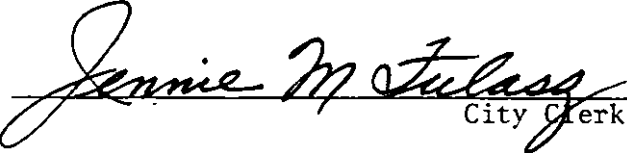


ORDINANCE NO. 1891

AN ORDINANCE OF THE CITY OF CHULA VISTA AMENDING
SECTIONS 2.56.020, 2.56.030 AND 2.56.230 OF THE
CHULA VISTA MUNICIPAL CODE RELATING TO THE
PURCHASING AGENT

By a unanimous vote on January 22, 1980, the City Council adopted this ordinance which places the central purchasing system under the direct supervision of the Director of Finance. The ordinance delineates the duties and the authority of the Purchasing Agent as head of the Purchasing Division. Copies of the ordinance are available at the office of the City Clerk, City Hall, 276 Fourth Avenue, Chula Vista.


City Clerk

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PURCHASING AGENT

The City Council of the City of Chula Vista does ordain
as follows:

SECTION I: That Sections 2.56.020, 2.56.030 and 2.56.230
of the Chula Vista Municipal Code be, and the same are hereby amended
to read as follows:

Sec. 2.56.020 Purchasing Agent - Appointment -
Powers, Duties and Authority.

The Director of Finance shall appoint, in accordance
with Section 507 and subject to the civil service pro-
visions of the Charter, and the prior approval of the
City Manager, a Purchasing Agent who shall be in the
unclassified service as provided in Section 500 of the
City Charter, and such deputies as may be necessary.
The Purchasing Agent shall be the head of the Purchasing
Division of the Finance Department and conduct a centra-
lized purchasing system and shall have the power, and
it shall be his duty, to purchase or contract for all
supplies, materials, equipment and contractual services
needed by any and all departments of the city in the
manner provided for herein. The Purchasing Agent shall
have the authority to:

- A. Negotiate, purchase and obtain supplies, contractual
services and equipment used by the City in accordance
with city and state law and such rules and regulations
as are prescribed by the Director of Finance subject
to the review of the City Manager or by the City
Council.
- B. Act to procure for the city the needed quality in
supplies, services and equipment at least expense
to the city;
- C. Discourage uniform bidding and endeavor to obtain
as full and open competition as possible on all
purchases and sales;
- D. Prepare and recommend to the Director of Finance
rules and regulations governing purchase of supplies,
services and equipment for the city and amendments
thereto as necessary.
- E. Keep informed of current developments in the field of
purchasing, prices, market conditions and new products,
and secure for the city the benefits of research done
in the field of purchasing by other governmental juris-
dictions, national technical societies, trade associations
having national recognition, and by private businesses
and organizations;

- F. Prescribe and maintain such forms as are reasonably necessary for the operation of the purchasing system and other rules and regulations;
- G. Prepare and adopt a standard purchasing nomenclature for city departments and suppliers;
- H. Prepare, adopt and maintain a vendors' catalog file. Said catalog shall be filed according to materials and shall contain descriptions of vendors' commodities, prices and discounts;
- I. Exploit the possibilities of buying "in bulk" so as to take full advantage of discounts, and establish written policies for inventory management in size of purchases;
- J. Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any department or which have become unsuitable for city use and the scrapping or surveying of unsaleable surplus items;
- K. Exercise propriety review over all purchases and make such recommendations to the Director of Finance as shall seem in his discretion to be appropriate.

Sec. 2.56.030 Exceptions to applicability - Procedure.

The Purchasing Agent, with the approval of the City Council, by duly adopted ordinances recommended by the Director of Finance and the City Manager, may authorize a department or office to purchase supplies and equipment when such purchases may be made more advantageously independently, provided that said authorization shall be carried out in compliance with the procedures established by this chapter and on such forms as shall be determined by the Purchasing Agent.

Sec. 2.56.230 Sale of Certain Unusable City Material - Procedure.


The Purchasing Agent, with the recommendation of the City Manager and approval of the City Council, shall have the power to sell any real property owned by the city which has been declared by the City Council to have no present or future use for public purposes following the procedures set forth in either Sections 2.56.070 through 2.56.160 or Section 2.56.170, depending upon the estimated or appraised value of said property; provided, however, that in the case of sale or disposition of real property notice of such sale shall be published at least once in a newspaper of general circulation in the city, and all bids must be accepted and sales approved by the City Council.

SECTION II: This ordinance shall take effect and be in full force on March 1, 1980.

Presented by


 Lane F. Cole, City Manager

Approved as to form by


 George D. Lindberg, City Attorney

FIRST READ AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA, CALIFORNIA, HELD January 15, 19 80, AND FINALLY PASSED AND ADOPTED AT A REGULAR MEETING THEREOF HELD January 22, 19 80, BY THE FOLLOWING VOTE, TO-WIT:

AYES: Councilmen : Hyde, McCandliss, Scott, Gillow, Cox.
NAYES: Councilmen : None
ABSTAIN: Councilmen : None
ABSENT: Councilmen : None

Will T. Hyde

Mayor of the City of Chula Vista

ATTEST *Jennie M. Fulasz*
City Clerk

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) ss.
CITY OF CHULA VISTA)

I, JENNIE M. FULASZ, CMC, CITY CLERK of the City of Chula Vista, California, DO HEREBY CERTIFY that the above and foregoing is a full, true and correct copy of ORDINANCE NO. 1891, and that the same has not been amended or repealed.

DATED _____

(seal)

City Clerk