



# Corona Municipal Code - Purchasing Updates

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Finance Director



# The Ask...

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That the City Council discuss the Corona Municipal Code proposed updates and authorization changes related to purchasing



## Recap From May 21, 2025 Meeting

- ✓ Staff went over desired changes to purchasing section of Municipal Code
  - ✓ Ranging from language cleanup to updating authority levels
- ✓ Council asked for changes:
  - ✓ Section 3.08.040 (B) Basis of awards
  - ✓ Section 3.08.040 (L) Delegation of department director authority
- ✓ Council asked to see City Manager Authority levels of other cities for professional services/non-public projects

# Updated Municipal Code Changes

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- ✓ **Section 3.08.040 (B) Basis of awards**
  - Updated language to show "lowest responsive and responsible bidder"
  - Added sentence that refers to other "relevant factors"
  
- ✓ **Section 3.08.040 (L) Delegation of department director authority**
  - Request to have the delegation limited to 30 days, unless approved by CM
    - Code already requires CM approval, so not necessary to make change



## Authorization Limits

### City Manager Purchasing Limit Comparison

Agency	Population	CM Limit
Norco	26,316	\$50,000
Palm Springs	44,575	\$150,000
Yorba Linda	68,336	\$75,000
Chino Hills	78,411	\$50,000
Newport Beach	85,239	\$120,000
Chino	91,403	\$50,000
Burbank	107,337	\$100,000
Temecula	110,003	\$30,000
Murrieta	110,949	\$75,000



## Authorization Limits

### City Manager Purchasing Limit Comparison, Continued

Agency	Population	CM Limit
Costa Mesa	111,918	\$100,000
Pasadena	138,699	\$250,000
Orange	139,911	\$30,000
Fullerton	143,617	\$124,999
Pomona	151,713	\$150,000
<b>Corona</b>	<b>159,157</b>	<b>\$100,000</b>
Garden Grove	171,949	\$50,000
Rancho Cucamonga	174,453	\$100,000



## Authorization Limits

### City Manager Purchasing Limit Comparison, Continued

Agency	Population	CM Limit
Ontario	175,265	\$150,000
Fontana	208,393	\$100,000
Moreno Valley	208,634	\$75,000
Irvine	307,670	\$1,000,000
Riverside	314,998	\$100,000
Anaheim	346,824	\$200,000

**Total cities: 22**

**Authority Level Range: \$30,000 - \$1,000,000**

**Non-Public Projects Median: \$100,000**



## Authorization Limits

### Non-Public Projects (Professional/General Services)

Position	Current Limits – Option #1	Option #2 Proposed Limits	Option #3 Proposed Limits	Option #4 Proposed Limits	Option #5 Proposed Limits	Option #6 Proposed Limits *
Department Directors	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Public Works Director, Utilities Director, Assistant City Manager	\$75,000	Removed – included above	Removed – included above	Removed - Included above	Removed - Included above	Removed - Included above
City Manager	\$100,000	\$125,000	\$150,000	\$175,000	\$200,000	\$220,000

\* Same limits as state law

*Non-Public Project Examples* – Landscape maintenance, professional services, janitorial services, pest control, and resurfacing of streets/highways less than one inch



# Next Steps

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**Ordinance Second Reading  
June 18, 2025**

**Effective Date  
July 18, 2025**



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# Questions?



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