



STAFF REPORT

DATE: 11/06/2024
TO: Honorable Mayor and City Council Members
FROM: Finance Department

2024-118

REQUEST FOR CITY COUNCIL

SUBJECT:
FISCAL YEAR 2025 QUARTER 1 BUDGETARY ADJUSTMENTS

EXECUTIVE SUMMARY:

This staff report asks the Council to consider budgetary adjustments for Fiscal Year 2024 based on the Quarter 1 results and staff recommendations for funding level changes. On a quarterly basis, staff presents an update to the City Council on the current fiscal year revenue and expenditures. As part of the process, departments review the operating and capital improvement project funding levels and provide recommendations for budgetary adjustments. For Quarter 1, staff recommends appropriating \$7,959,284, reducing appropriations by \$6,727,049, increasing estimated revenues by \$5,000 and authorizing budget and cash transfers across multiple funds, as noted in Exhibits 1 and 2.

RECOMMENDED ACTION:
That the City Council:

- a. Appropriate \$2,916,312, increase estimated revenues by \$5,000 and authorize budgetary transfers across multiple funds as noted in Exhibit 1 - Appropriations, Estimated Revenues, and Transfers.
- b. Appropriate \$5,042,972 in the Measure X Fund 120, reduce appropriations in the amount of \$6,727,049 in the American Rescue Plan Act Fund 413, and authorize

budgetary and cash transfers relating to American Rescue Plan Act Projects as noted in Exhibit 2 – American Rescue Plan Act Appropriations and Transfers.

- c. Authorize the City Manager, or his designee, to execute the Third Amendment to the Maintenance/General Services Agreement with Kalmikov Enterprises, Inc., dba Fire Apparatus Solutions, increase total compensation to \$250,000 and extend the contract to June 30, 2027 to provide repairs and as needed services for equipment for all first responder fire apparatus equipment.
 - i. Authorize the City Manager, or his designee, to issue a Change Order to the Fire Apparatus Solutions Blanket Purchase Order (B250348) for a total Purchase Order amount of \$250,000.
- d. Approve a first Amendment to the Professional Services Agreement with Ferguson Enterprises, LLC for \$1,278,291 for a total contract amount of \$16,320,934.
 - i. Authorize the City Manager, or his designee, to execute an amendment to the Professional Services Agreement in the amount of \$1,278,291, and to negotiate and execute non-substantive extensions, change orders, purchase orders, and amendments up to 10% or \$1,632,093.
- e. Change Order to Increase JCI Jones Chemicals, Inc Purchase Order to \$100,000.
 - i. Authorize an increase of \$56,000 to B250237 for a total purchase order amount of \$100,000.
 - ii. Authorize the City Manager, or his designee, to approve change orders necessary for the execution of the work, including any rate and/or total compensation increases negotiated by the Parties. These changes shall be made in accordance with, and shall not exceed, the percentage of change in the United States Bureau of Labor Statistics Consumer Price Index All Urban Consumer for Riverside, California, Area (CPI-U), for the most recent twelve (12) months for which statistics are available.
 - iii. Authorize the City Manager, or his designee, to approve and execute any documents necessary to implement change orders up to 10% of the revised purchase order amount, or \$10,000, as authorized by Corona Municipal Code Section, 3.08.080(I) for each of the remaining one-year renewal periods.
- f. Authorize the City Manager, or his designee, to issue a Project Purchase Order to Proforce in the amount of \$139,084.
 - i. Authorize the City Manager, or his designee, to negotiate and execute any amendments to the agreement that are non-substantive and change orders up to 10% as authorized in Corona Municipal Code Section 3.08.070(I).
 - ii. Authorize an exception to competitive bidding pursuant to Corona Municipal Code Section 3.08.140 (E) that competitive bidding has been satisfied upon the reason provided in the Analysis section.
- g. Authorize the City Manager, or his designee, to execute the First Amendment to the Maintenance/General Services Agreement with Orozco Landscape and Tree

Company to extend the agreement through September 30, 2024 and to increase the compensation to \$186,843.52 for Landscape Maintenance Services for Parks and Special Facility Areas 2 and 3.

- i. Authorize the City Manager, or his designee, to issue a Change Order to the Orozco Landscape and Tree Company Blanket Purchase Order (B241124) for a total Purchase Order amount of \$186,843.52.
- h. Authorize the City Manager, or his designee, to execute the First Amendment to the Maintenance/General Services Agreement with Mariposa Landscape, Inc. to increase the compensation to \$174,000 for Landscape Maintenance Services for Parks and Special Facility Areas 1 and 5.
 - i. Authorize the City Manager, or his designee, to issue a Change Order to the Mariposa Landscape, Inc. Blanket Purchase Order (B250508) for a total Purchase Order amount of \$174,000.
- i. Adopt Resolution No. 2024-101, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2024-081, effective November 7, 2024.

That the Corona Utility Authority review, ratify, and to the extent necessary, direct that the City Council take the above actions.

BACKGROUND & HISTORY:

On a quarterly basis, the Finance Department provides a budget update to the City Council. As part of the quarterly process, departments provide operating and CIP adjustments that need to be addressed in the fiscal year (FY). The Finance Department prepares a consolidated request for the City Council's consideration.

ANALYSIS:

Item a - Appropriate \$2,916,312, increase estimated revenues by \$5,000 and authorize budgetary transfers across multiple funds as noted in Exhibit 1 - Appropriations, Estimated Revenues, and Transfers.

Appropriations

1. Reallocate 40-Hour Fire Captain Funding Allocation

The FY 2025 approved budget for the EMS Officer (40-Hour Fire Captain) with an original request of utilizing a 40/60 split between opioid settlement funds and general funds for the position. The Fire Department team has strategically looked at the funding sources and the 40/60 split can move into a fully funded position using solely opioid settlement funds for the EMS Officer (40-Hour Fire Captain) position for FY 2025.

The Fire Department requests an appropriation of \$161,613 in the Opioids Settlement Fund 293 and an appropriation decrease by the same amount in the General Fund 110 for FY 2025. The allocation between the funding sources will be evaluated each year through the annual budget process.

2. Deputy Fire Chief Vehicle Purchases

This item is a one-time budget increase for the purchase of two Deputy Fire Chief vehicles. Initially, \$126,000 was approved through the FY 2025 budget process. An additional \$14,707 is requested to account for the difference in actual costs for both vehicle purchases.

The Fire Department requests a total appropriation in the amount \$14,707 (\$7,601 from the General Fund 110 and \$7,106 from the Vehicle Replacement Fund 684) to the Vehicle Procurement Operating and Maintenance Project No. 68340.

3. Two (2) New Project Manager Positions for the Public Works Department

The Capital Improvement Program (CIP) Division comprises three (3) service areas: Utilities, Parks & Facilities, and Streets & Roadway. The total budget and number of projects associated with Fiscal Year 2025 for the Division are summarized in the table below:

Utilities	Parks & Facilities	Streets & Roadway
\$70 Million	\$158 Million	\$185 Million
42 Projects	32 Projects	42 Projects

The spread of projects for each employee within the service Division is, on average, six (6) projects. Ideally, each person would have two (2) in planning, two (2) in design, and two (2) in construction. Funding sources for projects in all service areas are anticipated to be stable, and the number of projects being delivered is, at minimum, offset by an equal number or more projects from the various master plans and the development of the asset management program. CIP staff also support other departments by providing cost estimates, reviewing studies for water pressure, and representing the department or the city in project development teams on regional projects.

With the passing of Measure X and the City Council's focus on improving our parks and facilities in the last few years, staffing will need adequate support with the number of projects in the parks and facilities service area. The Public Works Department requests an additional two (2) Project Manager positions to offset the existing workload and the anticipated projects in the master plans for parks, trails, and facilities.

Annual costs will be funded 20% in the salary/benefits budget and 80% through Capital Improvement Projects. Funding for the remainder of the fiscal year, including one-time workstation costs, is \$38,810. The total recurring cost for the two (2) positions is \$286,922 with a budget impact of approximately \$57,384 in the General Fund 110. The remaining recurring costs of \$229,538 will be charged to capital improvement projects.

4. Microsoft Surface Pro Laptops

This request is for laptop purchases for the CIP Supervisors and a Senior Engineer. The equipment will increase efficiency and help perform multiple functions and mobile presentations to the departments quickly and efficiently while improving communications with quicker responses to internal and external contacts in the field. The laptops would also be able to perform real-time updates to all ongoing or upcoming projects by recording, verifying, and coordinating efforts within minutes.

Staff requests an appropriation of \$8,000 to the Public Works' operating budget within General Fund 110.

5. Eos Arrow Gold with a Global Navigation Satellite System (GNSS) Kit
GNSS is vital to ensuring accuracy for all current and future assets within the City. It is a highly precise positioning technology that provides real-time positioning information with great accuracy. High precision positioning is of utmost importance in government, like assessment, surveying and editing/adding to current GIS mapping to ensure accurate infrastructure placement and boundaries. GNSS is also a modern, fast system that reduces the amount of time a user would have to spend waiting for results since, currently, it takes some time to process and update all the changes done into our GIS information/ layers. With this technology system, staff will be able to make instant changes, additions, and/or remove obsolete assets from the GIS layer, which will then be automatically synced to the asset management software.

Staff requests an appropriation in the amount of \$10,000 to the Public Works' operating budget within the General Fund 110.

6. Envisio Projects Module Software
The cost for Envisio's Projects Module subscription (\$10,000) is prorated for FY 2025 and the full cost (\$14,500) for FY 2026 to accompany Envisio plans with unlimited online support and a dedicated Customer Services Manager. Using existing software for project management is a better alternative than outright purchasing dedicated software that is more than double the cost. Promotes delivering projects on time, on budget, and in one place. Connecting all projects with strategic initiatives to make reporting, visibility, team alignment, and transparency all - successful.

Staff requests an appropriation of \$10,000 to the Public Works' operating budget within General Fund 110 for the remainder of FY 2025. The budget for future fiscal years will be incorporated through the annual budget process.

7. Purchase of Four (4) Radar Speed Feedback Sign Sets
The additional funding will be used to purchase four (4) new sets of Radar Speed Feedback signs. These signs are utilized throughout the City as traffic calming devices on roadway segments reported to have excessive speeding. They are installed for 4-6 months at a time and rotate throughout the City. The four new sets will replace two aging and obsolete sets and add two more sets to the rotation.

Staff requests an additional \$35,000 appropriation from the General Fund 110 to the Citywide Traffic Signs Operating and Maintenance Project No. 72160 to purchase four (4) radar speed feedback signs.

8. Position Funding Allocation Adjustments

The Utilities Department previously had construction superintendent and senior project manager positions. This is no longer the case because of prior citywide reorganizations. This request will adjust funding allocations from Utilities Funds to the General Fund to better align with current tasks and duties. Additionally, part-time Receptionist staff are currently funded 10% by Utilities Funds and will be moved to the General Fund. The shared costs for the Receptionist position will be captured in the General Fund through the City's cost allocation plan.

Staff requests an appropriation of \$331,074 in the General Fund 110 and a decrease in the total appropriation by the same amount (\$142,939 in the Water Utility Fund 570, \$129,046 in the Sewer Utility Fund 572, and \$59,089 in the Greenfield Electric Utility Fund 578).

9. Purchase of Four (4) Police Radios for Code Enforcement

The Planning and Development Department is requesting an appropriation in the amount of \$28,600 to cover the purchase of four police radios and the associated monthly service charges previously approved in FY 2024's budget. The radios were unavailable for sale last fiscal year, so the funds were not utilized.

Staff requests an appropriation of \$28,600 to the Planning and Development Department's operating budget within Measure X Fund 120.

10. Street Division's Sign Truck

The Public Works Department oversees the Vehicle Replacement Program. The down payment typically includes the cost of what is necessary for the vehicle's upfit, and since this is not a typical vehicle, the upfit costs are somewhat higher. As such, the budget for the upfit component was understated. A total of \$226,000 is available in the FY 2025 budget for the down payment and upfit. An additional \$12,409 is needed for this vehicle.

Staff requests an appropriation of \$12,409 to the Vehicle Procurement Operating and Maintenance Project No. 68340 within the Measure X Fund 120.

11. Staff Cubicle Reconfiguration

Staff requests an appropriation of \$100,000 from Measure X Fund 120 to the Public Works operating budget to install new cubicles and account for the City staff time needed to remove the existing cubicles. The cubicle reconfiguration will accommodate additional staff, including the two (2) Project Manager positions requested.

12. Public Works Large Conference Room A/V Equipment Upgrade

Staff requests an appropriation of \$20,000 from Measure X Fund 120 to the Public Works Department's operating budget to update audio/video equipment in a conference room, including a new TV, speakers, video camera, and computer. The work will also include relocating an existing fire strobe to accommodate a TV screen.

13. Landscape Services for Bedford CFD 2018-1

This item is a request to increase the budget for landscape services for Bedford CFD 2018-1. This is a new expenditure starting in FY 2025, as the City will now provide landscaping services moving forward. This expense will be incorporated into the annual budget starting in FY 2026.

Staff requests an appropriation of \$4,909 to the Community Services Department's operating budget within the CFD 2018-1 Special Tax B (Bedford) Fund 236.

14. Skypark Owner Participation Agreements (OPA)

In FY 2023, the assessed property value for 1400 Rincon St. increased, resulting in a higher payment obligation going forward. Therefore, a budget increase is necessary to facilitate the pass-through payment.

Staff requests an appropriation in the amount of \$401,256 to the Skypark Owner Participation Agreement Operating and Maintenance Project No. 65810 within the RDA Successor Agency Fund 417.

15. First Amendment to the Ferguson Enterprises, LLC Professional Services Agreement

On May 4, 2023, Request for Proposal No. 23-019 CA was issued soliciting proposals for a new meter reading system, including water meters, transmitters, network collectors/gateways, and a Head End System (HES)/Meter Data Management System (MDMS). On April 17, 2024, the City Council awarded a professional services agreement to Ferguson Enterprises, LLC in the amount of \$15,042,643. However, the total amount was exclusive of sales tax and this amendment is necessary to cover the required sales tax on the purchased meters and equipment. Additionally, the amendment details the federal requirements from the Bureau of Reclamation grant funding agreement rather than incorporating them by reference.

Staff requests an appropriation of \$1,260,973 from the Water Utility Fund 570 and \$17,318 from the Reclaimed Water Utility Fund 567 to Citywide AMI Meter Replacement Capital Improvement Project No. UT-2022-03.

16. Lester Water Treatment Plant Backwash Tank Rehabilitation

During the FY 2024 budget process, \$100,000 was appropriated for the Lester Water Treatment Plant Backwash Tank Paint project. However, due to its Tier II priority level designation, \$95,000 was reallocated to higher priority projects, leaving only \$5,000 for this project.

Per the City's request, in April 2024, Dudek and Kelsey Structural conducted a visual condition assessment of the interior Lester Water Treatment Plant (WTP) Backwash

Tank. The inspection specifically aimed to assess the condition of the tank's existing rafter beams showing signs of deterioration. In addition to the visual inspection of the rafter beams, Dudek also examined the tank's interior shell and the condition of various interior appurtenances (center pole, pipe penetrations, hatch openings, etc.). The report identified severe deterioration of the existing steel tank roof framing, significant coating failure and material loss in those areas.

The design phase of the project will include designing several critical components, such as replacing the roof rafters, center column, and roof panels and installing interior and exterior tank epoxy coatings.

Staff requests an appropriation of \$150,000 from the Water Utility Fund 570 to support the design phase and professional engineering services for the Lester Water Treatment Plant Backwash Tank Rehabilitation Operating and Maintenance Project No. 77980. This funding will enable the City to engage the necessary engineering expertise to ensure a comprehensive and effective design, ultimately restoring the tank to safe operational standards and improving operational efficiency for the City's water treatment facilities.

17. Well Rehabilitation at Various Facilities

The Well Rehabilitation Capital Improvement Project (CIP) is dedicated to rehabilitating, cleaning, and upgrading wells throughout the City to improve efficiency. During the FY 2025 budget process, no additional appropriation was requested, as there was sufficient carryover balance to fund the rehabilitation of the next scheduled project, Well 28. According to the vendor's estimate, the cost to rehabilitate Well 28 will fully utilize the remaining balance in the Project.

Staff requests an appropriation of \$400,00 from the Water Utility Fund 570 to the Well Rehabilitation at Various Locations Capital Improvement Project No. UT-2014-01 to ensure readiness in the event of an unexpected well failure. This funding will ensure that the City has adequate resources to address any well failure that may arise, allowing for timely action to maintain system reliability and operational efficiency.

18. Creation of one (1) full-time Water Reclamation Operator I/II/III Flex and two (2) Water Operator I/II/III Flex positions within the Utilities Department

The Utilities Department requires additional operator positions to help ensure reliability and redundancy within its Water Reclamation and Water Treatment/Distribution Operations. A reassessment was made in the amount of operator positions required to continue to achieve the Department's mission of providing the highest quality water and wastewater treatment on behalf of our customers. As such, it was determined that the addition of one (1) Water Reclamation Operator I/II/III Flex position be added to the Water Reclamation Operations Division and two (2) Water Operator I/II/III Flex positions be added to the Water Treatment/Distribution Division to assist the department in meeting current and future operational needs.

Staff requests a total appropriation of \$265,248 (\$176,832 within the Water Utility Fund 570 and \$88,988 within the Sewer Utility Fund 572) for the remainder of the fiscal year. The total recurring budget impact for these positions is approximately \$397,872 (\$265,248 in the Water Utility Fund 570 and \$88,988 in the Sewer Utility Fund 572)

19. Development Meters

The Development Meters Operating and Maintenance Project is for procuring and installing new electric meters for new developments throughout the City. Installing a new electric meter is a requirement to ensure service readiness upon project completion. No appropriation has been requested for new development electric meters since FY 2022. However, several new developments have been identified in the Greenfield electric service area this fiscal year. This will result in an increase in the number of meters to be procured and in contractor installation costs.

Staff requests an appropriation in the amount of \$50,000 from the Greenfield Electric Utility Fund 578 to the Development Meters Operating and Maintenance Project No. 72310 to accommodate the projected needs of the new developments.

20. Landscape Maintenance District (LMD) Inspector Position for Community Services

The creation of a new Landscape Maintenance District (LMD) inspector will ensure that landscape contractors in the LMDs are performing to the City's standard. This position will ensure that landscaping is cut and trimmed appropriately, irrigation systems have been repaired, trimmings have been collected, See-Click-Fix requests have been completed, and all other contractual obligations are fulfilled.

Staff requests an appropriation of \$84,082 from General Fund 110 for the remainder of the fiscal year. The total recurring budget impact for the position is approximately \$126,123. This funding source is currently receiving additional review and may be adjusted with the mid-year update in February 2025.

21. FY 23-24 OTS STEP Grant Revision

The Office of Traffic Safety Selective Traffic Enforcement Program provides grant funding for specific projects that address the priorities of the Selective Traffic Enforcement Program. This program utilizes best practice strategies to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. Specific projects addressing these priorities include: driving under-the-influence saturation patrols, sobriety checkpoints, collaborative driving, under-the-influence enforcement, traffic safety education including Drive for Life, distracted driving enforcement, traffic enforcement, bicycle and pedestrian enforcement, collaborative traffic enforcement, street racing and sideshow enforcement operations, and motorcycle safety enforcement.

In October of 2023, the original grant agreement was taken to the City Council for approval for the total appropriation of \$149,000. In March of 2024, a grant revision

was received to include an additional overtime enforcement budget of \$5,000 to be allocated for Community Collaboration Engagement, with a new total grant award of \$154,000.

Staff requests an appropriation and estimated revenue increase of \$5,000 in General Fund 110 to account for the grant revision.

Transfers

22. Police Department Training Room Upgrades

External and internal agencies frequently use the training rooms. The rooms are used for community meetings, advanced officer training, and command staff meetings, highlighting the need for a more professional and functional environment. The room's monitors are malfunctioning, and the carpet has surpassed its lifespan, with visible stains and an unappealing appearance. Over time, the walls have become worn, showing signs of scuff marks, fading, and general wear and tear. A fresh coat of paint will not only enhance the room's aesthetic appeal, creating a more welcoming and professional environment for trainees, external visitors, and command staff, but it will also contribute to maintaining the room's cleanliness and longevity. The funds will be used to purchase new training room monitors and to change out the carpet as well as to paint the training room. The renovation of the training rooms will also include decals/wraps on the walls that display our positive culture. The goal is to enhance the recruiting efforts of outside agency personnel who frequently attend classes at our facility.

Staff requests a budgetary transfer of \$25,000 from the Police Department Facility Improvements Capital Improvement Project No. FC-2022-10 to the Police Training Room Upgrades Operating and Maintenance Project No. 86460.

23. Freeway Overpass Sign Replacement and Installation

This project will replace two existing signs on the Caltrans 91 Freeway overpasses at Green River Road and Promenade Avenue. The project will also install a new sign at the Cajalco and Interstate 15 freeway overpass. The signs will feature the City's new branding to help implement the brand and create a sense of place as part of the City's Strategic Plan goals. The current funding request will allow for design work to begin. There will be a future funding request for the construction and installation of the signs.

Staff requests to create a new Capital Improvement Project titled "Freeway Overpass Sign Replacement and Installation" and a budgetary transfer of \$50,000 from the City Manager Office's operating budget in the Measure X Fund 120 to the new CIP Project.

Item b - Appropriate \$5,042,972 in the Measure X Fund 120, reduce appropriations in the amount of \$6,727,049 in the American Rescue Plan Act Fund 413, and authorize budgetary and cash transfers relating to American Rescue Plan Act Projects as noted in Exhibit 2 – American Rescue Plan Act Appropriations and Transfers.

At the Fall Policy Workshop on September 26, 2024, staff provided the City Council with an update of ARPA funds, including the recommendation to reallocate funds to meet the

December 31, 2024 deadline, in which funds must be fully obligated. Staff requests the following adjustments:

1. Fire Station Rebuild (76720)
 - Appropriation in the amount of \$4,854,550.23 from the Measure X Fund 120.
 - Appropriation reduction of \$4,854,550.23 from the American Rescue Plan Act Fund 413.
 - Cash Transfer of \$4,854,550.23 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 to retroactively classify previous Homeless Program Services expenditures as ARPA related.
2. 6th Street Beautification and Revitalization (76730)
 - Budgetary transfer of \$2,153,200.04 to the Traffic Signal Optimization Project (76740) within the American Rescue Plan Act Fund 413.
 - Appropriation reduction of \$1,488,125.09 from the American Rescue Plan Act Fund 413.
 - Cash Transfer of \$1,488,125.09 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 for the City Park Revitalization Project (78340).
3. Traffic Signal Optimization (76740)
 - Budgetary transfer of \$2,153,200.04 from the 6th Street Beautification and Revitalization Project (76730) within the American Rescue Plan Act 413.
4. Business Grants (76760)
 - Appropriation reduction of \$157,118.94 from the American Rescue Plan Act Fund 413.
 - Cash Transfer of \$157,118.94 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 for the City Park Revitalization Project (78340).
5. Communications Studio (76800)
 - Appropriation in the amount of \$103,885.56 from the Measure X Fund 120.
 - Appropriation reduction in the amount of \$103,855.56 from the American Rescue Plan Act Fund 413.
 - Cash Transfer in the amount of \$103,855.56 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 for the City Park Revitalization Project (78340).
6. Rental Assistance at the Historic Civic Center (76810)
 - Budgetary transfer in the amount of \$34,638.87 from the Business Support Project (76820).
 - Appropriation in the amount of \$438.81 from the American Rescue Plan Act Fund 413. The Armored Rescue Vehicle Project (76780) was completed and the remaining balance in the amount of \$438.81 had been returned to fund balance.
7. Business Support (76820)

- Budgetary transfer in the amount of \$34,638.87 to the Rental Assistance at the Historic Civic Center Project (76810).
- Appropriation reduction in the amount of \$39,271.91 from the American Rescue Plan Act Fund 413.
- Cash Transfer in the amount of \$39,271.91 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 for the City Park Revitalization Project (78340).

8. Broadcast System Overhaul (76830)

- Appropriation in the amount of \$84,535.95 from the Measure X Fund 120.
- Appropriation reduction in the amount of \$84,535.95 from the American Rescue Plan Act Fund 413.
- Cash Transfer in the amount of \$84,535.95 from the American Rescue Plan Act Fund 413 to the Measure X Fund 120 for the City Park Revitalization Project (78340).

Item c - Approve and authorize the City Manager, or his designee, to execute the Third Amendment to the Maintenance/General Services Agreement with Kalmikov Enterprises, Inc., dba Fire Apparatus Solutions, increase total compensation to \$250,000 and extend the contract to June 30, 2027 to provide repairs and as needed services for equipment for all first responder fire apparatus equipment.

Fire Apparatus Solutions is the only authorized warranty service and repair facility for KME fire apparatus equipment used in these first responding vehicles.

Item d - Approve a first Amendment to the Professional Services Agreement with Ferguson Enterprises, LLC for \$1,278,291 for a total contract amount of \$16,320,934.

On May 4, 2023, Request for Proposal No. 23-019 CA was issued soliciting proposals for a new meter reading system including water meters, transmitters, network collectors/gateways, and a Head End System (HES)/Meter Data Management System (MDMS). On April 17, 2024, the City Council awarded a professional services agreement to Ferguson Enterprises, LLC in the amount of \$15,042,643. This amendment must cover the required sales tax on the purchased meters and equipment. Additionally, the amendment details the federal requirements from the Bureau of Reclamation grant funding agreement rather than incorporating them by reference.

Item e - Change Order to Increase JCI Jones Chemicals, Inc Purchase Order to \$100,000.

On July 7, 2021, the City Council awarded Notice Invited Bids 21-082CA to multiple vendors for chemicals used in potable water and wastewater treatment. JCI Jones Chemicals, Inc. was selected as the lowest responsive and responsible bidder for sodium hydroxide 25%, and a purchase order of \$40,000 was issued based on estimated usage at that time. However, recent changes in the treatment process have resulted in an increased demand for this chemical, compounded by a steady rise in chemical prices since the original award.

Item f - Authorize the City Manager, or his designee, to issue a Project Purchase Order to Proforce for \$139,084.

The patrol pump-action shotguns have been in deployment since the department's inception. Current weapon systems have been in service for over 20-plus years, and a significant number of these firearms necessitate replacement; however, parts are no longer accessible, rendering the shotguns non-operational.

Determination of Competitive Bidding

The budget has already been approved through the FY 2025 budget process. The vendor has an established track record of providing reliable products to law enforcement agencies. The vendor is one of the few local suppliers capable of providing the specified shotgun and accessories at a competitive price. Additionally, the vendor is positioned to facilitate a buyback of the aging shotguns. The revenue generated from this buyback program would help offset some of the costs of this purchase.

Item g - Authorize the City Manager, or his designee, to execute the First Amendment to the Maintenance/General Services Agreement with Orozco Landscape and Tree Company to extend the agreement through September 30, 2024 and to increase the compensation to \$186,843.52 for Landscape Maintenance Services for Parks and Special Facility Areas 2 and 3.

One-time Purchase Order increase to Orozco Landscape and Tree Company for landscape services. Orozco Landscape provides landscape maintenance services for parks areas 2 and 3. Their contract expired June 30, 2024, and a new contract was awarded to Tropical Plaza Nursery, Inc. on September 4, 2024. To avoid service disruption during the bidding process, the City continued to utilize Orozco Landscape under a temporary agreement. The increase in PO will cover cost of services from July 1, 2024 to September 30, 2024.

Item h - Authorize the City Manager, or his designee, to execute the First Amendment to the Maintenance/General Services Agreement with Mariposa Landscape, Inc. to increase the compensation to \$174,000 for Landscape Maintenance Services for Parks and Special Facility Areas 1 and 5.

One-time Purchase Order increase to Mariposa Landscape, Inc. for landscape services. Mariposa provides landscape maintenance services for parks areas 1 and 5. Their contract expired June 30, 2024, and a new contract was awarded to Tropical Plaza Nursery, Inc. on September 4, 2024. To avoid service disruption during the bidding process, the City continued to utilize Mariposa Landscape under a temporary agreement. The increase in PO will cover the cost of services from July 1, 2024, to September 30, 2024.

Item i - Adopt Resolution No. 2024-101, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2024-081, effective November 7, 2024.

State regulations for public employers require disclosure of position classifications and corresponding compensation. The City Council regularly adopts and updates the Position Library and Compensation Plan to ensure position compliance updates and for even

greater transparency. This document includes a list of all authorized employment positions for the City and their corresponding compensation ranges (“Plan”).

The Plan provides added organizational efficiency and permits departments to continue streamlining operations without impacting service levels. Additionally, it allows members of the public to see what any position, even those not currently filled, is paid. To this end, it is essential to note that this document is strictly a resource of all employment positions, and the positions listed will not necessarily be budgeted or funded in any given fiscal year. A list of full-time budgeted positions is on the City’s website and within the City’s Operating Budget.

Updates to the City of Corona Position Library and Compensation Plan have been modified to reflect newly recommended positions based on the operational needs of the organization and updates to the Plan’s footnotes.

1. Applications Analyst (Limited term through 06/30/2026)
2. Deputy Finance Director (new)
3. ERP Administrator (new – Limited term through 06/30/2026)
4. Landscape Maintenance District (LMD) Inspector (new)
5. Payroll Technician I (Limited term through 06/30/2025)

The Deputy Finance Director position is added to the Plan to provide additional support to the department and Finance Director as the department undertakes some major projects over the next couple of years. The position will be active in the ERP implementation and Downtown Revitalization Project bond issuance. No additional funding is needed at this time as the Finance Department has personnel vacancy savings that can cover the additional cost of the position. The Landscape Maintenance District (LMD) Inspector information is included in the report above, under item a.20. There are three positions added to the Position Library for a limited term. The ERP Administrator and an Applications Analyst are included for the ERP project (reference November 6, 2024, staff report) through June 30, 2026 for the project implementation. A Payroll Tech I is included for a limited term through June 30, 2025. That position is requested temporarily to assist with the ERP project and to start the recruitment to fill a pending retirement. The funding requests for three limited term positions are included with the ERP staff report.

FINANCIAL IMPACT:

Approval of recommended action a will have financial impacts as noted below. There is sufficient fund balance or working capital available in each of the respective funds for approval of the recommended actions.

Fund	Appropriations	Estimated Revenue Increase	Net Impact
General Fund (110)	367,954	5,000	362,954

Measure X Fund (120)	161,009	-	161,009
CFD 2018-1 Special Tax B (Bedford) Fund (236)	4,909	-	4,909
Opioids Settlement Fund (293)	161,613	-	161,613
RDA Successor Agency Fund (417)	401,256	-	401,256
Reclaimed Water Utility Fund (567)	17,318	-	17,318
Water Utility Fund (570)	1,844,866	-	1,844,866
Sewer Utility Fund (572)	(40,630)	-	(40,630)
Greenfield Electric Utility Fund (578)	(9,089)	-	(9,089)
Fleet Replacement Fund (684)	7,106	-	7,106
Total	\$ 2,916,312	\$ 5,000	\$ 2,911,312

Approval of recommended action b will have financial impacts as noted below. There is sufficient fund balance available in each of the respective funds for approval of the recommended actions.

Fund	Appropriations	Estimated Revenue Increase	Net Impact
Measure X Fund (120)	5,042,972	-	5,042,972
American Rescue Plan Act Fund (413)	(6,727,049)	-	(6,727,049)
Total	\$ (1,684,077)	\$ -	\$ (1,684,077)

Cash Transfers		
Fund	Transfer In	Transfer Out
Measure X Fund (120)	6,727,488	
American Rescue Plan Act Fund (413)		(6,727,488)
Total	6,727,488	(6,727,488)

Approval of recommended actions c, d, e, f, g, h, and i will not have an additional financial impact.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is to approve budgetary adjustments for Fiscal Year 2025, and there is no

possibility that approval of the recommended actions will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: Luis Navarro, Budget Supervisor

REVIEWED BY: Kim Sitton, Finance Director

ATTACHMENTS:

1. Exhibit 1 – Appropriations, Estimated Revenues, and Transfers
2. Exhibit 2 – American Rescue Plan Act Appropriations and Transfers
3. Exhibit 3 – Fire Apparatus Solutions – Third Amendment
4. Exhibit 4 – Ferguson Enterprises – First Amendment
5. Exhibit 5 – Orozco Landscape – First Amendment
6. Exhibit 6 – Mariposa Landscape – First Amendment
7. Exhibit 7 – Grant Agreement – PT24050
8. Exhibit 8 – Resolution No. 2024-101 Position Library and Compensation Plan
9. Exhibit 9 – Position Library and Compensation Plan - Clean
10. Exhibit 10 – Position Library and Compensation Plan - Redline