



Corona Municipal Code - Purchasing Updates

Kim Sitton

Finance Director



The Ask...

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

Purchasing Process Issues

Problems



Process takes too long (more than a year in some rare cases)



Process is too complex



Reporting and documentation issues



Communication and information gaps



Outdated Municipal Code

Solutions

- Make the process quicker, more efficient & simpler
- Enhance reporting, documentation, and communication
- Exercise balance between control and efficiency
- **Analyze best practices and update the Municipal Code appropriately**



Recap From May 21, 2025 Meeting

- ✓ Discussed proposed changes to the Purchasing Ordinance, ranging from language cleanup to authorization levels
 - Based on staff's understanding of direction, Council supported recommended changes, including:
 - City Manager Authority up to \$220,000 for public projects and supplies, materials, and equipment

- ✓ Changes Requested by Council:
 - Section 3.08.040 (B) Basis of awards
 - Section 3.08.040 (L) Delegation of department director authority

- ✓ Not approved by Council and more information requested:
 - CM Authority for non-public projects - professional services, consultants, etc. (staff's understanding)
 - Asked to see City Manager Authority levels of other cities for non-public projects

Recap of June 4, 2025 Meeting



✓ Staff brought back CMC Changes requested

○ 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, no change to CMC
 - Purchasing Manual process will be updated to reflect the change

✓ Staff brought back CM Authority Levels of Surrounding Cities for Non-Public Projects

○ Council directed staff to move forward with \$125,000 for CM Authority

- Staff understood this to be for non-public projects only
 - Prior direction on public projects and goods/materials/equipment to remain unchanged



Recap From June 18, 2025 Meeting

- ✓ Staff brought back 2nd reading of Ordinance with all proposed changes, based on understood direction from Council
- ✓ Staff Report did have inconsistencies
 - Didn't change from 1st reading based on internal processes – lead to confusion
- ✓ Council asked to bring item back and clarify



Authorization Limits – Option A

(Same as 06/18/25 meeting)

Position	Current Limits	Non-Public Projects	Public Projects	Goods, Materials, and Equipment
Department Directors	\$60,000	\$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
City Manager	\$100,000	\$125,000	\$220,000	\$220,000
How Awarded?		Best interests of the City (qualifications, competence, suitability, and cost)	Lowest responsive and responsible bidder	Lowest responsive and responsible bidder

Non-Public Project Examples – Professional services, consultants, janitorial services, pest control, and maintenance.

Public Project Examples – Building construction, bridge construction, waterline replacement, and pavement rehabilitation

Goods, Materials, and Equipment Examples – Fuel, office supplies, computer equipment, software, pipeline materials, vehicle parts, and irrigation supplies



Authorization Limits – Option B (Based on discussion from 06/18/25 meeting)

Position	Current Limits	Non-Public Projects	Public Projects	Goods, Materials, and Equipment
Department Directors	\$60,000	\$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
City Manager	\$100,000	\$125,000	\$125,000	\$125,000
How Awarded?		Best interests of the City (qualifications, competence, suitability, and cost)	Lowest responsive and responsible bidder	Lowest responsive and responsible bidder

Non-Public Project Examples – Professional services, consultants, janitorial services, pest control, and maintenance

Public Project Examples – Building construction, bridge construction, waterline replacement, and pavement rehabilitation

Goods, Materials, and Equipment Examples – Fuel, office supplies, computer equipment, software, pipeline materials, vehicle parts, and irrigation supplies



Authorization Limits – Option C (Something Else)

Position	Current Limits	Non-Public Projects	Public Projects	Goods, Materials, and Equipment
Department Directors	\$60,000	\$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
City Manager	\$100,000	?	?	?
How Awarded?		Best interests of the City (qualifications, competence, suitability, and cost)	Lowest responsive and responsible bidder	Lowest responsive and responsible bidder

Non-Public Project Examples – Professional services, consultants, janitorial services, pest control, and maintenance.

Public Project Examples – Building construction, bridge construction, waterline replacement, and pavement rehabilitation

Goods, Materials, and Equipment Examples – Fuel, office supplies, computer equipment, software, pipeline materials, vehicle parts, and irrigation supplies

Next Steps

**Approval of Option A
Aug. 20, 2025 = 2nd Reading
Effective Sept. 19, 2025**

**Approval of Option B or C
Aug. 20, 2025 = 1st Reading
Sept. 3, 2025 = 2nd Reading
Effective Oct. 3, 2025**



The Ask...

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



Questions?



(951) 279-3500



Kim.Sitton@CoronaCA.gov



www.CoronaCA.gov