



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Laurie Sampson, Assistant City Manager

**MEETING DATE:** December 12, 2023

**SUBJECT:** Receive and File Contracts Approved Under the City Manager's Signature Authority and Inventory Reports

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### **RECOMMENDATION:**

Receive and file contracts approved under the City Manager's signature authority of \$25,000 or less and inventory reports.

### **BACKGROUND:**

Per Purchasing Policy B-30, 3-105(5), written notification by the Purchasing Officer of all City Manager approved contracts will be provided quarterly to the City Council for review, and 16-107(3), The City Manager, or his designated representative, shall make a monthly written report to the City Council as to all Change Orders approved by the City Manager during the month, and of all possible future Change Orders that may appear probable prior to the next monthly report. At a minimum, the City Manager shall provide the Council with the name and nature of the contract, all Change Orders approved during that month, the reason for the Change Orders, the cumulative amount of the Change Orders for that contract, and any additional information the Council requests.

### **JUSTIFICATION:**

While the policy requires contracts signed under the City Manager's signature authority be submitted to City Council on a quarterly basis, it is staff's intent to submit these reports on a monthly basis to provide continuity with other monthly reports submitted to Council.

### **FISCAL IMPACT:**

None

### **ALTERNATIVES:**

Failure to provide this report to City Council would result in the City being out of compliance with Purchasing Policy B-30, 3-105(5).

### **ATTACHMENTS:**

1. [2023-12 October 2023.pdf](#)