
- d) Ability to: train and supervise subordinate personnel; perform work requiring good physical condition; communicate effectively orally and in writing, including following and giving verbal or written instructions; prepare clear comprehensive reports; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; be courteous and firm with the public and exercise sound judgment in evaluating situations and in making decisions.

SPECIAL REQUIREMENTS

- a) At least 21 years of age.
- b) Must possess a valid South Carolina driver's license.
- c) Must meet Department's physical agility standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun, taser, and other weapons as required, handcuffs, first aid equipment, handcuffs, cell phone, personal computer including word processing software, copier, fax, and other related tools and equipment.

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.

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in the use of firearms and the safe operation of motor vehicles. Requires the ability to talk and hear

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field; with the noise level being loud at the firing range or in a situation where firearms are being used.

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

Title: Police Lieutenant
Department: Police
Reports to: Police Chief

Date: June 14, 2016
Status: Full-time
Exemption: Exempt

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
------------	------

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

Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for executive, administrative, professional, computer and outside sales employees, and for more information on the salary basis requirement.

Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Exemption

To qualify for the **learned professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- The employee must be compensated **either** on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week **or**, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duty must consist of:
 - 1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - 2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - 3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - 4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

Outside Sales Exemption

To qualify for the outside sales employee exemption, all of the following tests must be met:

- The employee's primary duty must be making sales (as defined in the FLSA), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and
- The employee must be customarily and regularly engaged away from the employer's place or places of business.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$100,000 or more (which must include at least \$455 per week paid on a salary or fee basis) are exempt from the

FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Blue Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to “white collar” employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other “blue collar” workers who perform work involving repetitive operations with their hands, physical skill and energy. FLSA-covered, non-management employees in production, maintenance, construction and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers and laborers are entitled to minimum wage and overtime premium pay under the FLSA, and are not exempt under the Part 541 regulations ~~no matter how highly paid they might be.~~

Police, Fire Fighters, Paramedics & Other First Responders

The exemptions also do not apply to police officers, detectives, deputy sheriffs, state troopers, highway patrol officers, investigators, inspectors, correctional officers, parole or probation officers, park rangers, fire fighters, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees, regardless of rank or pay level, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; pursuing, restraining and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; or other similar work.

Other Laws & Collective Bargaining Agreements

The FLSA provides minimum standards that may be exceeded, but cannot be waived or reduced. Employers must comply, for example, with any Federal, State or municipal laws, regulations or ordinances establishing a higher minimum wage or lower maximum workweek than those established under the FLSA. Similarly, employers may, on their own initiative or under a collective bargaining agreement, provide a higher wage, shorter workweek, or higher overtime premium than provided under the FLSA. While collective bargaining agreements cannot waive or reduce FLSA protections, nothing in the FLSA or the Part 541 regulation relieves employers from their contractual obligations under such bargaining agreements.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us