



## Staff Report

**TO:** City Council  
**FROM:** Jennifer Ustation, Finance Director  
**DATE:** July 16, 2024  
**SUBJECT:** FY2023-2024 4th Quarter City Manager Purchases and Contract Awards Report

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**Description** Quarterly report pursuant to Beaumont Municipal Code Sections 3.01.030(B), 3.01.040(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, so long as the public project funding was previously approved by City Council either in the adopted budget or adopted capital improvement plan. Attached is a report for the fourth quarter of the Fiscal Year 2023/24 purchases and contract awards authorized by the City Manager using the informal bidding process using the Council requested threshold amounts.

### **Fiscal Impact:**

The staff costs to prepare this report is estimated to be \$250.

### **Recommended Action:**

Receive and file.

### **Attachments:**

- A. Purchase Order Summary Report- Professional Services \$25,000-\$75,000
- B. Purchase Order Summary Report- Goods, General Services and Public Works \$60,000- \$200,000

