



## Staff Report

**TO:** City Council  
**FROM:** Elizabeth Gibbs, City Manager  
**DATE:** March 7, 2023  
**SUBJECT:** Discussion and Direction of Items to be Placed on the City Council's Consent Calendar

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**Description** Discuss and provide direction to staff on items generally appropriate for the consent calendar.

### **Background and Analysis:**

At the February 21, 2023, City Council meeting, a public hearing was held on the adoption of an ordinance updating Beaumont Municipal Code Chapter 3.02 – Procurement of Professional Services. The proposed modifications and the first reading of the ordinance were approved by a majority of the City Council.

During the discussion, City Council directed staff to bring an item forth tonight to discuss staff reports that would be placed on the consent calendar moving forward once the new ordinance became effective in April.

For purposes of discussion, some of the proposed changes to Chapter 3.02 included:

- (1) Section 3.02.060 Award of Contract – increasing City Council required approval to \$75,000.
- (2) Section 3.02.070 Term of Professional Services – increasing contract award from five years to five years with two one-year renewals, subject to City Council approval.
- (3) Section 3.02.090 Contracts under Seventy-Five Thousand Dollars – increasing professional services contracts without competitive bidding process from \$25,000 to \$75,000.

In essence, the City Manager's new signing authority would have the following thresholds:

- (1) Professional Services Contracts – under \$75,000
- (2) Maintenance Services and Equipment – under \$25,000
- (3) Public Works Contracts – under \$25,000

### Agenda Setting

In the normal course of business building the agenda for each meeting (and under the previous ordinance still in effect tonight), staff generally places items on the consent calendar that have one or more of the following criteria:

- (1) non-controversial in nature.
- (2) are no more than \$40,000 in expenditures.
- (3) have been reviewed previously by City Council and are either an informational update or contract amendment.

Such items generally include meeting minutes, warrants, contract amendments to current contracts, maintenance expenditures or professional services contracts under \$40,000, items approved in the adopted budget but over \$25,000, and bond releases, etc.

Once the draft agenda is finalized by staff, the draft is then reviewed and discussed with the Mayor before posting the final agenda in accordance with the Brown Act.

It is important to note that should the second reading of the proposed ordinance be fully adopted tonight, Item No. 2 in the criteria above – “*are no more than \$40,000 in expenditures*” – unless otherwise directed by Council, would be modified to only include maintenance services, equipment, and public works contracts.

Finally, for procurement of professional services, Item No. 2 would in essence become obsolete and unnecessary to agendize moving forward because the City Manager, by adopted ordinance, would have full authority by City Council to approve professional services expenditures under \$75,000. However, City Council would maintain the ability as always to review those professional services expenditures through the warrant review and approval as part of the consent calendar.

### **Fiscal Impact:**

The cost to prepare this staff report is approximately \$350.

### **Recommended Action:**

Discuss and provide direction to staff on items to agendize on City Council's consent calendar.