

RESOLUTION NO. _____

A Resolution Establishing Contracting Procedure for the City of Margaret

WHEREAS, Alabama Code Section 11-43-56 establishes that the City Council “shall have the management and control of the finances” of the City; and

WHEREAS, the City Council wishes to establish policies and procedures for the expenditure of city funds, as well as the authorization of city officials to enter into contracts.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Margaret, Alabama, as follows:

1. Unless otherwise authorized by the Council hereby, all contracts, agreements, commitments, or other arrangements regarding the expenditure of any City funds must be presented to and approved by the City Council prior to any expenditure or commitment to spend City funds, and no City official is authorized to expend or to commit the City to expend any such funds unless so presented and approved, including contracts or agreements for the expenditure of funds within the budget approved by the City Council for the fiscal year when said contract or agreement was not specifically approved as part of the budget approved by the City Council for the fiscal year.

2. Any contract or agreement for an individual, firm, business, or any other entity to carry out work for, or on behalf of the City, must be written and must include the scope, duration, and cost associated with any such work.

3. All contracts or agreements subject to competitive bid shall be competitively bid in accordance with Alabama law.

4. Any work that changes or could impact the current use, value, function, or purpose of any City building or property must be approved by the City Council before any work is started.

5. Any redirection of City funds already part of the approved budget outside of the purpose approved by the City Council in the budget for the fiscal year must be approved as a budget amendment by Council prior to funds being committed or spent.

6. The City Council hereby authorizes the payment of salaries, previously established employee benefits, and other customary payroll costs without the need for further specific authorization as long as such payments are in conformity with the approved budget for the fiscal year.

7. Additionally, the City Council hereby authorizes the departments within the City to purchase supplies necessary for the ordinary operations of the City's departments within the budget for the fiscal year. Any expenditures for ordinary supplies outside of the budget for the fiscal year shall be approved by the City Council.

ADOPTED AND APPROVED this __ day of _____, 2026.

ATTEST:

Matt Tortorice, Mayor

Tabitha Hanner, City Clerk