

RESOLUTION NO. 25-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA,
DIRECTING THE CITY MANAGER OF THE CITY OF MENIFEE OR DESIGNEE TO
ESTABLISH A PURCHASING MANUAL CONSISTENT WITH APPLICABLE
FEDERAL, STATE, AND LOCAL PROCUREMENT REQUIREMENTS**

WHEREAS, Chapters 3.12 and 3.30 of the Meniffee Municipal Code and the California Public Contract Code govern the procurement of goods, equipment, supplies, services, and other procurements by the City of Meniffee; and

WHEREAS, on October 1, 2008 the City Council of the City of Meniffee adopted Resolution No. 08-15, electing to become subject to the California Uniform Public Construction Cost Accounting Act and thereafter notifying the State Controller of that election; and

WHEREAS, on April 16, 2025, the City Council adopted Resolution No. 25-1569 adopting rules and procedures governing the procurement of all supplies, materials, and services including procurement methods and contract requirements; and

WHEREAS, on May 7, 2025 the City Council will consider, on second reading, adoption of an ordinance to repeal and replace Chapter 3.12 of the Meniffee Municipal Code, and repeal Chapter 3.30 of the Meniffee Municipal Code to consolidate and revise City procurement procedures (the "Ordinance"); and

WHEREAS, the City Council now desires to provide for the establishment by the City Manager or designee of a purchasing manual ("Purchasing Manual") consistent with applicable laws, rules, and regulations, to assist staff in implementing City procurement procedures, as more specifically described below.

NOW, THEREFORE, the City Council of the City of Meniffee resolves and orders as follows:

Section 1. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Terms not defined herein shall have the same meaning set forth in Chapter 3.12 of the Meniffee Municipal Code.

Section 3. The City Manager or designee is hereby directed and authorized, to establish, prepare, and distribute to relevant staff an administrative Purchasing Manual consistent with applicable Federal, State, and local procurement laws, procedures, and policies, including, without limitation, the Ordinance, if adopted by the City Council.

Section 4. The City Manager or designee is hereby further directed and authorized to take all necessary actions to update the Purchasing Manual as-needed, and in no event less frequently than every three (3) years to align the Purchasing Manual with applicable laws, procedures, and policies.

Section 5. The Mayor, the City Manager, the City Clerk, and all other proper officers and officials of the City are hereby authorized and directed, jointly and severally, to do any and all things and to do and take any and all actions necessary to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to, and comply with the terms and intent of this Resolution.

Section 6. This Resolution is not subject to the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) (“CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

Section 7. The City Clerk shall certify to the adoption of this Resolution.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 7th day of May 2025.

Attest:

Ricky Estrada, Mayor

Stephanie Roseen, City Clerk

Approved as to form:

Jeffrey T. Melching, City Attorney