

Town of Pine Ridge

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



IN ACCORDANCE WITH GOVERNOR MCMASTER'S EXECUTIVE ORDER ON SOCIAL DISTANCING, THERE WILL BE A LIMITED NUMBER OF CITIZENS ALLOWED IN COUNCIL CHAMBERS. THE PUBLIC IS ENCOURAGED TO EMAIL WRITTEN COMMENTS TO THE MUNICIPAL CLERK AT skyzer@townofpineridgesc.com

**JUNE 2, 2020
RESCHEDULED MAY 12, 2020
TOWN COUNCIL MEETING
AGENDA**

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2020-23 Adoption of 2020/2021 Budget
- 6:45 P.M. – 6:47 P.M. Review of Administrative Department Report
- 6:47 P.M. – 6:50 P.M. Review of Police Department Administrative Report
- 6:50 P.M. – 7:00 P.M. Informational Council Discussion

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

- 1. April 14, 2020 Regular Scheduled Council Meeting
- 2. April 29, 2020 Special Called Council Meeting

Old Business

- 1. Estates at Indigo Bond Estimate to repair infrastructure
- 2. Indigo Place Bond Estimate to repair infrastructure
- 3. RFP20-01R Landscape Maintenance for 2020-P&RC Recommendation & Council vote

New Business

- 1. Ordinance 2020-23 Adoption of 2020/2021 Budget *First Reading
- 2. Ordinance 2020-24 Emergency Ordinance repealing Emergency Ordinance 2020-21 for Electronic Meetings of Council, Quorums and Voting by Electronic Means, and Other Related Measures for Council Meetings
- 3. Finance Committee Donation update: Blessing Box
- 4. Vehicle Maintenance issues update
- 5. Body Camera issues update

Citizen's Comment Time – (email to skyzer@townofpineridgesc.com)

ADJOURN

For your convenience, an Agenda with attachments is available online at www.townofpineridgesc.com.

PUBLIC NOTICE-TOWN OF PINE RIDGE

At the time of this publication, Governor McMaster's Executive Order 2020-13 is still in effect and the Town Hall is not open to the public. The public is encouraged to email written comments to the Municipal Clerk at skyzer@townofpineridgesc.com and join the meeting via electronic means to be announced through the town's e-blast, website and Facebook.

Pursuant to Section 6-1-80 of the SC Code of Laws, public notice is hereby given that the Pine Ridge Town Council will hold a Public Hearing on the municipal budget for the 2020-2021 fiscal year:

Date: June 2, 2020

Time: 6:30 p.m.

Location: Via Electronic Means TBA

<u>Current Fiscal Year Revenues</u>	<u>Projected Revenue FY 2020-21</u>	<u>Percentage Change in Revenue</u>	<u>Current Fiscal Year Millage</u>
\$782,079	\$679,463	-13.12%	0
<u>Current Fiscal Year Expenses</u>	<u>Projected Expenses FY 2020-21</u>	<u>Percentage Change in Expenses</u>	<u>Estimated Millage for 2020-21</u>
\$768,032	\$679,310	-11.55%	0**

** Estimated millage rate for 2020 equals \$0.00 per \$1,000 in Assessed Property Value

A copy of the proposed budget ordinance for Fiscal Year 2020/2021 may be viewed online at www.townofpineridgesc.com, by email skyzer@townofpineridgesc.com or by telephone during regular business hours at (803)755-2500.

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TEN MONTHS ENDING APRIL 30, 2020

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	115,000.00	26,078.65	87,124.64	75.76
FINES AND PENALTIES	100,000.00	2,230.95	40,216.89	40.22
S.C. AID TO SUBDIVISIONS	46,624.00	0.00	24,467.90	52.48
MASC - COURT FINES	1,000.00	0.00	1,300.15	130.02
MASC - ADMIN FEES	500.00	0.00	125.00	25.00
OFF-DUTY EMPLOYMENT	500.00	0.00	330.00	66.00
SCE&G	145,000.00	0.00	104.15	0.07
SANITATION	377.00	104.10	306.00	81.17
ZONING	5,000.00	50.00	1,376.00	27.52
REVENUE ENHANCEMENT-BL	20,000.00	6,176.96	12,671.88	63.36
TIME WARNER TV	18,000.00	0.00	9,641.29	53.56
MASC - BL	158,000.00	0.00	3,712.30	2.35
BELLSOUTH	5,000.00	1,168.69	3,531.45	70.63
TNC ASSESSMENT	65.00	0.00	51.96	79.94
FUND BALANCE	140,167.33	0.00	42,724.00	30.48
GRANT INCOME-BPVP	1,936.00	0.00	0.00	0.00
DONATIONS	0.00	0.00	855.00	0.00
INTEREST INCOME	3,800.00	181.10	2,553.09	67.19
FILING FEES	60.00	0.00	60.00	100.00
SHOP WITH A COP-WALMART GRANT	2,000.00	0.00	2,200.00	110.00
SCINRF-LEGAL	15,000.00	0.00	4,206.69	28.04
MC-BOND ESTREATMENT	4,000.00	0.00	0.00	0.00
SUNDRY	50.00	0.00	38.00	76.00
TOTAL REVENUES	782,079.33	35,990.45	237,596.39	30.38
EXPENSES				
ADM. TRAINING	700.00	(85.00)	498.76	71.25
OFFICE SUPPLIES/PRINTING	4,300.00	126.42	2,805.28	65.24
ADM. TECH SUPPORT	5,000.00	0.00	2,127.98	42.56
ZONING TECH SUPPORT	6,000.00	0.00	19.97	0.33
ACCOUNTING	7,000.00	0.00	0.00	0.00
LEGAL	15,000.00	3,290.00	29,369.35	195.80
INSURANCE & BONDING	15,000.00	0.00	11,125.36	74.17
BANK CHARGES	150.00	0.07	252.62	168.41
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	1,500.00	0.00	621.55	41.44
UTILITIES	15,000.00	1,321.12	12,558.48	83.72
REVENUE ENHANCEMENT-BL	10,000.00	0.00	344.17	3.44
TELEPHONE	6,250.00	337.80	4,848.96	77.58
INTERNET SERVICES	2,000.00	174.97	1,739.70	86.99
ELECTION EXPENSE	0.00	0.00	1,169.46	0.00
PUBLIC NOTICES	800.00	0.00	368.84	46.11
DUES	1,400.00	45.00	1,450.12	103.58
BUILDING & MAINTENANCE	20,000.00	35.99	9,811.74	49.06
NPDES PERMITS	5,000.00	0.00	2,069.02	41.38
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	0.00	42,724.00	30.48
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TEN MONTHS ENDING APRIL 30, 2020

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
DONATIONS	6,500.00	0.00	6,033.57	92.82
CHRISTMAS TREE LIGHTING	1,200.00	0.00	665.88	55.49
CHRISTMAS PARADE	350.00	0.00	70.00	20.00
MEALS AND MEETING - COUNCIL	500.00	0.00	320.45	64.09
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	14,000.00	121.66	14,352.24	102.52
GAS AND OIL	8,500.00	862.50	7,270.16	85.53
PD TECH SUPPORT	7,000.00	0.00	522.99	7.47
POLICE DEPT.SUPPLIES	3,500.00	303.50	2,103.26	60.09
DUES	300.00	0.00	100.00	33.33
1033 PROGRAM	500.00	0.00	500.00	100.00
EQUIPMENT	2,000.00	633.60	2,519.28	125.96
VEHICLE INSURANCE	5,000.00	0.00	3,238.56	64.77
UNIFORMS	3,000.00	0.00	1,644.09	54.80
CONSULTANT	0.00	0.00	637.50	0.00
NATIONAL NIGHT OUT	650.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	236.98	47.40
SHOP WITH A COP-WALMART GRANT	2,000.00	0.00	1,895.11	94.76
LAWTRAK LICENSE	3,700.00	0.00	3,644.00	98.49
K-9 PROGRAM	4,250.00	161.00	2,588.09	60.90
TRAINING & MEALS	1,300.00	0.00	1,064.12	81.86
SALARIES - JUDGES	7,000.00	0.00	5,209.20	74.42
JURY FEES	1,000.00	0.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	800.00	800.00	40.00
COURT SUPPLIES	400.00	0.00	440.08	110.02
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	2,235.00	(80.00)	1,740.50	77.87
COURT ASSESSMENTS	44,000.00	7,382.73	22,380.96	50.87
COURT DEFENSE ATTORNEY	1,000.00	0.00	0.00	0.00
VA - TRAINING	1,300.00	0.00	691.08	53.16
VA - PAYROLL	8,000.00	478.38	5,743.35	71.79
VA - STATE FUND	10,000.00	61.36	1,803.16	18.03
VA - OTHER	2,000.00	45.18	407.49	20.37
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	211,000.00	13,628.41	157,128.64	74.47
TAXES - PAYROLL	21,000.00	1,373.79	14,626.83	69.65
PART-TIME CLERICAL	19,000.00	1,631.25	11,212.50	59.01
PART-TIME POLICE	25,000.00	2,160.01	16,542.95	66.17
OFF-DUTY EMPLOYMENT	300.00	0.00	178.14	59.38
TRANSITION ADVISOR	10,000.00	0.00	0.00	0.00
WORKMEN'S COMPENSATION	10,000.00	0.00	4,762.00	47.62
RETIREMENT-POLICE	22,000.00	2,454.86	11,265.01	51.20
RETIREMENT-ADMIN.	18,600.00	1,409.13	10,790.25	58.01
GROUP LIFE	675.00	104.05	434.41	64.36
HEALTH INSURANCE	31,000.00	3,130.60	33,012.62	106.49
TOTAL EXPENSES	778,032.33	41,908.38	472,480.81	60.73
NET INCOME	\$ 4,047.00	(\$ 5,917.93)	(\$234,884.42)	(5,803.91)

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
April 14, 2020



6:45 P.M. – Town Council Meeting

CALL TO ORDER

Mayor Wells called the Town Council Meeting to order at 6:45 P.M. with Mayor Pro-Tem Davis, Councilman Simms, Councilman Dinkins and Councilwoman Sturkie present.

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

INVOCATION

Mayor Pro-Tem Davis led those assembled in prayer.

Mayor Wells advised Council that in accordance with Governor McMaster's Executive Order 2020-13, the Town Hall is not open to the public for the April Town Council Meeting. The public was encouraged to email written comments to the Municipal Clerk at skyzer@townofpineridgesc.com and join the meeting on Facebook Live.

Mayor Wells added that due to Ordinance § 1-303 & § 1-306, a Quorum of Council must physically meet in order to approve an emergency ordinance. Per SC Code of Laws §5-7-250, Municipalities are authorized to adopt emergency ordinances, which require one reading, approved by affirmative vote of 2/3 of Council members in attendance. Emergency ordinances take effect immediately and have a maximum duration of 60 days. The ordinance may be repealed by Council at any time during the 60-days and can be extended for an additional period of time not exceeding 60 days.

FREEDOM OF INFORMATION ACT COMPLIANCE

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

APPROVAL OF MINUTES

1. March 10, 2020

Regular Scheduled Council Meeting

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
April 14, 2020



A copy of the March 10, 2020 minutes was available to all Council members. Mayor Wells asked Council to review the minutes and if there were any questions or comments that Mrs. Miller or Mrs. Kyzer were available.

Councilman Simms made a motion to approve the March 10, 2020 minutes, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair Infrastructure

The winning bidder is currently in the process of working on the infrastructure on Oakhill Road before paving can begin. Once the paving is completed, then the County will review the ongoing infrastructure issues.

2. Indigo Place Bond Estimate to repair infrastructure

The winning bidder is currently in the process of working on the infrastructure on Oakhill Road before paving can begin. Once the paving is completed, then the County will review the ongoing infrastructure issues.

NEW BUSINESS

1. Ordinance 2020-21 Emergency Ordinance authorizing Electronic Meetings

Mayor Wells read aloud the title to Ordinance 2020-21 and advised Council that public notification was made to the media and published on Facebook, Town's website, the bulletin board and eblasted to residents.

Mayor Wells stated that Ordinance 2020-21, was prepared by our Attorney Danny Crowe, which will allow electronic meetings to be held. However, to pass this ordinance we are required to follow our current ordinance which requires an attendance of a quorum of Council. The emergency ordinance is good for only 60 days only.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
April 14, 2020



Mayor Pro-Tem Davis made the motion to approve Ordinance 2020-21 Emergency Ordinance authorizing Electronic Meetings, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved.

2. Ordinance 2020-22 Emergency Ordinance suspending meeting of Town Boards/Commissions

Mayor Wells read aloud the title to Ordinance 2020-22 and advised Council that public notification was made to the media and published on Facebook, Town's website, the bulletin board and eblasted to residents.

Mayor Wells stated that our Attorney had prepared Ordinance 2020-22, which will allow the extension of the business license deadline and penalties, in addition to suspending Planning Commission and Zoning Board of Appeals meetings and required Zoning and Land Development Ordinance deadlines.

Councilman Dinkins made a motion to approve Ordinance 2020-22: Emergency Ordinance suspending meeting of Town Boards/Commissions and extending Business License renewal deadline, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

3. Finance Committee Donation update: MDYB Golf Tournament

Mayor Wells asked Mayor Pro-Tem Davis to give a Finance Committee update on the MDYB Golf Tournament.

Mayor Pro-Tem Davis stated that the Finance Committee had approved a \$100.00 donation for the MDYB Golf Tournament on 3/16/2020. Mayor Pro-Tem Davis stated that he would have to reach out to the MDYB Committee to make a determination on retracting the donation or see if they are going to reschedule this event for a later date since it has been cancelled due to COVID-19 social distancing requirements.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
April 14, 2020



4. Friends of South Congaree-Pine Ridge Library (donation)

Municipal Clerk, Mrs. Kyzer read aloud a letter from Mrs. Delores Gambrell of the Friends of South Congaree-Pine Ridge Library, requesting to be remembered in our upcoming budget. She also mentioned the Library Branch Manager, Carol Clark, has recently won the Friends of South Carolina Library Public Employee Excellence Award for 2020.

Councilwoman Sturkie made the motion to turn this over to the Finance committee. Councilman Simms seconded the motion, which was unanimously approved.

5. RFP20-01 Landscape Maintenance for 2020 – P&RC Recommendation & Council vote

Mayor Wells asked the Property & Recreation Committee if they had a chance to look at the submitted bids, as it is a significant increase from what Council approved in 2019. Council reviewed the submitted bids and discussed putting the bid back out due to the large variances in pricing.

Property & Recreation Chairman Simms made a motion and recommendation to put RFP20-01, the Landscaping Maintenance for 2020 back out for bid. Councilwoman Sturkie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
April 14, 2020



Citizen's Comment Time – (email to skyzer@townofpineridgesc.com)

Mrs. Kyzer, Municipal Clerk did not receive any emails from residents to be shared with Council during Citizen Comment Time.

Adjourn

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Simms. With Council's unanimous approval, Mayor Wells adjourned the meeting at 7:05 P.M.

Respectfully Submitted,

Susan Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor
Date: _____

TOWN OF PINE RIDGE
Town Council Minutes
Special Called Council Meeting
April 29, 2020



6:35 P.M. – Special Called Town Council Meeting

Council Present: Mayor Wells, Mayor Pro-Tem Davis, Councilman Simms, Councilman Dinkins and Councilwoman Sturkie

Staff Present: Town Administrator, Mrs. Miller and Town Attorney, Mr. Matt LaFave
Note: Municipal Clerk, Mrs. Kyzer remained in her office during the meeting to help keep within the Covid-19 guidelines and to look for Citizen's comments that may be emailed to her as publicized.

6:35 P.M. - Call to Order

Mayor Wells read aloud: Due to Governor McMaster's Executive Order 2020-13, the Town Hall is currently closed to the public. The Public is encouraged to email written comments to the Municipal Clerk at skyzer@townofpineridgesc.com and join the meeting live on Facebook.

Invocation

Councilman Dinkins led those assembled in prayer.

Freedom of Information Act Compliance

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

New Business

1. Adjourn to Executive Session

Mayor Pro-Tem Davis made a motion that council go into executive session to discuss personnel matters allowed by SC Code of Laws, Section 30-4-70 (a)(1), which includes discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body and to invite our Attorney Matt LaFave for counsel.

TOWN OF PINE RIDGE
Town Council Minutes
Special Called Council Meeting
April 29, 2020



Councilman Dinkins seconded the motion which was unanimously approved.

Mayor Wells called for a roll call vote on the motion to invite the Town Attorney into the Executive Session.

All voted in favor of the motion.

2. Reconvene to Regular Session

Mayor Wells stated that no votes were taken during Executive Session other than to adjourn and reconvene to regular session.

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

Councilman Dinkins made a motion to allow the Public Safety Committee to act on behalf of Town Council in accordance with Town policies and procedures on the matter of Chief Parks. Councilman Simms seconded the motion.

Mayor Wells called for a roll call vote.

All voted in favor of the motion, with the exception of Councilwoman Sturkie who voted against it.

Citizen's Comment Time (email to skyzer@townofpineridgesc.com), Mrs. Miller advised Council that Mrs. Kyzer stated that she had not received any emails for Citizen Comment Time.

TOWN OF PINE RIDGE
Town Council Minutes
Special Called Council Meeting
April 29, 2020



ADJOURN

With no further business to discuss, Councilman Dinkins made a motion to adjourn with a second by Councilman Simms. With Council's unanimous approval, Mayor Wells adjourned the meeting at 7:43 P.M.

Respectfully submitted,

Susan C. Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor

Date: _____

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01R)**

**Proposals must be received by
5:00 PM, Friday, May 22, 2020.
Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172**

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at this office until the stated date and time. Pine Ridge Town Council will make a final decision on June 2, 2020 at 6:30pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals.

ALL BID SUBMISSIONS MUST BE MARKED "RFP20-01R"

Due to current COVID-19 precautions, the preferred method of delivery of the bid package is by mail. However, submissions received with all required information and signatures will be accepted by email or facsimile (803)955-0605.

Direct all inquiries: Town Administrator, (803)755-2500 vmiller@townofpineridgesc.com

**Requested jobs will be performed between months of
June – December 2020**

Trimming and cleaning activities will be conducted every month starting in June 2020 and will be completed prior to **the 25th day** of the month.

Cleaning shall not begin prior to **the 15th day** of every month.

Failure to complete all required trimming/cleaning by **the 30th day** of the scheduled month will result in cancellation of the contract.

The removal of all debris will be the responsibility of the vendor.

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 (RFP20-01R)**

MONTHLY at sidewalks throughout town –

Location:

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 ending just past Dogwood Road.

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.

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.

ALL SIDEWALKS in JUNE & AUGUST - Edge grass from sidewalks & remove debris

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

Location:

1. Property at corner of Pine Ridge and Fish Hatchery Road, which abuts Wright Lane. Triangular in shape.
2. Camp Moore/Styx Walking track, hill and road frontage beside Town Hall on Fish Hatchery Road

- 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 vendor within 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 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).

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**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01R)**

MONTHLY at Town of Pine Ridge Complex:

Location: Town Hall which includes all areas around building, parking lots, turf areas, bed areas and road frontage.

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.

ADDITIONAL OPTION (depending on budgetary constraints):

Location: Fish Hatchery Road North East lane beginning at Williams Circle to Oak Hill Road.

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

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

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**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01R)**

TERMS & CONDITIONS:

- 1) Pricing for the described services for June - December 2020.
- 2) Insurance: the successful vendor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the Town by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the vendor for the duration of the contract period; for occurrence policies.
 - a) General Liability Minimum Limits:
 - \$1,000,000 General Aggregate Limit
 - \$1,000,000 Products – Comp/OP AGG
 - \$1,000,000 Personal & ADV Injury
 - \$1,000,000 Each Occurrence Limit
 - \$ 5,000 Medical Expense Limit
 - b) Automobile Liability: Coverage sufficient to cover all vehicles owned, used or hired by the vendor, his/her agents, representatives, employees or subcontractors.
 - Minimum Limits
 - \$1,000,000 Combined Single Limit
 - \$1,000,000 Each Occurrence Limit
 - \$ 5,000 Medical Expense Limit
 - c) Workers' Compensation: Minimum Limits as required by the Workers' Compensation Act of SC. Employers Liability \$1,000,000

Please note that if any subcontractor does not carry workers' compensation insurance, then the owner or the principal vendor would be liable just as if the subcontractor's employee was one of their employees
- 3) Coverage Provisions:
 - a) The Town of Pine Ridge, shall be added as "additional insured". This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
 - b) The vendor's insurance shall be primary and cover June 2020 through December 2020.
- 4) Hold Harmless Clause: The vendor shall, during the term of the work, indemnify, defend and hold harmless the Town, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding the work performed by the vendor or his/her employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.
- 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.

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**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01R)**

- 6) Vendor will be required to purchase a Business License with the Town of Pine Ridge. Base fee of \$90.00 for the initial year and Business License renewals are based on gross income received in town for the previous calendar year.
- 7) 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.
- 8) Bids must be submitted on the designated Bid Form, completed in ink or typed and signed by an authorized representative.
- 9) Envelopes containing bids shall be in a sealed envelope marked “ RFP20-01R”.
- 10) An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
- 11) The determination of award of a contract for more than \$5,000 to the low responsible vendor shall be made by council after receiving the recommendation of the Property & Recreation Committee.
- 12) A tie bid shall be awarded to the firm selected by a majority vote of council.
- 13) Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this 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 (RFP20-01R)
--

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 & August	2.1	Edge grass from sidewalks & remove debris		x 2	
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	
Additional Option:					
May & 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 and agree to all Terms & Conditions as defined and stated in RFP20-01R.

Signature	Date
Name (handwritten)	
Company	Best contact number
Mailing address	Email

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**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01R)**

VENDOR CHECKLIST for RFP20-01R

- 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 (see Section 2 & 3)

- 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. Base fee of \$90.00 for the initial year and Business License renewals are based on gross income received in town for the previous calendar year.

- 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.

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

AN ORDINANCE TO ADOPT THE
 2020-2021 FISCAL YEAR BUDGET

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

WHEREAS, Article IV, Section 1-401(3) of the Pine Ridge Town Code, requires that Town Council shall act by Ordinance to adopt a budget pursuant to public notice.

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 adopt the 2020-2021 Fiscal Year Budget.

Section 2. 2020-2021 Fiscal Year Budget

The 2020-2021 Fiscal Year Budget, attached hereto as “Exhibit A” and made a part hereof as if fully incorporated herein is amended.

Section 3. Severability

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

Section 4. Effective Date

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

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON THIS 9TH DAY OF JUNE 2020.

Public Hearing: June 2, 2020
 First Reading: June 2, 2020
 Second Reading: June 9, 2020

Attest:

 Robert M. Wells, Jr.
 Mayor

 Susan C. Kyzer, Municipal Clerk

**TOWN OF PINE RIDGE
2020-2021 BUDGET
ORDINANCE 2020-23**

EXHIBIT "A"

	Approved 2019-2020 Budget	Proposed 2020-2021 Budget	Amount of Change	Percentage of Change
REVENUES				
BUSINESS LICENSE	115,000.00	115,000.00	0.00	0.00
FINES AND PENALTIES	100,000.00	82,000.00	(18,000.00)	(18.00)
S.C. AID TO SUBDIVISIONS	46,624.00	48,936.00	2,312.00	4.96
MASC - COURT FINES	1,000.00	1,000.00	0.00	0.00
MASC - ADMIN FEES	500.00	500.00	0.00	0.00
SCE&G	145,000.00	145,000.00	0.00	0.00
SANITATION	377.00	377.00	0.00	0.00
ZONING	5,000.00	5,000.00	0.00	0.00
REVENUE ENHANCEMENT	20,000.00	10,000.00	(10,000.00)	(50.00)
TIME WARNER TV	18,000.00	18,000.00	0.00	0.00
MASC-BUSINESS LICENSE	158,000.00	166,000.00	8,000.00	5.06
BELLSOUTH (AT&T)	5,000.00	5,000.00	0.00	0.00
TNC ASSESSMENT	65.00	100.00	35.00	53.85
FUND BALANCE	140,167.33	74,700.00	(65,467.33)	(46.71)
INTEREST INCOME	3,800.00	3,800.00	0.00	0.00
IRF - LEGAL	15,000.00	0.00	(15,000.00)	100.00
FILING FEES	60.00	0.00	(60.00)	100.00
SHOP WITH A COP-WALMART	2,000.00	0.00	(2,000.00)	100.00
MC-BOND ESTREATMENT	4,000.00	4,000.00	0.00	100.00
OFF-DUTY EMPLOYMENT	500.00	0.00	(500.00)	100.00
BULLET PROOF VEST PARTNERSHIP	1,936.00	0.00	(1,936.00)	100.00
SUNDRY	50.00	50.00	0.00	0.00
TOTAL REVENUES	782,079.33	679,463.00	(102,616.33)	(13.12)
EXPENSES				
ADM. TRAINING	700.00	700.00	0.00	0.00
PRINTING/OFFICE SUPPLIES	4,300.00	5,500.00	1,200.00	27.91
ADM. TECH SUPPORT	5,000.00	2,300.00	(2,700.00)	(54.00)
ZONING TECH SUPPORT	6,000.00	6,000.00	0.00	0.00
ACCOUNTING	7,000.00	7,000.00	0.00	0.00
LEGAL	15,000.00	6,000.00	(9,000.00)	(60.00)
INSURANCE & BONDING	15,000.00	15,751.00	751.00	5.01
BANK CHARGES	150.00	150.00	0.00	0.00
MILEAGE	500.00	500.00	0.00	0.00
POSTAGE	1,500.00	1,000.00	(500.00)	(33.33)
UTILITIES	15,000.00	15,000.00	0.00	0.00
REVENUE ENHANCEMENT	10,000.00	5,000.00	(5,000.00)	(50.00)
TELEPHONE	6,250.00	7,180.00	930.00	14.88
INTERNET SERVICES	2,000.00	1,620.00	(380.00)	(19.00)
PUBLIC NOTICES	800.00	800.00	0.00	0.00
DUES	1,400.00	1,450.00	50.00	3.57
BUILDING & MAINTENANCE	20,000.00	20,000.00	0.00	0.00
NPDES PERMITS	5,000.00	5,000.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	1,755.00	0.00	0.00
FUND BALANCE-PURCH/RENO	140,167.33	74,700.00	(65,467.33)	(46.71)
EQUIPMENT	500.00	500.00	0.00	0.00
CAPITAL IMPROVEMENT FUND	5,000.00	5,000.00	0.00	0.00
DONATIONS	6,500.00	6,500.00	0.00	0.00
CHRISTMAS TREE LIGHTING	1,200.00	1,200.00	0.00	0.00
CHRISTMAS PARADE	350.00	350.00	0.00	0.00

**TOWN OF PINE RIDGE
2020-2021 BUDGET
ORDINANCE 2020-23**

EXHIBIT "A"

	Approved 2019-2020 Budget	Proposed 2020-2021 Budget	Amount of Change	Percentage of Change
MEALS AND MEETING - COUNCIL	500.00	500.00	0.00	0.00
SUNDRY	50.00	50.00	0.00	0.00
REPAIR&MAINT	14,000.00	9,000.00	(5,000.00)	(35.71)
GAS AND OIL	8,500.00	8,500.00	0.00	0.00
PD TECH SUPPORT	7,000.00	2,500.00	(4,500.00)	(64.29)
POLICE DEPT.SUPPLIES	3,500.00	1,700.00	(1,800.00)	(51.43)
DUES	300.00	300.00	0.00	0.00
1033 PROGRAM	500.00	500.00	0.00	0.00
EQUIPMENT	2,000.00	500.00	(1,500.00)	(75.00)
VEHICLE INSURANCE	5,000.00	5,030.00	30.00	0.60
UNIFORMS	3,000.00	2,000.00	(1,000.00)	(33.33)
CONSULTANT	0.00	2,000.00	2,000.00	0.00
NATIONAL NIGHT OUT	650.00	0.00	(650.00)	(100.00)
COMMUNITY RELATIONS	500.00	500.00	0.00	0.00
SHOP WITH A COP-WALMART	2,000.00	0.00	(2,000.00)	100.00
LAWTRAK LICENSE	3,700.00	4,010.00	310.00	8.38
K-9 PROGRAM	4,250.00	4,250.00	0.00	0.00
TRAINING & MEALS	1,300.00	1,300.00	0.00	0.00
SALARIES - JUDGES	7,000.00	6,950.00	(50.00)	(0.71)
JURY FEES	1,000.00	252.00	(748.00)	(74.80)
INDIGENT DEFENSE	2,000.00	800.00	(1,200.00)	(60.00)
COURT TRAINING	2,235.00	2,235.00	0.00	0.00
COURT SUPPLIES	400.00	300.00	(100.00)	(25.00)
COURT DEFENSE ATTORNEY	1,000.00	500.00	(500.00)	(50.00)
COURT ASSESSMENTS	44,000.00	46,000.00	2,000.00	4.55
DETENTION FEES	200.00	100.00	(100.00)	(50.00)
VICTIMS ASSISTANCE-TRAINING	1,300.00	1,300.00	0.00	0.00
VICTIMS ASSISTANCE-PAYROLL	8,000.00	8,000.00	0.00	0.00
VICTIMS ASSISTANCE-STATE FUNDS	10,000.00	4,000.00	(6,000.00)	(60.00)
VICTIMS ASSISTANCE-OTHER	2,000.00	1,000.00	(1,000.00)	(50.00)
VICTIMS ASSISTANCE-VOYAGER	2,500.00	2,500.00	0.00	0.00
PAYROLL	211,000.00	225,072.64	14,072.64	6.67
TAXES - PAYROLL	21,000.00	21,000.00	0.00	0.00
PART-TIME CLERK	19,000.00	19,000.00	0.00	0.00
PART-TIME POLICE	25,000.00	20,000.00	(5,000.00)	(20.00)
OFF-DUTY EMPLOYMENT	300.00	0.00	(300.00)	100.00
WORKMEN'S COMPENSATION	10,000.00	7,500.00	(2,500.00)	(25.00)
RETIREMENT-POLICE	22,000.00	23,460.92	1,460.92	6.64
RETIREMENT-ADMIN.	18,600.00	17,500.40	(1,099.60)	(5.91)
GROUP LIFE	675.00	675.00	0.00	0.00
HEALTH INSURANCE	31,000.00	37,568.00	6,568.00	21.19
TOTAL EXPENSES	768,032.33	679,309.96	(88,722.37)	(11.55)
NET INCOME	\$ 14,047.00	\$ 153.04	(13,893.96)	

