



CITY COUNCIL COMMUNICATION

DATE: December 1, 2025

FROM: Clayton Gray, Chief Financial Officer

AGENDA ITEM: Consideration and possible action on Resolution No. 2025-21 adopting an updated Purchasing Policy

SUMMARY:

- The City's current Purchasing Policy was adopted by the City Council on October 16, 2023.
- City staff has prepared a revised version of the Policy to incorporate minor updates and clarifications.
- The revised Policy has been reviewed by the City's legal counsel and determined to remain in full compliance with Government Code Chapter 252.
- The principal updates to the Purchasing Policy are summarized as follows
 - Senate Bill 1173, recently enacted, increases the competitive bidding threshold from \$50,000 to \$100,000. The Policy has been amended accordingly to reflect this change in the (1) bidding, (2) City Council approval, and (3) City Manager purchasing and disaster authorization thresholds.
 - The Purchasing Card section has been updated to reflect procedural revisions associated with the City's transition from CitiBank to Ramp as its Purchasing Card provider.
 - The City's Travel Policy, which was previously maintained as a separate document, has been updated and incorporated into the Purchasing Policy. The revisions ensure compliance with IRS "Accountable Plan" requirements to prevent City-related travel expenses from being reported as wages on employee Forms W-2. Additional updates clarify the travel authorization process, distinguish between local and overnight travel, and address occasional mileage reimbursement and business meals not directly related to travel.
- Following adoption, the Finance Department will conduct training for all City departments on the updated Policy.

FISCAL INFORMATION:

- N/A

RECOMMENDED MOTION OR ACTION:

- Staff recommends approval of the Policy.

ATTACHMENTS:

- Resolution No. 2025-21
- Purchasing Policy & Procedures