

CHAPTER XIII

CONTRACTS & PURCHASES

Section 13.1 Establishment Of Procedures By Ordinance; City Manager Responsible For Purchases; Authority.

The power to authorize the making of purchases, sales, leases and contracts shall be vested in the council, and shall be exercised in accordance with the provisions of law. Except as otherwise provided by ordinance in accordance with the provisions of this charter, all contracts shall be authorized by the council and shall be signed on behalf of the city by the mayor and the clerk. The city manager shall be responsible for purchasing, and a system of centralized purchasing shall be developed and maintained. The authority to contract on behalf of the city is vested in the council, provided that the City Manager shall have the power as authorized by ordinance to bind the city as to routine or operational items.

Section 13.2 Funds To Finance Public Improvements.

The city may establish and maintain funds, for special assessment projects or other improvements, for the purpose of accumulating moneys to be used for financing, making, acquiring, extending, altering or repairing public improvements. Moneys so accumulated may be transferred, encumbered or otherwise disposed of only for the purpose for which accumulated unless otherwise determined and declared by formal resolution of the council and then only for the purpose of making some other public improvement.

Section 13.3 Installment Contracts.

The city may enter into installment contracts as permitted by law. Each such contract shall not extend over a period greater than that permitted by law nor shall the total amount of principal payments under all such contracts exceed a sum permitted by law. Each such deferred payment shall be included in the budget for the year in which each respective installment is payable.

Section 13.4 Purchase And Sale Of Real And Personal Property.

The council shall establish by ordinance the procedures for the purchase, sale or lease of real and personal property and services for the city for the direction of the city manager. The ordinance shall provide a dollar limit within which purchases, sales or leases of real and personal property and services may be made without the necessity of securing competitive bids, and the dollar limit within which purchases, sales or leases may be made without the necessity of prior council approval.

Section 13.5 Restriction On Power To Lease Property.

Any agreement or contract for the renting or leasing of public property for a period longer than three (3) years shall be subject to the same referendum procedure as provided in the case of ordinances passed by the council. However, a summary of the terms of any such agreement or contract shall be published within ten (10) days after its approval by the council, and any petition for such referendum must be filed within thirty (30) days after such publication to be effective.

The transfer or assignment of any agreement or contract for the renting or leasing of public property may be made only upon approval of the council, but approval of such transfer shall not be subject to referendum.

Section 13.6 Restriction On Powers To Sell Property.

The city may not sell any cemetery, park or any part thereof unless approved by a majority of the electors voting thereon at any general or special election.

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