

TITLE 4

REVENUE AND FINANCE

Chapters:

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CHAPTER 4.01

BUDGET GENERALLY

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Section 4.01.010	City obligations
Section 4.01.020	Scope of budget
Section 4.01.030	Budgeted revenues
Section 4.01.040	Budgeted expenditures

Section 4.01.010 – City obligations.

- (a) A bond, contract, lease, or other obligation requiring the payment of funds from the appropriations of a later fiscal year, or of more than one fiscal year, shall be made by non-code ordinance and approved by the voters.
- (b) No payment may be authorized or made and no obligations may be incurred except in accordance with an appropriation made by non-code ordinance. The city council may make supplemental and emergency appropriations by non-code ordinance.
- (c) The council may authorize contracts for capital improvements to be financed wholly or partly by the issuance of bonds.

Section 4.01.020 – Scope of budget.

- (a) The budget shall be a complete financial plan for the operation of the city during the next fiscal year, showing dollar reserves, anticipated revenues and proposed expenditures.
- (b) Adoption of the budget, together with appropriation of the required funds, constitutes the commitment and authorization of each sum identified therein to be expended by the mayor and the city's appointed officials for the specified purpose.
- (c) Proposed expenditures shall not exceed anticipated revenues and reserves.

Section 4.01.030 – Budgeted revenues.

Budgeted revenues shall be itemized and may be composed of taxes, licenses, and permits, intergovernmental revenues, charges of services, fines, and forfeitures, miscellaneous revenue, cash reserves, and others as needed for proper accounting purposes.

Section 4.01.040 – Budgeted expenditures.

- (a) Budgeted expenditures shall be itemized as needed for proper accounting purposes. Separate provisions shall be included in the budget for at least:
 - (1) interest charges on the public debt for which the faith and credit of the city is pledged;

- (2) expenditures proposed for administration, operation and maintenance for each committee, department or agency of the city;
 - (3) council's budgetary reserve; and
 - (4) expenditures proposed for capital projects, including provision for down payments on capital projects.
- (b) In a parallel column opposite the items of proposed expenditures, there shall be placed the amount of each such item actually spent in the preceding fiscal year and the budget for the current fiscal year.

CHAPTER 4.04

BUDGET PROCEDURE

Sections:

4.04.010	Fiscal year
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4.04.085	Excess liability – lapse of appropriation
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Section 4.04.010 – Fiscal year.

The fiscal year of the city government shall begin on the first day of July of each calendar year and end on the last day of June of the following calendar year. The fiscal year shall also constitute the budget and accounting year.

Section 4.04.040 – Proposed budget.

- (a) The mayor, council, clerk and committees of the city shall meet to form an estimate of anticipated expenses and revenues for the next fiscal year.
- (b) The mayor shall prepare and submit to the council no later than May 1st of each year, the proposed budget for the following fiscal year.
- (c) The proposed budget shall set out estimates of all revenues expected to be received, and provide and appropriate for all anticipated expenditures of money, including contract and other commitments, except expenditures of construction funds derived from bonds or from special assessment.
- (d) The proposed budget shall include in parallel column opposite the items of anticipated revenues the amount of each such item actually received in the preceding fiscal year and the budget for the current fiscal year.
- (e) The proposed budget shall include in parallel column opposite the items of proposed expenditures, the amount of each such item actually spent in the preceding fiscal year and the budget for the current fiscal year.
- (f) The budget shall be submitted as an ordinance. The council may amend the budget estimate at any time prior to adoption and at any time during the current fiscal year.

Section 4.04.050 – Budget hearing.

The council shall post the time and place for a public hearing on the proposed budget. Notice of the hearing, together with a summary of the proposed budget, shall be posted in three (3) places in the city not less than five (5) days prior to the time fixed for the hearing. At the hearing all interested persons shall be given an opportunity to be heard.

Section 4.04.060 – Amendment of proposed budget, adoption, appropriation of funds.

- (a) After the conclusion of the public hearing on the proposed budget, the council may insert new items or may increase or decrease the items of the budget in proposed expenditures.
- (b) The council shall adopt the budget and make the appropriation by ordinance not later than the fifteenth (15th) day of June. The council shall then appropriate the money required for the approved budget.
- (c) If no budget has been adopted by the council by the last day of the present fiscal year, the proposed budget that is submitted or amended shall be deemed appropriate for the new fiscal year.

Section 4.04.070 – Amendment – in general.

The budget can be amended by the council at any time after adoption provided no such amendment shall be made until after a public hearing.

Section 4.04.080 – Encumbrance.

No budget appropriations may be encumbered without prior confirmation by the mayor that there are sufficient funds available to meet the expenditure.

Section 4.04.085 – Excess liability – lapse of appropriation.

- (a) During any budget year, the mayor, clerk and treasurer shall not allow expenditures or contracts to incur a liability in excess of the amount appropriated. To resolve the liability, the council may adopt a budget amendment.
- (b) All appropriations covered by the budget lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered.

Section 4.04.090 – Transfers.

The mayor may approve intra-department transfers of appropriated funds; provided however, that appropriations may not be transferred between departments except by ordinance amending the budget as provided by section 4.04.070 of this chapter.

CHAPTER 4.08

ANNUAL FINANCIAL STATEMENT

Sections:

- 4.08.010** **Annual financial statement**
- 4.08.020** **Audit**

Section 4.08.010 – Annual financial statement.

- (a) The treasurer shall prepare and submit for review and approval of the council an annual financial statement. The statement shall contain the same basic information and accounts as the city treasurer's monthly financial report.
- (b) The mayor shall arrange for the preparation of a statement of annual income and expenditures and shall deliver the statement to the city council before October 1st of each year. The council shall authorize the certified financial statement.

Section 4.08.020 – Audit.

- (a) The city council may require that an audit be conducted in place of or in addition to the statement of annual income and expenditures. The audit shall be completed and transmitted to the city council prior to April 1st of the following year for which the audit has been prepared.
- (b) The audit shall be made by an accountant, designated by the council, who has no personal interest, direct or indirect, as defined in the rules of professional ethics of the American Institute of Certified Public Accountants, in the fiscal affairs of the city or any of its departments. The designated accountant shall be a certified public accountant licensed to practice in the State and shall be a member of the American Institute of Certified Public Accountants. The accountant shall submit his or her report to the mayor and council no later than ninety (90) days following the end of the fiscal year under audit.

CHAPTER 4.12

MANAGEMENT OF FUNDS

Sections:

Section 4.12.010	Treasurer
Section 4.12.020	Deposits and withdrawals
Section 4.12.030	Investments

Section 4.12.010 – Treasurer.

- (a) There shall be a city treasurer appointed by the mayor and confirmed by the city council.
- (b) The treasurer is the custodian of all municipal funds and shall be responsible for their management and shall develop and maintain such records, systems, and procedures as may be necessary for that purpose.
- (c) All accounting functions for all city departments and offices are the responsibility of the treasurer. The treasurer shall provide the following financial statements to the council on a monthly basis:
 - (1) a summary statement of revenues and expenditures showing the financial activity of the current month;
 - (2) reconciliation statements from banks, investments, and funds if requested by the council.
- (d) The city council may combine the office of the clerk with that of treasurer.

Section 4.12.020 – Deposits and withdrawals.

- a) The treasurer is authorized to deposit city funds in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize. All such deposits shall be held in the name of the City of Edna Bay.
- b) All checks written on city funds shall have two signers consisting of the mayor and clerk or treasurer.
- c) No check may be drawn unless there are sufficient funds in the account to cover the amount.

Section 4.12.030 – Investments.

- (a) The city may invest money in investment pools for public entities as authorized under AS 37.23.

- (b) The council shall authorize investment of public funds by ordinance. All transactions shall be made and held in the name of the City of Edna Bay.

CHAPTER 4.16

PURCHASING

Sections:

Section 4.16.010	Purchases
Section 4.16.020	Purchasing agent – authority
Section 4.16.040	Purchase order procedure

Section 4.16.010 – Purchases.

- (a) All purchases of supplies in excess of five thousand dollars (\$5,000.00) shall be based wherever possible on request for quote or request for proposal and shall be awarded to the lowest qualified respondent.
- (b) All purchases of contractual services in excess of five thousand dollars (\$5,000.00) shall be based wherever possible on competitive sealed bids and shall be awarded to the lowest qualified bidder.
- (c) Any purchase of supplies or services under five thousand dollars (\$5,000.00) shall be approved by the Council and under the terms of this section.
- (d) All personal property except as otherwise provided in this chapter shall be purchased while considering the highest quality at the least expense to the city.

Section 4.16.020 – Purchasing agent's authority.

- (a) The mayor or their designee shall serve as the purchasing agent.
- (b) The purchasing agent or their designee shall have the following authority and responsibilities:
 - (1) Purchase or issue purchase authorizations for all supplies, materials, equipment, and services for the offices, departments and committees of the city.
 - (2) Administer or supervise the sale, trade, or other disposal of surplus supplies belonging to the city.
 - (3) Join with other units of government in cooperative purchasing ventures where the best interest of the city would be served thereby.
 - (4) Maintain all records pertaining to the purchase of supplies, services and construction, and the disposal of supplies, by the city in accordance with the city's most recent retention schedule or the retention schedule for the funding source, whichever is later.

- (5) Purchase personal property or professional services without council's approval only when the purchase is five hundred dollars (\$500.00) or less.

- (c) The city may find it necessary to temporarily appoint a highly qualified construction management professional as construction procurement officer for that project when faced with an exceptionally complex purchase, such as a complex construction project. As an alternative, the city may choose to contract for the services of a construction management firm to oversee all phases of the project. As a city contractor, this firm shall be closely supervised in its performance by the purchasing agent or other city official as the city manager deems appropriate. In selecting and utilizing such a project management firm, the city will ensure that the contractors providing this management function are independent of those contractors providing construction or other project services to the city. Consistent oversight will be essential for the successful completion of such complex construction projects.

Section 4.16.040 – Purchase order procedure.

- (a) Purchase order forms are required for any expenditure and shall be completed by the clerk.

- (b) The purchase order form must ~~then~~ be signed by the mayor and one other council member, excluding the clerk or treasurer.

- (c) Purchases may be made under the following conditions:
 - (1) Debit card use is only authorized for the mayor, clerk or treasurer.

 - (2) If the purchase is completed by check it requires two authorized signers. Authorized signers are the mayor, clerk and treasurer.

- (d) All financial transactions shall be reconciled by the treasurer monthly.

- (e) If the clerk and treasurer are a combined office, the mayor will conduct a monthly financial review of the reconciliation process.

CHAPTER 4.17

CONTRACTS

Sections:

Section 4.17.010	Definitions
Section 4.17.020	Competitive bidding required; exceptions
Section 4.17.030	Prior approval by the council required
Section 4.17.040	Bid invitation
Section 4.17.050	Bid package
Section 4.17.060	Pre-bid conference
Section 4.17.070	Changes and addenda in contract documents
Section 4.17.080	Bid submittal
Section 4.17.090	Bid opening
Section 4.17.100	Bids—No response or unsatisfactory bid
Section 4.17.110	Rejection of bids
Section 4.17.120	Award of contract
Section 4.17.130	Contractor bonding
Section 4.17.140	Professional services contracts
Section 4.17.150	Construction contracts — Letting
Section 4.17.160	Construction contracts — Administration
Section 4.17.170	Disbursement set-offs
Section 4.17.180	Local preference

Section 4.17.010 – Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings given to them in this section except where the context clearly indicates a different meaning:

“City” means the City of Edna Bay.

“Competitive contract” means any contract that opens a bidding process, or competition, wherein the winning entity is awarded the contract and such contract consistent with the types of services required and necessary to meet the needs of the city. Also known as competitive bidding.

“Construction” means the on-site erection, alteration, extension, repair or improvements to real property under contract for the city.

“Contract” refers to all types of agreements for the purchase, of goods, services and construction needed by the city.

“Contract amendment” amendment means any change in the terms of the contract accomplished by agreement of both parties, including change orders.

“Emergency purchases” refers to awarding a contract for supplies, services or construction without competition, formal advertising or other formal procedure due to an emergency situation where a threat to public health, welfare or safety such as may arise by reason of flood, epidemics, riots, equipment failure, earthquake, or tidal wave, or such other reason as may be proclaimed by the mayor or his/her delegate. The existence of such condition creates an immediate and serious need for supplies, services or construction that cannot be met through normal public bidding methods and the lack of which would seriously threaten (a) the health or safety of any person, and (b) the protection of property.

“Invitation to bid” means the complete assembly of a bid package or related documents whether attached or incorporated by reference and furnished to prospective bidders for the purpose of bidding. The notice to bidders is a means of publicizing the invitation for bids.

“Personal property” refers to everything that is subject to ownership by the city but not coming under the denomination of real estate, such as land and buildings.

“Professional services” means those advisory, consulting, architectural, engineering, research or developmental services which involve the exercise of discretion and independent judgment together with advanced or specialized knowledge, expertise or training gained by formal studies or experience.

“Project manager” is the mayor, the departmental head or a person approved by the council. The minutes of the council meeting relating to the matter may be used as written consent by the council.

“Public improvement” as used in this chapter, and only for the purpose of competitive bidding, includes the erection, building, construction, placement, creation and expansion of an improvement to land.

“Purchasing agent” is the mayor or the mayor's designee.

“Responsible Bidder” is a bidder who has met the standards of responsibility, including but not limited to having the appropriate financial, material, equipment, facility and personnel resources and expertise, or has the ability to obtain the resources and expertise, necessary to meet all contractual responsibilities, demonstrating completion of previous contracts of a similar nature with a satisfactory record of performance, having a satisfactory record of integrity, being legally qualified to contract with the city, and supplying all necessary information in connection with the inquiry concerning responsibility.

“Responsive Bidder” is a bidder who meets the requirements set forth in the invitation to bid and the bid package.

“Services” means labor, professional services and consulting services.

“Supplies” means all supplies, materials and equipment.

Section 4.17.020 – Competitive bidding required; exceptions.

- (a) All contracts in excess of five thousand dollars (\$5,000.00) shall be based wherever possible on competitive sealed bids and shall be awarded to the lowest qualified bidder.
- (b) When competitive sealed bids are not deemed to be practical, the council shall certify by resolution that competitive bids are impractical by reciting the reasons therefore, and specifying how the contract shall be entered. The following is a list of authorized exceptions describing situations in which competitive sealed bidding is not practicable:
 - (1) negotiated procurement following unsuccessful efforts to obtain a qualified bid through competitive bidding;
 - (2) small procurement, of less than five thousand dollars (\$5,000.00);
 - (3) emergency procurement;
 - (4) procurement of consultant, technical, real estate, architect, engineer or audit services;
 - (5) interagency agreements;
 - (6) utilization of state or local government contracts;
 - (7) specialized equipment for enterprise funds where standardization is a primary criteria;
 - (8) sole-source procurement:
 - (A) procurement resulting from competitive sealed proposals;
 - (B) contracts for electronic data processing and system control software and hardware systems and other software systems shall be by professional services contract; provided, however
 - i) to be exempt from competitive bidding the service in question must be truly a "system" which is professionally designed;
 - ii) the purchase of hardware which is not an inextricable part of the system and can be bid separately shall be competitively bid.
 - (C) procurement resulting from competitive sealed proposals.
- (c) The purchasing agent may recommend joint purchases with other units of government when the best interest of the city would be served.

Section 4.17.030 – Prior approval by council required.

All contracts for supplies, materials, equipment, or contractual services for an amount estimated to exceed two thousand dollars (\$2,000.00) shall require the prior approval of the council and shall be signed on behalf of the City of Edna Bay by the mayor and the city clerk.

Section 4.17.040 – Bid invitation.

- (a) When competitive sealed bidding is used, the city shall issue an invitation to bid. Notice inviting bids shall be posted in three separate places in Edna Bay for at least ten (10) working days prior to the last day set for the receipt of bids. The notice shall state the general description of the work, materials or service, a statement where bid forms and specifications may be secured, the closing time for submission of bids and the time and place of opening of bids.
- (b) All contracts that exceed five thousand dollars (\$5,000.00) shall be based on the solicitation of at least two competitive sealed bids. Notwithstanding section 4.17.150(c) of this chapter, all contracts shall be awarded to the lowest responsive and responsible bidder.
- (c) All contracts for an amount estimated to be less than five thousand dollars (\$5,000.00) may be made on the open market by written quotation observing the procedure prescribed for the award of formal bid purchase and with such competition as is reasonable and practical in the circumstances.

Section 4.17.050 – Bid package.

- (a) The bid package shall contain all information contained in the bid invitation, and may include additional drawings, specifications, estimates, bid forms and documents relevant to the proposal as necessary.
- (b) A bid package shall be provided by the clerk at the request of any prospective bidder.

Section 4.17.060 – Pre-bid conference.

The project manager upon her/his own initiative or at the request of a bidder may provide for a pre-bid conference at least seven (7) working days prior to the time for submission of bids. All points of clarification and questions answered at the conference which may affect the bid, will be issued in the form of an addenda.

Section 4.17.070 – Changes and addenda in contract documents.

No official or officer of the city shall make any oral interpretations that may affect the substance of the contract documents. The bids documents shall so state this. Addenda will be issued to all bidders when questions arise which might affect the bids. The city clerk shall deliver the addendum by certified mail, via email or by hand delivery with a written receipt obtained. When an addendum is issued less than four (4) working days before the time for receipt of bids, the addendum shall contain a new bid date of at least four (4) working days from the original receipt of bids date. Receipt of all addenda should be acknowledged by bidder as part of the bid submitted.

Section 4.17.080 – Bid submittal.

- (a) Sealed bids must be submitted by mail or personally to the city clerk. The bid invitation number must be clearly identified on the outside of the sealed envelope.
- (b) An application providing evidence of requirements being met shall be submitted with the sealed bid.
- (c) The council shall determine whether a bidder meets all requirements based on the following criteria:
 - (1) the skill and experience demonstrated by the bidder in performing contracts of a similar nature;
 - (2) the bidder's record based on references;
 - (3) the bidder's capacity to perform in terms of facilities, personnel and financing;
 - (4) The bidder's past performance under city contract, if applicable. If the bidder failed in any material way to perform its obligations under any contract with the city, the bidder may be deemed a non-responsible bidder.
- (d) At all times, the best interests of the city shall be recognized in awarding bids.

Section 4.17.090 – Bid opening.

- (a) All bid openings are open to the public. The city clerk shall open bids at the time and place so stated in the public notice. The opening will follow immediately after the closing time for submission of the bids. Bids shall be opened so as to avoid disclosing their contents to competing bidders.
- (b) At the time the bids are opened, the project manager and/or the city clerk shall review all bids for irregularities, errors and exceptions. If it appears that minor irregularities or errors were made through inadvertence, the city clerk may authorize the bidder to make changes, or may waive the errors and irregularities. In the event of significant errors and irregularities, the bid shall be rejected and the bid price not disclosed.

Section 4.17.100 – Bids - no response or unsatisfactory bid.

If, no bids are received or those received are not satisfactory to the council, the council may authorize the project manager to negotiate for a contract in the open market.

Section 4.17.110 – Rejection of bids.

- (a) The council may consider a bidder "not responsible" and reject the bid of a bidder who is in arrears on taxes, permits, special assessments and/or any other monies or who failed to perform on a previous contract.
- (b) The council shall have the authority to reject all bids or parts of bids or to negotiate when it is in the best interest of the city.

- (c) If the lowest and best bid exceeds the budgeted amount the project will not be awarded.
- (d) If the council rejects all bids under this section, it may later direct the clerk to issue an identical or similar invitation for bids.

Section 4.17.120 – Award of contract.

- (a) The council may award contracts within the purview of this chapter.
- (b) Contracts shall be awarded, if at all, to the lowest responsible bidder whose bid is responsive to the invitation for bids.
- (c) In determining which bid is lowest the council shall consider:
 - 1) the local contractor preference of section 4.17.180;
 - 2) the ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - 3) whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - 4) the character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - 5) the quality of performance of previous contracts or services;
 - 6) the previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
 - 7) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service, including the bidder's ability to obtain insurance and bonding as required by the city;
 - 8) the quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - 9) the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - 10) what is the best interest of the city.
- (d) When the award is given to other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction. The minutes of the city council meeting relating to the matter may be used as the required written statement.
- (e) Once a contract has been awarded by the council, the clerk shall prepare a final contract including any amendments to its terms required by the council, and submit it to the contractor for review. A signed copy returned to the city initiates the contract.

- (f) A contract or lease may be renewed for up to a maximum of two (2) annual contract extensions after completion of the initial specified performance period, as approved by the city council by motion.
- (g) If any bidder fails to initiate a contract that has been awarded within fourteen (14) business days from the postmark date of the document, he/she shall forfeit the contract and his bond or check if required by the terms of the contract.
- (h) Any bidder who is not awarded a contract shall have his bid bond returned or his check refunded, if required.
- (i) At the council's discretion and with sufficient notice, bidders may be required to appear before the council, in person or by telephone to answer questions concerning contracts.

Section 4.17.130 – Contractor bonding.

- (a) Contracts for construction, alteration or repair of public buildings or public works, where the cost is in excess of one hundred thousand dollars (\$100,000.00), shall be awarded only after the contractor has provided payment and performance bonds pursuant to AS.36.25.010.
- (b) Each bid shall be accompanied by a bid bond consisting of a certified or cashier's check payable to the city for a sum not less than five (5) percent of the amount of the bid (or accompanied by a bid bond in an amount not less than five (5) percent of the bid) with a corporate surety licensed to do business in the State of Alaska. Checks and bid bonds will be returned to unsuccessful bidders.
- (c) The successful bidder is required to submit a performance bond and a payment bond with a surety meeting the standards of AS 36.25.010 and satisfactory to the city. The amount of the performance bond and the amount of the payment bond shall be equal to the contract amount.
- (d) If the bidder fails to enter into the contract and furnish the performance bond and payment bond within fourteen (14) working days from the date on which the bidder is notified of being the successful bidder, the bid bond or check and the amount thereof shall be forfeited to the city.
- (e) The mayor may wholly or partially exempt contractors from the performance bond and payment bond requirements for contracts not exceeding one hundred thousand dollars (\$100,000.00), with the approval of the council. Any exemption shall be stated in the bid documents. When the exemption is given, the mayor may do any one or more of the following, which shall be set forth in the bid documents:
 - (1) Not require any payment bond or performance bond;
 - (2) Accept cash, certified check, bank check, letter of credit, guaranty, or other form of security (not including any interest in real property), as a payment bond or performance bond in lieu of sureties meeting the standards of AS 36.25.010.

- (3) Accept a surety payment bond or performance bond in an amount less than that set forth in paragraph (b) above;
- (4) Require the contractor to meet the following criteria:
 - (i) for two (2) years immediately preceding the award of the contract, the contractor has been a licensed contractor having his principal office in the state;
 - (ii) the contractor certifies that he has not defaulted on a contract awarded him during the period of three (3) years preceding the award of the contract for which the bid is submitted;
 - (iii) the contractor has submitted financial statements, prepared within a period of nine (9) months preceding the submission of a bid for the contract, demonstrating that the contractor has a net worth of not less than seventy-five (75) percent of the amount of the contract for which a bid is submitted.

Section 4.17.140 – Professional services contracts.

- (a) A contract for consultant, technical, real estate, engineering, architectural, legal, medical, or other professional services shall not be binding and effective until it has been approved by the council.
- (b) The selection of professional assistance shall be based on competence, skill and experience. The council shall not award a contract to an individual, a partnership, or a corporation that is not registered, not qualified, or not authorized under Alaska Statutes.
- (c) No professional services contract shall be subdivided to avoid the requirements of this chapter.
- (d) Professional services contracts may be renewed per section 4.17.120 (f) of the City of Edna Bay Code of Ordinances.

Section 4.17.150 – Construction contracts – letting.

- (a) For the purpose of this section contract means and includes construction contracts only. The term shall not include professional services as listed in section 4.17.140(a) of this chapter.
- (b) All contracts shall be awarded by formal, written contract to the lowest responsive and responsible bidder as defined in section 4.17.010 after due notice inviting proposals following procedures established in section 4.17.040.
- (c) Upon awarding a construction contract the city clerk shall:
 - (1) immediately notify the State Commissioner of Labor of the amount of the contract, the identity of the contractor and all subcontractors, the site or sites of construction and provide a project description; and

- (2) verify that the bonding requirements of AS 36.25 have been met and that the requirements of AS 08.18 have been met.
- (d) All contracts shall be based whenever possible on competitive bids.

Section 4.17.160 – Construction contracts – administration.

All contracts, as defined in section 4.17.150 shall be administered by the project manager or city council in accordance with the following provisions:

- (a) Any change required in the work shall be made after receiving a written change order proposal from the contractor for additions to or deduction from the original contract sum and the original contract time for changes proposed.
- (b) Upon receipt of a change order and after determination that the contractor’s proposal is reasonable and approved by the council, the city clerk shall issue a written change order.
- (c) The council shall be notified of contract completion including the following information:
 - (1) contract completion date;
 - (2) scope of work completed;
 - (3) total cost of contract.
- (d) No payment for work completed shall be made to a contractor without:
 - (1) approval of the council; or
 - (2) pre-approval by the council giving the mayor authority of approval.
- (e) Partial payment for work completed shall not be made to a contractor without approval of the city council of the quantities and values submitted by the contractor. Reductions in retained percentage not called for in the contract shall not be made without prior approval of the city council.

Section 4.17.170 – Disbursement setoffs.

- (a) Disbursement of monies to a person, firm or corporation will be made only after the various receivable accounts of the city have been reviewed for outstanding balances owed. The disbursement will be reduced by the outstanding balances due the city from such person, firm or corporation.
- (b) All contracts to which the city is a party to, and which may involve the disbursement of city funds shall contain the following clause or its substantial equivalent:
“Disbursement of monies by the City of Edna Bay hereunder shall be subject to set-off pursuant to the provisions of section 4.17.170 of the Code of Ordinances.”

Section 4.17.180 – Local preference.

The council may include local preference criteria for contracts, to be included in the bid announcement. The local preference would go to a responsible bidder who maintains a business within the City of Edna Bay, if that bid does not exceed the lowest responsible bid by more than five (5) percent.