



Staff Report

TO: Mayor and City Council Members
FROM: Jennifer Ustation, Director of Finance
DATE: November 5, 2024
SUBJECT: Quarterly Report of City Manager Purchases and Contract Awards

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. Attached is a complete report for the first quarter of the Fiscal Year 2024/25 purchases and contract awards authorized by the City Manager using the informal bidding process

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- Services (Professional, Public Works & General)
- B. Purchase Order Summary Report- Goods