



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Lincoln Bogard, Administrative Services Director

MEETING DATE: March 11, 2025

SUBJECT: Consideration of Resolution 2025-37, Approving Modifications to the Warrant Approval Process

RECOMMENDATION:

Adopt Resolution 2025-37.

BACKGROUND:

The City of Banning has adopted and authorized procurement under the Municipal Code 3.24 and Purchasing Policy B-30. These policies prescribe the guidelines for procurement of all materials, equipment, supplies, and services necessary for operations of the City to include spending authorizations and invoice processing. There are multilevel approvals by City Council and City Staff throughout the procurement process to include approvals of budget (including CIP project approval), funding, contracting, project updates, notice of completion, and expenditures. Currently, expenditures are presented on monthly warrant reports to the Finance and Budget Committee for review and at City Council meetings for approval.

At the February 2025 Budget and Finance Committee Meeting, the Treasurer requested a modification to process of approving warrants to add an additional approval step. The attached Operational and Project Approval Overview document is a high level overview of the process and denotes the added approval steps in RED font. In brief, the Committee has recommended that a review of the invoice listing to be paid is completed prior to the weekly check run. These steps would be as follows:

Prior to issuing the weekly checks for payment of invoices:

- The Finance Department will submit a report of invoices to be paid (EAL report) to City Clerk, Treasurer and Mayor for review and approval.
- The weekly EAL report shall be submitted for review by Wednesday and approval shall be completed on the next workday (Thursday) no later than 1pm.
 - If this review is scheduled to occur on a recognized City Holiday, the submittal and due date will be adjusted by the Administrative Services Director.
- Approval of invoices shall not be withheld for items previously approved by City Council or as authorized within the guidelines of the B-30 Purchasing Policy.
- If approvals are not received by the deadline stated above, the checks will be processed under the normal schedule to avoid delay in payment(s) and potential late fees/penalties.
- Further warrant report inquiries may be made at the next Budget and Finance Committee meeting.
- Internal information including reports and source documents requested and received by the Mayor, Treasurer and /or Clerk during the Warrant (EAL) approval process shall not be transmitted nor shared with the public. Completed and compiled informational reports shall be presented at the Budget and Finance Committee or City Council Meeting(s).

- If any information requests are received, Elected Officials may direct the inquirer to the City of Banning website to complete a public record request.

JUSTIFICATION:

This is a request of the Budget and Finance Committee.

FISCAL IMPACT:

None other than additional staff time in warrant preparation process.

ALTERNATIVES:

Do not adopt resolution and provide alternative direction to staff.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Resolution 2025-37, Warrant Process.docx](#)
2. [Modification to the Warrant process Option 1.docx](#)