



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Barbara Mason, Chief Procurement Officer
Barbara Mason, Chief Procurement Officer

MEETING DATE: July 8, 2025

SUBJECT: Consideration of Resolution 2025-110, Approving an amendment to Purchasing Policy No. B-30 to streamline and enhance the procurement and purchasing process

RECOMMENDATION:

Adopt Resolution 2025-110.

BACKGROUND:

The City Council initially approved Purchasing Policy B-30 on June 27, 2017. The purpose of this policy is to provide the City of Banning a means of assuring continuity and uniformity in its purchasing operation, and to define the responsibilities for purchasing supplies, services, tools, equipment and installation for the City of Banning.

There have been three subsequent amendments to the policy since initial approval:

- 2/26/19 Incorporation of Insurance requirements
- 10/8/19 Adoption of CUPCCAA
- 1/28/25 Update of CUPCCAA spending limit.

Staff now would like to streamline the process of inventory procurements. For the past few years, City Council approved large blanket orders to the main suppliers used for inventory purchases annually prior to the beginning of each fiscal year. The amounts of these Purchase orders would range from \$25,000 to a million dollars. Staff would like to streamline the process and provide greater oversight with the following changes to the Purchasing Policy B-30, Section 3-105 as summarized below:

- Modify 3-105(6) Exceptions to purchasing standards to eliminate duplicity and clarify exceptions. Some items are addressed in other areas of the policy. One or more exceptions required clarifications as redlined in the attachments herein.
- Modify 3-105(7) Public Utilities Exception to remove the broad exceptions listed in the chart and limit the exception to inventory items. The B-30 addresses exceptions to the bid process within the Section 11 (4-11) Sole source section.

Under these changes, the process would allow for greater transparency for each purchase order issued over \$25,000 that would be ratified by the City Council each month.

The proposed amendment to the Purchasing Policy does not require an amendment to revised the procurement Ordinance.

JUSTIFICATION:

Policies must be updated from time to time. The proposed changes would allow for greater oversight

while providing more centralized procurements.

FISCAL IMPACT:

N/A

ALTERNATIVES:

- 1) Do not approve the proposed resolutions and continue to approve large value blanket orders, or
- 2) Provide alternate direction to Staff

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Resolution_2025-110.docx](#)
2. [Redline Procurement Administrative Policies Sec 3-105.pdf](#)
3. [Purchasing Policy B-30.pdf](#)