



## Ordinance No. O-26-02

### AN ORDINANCE OF THE CITY OF GARLAND, UTAH, AMENDING GARLAND CITY CODE 1-9-4, ADOPTING AN AMENDMENT TO THE PURCHASING PROCEDURES FOR GARLAND CITY.

**WHEREAS**, Garland City desires to update its purchasing procedures to promote efficiency for smaller purchases while maintaining appropriate oversight and fiscal accountability for larger expenditures; and

**WHEREAS**, the current threshold for purchases is in need of revisions in order to provide a more efficient and orderly process for how the city operates, while considering the time and schedules of workers, employees, and elected officials; and

**WHEREAS**, Utah Code § 10-6-122 authorizes municipalities to establish purchasing procedures by ordinance; and

**WHEREAS**, the Garland City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GARLAND CITY, UTAH:**

**Section 1. Amendment.** Title 1, Chapter 9, Section 4 of the Garland City Code of Ordinances is hereby amended to read as outlined in Exhibit A, attached hereto, and incorporated hereby ~~struck through~~. The amended provisions of this Ordinance shall now be codified in the Garland City Code.

**Section 2.** All other provisions of this section or all other city code sections shall remain in effect unless specifically amended hereby.

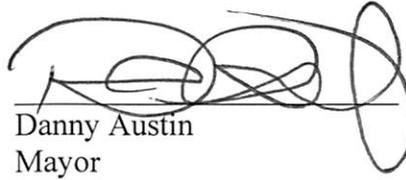
**Section 3. Repealer.** All ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

**Section 5. Effective Date.** This ordinance shall take effect and be in force upon its passage and approval and after publication or posting as required by law.

PASSED and approved this 18 day of February, 2026.

PASSED AND ADOPTED by the City Council of Garland City, Utah, this 18 day of February, 2026.

  
Danny Austin  
Mayor

  
ATTEST:  
Kristal Edwards  
City Recorder



CITY COUNCIL VOTE:

|                   |                                     |     |                          |    |                          |        |
|-------------------|-------------------------------------|-----|--------------------------|----|--------------------------|--------|
| Jeanette Atkinson | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent |
| Sharla Nelson     | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent |
| Tena Allen        | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent |
| Jim Hall          | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent |
| Josh Munns        | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent |



## Exhibit A

### 1-9-4: PURCHASES:

- A. For purchases of one thousand dollars (\$1,000.00) or less, authorized city personnel desiring to make purchases do not need to obtain bids, but shall first obtain a purchase order, as outlined below, from the city finance clerk recorder, and then may purchase the items without any formal approval procedure. Authorized purchases of fifty dollars (\$50.00) or less do not require a purchase order. However, for all purchases not requiring a bid, a sales receipt and/or a purchase order must be presented to the city recorder for accounting purposes.
- B. For purchases in excess of one thousand dollars (\$1,000.00) five hundred dollars (\$500.00), but less than five thousand dollars (\$5,000.00) or less, city personnel desiring to make a city purchase shall submit or have the purchasing agent, if one has been appointed, submit a purchase order to the city recorder finance clerk for determination that the purchase would be within the related budget. Upon the approval of the purchase order by the city recorder finance clerk, the purchase order and the city recorder's finance clerk's statement of approval shall be submitted to the mayor and city council, who may then approve or disapprove of the purchase. Purchases greater than five thousand dollars (\$5,000.00), shall follow the same procedure but require the signature and approval of both the mayor and City Council.  
(Ord. 10-10, 11-18-2010)
- C. For purchases of less than five hundred dollars (\$500.00), city personnel desiring to make a city purchase shall submit a purchase order request to the city finance clerk for determination that the purchase is within the related budget. Said purchase order may be submitted before or after the purchase is made.
- D. For purchases of less than \$100.00, no prior signature is required.
- E. For all purchases, a sales receipt and/or a purchase order must be presented to the city finance clerk recorder for accounting purposes.  
(Ord. , 02-2026)