



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE: June 20, 2023
SUBJECT: Approval of Fiscal Year 2024 Requisitions

Description In accordance with the City of Beaumont Purchasing Ordinance (Ord. No. 1160).

Background and Analysis:

City staff has identified certain vendors that the City is likely to make payments in an amount that exceeds City Manager authority per Ordinance No.1160 during fiscal year (FY)2024. Purchases for goods, general services and maintenance that will exceed \$200,000 and professional services that will exceed \$75,000 are being presented for pre-approval by City Council.

Attachment A provides a requisition summary report for vendors and the expected upper limit of payments to the vendors during FY2024. All listed payments to these vendors are established within the budget authority that was adopted during the June 6, 2023, City Council meeting.

Should the City Council approve the vendors included in Attachment A to receive payment, formal purchase orders will be created, to be utilized throughout the FY2024 budget.

Attachment B provides a requisition summary report for vendors and the expected upper limit of payments to the vendors during FY2024 that have been approved by the City Manager under Ordinance No. 1160. This attachment is provided as an informational item to meet reporting requirements specified in the previously mentioned ordinance.

Fiscal Impact:

All potential payments listed in this agenda item are included within the FY2024 adopted City budget. This item provides an efficient method to expedite the work of the City. The estimated cost to prepare the staff report is \$135.

Recommended Action:

Approve the listed requisitions for vendors to receive payment as noted in Attachment A of this report.

Attachments:

- A. Requisition Summary for vendors over \$200,000 and \$75,000 for Council Approval.
- B. Requisition Summary for City Manager Approval and Attached as Reporting Requirements as specified in City of Beaumont Municipal Code 3.01.050 Section B.