



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Barbara Mason, Chief Procurement Officer
Lincoln Bogard, Administrative Services Director

MEETING DATE: March 25, 2025

SUBJECT: Presentation - Overview of the City of Banning Procurement Policies for Newly Elected Members

RECOMMENDATION:

Review City of Banning's purchasing policies.

BACKGROUND:

The City of Banning has adopted Municipal Code 3.24 and Procurement Policies & Procedures (B-30) through various ordinances and resolutions (see attached policies footnotes). The Municipal Code 3.24 was established to provide regulations regarding the purchase of supplies, services, and equipment, and to exercise positive financial control over purchase through the adopted centralized purchasing system and purchasing officer vested with the authority to purchase City supplies, services, and equipment (Ord. No. 1604). The B-30 is authorized by Municipal Code 3.24 and provides 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. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good judgement in the use and stewardship of City resources, including keeping within the budget authorized by the City Council, and to be certain of quantity, quality, cost, delivery date, warranty and applicable insurance coverage before accepting the purchase.

JUSTIFICATION:

The objective of this Workshop item is to provide information to the new council on the established procurement policies and procedures for an enhanced understanding.

FISCAL IMPACT:

None

ALTERNATIVES:

None

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Procurement Administrative Policies_202503111653038103.pdf](#)