ORDINANCE NO. 2015-16

AN ORDINANCE OF IVINS CITY, UTAH, AMENDING SECTION 3.12.203 OF THE IVINS CITY CODE REGARDING PURCHASE ORDER AUTHORIZATION AMOUNTS

WHEREAS, section 3.12.203 of the Ivins City Code regarding authorization required for purchase orders has not been updated since 2007 and the effects of inflation, particularly the significant increase in costs for construction materials, have resulted in most minor purchases/changes to contracts now requiring City Council approval rather than allowing Department Heads alone or with the City Manager to have authority for such minor purchases/changes; and

WHEREAS, the Ivins City Council desires to increase the authorization amount for Department Head approval and the authorization amount for Department Head/City Manager approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE IVINS CITY COUNCIL that the Ivins City Section 3.12.203 of the Ivins City Code is hereby amended to now read as follows:

PART 2

PURCHASING AUTHORITY

3.12.203: AUTHORIZATION REQUIRED.

(1) Purchase orders shall require authorization as follows:

AMOUNT	AUTHORIZATION REQUIRED
Up to $5,000	Department Head
Over $5,000 up to $10,000	Department Head and City Manager
Over $10,000 - routine expenses	Department Head and City Manager
Over $10,000 – non-routine expenses	Department Head, City Manager, and City Council

(2) Authorization of purchase orders for expenditures within the amounts specified above shall be made prior to the purchase of any item or service.

(3) All purchase orders for expenditures over ten thousand dollars ($10,000.00), excluding routine expenditures, shall be approved by the city council prior to the purchase of any item or service.

(4) The department head's approval on all purchase orders shall signify that there are sufficient unencumbered funds in the requesting department's appropriated budget for the purchase. (Ord. 2015-16, 2015)

Effective Date: This Ordinance shall become effective immediately upon passage and publication.

PASSED AND ADOPTED BY THE IVINS CITY COUNCIL, STATE OF UTAH, ON THIS 26 DAY OF AUGUST, 2015 BY THE FOLLOWING VOTE:

	AYE	NAY	ABSTAIN	ABSENT
George E. Elwell, Jr.	X			
Cheyne McDonald	X			
Lesley Mendenhall				X
Steven Roberts	X			
Ron Densley				X

Chris Hart, Mayor

IVINS CITY Corporate Seal WASHINGTON COUNTY

ATTEST:

Kari Jimenez, City Recorder