

Chapter 2

ADMINISTRATION*

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*State law references—Powers conferred upon municipalities, S.C. Code 1976, § 5-7-30; general structure and functions of all municipalities, S.C. Code 1976, § 5-7-10 et seq.; municipal powers vested in council, S.C. Code 1976, § 5-7-160; local fee imposition limitations, S.C. Code 1976, § 6-1-330; towns over 200 population must publish financial statements, S.C. Code 1976, § 5-21-50; Municipal Bond Act, S.C. Code 1976, § 5-21-210 et seq.; bonded indebtedness of political subdivisions, S.C. Const., Art. X, Sec. 14.

ARTICLE I. IN GENERAL**Sec. 2-1. Form of government.**

Pursuant to S.C. Code 1976, § 5-11-20 et seq., as amended, the form of government for the town shall be the council form of government composed of five members including the mayor. (Code 1991, § 2-1)

Sec. 2-2. Style and effective date of ordinances.

The style of every ordinance shall be: "Be it ordained by the Town Council of Blacksburg, in council assembled." Each ordinance shall become effective immediately upon its being signed by the mayor, or in his absence, by the mayor pro tem, and the town clerk and the seal of the town being affixed thereto. If the ordinance is intended to take effect at some other date, it must so expressly state.

(Code 1991, § 2-2)

Sec. 2-3. Collection costs.

(a) The town hereby imposes an administrative fee in the amount of \$25.00 to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code 1976, § 12-56-10 et seq. This fee is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.

(b) The town hereby declares that the administrative fee charged by the Municipal Association of South Carolina is also a collection cost to the town.

(c) All ordinances in conflict with this article are hereby replaced.

(d) This section shall be effective on the date of the final reading; provided however, that this section is declared to be consistent with prior law and practice and shall not be construed to mean that any fees previously charged to debtors as costs of collection under the Act were not properly authorized or properly charged to the debtor.

(Ord. No. 2006-10, §§ 1—4, 10-10-2006)

Secs. 2-4—2-20. Reserved.**ARTICLE II. COUNCIL*****Sec. 2-21. Compensation.**

(a) The council may determine the annual salary of its members by ordinance; provided, that an ordinance establishing or increasing such salaries shall not become effective until the commencement date of the terms of councilmembers elected at the next general election following the change.

*State law reference—Council form of government, S.C. Code 1976, § 5-11-10 et seq.

(b) The mayor and councilmembers may also receive payment for duties outside the town. To obtain reimbursement, the mayor and councilmembers shall be required to submit receipts or proper documentation of such expense.

(c) The mayor and councilmembers may also receive payment for actual expenses incurred in the performance of their official duties.

(Code 1991, § 2-21; Ord. No. 2002.10-1, 10-8-2002)

State law reference—Similar provisions, S.C. Code 1976, § 5-7-170.

Secs. 2-22—2-40. Reserved.

ARTICLE III. OFFICERS AND EMPLOYEES*

Sec. 2-41. Personnel policy manual adopted.

(a) A police personnel policy manual applicable to all police employees of the town is hereby adopted by reference as if fully set out herein and a copy of such handbook is on file in the office of the town administrator.

(b) A personnel policy manual applicable to all nonpolice personnel of the town is hereby adopted by reference as if fully set out herein and a copy of such handbook is on file in the office of the town administrator.

(c) The personnel policy manuals referenced in subsections (a) and (b) of this section may be amended from time to time by resolution of the town council.

(Code 1991, § 2-41)

Sec. 2-42. Employment at will.

It is declared to be the policy of this municipality that, notwithstanding any policies, memoranda, or handbooks promulgated by the municipality or any employment practices of the municipality:

- (1) All employees of the municipality are employed at-will and may resign or be discharged from employment at any time.
- (2) Only the municipal governing body shall have the right to enter into contracts for other than at-will employment on behalf of the municipality. Any contract for other than at-will employment must:
 - a. Be in writing;
 - b. Be executed by the governing body;

***State law references**—Leaves of absence authorized for public officers and employees in National Guard or military reserves, S.C. Code 1976, § 8-7-90; appointment of municipal attorney, S.C. Code 1976, § 5-7-230; clerk duty to file certificate of existence of fire department, S.C. Code 1976, § 23-9-380; conflicts of interest of officers and employees, S.C. Code 1976, § 5-7-130.

- c. Specify the duration of the employment; and
- d. Specifically state that the contract is being created pursuant to the governing body's authority under this section.

Secs. 2-43—2-60. Reserved.

ARTICLE IV. PURCHASING*

Sec. 2-61. Procedure generally.

In order to improve the control over town assets, the following procedure will be followed by department heads and administrative personnel:

- (1) When a department head determines that an item needs to be purchased for the town, a purchasing requisition must be completed. The department head shall include on each purchasing requisition quotations from at least two vendors.
- (2) The purchasing requisition should then be submitted to the town administrator or town clerk for approval and pricing check.
- (3) After the town administrator or town clerk has approved the purchasing requisition, a purchase order will be typed by the assistant clerk or utility clerk.
- (4) The typed purchase order will be proofed and signed by the town administrator or town clerk.
- (5) The purchase order will then be distributed as follows:
 - a. White copy to vendor.
 - b. Yellow copy to open purchase order file.
 - c. Pink copy to numerical file.
- (6) Attach the white copy of the purchasing requisition to the yellow copy of the purchase order.
- (7) When an invoice is received from the vendor, it should be checked for:
 - a. Math.
 - b. Match with purchase order.
 - c. Match with receiving report or purchasing slip; any errors noted (i.e., pricing, etc.) should be resolved.
- (8) The invoice with purchase order and proof of receipt should be given to the department head for approval. Keep a log of all invoices given to department heads and check invoices off as they are returned.

*State law references—Political subdivisions required to adopt procurement laws, S.C. Code 1976, § 11-35-50; procurement and intergovernmental relations, S.C. Code Reg. 19-445.2155.

- (9) Enter approved invoices in the accounts payable system and file in unpaid invoice file.
- (10) Submit a detailed list of unpaid invoices to the town council for approval at a monthly meeting and have all unpaid invoices in a folder for examination by council in case they would like to examine.

(Code 1991, § 2-61)

Sec. 2-62. Blanket purchase orders.

In order to keep our employees working efficiently and to maintain control over purchasing, annual blanket purchasing orders will be issued in the following cases:

- (1) To businesses that the town purchases numerous small items from (i.e., screws from the hardware store) during the month.
- (2) For purchases that do not exceed \$1,000.00.
- (3) For businesses that monthly purchases do not exceed \$5,000.00 during any one month.

The same procedure will be followed each month when new monthly purchase orders are issued.

(Code 1991, § 2-62)