ORDINANCE NO. 2023-07

AN ORDINANCE OF IVINS CITY, UTAH, AMENDING PURCHASE ORDER AUTHORIZATION AMOUNTS

WHEREAS, sections 3.12.203 land 3.12.204 of the Ivins City Code regarding authorization required for purchase orders have not been updated since 2015 and the effects of inflation, particularly the significant increase in costs for construction materials, have resulted in many minor purchases to require City Council approval rather than allowing Department Heads alone or with the City Manager to have authority for such minor purchases; and

WHEREAS, the Ivins City Council desires to increase the authorization amounts for Department Heads and City Manager approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE IVINS CITY COUNCIL that Sections 3.12.203 and 3.12.204 of the Ivins City Code are 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 $7,500	Department Head
Over $7,500 up to $15,000	Department Head and City Manager
Over $15,000 – routine expenses	Department Head and City Manager
Over $15,000 – 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 ($15,000.00), 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; amd. Ord 2023-07)

3.12.204 DEPARTMENT HEAD AUTHORIZATION:
Each department head shall be authorized to purchase items costing up to seven thousand five hundred dollars ($7,500.00) and to disperse and authorize use of the purchase orders, which he/she has received from the purchasing agent. (Ord. 2006-27, 2006; amd. Ord. 2015-15, 2015; amd. 2023-07, 2023)

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 ____ DAY OF MAY, 2023 BY THE FOLLOWING VOTE:

	AYE	**NAY**	**ABSTAIN**	**ABSENT**
Dennis Mehr	_____	_____	_____	_____
Mike Scott	_____	_____	_____	_____
Jenny Johnson	_____	_____	_____	_____
Adel Murphy	_____	_____	_____	_____
Lance Anderson	_____	_____	_____	_____

_____

Chris Hart, Mayor

ATTEST:

_____

Kari Jimenez, City Recorder