



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, OCTOBER 4, 2021 |
6PM

1st committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.

**FINANCE AND POLICY COMMITTEE MEETING
OCTOBER 4, 2021, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

- | | |
|---|--|
| 1. <u>Call to Order</u> | The Honorable Michael Reynolds |
| 2. <u>Public Comment</u> | The Honorable Michael Reynolds
The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: September 13, 2021 [Pages 3-5] | |
| 4. <u>Reports or Communications from City Officers</u> | The Honorable Michael Reynolds |
| a. City Administrator Brandon Madden | |
| i. Budget Review | |
| b. Finance Director Holly Abercrombie | |
| i. Budget Review | |
| ii. Greenville Water Billing Increase [Pages 6-8] | |
| c. HR Director Mark Putnam | |
| 5. <u>Unfinished Business</u> | The Honorable Michael Reynolds |
| There is no unfinished business. | |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| a. Acceptance of donation for Veteran's bench [Page 9] | |
| b. Procurement Policy [Pages 10-32] | |
| 7. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 8. <u>Committee Concerns</u> | The Honorable Michael Reynolds |
| 9. <u>Adjournment</u> | The Honorable Michael Reynold |

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
SEPTEMBER 13, 2021, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st committee meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

Others present: Finance Director Holly Abercrombie, HR Director Mark Putnam, and City Administrator Brandon Madden

1. Call to Order- Chairman Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Meeting: July 12, 2021

Motion: Councilwoman King made a motion to accept the minutes with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

a. City Administrator Brandon Madden

i. Budget Review- Mr. Madden said the Administration budget is where it should be.

b. Finance Director Holly Abercrombie

i. Budget Review- Ms. Abercrombie said everything is where it should be for this time of the year.

c. HR Director Mark Putnam- Mr. Putnam said the employee review process is complete. The insurance broker meetings will begin next week.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Purchasing Policy Amendment- This is a resolution to amend the purchasing policy to provide that only the Mayor, the Mayor Pro-Tem, and the City Administrator, with the express written authority of the Council, may execute contracts or other documents that obligate the City financially or otherwise and prohibit department heads and all other City employees from executing such documents.

Motion: Councilwoman King made a motion to send this item to Council for approval. Councilwoman Kuzniar seconded the motion.

Chairman Reynolds asked if there is a 6-1 vote of Council, would that give the Mayor an option to not sign a contract. City Administrator Madden said no, the way it is set up is a majority of Council will give the Mayor the authority to sign a contract.

Chairman Reynolds said he is concerned with the wording in the policy that speaks to termination of a department head; there is not much discretion. Mr. Madden said the wording was from the City Attorney, but the word “will”, in the phrase “will be terminated” could be changed to allow for some discretion by the Administrator.

Vote: The vote was unanimous (3-0).

- b. City Phone Service Provider- The City entered into a master services agreement with VC3, Inc. (VC3) on November 29, 2016, for the VC3 VoiceAdvantage Work Order. This allowed VC3 to provide phone services (e.g., VOIP) for the City. On August 19, 2021, the City sent the attached letter to VC3 notifying them of the City’s intent to not renew the foregoing agreement upon the expiration of the agreement on November 29, 2021. Segra, who is on the SC State Procurement Contract, provides voice and data services. The estimated fiscal impact is approximately \$1,341.73 per month. VC3 is approximately 4,232.85 per month. Funding is available in the City Council approved FY2022 budget for this item.

Motion: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

- c. American Recovery Plan Act (ARPA)- There are two parts to this item.

1. A Resolution designating an authorized representative and contact person for the purposes of the American Rescue Plan Act of 2021.

Motion: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

2. The recommended spending plan for the first tranche of the Coronavirus Recovery Funds made available through the American Recovery Plan Act as detailed in Council Memorandum 9-1 (2021).

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021, by President Joe Biden. The \$1.9 trillion emergency relief bill provides \$65.1 billion to municipal governments to respond to the COVID-19 public health emergency, offset revenue losses, bolster economic recovery, and provide premium pay for essential workers.

ARPA appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs). NEUs are local governments typically serving populations of less than 50,000. The U.S. Department of Treasury (the “Treasury”) has released guidance pertaining to the use of funds via its Interim Final Rule. The Interim Final Rule was issued by the Treasury to implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus

Local Fiscal Recovery Fund established under ARPA. As such, the City of Mauldin is classified as a NEU and is slated to receive \$12,649,717.18 in Coronavirus Local Fiscal Recovery funds (the "Funds"). The money has to be obligated by December 31, 2021. This money may qualify for a special audit, but we do not have an answer on that yet.

Motion: Councilwoman Kuzniar made a motion to send this item to Council with Councilwoman King seconding.

Vote: The vote was unanimous (3-0).

d. FY2022 Initiatives- There are capital initiatives that staff is asking to move forward in the current fiscal year.

Motion: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: October 4, 2021
AGENDA ITEM: 4b

TO: Finance & Policy Committee
FROM: Finance Director Holly Abercrombie
SUBJECT: Greenville Water Billing Increase

REQUEST

Provided for City Council's information on an impending billing increase from Greenville Water.

HISTORY/BACKGROUND

The City has an agreement with Greenville Water to collect and remit the City's Sewer Maintenance Fee. The agreement allows Greenville Water to charge the City for billing City of Mauldin residents for the Sewer Maintenance fee. Over the years there have been several increases in the billing charge from Greenville Water ranging from \$.50 prior to FY2005 all the way to \$1.02 in FY2015.

Greenville Water approached the City last week to inform us about the increases they are going to be passing along. The billing charge is increasing from the \$1.02 (set back in FY2015) to \$1.17 and will take effect in January of 2022.

ANALYSIS or STAFF FINDINGS

In analyzing the data provided monthly from Greenville Water, the City of Mauldin had around 86,000 bills processed by Greenville Water in FY2021.

FISCAL IMPACT

The fiscal impact is expected to be around \$13,000 total for a year. The impact to the FY22 budget will only be around half of this amount \$6,500, since this will not occur until January 2022. The impact can be absorbed by the current budget, so no need for an amendment.

RECOMMENDATION

No action needs to be taken, this is for information only.

ATTACHMENTS

Past three years billing breakdown for Greenville Water from Finance Dept.
Billing Charge Adjustment Summary provided by Greenville Water

City of Mauldin

Past three year bill detail for Greenville Water

	2019	2020	2021
July	7578	7600	8406
Aug	7600	7533	5503
Sept	5024	7082	7358
Oct	7468	7651	6259
Nov	7969	5178	7774
Dec	6911	8073	8512
Jan	6026	5952	5720
Feb	5313	6916	6978
Mar	7779	7655	8119
Apr	7259	7184	5657
May	8396	6174	7326
June	5016	7360	8519
TOTAL	82339	84358	86131
GW Increase	0.15	0.15	0.15
Total Impact of Increase	\$ 12,350.85	\$ 12,653.70	\$ 12,919.65

**GREENVILLE WATER
BILLING CHARGE ADJUSTMENT SUMMARY**

	Combined Charge Per Bil			
	2013	2021	\$ Change	% Change
GW	\$1.84	\$1.87	\$0.03	1.4%
ReWA	\$1.39	\$1.34	-\$0.05	-3.8%
Sewer Districts	\$1.02	\$1.17	\$0.15	14.3%
City Solid Waste	\$0.51	\$0.53	\$0.02	3.2%

	Cost Comparison				
	2013 (Rates)	2021 (Rates)	\$ Change	% Change	
<u>Current Bills</u>					
GW	2,092,902	\$3,850,940	\$3,904,699	\$53,759	1.4%
ReWA	1,600,086	2,224,120	2,138,590	-85,529	-3.8%
Berea	80,387	81,995	93,682	11,687	14.3%
Greenville Sewer	80,989	279,851	319,739	39,888	14.3%
Simpsonville	97,587	99,539	113,726	14,188	14.3%
Mauldin	92,269	94,114	107,529	13,414	14.3%
MetroConnects	549,588	560,580	640,481	79,901	14.3%
Travelers Rest	23,466	23,935	27,347	3,412	14.3%
Fountain Inn	45,251	46,156	52,735	6,579	14.3%
Greenville Solid Waste	193,375	98,621	101,822	3,201	3.2%
Total		\$7,359,851	\$7,500,349	\$140,499	1.9%

	Monthly Bills	Rate per Bill	Monthly Billing Charge	Annual Billing Charge
Impact of new TR Solid Waste fee	1,668	\$0.53	\$884.04	\$10,608.48

FINANCE COMMITTEE AGENDA ITEM SUMMARY

MEETING DATE: October 4, 2021
AGENDA ITEM: 6a

TO: Finance Committee
FROM: City Administrator Brandon Madden
SUBJECT: Veteran's Memorial Bench

REQUEST

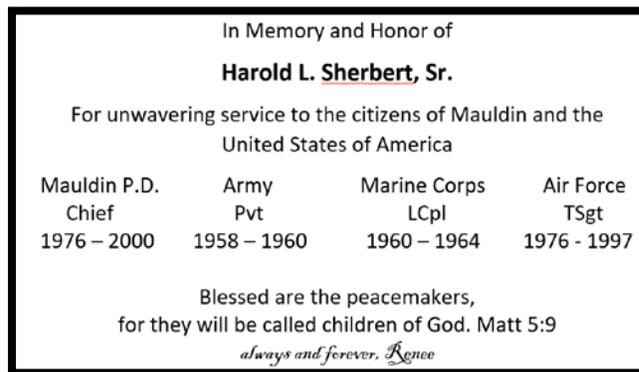
Acceptance of a \$1,151 donation from Mrs. Sherbert for an engraved plaque in tribute to her late husband, former City Police Chief, and Army Veteran, Mr. Harold Sherbert. The engraved plaque will be placed on a bench along with the City's Veterans Memorial.

HISTORY/BACKGROUND

The City purchased benches in the Veteran's Memorial with blank plaques on them for interested residents to buy and have engraved. All of the benches except two have been purchased. By way of custom and practice, residents interested in purchasing a plaque and having it engraved reimburse the City for the cost of the bench and also pay for the plaque to be engraved.

ANALYSIS or STAFF FINDINGS

Once purchased and engraved, the plaque will be placed on the bench along the City's Veterans Memorial. The plaque will be engraved with the following:



FISCAL IMPACT

The fiscal impact of this request is \$1,151.

RECOMMENDATION

Staff recommends Council's acceptance of a donation of \$1,151 from Mrs. Sherbert for an engraved plaque in tribute to her late husband, former City Police Chief, and Army Veteran, Mr. Harold Sherbert.

ATTACHMENTS

None.

FINANCE COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: October 4, 2021
AGENDA ITEM: 6b

TO: Finance Committee
FROM: City Administrator Brandon Madden
SUBJECT: Procurement Policy

REQUEST

Review of the City's Procurement Policy.

HISTORY/BACKGROUND

Finance Committee Chairperson Michael Reynolds has requested further discussion on the City's Procurement Policy.

ANALYSIS or STAFF FINDINGS

The Procurement Policy was last amended on September 20, 2021 with the addition of the following guidelines with regard to the execution of contracts/agreements:

1. The Mayor shall have the authority to execute contracts that obligate the City which are approved by a majority vote of the Mayor and Council.
2. The Mayor Pro-Tern may execute such documents in the event that the Mayor is unable or unavailable to execute such documents.
3. The City Administrator has the express written authority of Council to spend up to \$ 15,000.00. The City Administrator must obtain the express written authorization of the Mayor and Council for any expenditure in excess of \$15,000.00 or before entering into any agreement which otherwise obligates the City.
4. Department Heads may spend up to \$5,000 for budgeted items as currently defined in procurement policy.
5. Department Heads and all other City employees may not execute such documents.
6. Department Heads shall be required to execute a written statement acknowledging that they have been provided a copy of this Policy and that a violation of this Policy may result in immediate termination.

FISCAL IMPACT

None associated with this request.

RECOMMENDATION

This is a Council-initiated request. Staff will proceed at the pleasure of City Council

ATTACHMENTS

City Procurement Policy



**PROCUREMENT POLICY
 ORIGINALLY ADOPTED DECEMBER 17,
 2007
 CREDIT CARD POLICY ADOPTED JULY,
 2016
 UPDATED OCTOBER 16, 2017
 UPDATED JANUARY 22, 2019
 UPDATED APRIL 17, 2019
 UPDATED SEPTEMBER 20, 2021**

SUMMARY OF CHANGES

NEW POLICY

OLD POLICY

City Administrator approves up to \$15,000	City Administrator approves up to \$5,000
No Council Approval for purchase of budgeted items up to or less than budget amount	All purchases over \$5,000 required Council approval
Unbudgeted items up to \$15,000 – City Administrator can approve	Same as above – Council approved all purchases over \$5,000
Unbudgeted items over \$15,000 – Require City Council Approval	Same
Informal Bids required on \$5,000 up to \$15,000	Informal bids required on \$1,000 up to \$5,000
Written Invitations required - \$15,000-\$25,000	No written invitations required- only informal & formal requirements
Formal Bid Procedures required -\$25,000 or more	Formal Bids required \$5,000 or more
Emergency purchasing	
Clarification on Authority to Execute Contracts	None

EXISTING SECTIONS RETAINED FOR:

Emergency Purchasing
 Vender/Mf. Rebates
 Credit Card Policy & Procedures

SECTIONS ADDED FOR:

General Provisions	Explains purpose and clarifies policy goals
Purchase Orders	Explains detail use of two types
Bidding Requirements	Provides details of each level
Bid Specifications	Provides detail requirements
Approval of Council	Provides detail of when approval is required
Other Issues	

NEW DETAIL SECTIONS ON:

Sensitive Procurement
 Cooperative Purchasing
 Materials Testing
 Bonding
 Construction contracting

Negotiations
Multistep sealed bidding
Professional Services
Information to bidders

Procurement Responsibility
Inventory and Surplus Property
Emergency Purchasing

PURPOSE:

This is the City's policy for the purchase of tangible assets – materials, supplies, equipment, and construction as well as the procurement of professional services. Purchasing guidelines have been established to ensure compliance with state and local laws regarding the manner in which the City procures its supplies, services and other products for use. The City purchasing policy will govern the procurement of supplies and services per the Purchasing Ordinance (Mauldin City Code Article 6. Et seq.).

GENERAL PROVISIONS

The purpose of this policy is to provide for the fair and equitable treatment of all activities involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. This policy shall provide, but not be limited to, the following:

- a. To consolidate, clarify, and modernize procurement by the City
- b. To provide adequate procurement oversight by the City Council
- c. To require the adoption of competitive procurement practices by all departments of the City
- d. To promote increased public confidence in the procedures followed in public procurement
- e. To ensure the fair and equitable treatment of all persons who deal with the procurement system
- f. To provide increased economy in procurement activities and to maximize to the fullest extent practicable the purchasing values of public funds
- g. To provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process
- h. To develop an efficient and effective means of delegating roles and responsibility to the staff and various municipal departments with oversight of the City Administrator.
- i. To develop procurement capability responsive to appropriate user needs

PURCHASE ORDERS

The City uses two types of purchases orders. “Small Purchase Orders” are stamped price quotes used for purchases up to \$5,000. “Large Purchase Orders” are issued electronically through the City’s financial software for purchases of over \$5,000.

Small Purchase Orders:

- Use -Procurement of goods or service of **less than \$5,000**
Small purchase orders are used if a purchase is \$5,000 or less excluding tax and shipping charges. Purchases under \$5,000 require no bidding.
- Approval-up to \$2,500 – Department Designee
City department heads may assign department designees to prepare and approve small purchase orders up to \$2,500.
- Approval-up to \$5,000 – Department Head
City Department heads may approve small purchase orders for budgeted items up to \$5,000.
- No Bids Required for Under \$5,000
No formal or informal bidding is required for purchases less than \$5,000. However, it is recommended that department heads and all City employees do price comparisons to acquire the best price on items purchased. In addition, all City employees are encouraged to utilize Mauldin vendors on all purchases where local prices are competitive. Department heads are encouraged to request evidence from their department staff prior to approval of the small purchase order to document compliance with this recommendation.

The department head or department purchasing designee should complete and sign a detailed purchase order prior to an employee purchasing an item. Upon return with the goods, the purchase order and receipt should be reviewed and signed by the department head or his/her designee and forwarded to the Accounts Payable Clerk for payment with invoice or receipt attached and proper cost code listed. Only individuals listed on the A/P Clerk’s list of authorized signatures will be allowed to approve purchase orders. All others will be returned to the department head.

Large Purchase Orders:

- Use -Procurement of goods or service of **more than \$5,000**
- Approval – City Administrator
Purchase orders over \$5,000 require City Administrator approval. The department head will complete the purchase order in detail, sign it and forward it to the City Administrator for approval. The City Administrator will ensure that all bid requirements per purchasing policy have been followed. Once approved, the purchase order will be forwarded to the Accounts Payable Clerk along with bid documentation. See Bid Requirements section. Additional Council approval may be required, see Council Approval section of this document.

BIDDING REQUIREMENTS:

Purchases > \$5,000 < \$15,000

- **Informal Bids Required**
For all budgeted purchases larger than \$5,000 but less than or equal to \$15,000 , a large purchase order must be completed with documentation of attempts to obtain at least three informal bids (verbal or written) or sole source justification attached. City Administrator must approve all sole source purchases for items over \$5,000. Verbal quotes must be documented and submitted to the AP clerk for review and entry into the computer system, computer generated PO is then approved and signed by the City Administrator.
- **Approval – City Administrator**
Upon award of bid, the department head will complete and sign a large purchase order and submit it for City Administrator approval. The large purchase order form contains three columns, the verbal or written bids will be tallied in detail on the P.O. form. The signed and approved purchase order completed in detail will be given to the Accounts Payable Clerk along with copies of documentation/notation of solicitation of bids or price quotes and copies of any written bids received. All original bid records will be kept by the A/P clerk. The City Administrator will ensure that all departments comply with the requirement providing documentation of requests for informal bids.

Purchases > \$15,000 < \$25,000

- **Written Invitations for Written Bids or Proposals required**
Offers shall be requested in writing from at least three sources. The invitation or request for purchases of more than \$15,000 but less than \$25,000 must be accomplished in writing. This may be via letter, fax or email. All copies of written invitations will be submitted with the purchase order to the City Administrator for approval. *Only purchases less than \$15,000 may be accomplished by verbal solicitation -see above.*
- **Approval – City Administrator – Budgeted Purchases**
Upon award of bid, the department head will complete and sign a large purchase order and submit it for City Administrator approval. If the purchase is for a budgeted item and the bid awarded is for less than or equal to the budget, no additional formal Council approval is needed. The large purchase order form contains three columns, the written bids will be tallied in detail on the P.O. form. The signed and approved purchase order completed in detail will be given to the Accounts Payable Clerk along with copies of written solicitation of bids or price quotes and copies of any written bids received. All original bid records will be kept by the A/P clerk. The City Administrator will ensure that all departments comply with the requirement of written invitations to bid.

BIDDING REQUIREMENTS: (CONTINUED)

Purchases > \$25,000

- Formal Bid procedures are required.
- Formal Requests For Proposals will be prepared.
RFPs will be mailed, emailed or faxed to at least three vendors of the items/items to be purchased. Care will be taken to include all City and local vendors.
- Advertisement is required.
All purchases where the cost exceeds twenty-five thousand (\$25,000) dollars, shall be publicly advertised at least once in a newspaper of general circulation in the City at least five (5) calendar days prior to the date established for receipt and opening of bids or proposals; provided, however, that in the case of professional services, this section shall not apply. The newspaper notice shall include a general description of the materials, equipment, or services to be purchased, where bid forms and specification may be obtained and the time and the place for the bid opening.
- Sealed Bidding will be required.
Bids/ proposals shall be delivered/submitted to the City Administrator securely sealed in an envelope, and shall be identified on the envelope in accordance with bid instructions. Bids/proposals not properly sealed shall not be opened and will be returned to the bidder. Bids/proposals shall be opened in public at the time and place stated in the public notices. The amount of each bid/ proposal and such other relevant information as may be specified, together with the name of each bidder, shall be tabulated. A tabulation of all bids/proposals received shall be available for public inspection.
- Approval – City Administrator / Budgeted Purchases.
Upon award of bid, the department head will complete and sign a large purchase order and submit it for City Administrator approval. If the purchase is for a budgeted item and the bid awarded is for less than or equal to the budget, no additional formal Council approval is needed. The large purchase order form contains three columns, the written bids will be tallied in detail on the P.O. form. The signed and approved purchase order completed in detail will be given to the Accounts Payable Clerk along with copies of written solicitation of bids or price quotes and copies of all written bids received. All original bid records will be kept by the A/P clerk. The City Administrator will ensure that all departments comply with the formal bid requirements..

Purchase Amount:	Purchase Order Type:	Approval Required:
Purchases up to \$2,500	Small P.O.	Approval by authorized department designee
Purchases up to \$5,000	Small P.O.	Approval of Department head
Purchases over \$5,000- up to \$15,000	Large P.O.	Approval of City Administrator
Sole Source –over \$5,000 – up to \$15,000	Large P.O.	Approval of City Administrator-with communication to City Council
Budgeted purchases equal to or less than budget amt	Large P.O.	Approval of City Administrator
Budgeted purchases with bids exceeding budgeted amounts	Large P.O.	Up to \$15,000 – City Administrator More than \$15,000- City Council
Unbudgeted purchases up to \$15,000	Large P.O.	Approval of City Administrator-with communication to City Council
Unbudgeted purchases exceeding \$15,000	Large P.O.	Approval of City Council
Emergency Purchases	Large P.O.	Approval of City Administrator- with communication to City Council

BID SPECIFICATIONS

The City Administrator shall have the authority to reject any or all bids/proposals for any supplies, materials, equipment or contractual services, to waive technicalities and to make an award in the best interest of the City within the limits defined by this policy. All contracts for City improvements, material, equipment or services shall be awarded to the lowest responsible bidder; provided, however, in the case of professional services or consultants, this section shall not apply. In determining “lowest responsible bidder”, the City Administrator will consider, in addition to price, the ability, capacity, skill, and financial resources of the bidder to perform the contract or provide services, whether the bidder can perform the contract or provide the services promptly without delay, the character, integrity, reputation, judgment, experiences, and efficiency of the bidder, the quality of performance, the quality, availability and adaptability of the supplies or service to the use required, the ability of the bidder to provide maintenance, parts, and service, the quality and suitability of a product based on past performance, and the ability, capacity and skill of the vendor to train personnel.

When the award is not given to the lowest bidder, a full and complete statement of the reason for placing the order elsewhere shall be prepared by the City Administrator, filed with the papers relating to the transaction, and reported to council.

The City shall not accept the bid/ proposal from a vendor or contractor who is delinquent in the payment of taxes, license, or other monies due the City.

Corrections or withdrawal of inadvertently erroneous bids/ proposals before bid opening, withdrawal of erroneous bids after award, or cancellation of awards or contracts based on such bid mistakes may be permitted by the City Administrator where appropriate. Any bidder may, by requesting in writing, withdraw his or her bid/ proposal for any reason prior to the scheduled bid opening.

After bid/ proposal opening, no changes in prices or other provision of bids prejudicial to the interest of the City or fair competition shall be permitted.

All suppliers solicited shall be afforded complete, unbiased information as to the description or requirements of the goods and services including any special conditions of the expected procurement.

All bidders shall be afforded time considered reasonable by the City to provide verbal or written bids or proposals. Written responses shall be acceptable by hand delivery or mail.

All responses received shall be evaluated for price, quality, acceptability as specified, availability of goods or services, past performance, transportation or any other special cost or factors which may apply, including any special conditions or exceptions which the bidder may have stipulated.

APPROVAL OF CITY COUNCIL

Budgeted Purchases:

If the purchase is for a budgeted item and the bid awarded is for less than or equal to the budget, no additional formal Council approval is needed. However, the department head and City Administrator will communicate all such purchases to the Council in the monthly reports and during committee meetings. **Notification of a capital purchase will be made to the Committee Chair prior to purchase whenever practical.**

Unbudgeted Purchases:

City Council must approve all unbudgeted purchases exceeding \$15,000 except where an emergency exists. (see Emergency Purchases). The City Council authorizes the City Administrator to approve any purchase, budgeted or unbudgeted up to \$15,000.

Bid Awards:

Award to other than low bidder when the cost does not exceed \$15,000 will be approved by the City Administrator.

REPORTING TO CITY COUNCIL

All expenditures will be reported to City Council in the monthly financial reports. Detailed monthly financial reports and budget to actual comparisons will also be reviewed and discussed by department heads during monthly committee meetings with Council members. Further detailed reporting will be available to Council members upon request.

EXECUTION OF CONTRACTS

Execution Of Contracts And Other Document That Obligate The City Of Mauldin Financially Or Otherwise And Prohibit Department Heads And All Other City Employees From Executing Such Documents

1. The Mayor shall have the authority to execute contracts that obligate the City which are approved by a majority vote of the Mayor and Council.
2. The Mayor Pro-Tern may execute such documents in the event that the Mayor is unable or unavailable to execute such documents.
3. The City Administrator has the express written authority of Council to spend up to \$ 15,000.00. The City Administrator must obtain the express written authorization of the Mayor and Council for any expenditure in excess of \$15,000.00 or before entering into any agreement which otherwise obligates the City.
4. Department Heads may spend up to \$5,000 for budgeted items as currently defined in procurement policy.
5. Department Heads and all other City employees may not execute such documents.
6. Department Heads shall be required to execute a written statement acknowledging that they have been provided a copy of this Policy and that a violation of this Policy may result in immediate termination.

OTHER PROCUREMENT ISSUES

Sole Source

The City Administrator must approve all sole source purchase orders. Department heads must submit documentation/evidence of sole source to the City Administrator.

Emergency Purchase

Emergency Purchase

An “emergency” shall be deemed to exist under anyone or more of the following circumstances:

- A great public calamity;
- An immediate need to prepare for national or local defense;
- A breakdown in machinery, facilities or essential services which requires the immediate procurement of goods and/or services to protect the public welfare, health, safety, property, or personal/confidential information;
- An operation directly affecting the public welfare, health, or safety, the protection of public property, or personal/confidential information, is so severely impacted by any cause that personal injury or property destruction appears to be imminent and probable unless goods and/or services designed or intended to mitigate the risks thereof are procured immediately; or
- An ongoing City project, which is of such a nature that the need for particular goods and/or services can only be ascertained as the project progresses and, when ascertained, must be satisfied immediately for the preservation of public welfare, health, safety or property.

Ample opportunity for competitive bidding will be given in accordance with the above details of this purchasing policy. However, in the event of an emergency affecting the public welfare, health or safety, the purchasing provisions of this policy may be waived, per City Ordinance Sec. 2-303 (Code 1994, § 2-223), when, in the judgment of the City Administrator, such an emergency exists, the purchase of necessary items may be made as follows:

Upon declaration of an emergency, the department head should determine vendors having needed items and obtain price quotes if possible. The department head will obtain City Administrator approval to complete the purchase. If time allows, the department head will prepare a purchase order; if time does not permit, the department head may file the required purchase order after the crisis is over.

Within 10 calendar days of the emergency, a full report of the circumstances of an emergency purchase shall be filed by the City Administrator with the City Council and appropriate committees and shall be entered in the minutes of the council and committees

Sensitive Procurement

When it is determined that unlimited solicitation may jeopardize sensitive operations, a limited solicitation shall be authorized with such competition as practicable under the circumstances. Unless authorized otherwise by the City Administrator, sensitive procurement shall be limited to legal services for outside council other than the City Attorney; certain goods; financial services such as financial advisors and rate consultants; or, services for the Police Department. In all such cases, the appropriate department head must seek the approval of the City Administrator or authorized designee prior to ordering.

Cooperative Purchasing

The City shall have the authority to purchase supplies through other cooperative purchasing plans, such as purchasing under State contract. Such purchases shall not require the formality of publication and receipt of competitive bids, however they will require approval of the City Administrator. Documentation of cooperative purchasing will be submitted with the purchase order to the A/P clerk.

Materials Testing

The City Administrator shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, the City Administrator shall have the authority to make use of laboratory facilities of any agency of the City government or any outside laboratory.

Bonding

When deemed to be in the best interest of the City, the City Administrator may require bid bonds to be submitted by vendors as part of the bidding documents. Bid bonds shall be returned to any unsuccessful bidder and the successful bidder upon execution of a contract. A successful bidder shall forfeit any bid bond upon failure to enter into a contract within ten (10) days after award, provided, however, that the City, in its uncontrolled discretion, may waive this forfeiture. The bid security should be in an amount equal to at least 5% of the amount of the bid at minimum. When the invitation for bids requires security, noncompliant requesters will be notified that their bid will be rejected.

Performance bonds- When deemed to be in the best interest of the City, the City Administrator may require a performance bond for the full amount of the contract from the successful bidder; provided, however, that this has been specifically stated as part of the bid criteria. Failure on the part of the contractor to complete the contract would result in forfeiture of performance bond. Bond shall be returned to contractor upon completion of contract, provided performance is satisfactory to the City in accordance with the specification and terms of the contract.

Construction contracting

The method of construction contracting administration used for a City construction project shall be determined to be that method which is most advantageous to the City and result in the most timely, acceptable quality, economical, and successful completion of the construction project.

All contracts valued at \$25,000 or greater shall be awarded by sealed bidding pursuant to the procedures as set forth elsewhere in this policy and with the following exceptions:

The invitation shall include, but not be limited to, all contractual terms and condition applicable to the procurement.

Bids shall be accepted unconditionally without alteration or correction except as otherwise authorized in this chapter. The invitation for bids shall set forth all requirements of the bid including the following:

Where required by the invitation, all responsible bidders shall include subcontractor information as specified.

Any bidder in response to an invitation for bids shall set forth in his or her bid or offer the areas and the locations of the place of business for each subcontractor who will or is expected to perform work or render service to the prime contractor to or about construction, and who will specifically fabricate and install a portion of the work which is expected to exceed 3% of the prime contractor's total base bid, or any subcontractor whose construction elements are deemed vital by the City for the project and so listed and specified by the City in the invitation and the bidding documents.

Failure to list subcontractors when required and specified by the invitation in accordance with this section may render the prime contractor's bid to be nonconforming.

No prime contractor whose bid is accepted in accordance with the section shall submit any person as subcontractor in place of the subcontractor listed in the original bid, except with the consent of the City. The City reserves the right to reject any and all subcontractors for justifiable cause with the substitute to be agreed upon by both parties.

The City shall make available to all in attendance, a copy of the bid tabulation at the public opening for the bids. Like information shall be provided to those not in attendance at the opening when so requested in writing.

Negotiations

Generally, sealed bids are not negotiated, but, in the event all bids exceed available funds or are considered unreasonable, the City Administrator shall be authorized in situations where the City's best interest precludes re-solicitation of work, goods, or services for a reduced scope to negotiate an adjustment in the bid price, including a change in the requirements, with the low, responsive and responsible bidder.

In the event that negotiations do not result in a price or scope of work or services which would be acceptable, the City, at its discretion, may terminate all negotiations with the lowest bidder, and enter into new negotiations with the next lowest bidder, and likewise the third and sequential bidders should negotiations not be productive with the second lowest bidder.

Subsequent negotiations shall be conducted in like manner as with the first bidder. No changes or reductions in scope of work or services shall be permitted during negotiations with sequential bidders that was not permitted or offered with in the negotiations with previously responsible bidders.

In conducting negotiations, there must be no disclosure of any information derived from bids submitted by competing bidders.

Multistep sealed bidding

When it is considered initially impractical to prepare a purchase description complete with specification to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.

Professional Services

Professional services are exempt from the competitive bidding process whenever the provider is customarily employed on a fee basis rather than through competitive bidding. (Examples: architects, attorneys, accountants, auditors, appraisers, computer consultants, engineers, physicians, etc). A request for proposal or qualifications may be solicited for professional services.

Code of Ethics

Public employment is a public trust. It will be considered a breach of that public trust for City of Mauldin employees to subvert the public purchasing process by directing purchases to certain favored vendors, or to tamper with the competitive bidding process for any reason including but not limited to kickbacks, friendship or gratuities.

No department will be permitted to break down purchases of supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus, construction, repair and maintenance for the purpose of avoiding the procedural requirements that would have applied had the items been appropriately grouped together and purchased at the same time.

No City official or employee, elected or appointed, shall knowingly provide false or misleading information to any vendor or bidder wishing to do business with the City. The purchasing process, including the sale of surplus property, shall be open to prospective bidders or suppliers, and all parties shall have equal access to pertinent information; however, any information or statistics accumulated during the course of a bid process, including the number of bids received, or the identity of the parties from whom bids have been received is considered confidential information and should not be disclosed until the time of bid opening whenever disclosure of such information could result in a competitive advantage to one or more vendors or bidders or when not in the best interest of the City.

In addition, the City also requires ethical conduct from those with whom the city does business. Any effort by a vendor or bidder to influence an employee to violate the code of ethics will be considered grounds to dismiss or reject any current or future bids from that vendor, if in the judgment of the City Administrator that even the appearance of wrong doing has occurred.

Procurement Responsibility

Departments shall insure that prices are competitive and that local vendors are utilized whenever possible.

It will be the responsibility of the department head to ensure compliance with the purchasing ordinance. Failure to do so may result in the denial of the purchase and or disciplinary action.

The Finance department will monitor all departments' compliance with the purchasing policy and report issues to the City Administrator.

Discrimination Prohibited

In the solicitation of bids or contracts, the City of Mauldin shall not discriminate because of race, religion, color, sex or national origin of the bidder or offeror.

RECEIPTS & INVOICE PROCESSING PROCEDURES

The original approved purchase orders are held by the Accounts Payable Clerk and attached to the invoice when paid. A copy of the purchase order is returned to the department head to be given to the vendor.

All purchase orders and purchase order stamps are ordered through the Accounts Payable Clerk and are distributed to department heads and administrative personnel as required. It is the Accounts Payable Clerk's function to see that the supply is kept at a steady amount and that all purchasing guidelines are followed.

Original invoices should be mailed to the City of Mauldin, attn: Accounts Payable Department, P.O. Box 249, Mauldin, SC 29662. Invoices should not be faxed. Invoices should not be sent to a street address or to the attention of a department. Original invoices will not be distributed to the departments during mail distribution – departments will be given a copy of all invoices.

When an invoice is received, the Accounts Payable clerk will stamp the invoice with the "A/P Received" date stamp and make a copy of the invoice for the department head. The invoice will be input into the accounts payable system to be scheduled for payment. The original will be kept in a date file by the A/P clerk. The department head will have five business days to produce all needed documentation for the invoice. In this manner, the City may take advantage of any vendor prompt payment discounts and maintain a positive credit rating with vendors.

The invoice should be stamped with the department's received stamp and dated and initialed by the employee that received the goods. This verifies that the goods were actually received. The invoice should be reviewed by the department head and compared with the purchase order. The purchase order should include the account distribution and be signed by a supervisor/designated approver or department head. The signed copy of the invoice, approved purchase order and all other necessary documentation should be returned to the Accounts Payable clerk within five business days, however, the department head may keep a copy for their department's files if they wish.

When receipts or invoices are given directly to the employee at the time of purchase, the department head will submit to the Accounts Payable department, all cashiers receipts and purchase orders for those goods purchased Monday through Sunday no later than the following Tuesday.

The A/P Clerk will verify that funds have been appropriated and are available before payment. All invoices with attached purchase orders are checked by the A/P Clerk to see if the amount is more than the original purchase order. Should the amount exceed the purchase order, it may be adjusted by the A/P Clerk with the approval of the City Administrator.

CREDIT CARD GUIDELINES AND PROCEDURES

PURPOSE

To establish those policies and procedures necessary to control the use of Credit Cards that will be assigned to and utilized by selected City employees to purchase goods and services on behalf of the City.

The intent of this policy/procedure is to accomplish the following:

- To provide a convenient method of purchase for employees and a less expensive method of payment for the City.
- To ensure that purchasing with cards is accomplished in accordance with the City's Ordinances and rules adopted by the City.
- To ensure appropriate internal controls are established and followed City wide when procuring with Credit Cards, so that they are used only for authorized purposes.
- To limit the City's liability from inappropriate use of Credit Cards.

Finally, it is intended that the policies established herein be viewed as minimum standards for the departments, which may wish to establish additional controls beyond those established by this policy.

A. Credit Card

Credit Cards will be issued only to the City Administrator and Department Heads by the Finance Department. Employees are prohibited from requesting or accepting Credit Cards directly from the card issuer.

The Credit Card will have the individual's name, the account number, and expiration date. The Finance Department will maintain a log of all cards issued and the names of the employees who are responsible for the cards. The employees responsible for the card (cardholders) will be held accountable for all purchases made with the card entrusted to him/her, along with documentation and payment procedures discussed herein.

The issuer has no individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc. are maintained.

B. Payments and Authorization

The City, not the individual employee, will pay for purchases made with the Credit Card. The City Administrator and the Finance Director maintain the right to cancel any Credit Card which has been abused or deny cards to any employee that violates any part of these guidelines or procedures.

C. Spending Limits

The City limits are as follows:

Single Purchase Limit: Each single purchase is limited to \$1,000. Purchases over \$1,000 will require a purchase order approved and signed by the Department Head, as well as the City Administrator.

Cardholder's 30-Day Limit: Each Purchasing Card will be assigned a maximum limit per month and all cards are subject to a pooled overall limit.

D. Use of Credit Cards

The Credit Card is to be used for purchases directly related to City business.

The cardholder may utilize the Credit Card on behalf of City employees for City purchases, but will continue to be directly responsible for purchases, documentation and payment procedures.

Charges for single purchases are not to be split in order to stay within the single purchase limit.

Receiving cash back from any transaction is strictly prohibited.

Cash advances through bank tellers or automated teller machines are prohibited.

When placing an order, be sure to give clear, accurate shipping instructions, which include your name, department, correct shipping address, and telephone number.

Ensuring that a Vendor has a contact name and phone number for the order will help to eliminate any confusion should there be any questions related to the order.

Be clear on the terms and conditions related to product and manufacturer warranties.

E. Restricted Credit Card Uses

The following items may not be purchased with the Credit Card unless specifically authorized by the City Administrator:

- Personal or unauthorized services (i.e. manicures, hairdressers, dry cleaners, face painters)
- Money Orders, Travelers Checks, and/or Foreign Currency

- Cannot be used at Bars, Taverns, Nightclubs, Lounges
- Items from Packaged Stores (Beer, Wine , Liquor)
- Medical drugs, narcotic drugs, or supplies related thereto
- Splitting of purchase into two transactions to circumvent the spending limitation
- Services which are repetitious in nature or exceed the spending limitation in any one year (should use Annual Purchase Order or open buying agreement, please contact Finance)
- Other supplies or services as prohibited by law
- When an open Purchase Order or contract has already been issued by Finance
- Non-budgeted goods/services
- Personal computers and software (unless pre-approved by the City Administrator)
- Using another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Credit Card.
- Vendors who require 1099 reporting should not be paid by Credit Card.

Failure to properly use the assigned Credit Card within the guidelines set by this memorandum may result in the cancellation of the card for the employee and/or disciplinary action.

F. Documentation

Required documentation: Any time a purchase is made, documents (charge slip, receipt, etc.) must be retained as proof of purchase. The documents (charge slip and PO with purchase description) should be later attached to the cardholder's monthly statement to verify the purchases. If the cardholder does not have documentation for a transaction to attach to the statement, he/she will be personally responsible for the charge. TRAVEL expenses must always be substantiated as required by the IRS.

G. Disputes

If items purchased with the Credit Card are found to be defective or the repair or service is faulty, the cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE. It is the responsibility of the cardholder to correct DISPUTED items (defective/broken goods, wrong items received, etc.) with the merchant if possible. Department heads are also responsible to see that their employees correct the disputed items. When a cardholder is unable to correct a disputed item with the merchant, the cardholder shall contact Finance and submit a written explanation concerning the disputed item.

H. Master List

The Finance Department will maintain a master list of all card numbers and cardholders, including thirty-day purchase limits for each card.

I. Lost or Stolen Credit Cards

It is the cardholder's responsibility to notify the card issuer (BB&T) at 1-800-397-1253 IMMEDIATELY upon discovery of loss or theft of a card. In addition, the cardholder is also required to immediately notify Finance (e-mail is acceptable). Replacement cards will be issued by Finance.

J. Termination of Employees

If a cardholder is terminated or resigns, his/her card must be delivered and turned over to the Finance Department immediately, the card will then be cancelled and destroyed.

K. Responsibility

- a) The cardholder (employee) is responsible for the use of the Credit Card in accordance with these guidelines and procedures.
- b) The Department Head is responsible for allocating the expenses to the appropriate departmental budget.
- c) The department heads are responsible for the use of Credit Cards within their respective departments and are responsible for the resolution of DISPUTED items.
- d) If the department head is not available then the employee should seek to use the City Administrator's or the Finance Director's card.
- e) The Finance Department is responsible for issuing, monitoring, and controlling the cards and for enforcing these procedures.
- f) Departments are responsible for monitoring and controlling the expenditure accounts to which the cards are assigned.

L. Card Eligibility

- a) The applicant must be the City Administrator or a Department head of the City.
- b) The City Administrator must approve the employee for a credit card.
- c) Each individual Cardholder must sign a Cardholder Agreement which is attached as "Exhibit A" to this document.

M. Cardholder Termination/Resignation

The Finance Director is required to close an account if a Cardholder is terminated or resigns.

N. Credit Card Security

The department heads must keep their cards in an accessible but secure location. Since the Department head will be responsible for all charges, it needs to be accessible only to that department head and given only to a delegated employee in their department if necessary. After the delegated employee has used the credit card for an authorized purchase, it must be immediately returned to the department head. The department head must immediately review the receipt of goods purchased by the delegated employee.

When a Department head is absent from the City for an extended period, the department head may request that a new card be issued to another department member for the duration of the absence (e.g. leave of absences for extended illness, military duty, maternity leave, etc). The Department Head must turn his/her card in to the Finance Director when on extended leave.. The designated department member must sign and accept the Employee Credit card agreement before a card will be issued. This action described in this paragraph must be approved by the City Administrator.

All employees must guard the credit card account numbers carefully. Department heads must not have account numbers in a location that is easily accessible by others. Copies of credit card bills must be secured.

O. Cardholder Liability

The BB&T Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the City of Mauldin's Purchasing Policies and Procedures relating to the expenditure of City funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to the City Administrator, and further disciplinary measures that may include termination.

VENDOR/MANUFACTURER REBATES

Policy: No City employee may use their public position or office to obtain financial gain or anything of substantial value for personal benefit, or to benefit an organization with which they are associated. Violation of this policy will lead to disciplinary action, up to and including discharge per the City's Disciplinary Policies.

Definition: Rebate is defined as a return of all or part of an amount given in payment for product, whether in the form of money, "free" merchandise, or future benefits based on purchases made. Examples of rebates include but are not limited to cash, credit toward future purchases, free goods (including food and beverages) and coupons.

For the purpose of this policy, rebates associated with City purchases in the form of money or property are considered items of value that individuals may not personally acquire as a result of their position.

If an employee's City related purchase qualifies for a rebate the instructions on the rebate form must be followed including any legal requirements as follows:

Process:

1. Rebate checks should be made payable to the City. In no instance shall the rebate check be made payable to an individual. Rebate checks or reimbursements should be deposited back into the account and line item account from which the original purchase was made.

2. Rebates in the form of certificates, property or gift cards must be returned to Accounts Payable P.O. Box 249, Mauldin, S.C. 29662, for future use by the department that acquired the rebate. Department heads are responsible for assuring that a procedure is in place to account for rebates in this form.
3. Rebate documentation must be kept with the originating purchase documents showing the disposition of rebates back to the City.

When making purchases, departments may not solicit rebates from vendors. Rebates are incentives offered by a vendor to provide additional consideration or compensation to encourage the purchase of goods and/or services from that vendor.

INVENTORY AND SURPLUS PROPERTY

All departments are responsible for ensuring that an accurate and perpetual inventory of all materials and goods is maintained. All offices, departments, or agencies shall submit reports showing stocks of all supplies which are no longer used or which have become obsolete, worn out or scrapped. Every piece of equipment owned which has a value of \$1000 or more shall be inventoried, with the exception of computers. Computers will have a complete inventory kept regardless of value.

The City Administrator shall have authority to transfer excess or surplus stock to other offices, departments, or agencies of the City government. The City Administrator also has the authority to sell all materials that have become unsuitable for public use, or to exchange the same for, or trade in the same, for new supplies. Generally, supplies and equipment with more than a nominal value will be advertised for sale through competitive sealed bids or by public auction. Award will be made to the highest responsible bidder; however, the City has the right to reject any and all offers.

The City may negotiate a sale of surplus property to another government or non-profit entity with the approval of the City Administrator.

Items considered to be of nominal value and otherwise would be discarded may be disposed of through informal procedures.

Any item deemed to be beyond repair or unusable by the City may be discarded as refuse or sold for scrap value. Items that are beyond repair shall be documented as such as disposed of property.

Disposal of all surplus property must be authorized by the City Administrator and accompanied by proper documentation.

This section, nor any other section of this article, applies to the sale or lease of public lands.

Credit cards cannot be transferred to a new or different employee after a department head leaves employment. The new employee will be issued his or her own credit card if necessary.

Compliance & Violation of Policies

The City Administrator may terminate the right of any employee to use a credit card at any time for any reason.

SALES AND USE TAX

Sales Tax

Per SC Revenue Ruling 98-21, sales tax is imposed on the sale of goods and certain services in South Carolina. Sales tax or use tax is imposed on goods and certain services purchased out of state and brought into South Carolina or on which no sales tax has been paid. The statewide sales and use tax rate is 6% as of June 2007. Generally, all retail sales of tangible personal property are subject to the state's sales or use tax. ***The City of Mauldin IS NOT exempt from sales or use tax.***

Use Tax

When the City buys tangible personal property from out-of-state and brings it into South Carolina it is responsible for paying a use tax at the rate of 6% and any applicable local taxes on the sales price. If the City purchases non-taxed purchases out of state, the City must report and pay the use tax to the State of South Carolina.

Procedure for accumulating Amounts Due:

The A/P clerk will calculate all sales/use taxes due on any invoices received for which sales/use tax should have been charged by the vendor. The sales tax expense will be charged to the department making the purchase and a corresponding credit will be made to a liability account for Sales Taxes Due. At the end of the month, the A/P clerk will pay the balance in the liability account to the State directly to the state.

Reporting and Paying the Tax

The City is committed to making timely and accurate payments of all sales and use tax due to the state. The City will complete a State of South Carolina State Sales and Use Tax Return (ST-3) each month by the due date.

The City Administrator shall enforce the procurement policies of the City. Violation of these policies can result in suspension or termination of purchasing privileges and/or disciplinary action in accordance with City Personnel Policy.

City of Mauldin

CREDIT CARD EMPLOYEE AGREEMENT FORM (Exh A)

I, _____ (City of Mauldin Employee) hereby acknowledge receipt of a City of Mauldin Credit Card, card number: _____ . As a cardholder, I agree to comply with the following terms and conditions regarding my use of the card:

- I understand that I am being entrusted with a valuable City asset - a Credit card - and will be making financial commitments on behalf of City of Mauldin, and will strive to obtain the best value for the City.
- I understand that the City is liable to BB&T for all charges made on the card. All Credit cards belong to the City and can be cancelled or revoked at any time at the discretion of the City Administrator.
- I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that the Finance Department of City of Mauldin will audit the use of this Card and report misuse of the card to the City Administrator. The City Administrator will take appropriate action on any discrepancies. I also agree that I will be held responsible for unauthorized purchases made with this card and the amount of any unauthorized charges will be deducted from my paycheck.
- I have been given a copy of the Credit Card Policy and understand the requirements for the Card's use.
- I understand that I may delegate the use of this credit card to an employee in my department, but I may not give the card to a temporary or contract employee for any reason. I understand that if I give the credit card to any other employee that I am still responsible for all charges to the credit card.
- I agree to a criminal history background check prior to being issued a City Credit Card.
- I understand that it is my responsibility to furnish receipts for all credit card purchases for the card number listed above, even in the event that my card was delegated for use to another city employee.
- I will follow the established procedures for the use of the Card. Failure to adhere to any of the above responsibilities and the procedures detailed in the purchasing policy for credit card use will result in revocation of individual Cardholder privileges. Use of the Credit Card for non-City expenses, personal purposes, or allowing the use of the Credit Card by an unauthorized individual may result in discipline, up to and including dismissal from employment and may in some circumstances also constitute a criminal act punishable by law.

