



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE June 18, 2024
SUBJECT: Approval of Fiscal Year 2024-2025 Requisitions

Description Approval of FY2024-2025 requisitions 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 FY2025. Purchases for goods, general services and maintenance that will exceed \$200,000, so long as the public project funding was previously approved by City Council in the adopted budget or adopted capital improvement plan, and \$75,000 for Professional Services 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 FY2025. All listed payments to these vendors are established within the budget authority that was adopted during the June 4, 2024, City Council meeting.

Should the City Council approve these vendors to receive payment, formal purchase orders will be created, to be utilized throughout the FY2025 budget.

Fiscal Impact:

All potential payments listed in this agenda item are included within the FY2024-2025 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.