

LOCAL LAW 01 - 2020
A LOCAL LAW AMENDING SECTIONS §C2-10 OF THE
CITY OF GLEN COVE CITY CHARTER
REGARDING THE RESPONSIBILITIES OF THE PURCHASING AGENT

Section 1: Legislative Intent and Purpose.

To amend sections of the Glen Cove City Charter as it relates to the job duties and responsibilities of the Purchasing Agent. The City Council believes that after a comprehensive review of the pertinent sections of the Glen Cove City Charter as well as procurement within the City of Glen Cove, the Charter should be amended to update and reflect the actual job responsibilities of the Purchasing Agent.

Section 2: Authority.

This local law is enacted in accordance with Municipal Home Rule Law Section 10(c)(1)

Section 3: Legislation:

BE IT ENACTED as follows:

The City Council hereby makes the following amendments to the Glen Cove City Charter:
(Underlined text is to be added and struck through text is to be deleted)

Delete:

Sec. C2-10. City Purchasing Agent.

A. ~~Within~~ The City Purchasing Agent is a position within the Department of Finance ~~there shall be a City Purchasing Agent, who shall be~~ appointed from an eligible Civil Service list by the Mayor and ~~with the~~ consent of the City Council. The City Purchasing Agent shall:

- (1) ~~Procure~~ Directly procure or approve purchasing of all supplies, materials, equipment, and contractual services required by any department, office, board or commission of the ~~city~~ City of Glen Cove, pursuant to such rules and regulations as may be established by the City Council. All purchases made by the Purchasing Agent shall be pursuant to a signed requisition from the head of the department, office, board, or commission, whose appropriation is to be charged. All purchases shall be made in accordance ~~with the provisions of the~~ New York State General Municipal Law, and the City of Glen Cove's Purchasing Policy, as adopted and amended by the City Council from time to time and any other state or local legislation.
- (2) Establish and enforce, after consultation with the heads of all departments, standard specifications for all supplies, materials and equipment to be purchased by the ~~city~~ City of Glen Cove.

- (3) ~~Prescribe the time process of making requisitions requisitioning~~ for such supplies, materials, and equipment ~~and the future period which said requisitions are to cover.~~
- (4) ~~Inspect all~~ Ensure the inspection of deliveries of such supplies, materials and equipment, and cause tests to be made when necessary to determine the quality, quantity, and conformance with specifications.
- (5) ~~Supervise and control and maintain any central storeroom provided~~ Negotiate and submit to City Council for by the City Council approval all inter-municipal agreements.
- (6) ~~Enter into cooperative purchasing agreements with other government agencies.~~ Agreements.
- (7) ~~Transfer supplies to or between departments, offices, boards and commissions.~~
- (8) ~~Determine, at least annually, what personal property in each office or department is unserviceable or no longer required, and subject to City Council approval, sell or otherwise dispose of such supplies, materials and equipment as may be determined to be surplus, obsolete or unusable.~~
- (9) ~~Make contracts subject to Council approval, with public utilities for supply to the city of power, communications or other utility services.~~
- (10) ~~Maintain an inventory of all personal property belonging to the city.~~
- (6) Assure that contracts are subject to City Council approval, providing all relevant detail on procurement matters in a timely and complete fashion.
- (11)(7) Solicit by public bid or request for proposal, and recommend for award by the City Council, contracts to vendors that have met the required specifications and will provide the best value to the city.

Section 4: This local law shall take effect upon its filing with the New York Secretary of State