



Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Jennifer Ustation, Director of Finance
BY: Barbara Mason, Purchasing Manager
DATE: January 20, 2026
SUBJECT: Quarterly Report of City Manager Purchases and Contract Awards FY26 Q2

Description: Quarterly report pursuant to Beaumont Municipal Code Sections 3.01.030(B), 3.01.040(B), and 3.01.05(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 2025/26 purchases and contract awards authorized by the City Manager using the informal bidding process (Attachments A-C). There was no activity for goods and public works within the City Manager reporting limits.

Fiscal Impact:

The estimated cost to prepare this report is \$396.

Recommended Action:

Receive and file.

Attachments:

- A. Purchase Order Summary Report – Goods
- B. Purchase Order Summary Report – Public Works

C. Purchase Order Summary Report – Professional and General Services