

## CHAPTER 34: REVENUE AND FINANCE

### Section

- 34.01 Incidental Fund
- 34.02 Bids and contracts

#### ***Cross-reference:***

- Purchases and contracts, see Charter §§ 6.05 and 6.06*
- Taxation and finances, see Charter Ch. 7*
- Public improvements and special assessments, see Charter Ch. 8*
- Eminent domain, see Charter and Ch. 9*
- Franchises, see Charter Ch. 10*
- Public ownership and operation of utilities, see Charter Ch. 11*
- Sale of real property, see Charter § 12.05*
- Treasurer, see § 31.19*
- Tax Increment Administrator, see § 31.23*
- Division of Finance, see § 32.16*
- Duties of Director of Engineering regarding assessments, see § 32.18*
- Billings Office Department, see § 32.32*

### **§ 34.01 INCIDENTAL FUND.**

(A) *Fund established.* There is hereby established a fund of the city to be known or designated as the Incidental Fund, from which the City Manager is authorized and empowered to make payment for small and petty claims and accounts against the city or to advance sums necessary to meet the expenses of the City Manager, Mayor, or Council Members in carrying out their official duties. This fund shall not exceed the sum as may be amended from time to time by Council resolution or ordinance and may be kept in a separate bank account or accounts by the Manager.

(B) *Appropriation for Fund.* There shall be appropriated out of the General Fund of the city from sums not otherwise appropriated to the Incidental Fund and there shall be appropriated out of the Water and Light Fund of the city from sums not otherwise appropriated to the Incidental Fund, such sums may be adopted from time to time by Council resolution or ordinance.

(C) *Use of Fund.* The City Manager shall pay such small and petty bills and accounts or advance such sums necessary for expenses out of the Incidental Fund as may be expedient and necessary during each month after the establishment of the Fund; and at the following meeting after such payments or advances, the City Manager shall file and present to the Council a full and complete statement of the sums so paid out of the Incidental Fund, together with receipts for the same, which claims and statements shall be audited and allowed or rejected by the Council, and when allowed, the amount shall be reimbursed and repaid to the Incidental Fund, and when rejected, the amount shall be repaid to the Fund by the City Manager, thereby maintaining the Fund from month to month for the purpose herein established.

('75 Code, §§ 4.101-4.103) (Ord. 1037.83, passed 5-5-83)

## **§ 34.02 BIDS AND CONTRACTS.**

(A) *Bids required.* The city shall purchase or contract for supplies, labor, material, or equipment only in accordance with the provisions of the Uniform Municipal Contract Law, M.S. § 471.45, as it may be amended from time to time. Any required notice of call for bids shall be published in the official newspaper of the city. The notice shall be published at least seven days prior to the date set for opening of bids. ('75 Code, § 4.201) (Ord. 1061.88, passed 1-9-88)

(B) *Content of notice.* The notice calling for bids shall designate the date, time, and place that bids will be opened and read aloud and the date, time, and place that the Council will consider the bids. ('75 Code, § 4.202)

(C) *Requirements of bidders.* All bids for supplies, labor, materials, or equipment shall be accompanied by cash, a certified check, a cashier's check, or a bidder's bond in the amount of not less than 10% of the total bid price. ('75 Code, § 4.203)