



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 17, 2025
TO: LaTanya Bellow, City Manager
FROM: John I. Kennedy, City Attorney
SUBJECT: **An Ordinance Of The City Council Of The City Of Emeryville Amending Chapter 6 (“Purchasing System”) Of Title 3 (“Finance”) And Chapter 9 (“Informal Bidding Procedures”) Of Title 7 (“Public Works”) Of The Emeryville Municipal Code To Make Updates For Consistency With State Law; CEQA Determination: Not A Project And Exempt Pursuant To CEQA Guidelines Sections 15378(b)(5) And 15061(b)(3)**

RECOMMENDATION

Staff recommends that the City Council approve and adopt the attached Ordinance to amend existing purchasing and informal bidding requirements in the Emeryville Municipal Code to make them consistent with state law and the City’s Administrative Instruction 605, *Purchasing and Accounts Payable Procedures* on second reading.

DISCUSSION

On June 3, 2025, the City Council introduced and waived the first reading of the above-described Ordinance, attached for reference as Attachment 1, with no changes.

The staff report for June 3, 2025, City Council meeting, which provides a detailed explanation of the proposed Ordinance, is also attached for reference as Attachment 2.

RECOMMENDATION

Staff recommend that the Council approve on second reading the attached Ordinance.

PREPARED BY: John I. Kennedy, City Attorney

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**

A handwritten signature in blue ink, appearing to read "LaTanya Bellow", is written over a horizontal line.

LaTanya Bellow, City Manager

ATTACHMENTS

- Attachment A – Staff Report prepared for June 3, 2025 City Council meeting
- Attachment B – Proposed Ordinance