



## Staff Report

**TO:** City Council  
**FROM:** Jennifer Ustation, Finance Director  
**DATE:** February 6, 2024  
**SUBJECT:** FY2023-2024 2nd Quarter City Manager Purchases and Contract Awards

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**Description** Quarterly report pursuant to Beaumont Municipal Code Sections 3.01.030(B), and 3.01.050(B).

### **Background and Analysis:**

Pursuant to Beaumont Municipal Code Sections 3.01.030(B), 3.01.040(B) and 3.01.050(B), Informal Bidding Procedures, the City Manager shall report to the City Council, purchases and contract approvals respective to each code section. This informal bidding process allows the City Manager to authorize and approve Professional Services Agreements and contracts up to \$75,000 and up to \$200,000 for maintenance and general services, public projects, and materials supplies and equipment. Attached is a complete report for the second quarter of Fiscal Year 2023/24 purchases and contract awards authorized by the City Manager using the informal bidding process.

### **Fiscal Impact:**

The estimated cost to prepare this report is \$250.

### **Recommended Action:**

Receive and file report.

### **Attachments:**

- A. Purchase Order Summary Report – Goods Below \$200,000 and Services Below \$75,000