



CITY OF ORLAND STAFF REPORT

MEETING DATE: November 4, 2025

TO: Honorable Mayor and Council

FROM: City Attorney, Scott Drexel

SUBJECT: Adoption of Comprehensive Purchasing and Contracting Policy

Staff recommends that the City Council adopt Resolution No. 2025-XX approving the comprehensive Purchasing and Contracting Policy, including expense reimbursement procedures in compliance with Assembly Bill 1234.

BACKGROUND:

The City's current purchasing procedures are codified in Chapter 2.44 of the Orland Municipal Code (last updated in 1999) and Chapter 2.46 addressing public project contracts (updated in 2020). No procurement policy document exists reflecting the municipal code and State contracting law.

Additionally, Assembly Bill 1234 (Government Code Section 53232.2) requires local agencies to adopt written expense reimbursement policies for members of legislative bodies. The City needs a formal policy that complies with these requirements while establishing clear guidelines for all employee and official expense reimbursements.

ANALYSIS:

The proposed Purchasing and Contracting Policy consolidates the City's procurement procedures. Key features include:

- 1. Procurement Thresholds:** The policy sets forth thresholds in accordance with the Orland Municipal Code.
- 2. CUPCCAA Compliance:** Updated public works thresholds align with the Uniform Public Construction Cost Accounting Act.
- 3. AB 1234 Compliance:** Comprehensive expense reimbursement procedures including documentation requirements, submission deadlines, and rate standards.

RECOMMENDATION: Staff recommends adoption of Resolution No. 2025-XX.

ATTACHMENTS:

1. Resolution No. 2025-XX

2. Exhibit A - Purchasing and Contracting Policy

FISCAL IMPACT OF RECOMMENDATION:

Adoption of this policy has no direct fiscal impact.