



CITY OF MENIFEE

SUBJECT: Second Reading and Adoption of an Ordinance Revising the City's Procurement Procedures

MEETING DATE: May 7, 2025

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Deputy Finance Director

REVIEWED BY: Travis Hickey, Chief Financial Officer

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Adopt an ordinance repealing and replacing Chapter 3.12 and repealing Chapter 3.30, of the Menifee Municipal Code to consolidate and revise the City's procurement procedures; and
2. Adopt a resolution establishing the requirement of a purchasing manual consistent with applicable federal, state, and local procurement requirements.

DISCUSSION

This ordinance was introduced for first reading at the April 16, 2025, City Council meeting. This is the required second reading and adoption. The ordinance will become effective 30 days from the date of adoption.

At the April 16, 2025 City Council meeting, the City Council also provided direction to include the requirement of a procurement manual that is consistent with applicable laws, rules, and regulations, to assist staff in implementing City procurement procedures. That manual would be evaluated and updated, at a minimum of every three years, or as necessary. The attached resolution for the Council's consideration memorializes that requirement.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

ATTACHMENTS

1. Ordinance
2. Resolution