



# STAFF REPORT

DATE: 11/05/2025  
TO: Honorable Mayor and City Council Members  
FROM: Finance Department

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**2025-407**

## REQUEST FOR CITY COUNCIL AND CORONA UTILITY AUTHORITY ACTION

**SUBJECT:**  
FISCAL YEAR 2026 QUARTER 1 BUDGETARY ADJUSTMENTS

### **EXECUTIVE SUMMARY:**

This staff report requests that the Council consider budgetary adjustments for Fiscal Year 2026, 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 \$6,291,352, increasing estimated revenues by \$942,911, and authorizing budgetary and cash transfers across multiple funds, as noted in Exhibit 1.

### **RECOMMENDED ACTION:** **That the City Council:**

- a. Appropriate \$6,291,352, increase estimated revenue by \$942,911, and authorize budgetary and cash transfers across multiple funds, as noted in Exhibit 1 - Appropriations, Estimated Revenues, and Transfers.

- b. Approve the Fifth Amendment to the Maintenance/General Services Agreement with Tropical Plaza Nursery, Inc, to increase the total compensation to \$760,000 to provide scheduled monthly landscaping services.
  - i. Authorize the City Manager, or his designee, to issue a Change Order in the amount of \$19,874 to the Tropical Plaza Nursery, Inc. Blanket Purchase Order (B260504) for a total Purchase Order amount of \$760,000.
- c. Approve the First Amendment to the Maintenance/General Services Agreement with Tropical Plaza Nursery, Inc, to increase the total compensation to \$250,000 to provide emergency and on-call landscape services.
  - i. Authorize the City Manager, or his designee, to issue a Change Order in the amount of \$75,000 to Tropical Plaza Nursery, Inc. Blanket Purchase Order (B260504A) for a total Purchase Order amount of \$250,000.
- d. Approve the Eighth Amendment to the Professional Services Agreement with Alexander's Contract Services, Inc. for meter reading services to extend the term through June 30, 2027, at the rates set forth therein and a total compensation in the amount not to exceed \$1,068,956 through the term of the agreement
  - i. Authorize the City Manager, or his designee, to negotiate and execute non-substantive extensions, change orders, and amendments up to 10% of the agreement total, or \$106,895
  - ii. Authorize the City Manager, or his designee, to execute amendments to the Professional Services Agreement with increases in the rates and the total compensation amount equal to the lesser of five percent (5%) or the percentage change in the United States Bureau of Labor Statistics Consumer Price Index for the Riverside Area, as determined by the Purchasing Manager, for the most recent twelve (12) months period for which statistics are available
  - iii. Make a determination under Corona Municipal Code Section 3.08.140(E) that competitive bidding is not required for these services based upon the reasons provided for in this agenda report
- e. Approve the Second Amendment to the Professional Services Agreement with Ruth Villalobos and Associates, Inc. to increase the total compensation to \$360,000 per fiscal year to provide management assistance of in-kind services requirements for U.S. Army Corps of Engineers
  - i. Authorize the City Manager, or his designee, to negotiate and execute non-substantive extensions, change orders, and amendments up to 10% of the agreement total, or \$36,000, as authorized by Corona Municipal Code Section 3.08.070(I)
  - ii. Make a determination under Corona Municipal Code Section 3.08.140(E) that competitive bidding is not required for these services based upon the reasons provided for in this agenda report.

- f. Adopt Resolution No. 2025-104, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2025-076, effective November 15, 2025.
- g. Authorize the City Manager, or his designee, to issue purchase orders for the attached list (Exhibit 8) of Information Technology software renewals for Fiscal Year 2026 including any non-substantive extensions, change orders, purchase orders, and amendments up to the lesser of either \$100,000 or 10% of the original contract amount as authorized by Corona Municipal Code Section 3.08.070 (I).

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

### **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 Capital Improvement Project (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 \$6,291,352, increase estimated revenue by \$942,911 and authorize budgetary and cash transfers across multiple funds as noted in Exhibit 1 - Appropriations, Estimated Revenues, and Transfers.

### **Appropriations**

#### 1. New Senior Financial Advisor Position

To provide additional capacity for high-level financial analysis and project management, staff recommends adding a Senior Financial Advisor position within the City Manager's Office. The Senior Financial Advisor will serve under the direction of the City Manager and will support a variety of complex financial and strategic initiatives through June 30, 2026.

Staff requests an appropriation in the amount of \$197,403 from the General Fund 110 to the City Manager's Office's operating budget to fund this position, effective December 1, 2025, through June 30, 2026.

#### 2. Installation of Parking Lot Gate at Sierra Bella

Council previously approved \$45,000 in FY 2025 for the installation of a parking lot gate at Sierra Bella Park. However, due to delays in material procurement and contractor scheduling, the project could not be completed within that fiscal year, and the funding lapsed. Staff is now requesting the allocation again in FY 2026 to complete the project as originally approved, ensuring the work is carried out as intended.

Staff requests an appropriation in the amount of \$45,000 from the General Fund 110 to the Parks, Trees & Medians Maintenance Division's operating budget within the Community Services Department.

3. Mandatory CPR Certification Program for Recreation Staff

To enhance safety across all recreation programs and facilities, staff recommends implementing a mandatory CPR certification program for all Recreation staff. This program will ensure that staff are properly trained to respond to emergencies and provide a high standard of care for program participants.

Staff requests an appropriation in the amount of \$5,000 from the General Fund 110 to Events and Programs Division's operating budget within the Community Services Department.

4. American Medical Response (AMR) System Enhancement Fee Distribution

The Riverside County EMS Agency (REMSA) assesses late response fees to American Medical Response (AMR), which are distributed annually to cities within the Emergency Medical Services (EMS) system. Under the terms of the Memorandum of Understanding (MOU) for Joint Monitoring of Ambulance Services, all funds collected by the City must be used for EMS system enhancements, with expenditures reported to REMSA annually.

Staff recommends allocating the 2023-2024 AMR System Enhancement Fee Distribution, totaling \$324,444, from the General Fund 110 to the Emergency Medical Services Division's operating budget within the Fire Department. These funds will support various trainings, including the purchase of EMS equipment and material resources to enhance operational capabilities, thereby improving the overall EMS system both within the City and the region.

During the FY 2026 budget process, estimated revenues were only budgeted at \$50,000. In addition to the appropriation of \$324,444, staff recommends an estimated revenue increase of \$274,444 in the General Fund 110 to account for the 2023-2024 allocation difference.

5. Fifteen (15) background Investigations for New Hires

Fire Department background investigations were originally funded through the Fire Department's Suppression and Operations budget. During FY 2026 budget planning, however, this funding was inadvertently used to cover an unplanned shortfall in the Wildland Protection Agreement (WPA) and was inadvertently omitted.

Staff requests an appropriation in the amount of \$30,000 from the General Fund 110 to the Operations and Suppression Division's operating budget within the Fire Department to fund background investigations for new hires.

6. AED Program

The Citywide Automated External Defibrillator (AED) Program, which was previously managed by the Safety Department under Human Resources, has had its monthly maintenance and inspections handled by the Fire Department in recent years. This recommendation formally transfers full responsibility for the program to the Fire Department.

Staff requests an appropriation in the amount of \$10,000 from the General Fund 110 to the Emergency Medical Services Division's operating budget within the Fire Department. This request is a recurring budget increase to support the program, which will cover device replacements, routine maintenance, and the regular replacement of consumable items.

7. Inclusionary Housing Fee Study

At the City Council meeting on May 21, 2025, the City Council directed staff to prepare an inclusionary housing ordinance and to hire a consultant to conduct a "fee in lieu" nexus study. Following an informal bid process, Keyser Marston was selected to prepare the study.

Staff requests an appropriation in the amount of \$25,000 from the General Fund 110 to Planning and Development Department's operating budget to cover this Council-directed study.

8. Library Facilities Capital Improvements, Capital Improvement Project No. FC-2022-05

The City Council-approved budget for the Library Facilities Capital Improvements Project currently includes sufficient funding for construction expenses. Additional funding is required to provide adequate staff support, ensuring the successful completion and oversight of the project. This request covers anticipated staffing costs through June 30, 2026. Future comprehensive funding requests will be submitted as part of the annual Capital Improvement Plan update.

Staff requests an appropriation in the amount of \$49,106 from the General Fund 110 to the Library Facilities Capital Improvements, Capital Improvement Project No. FC-2022-05.

9. Corona Mall Property Acquisitions and Sale

The City is currently managing numerous activities at the Corona Mall. An appropriation totaling \$4,045,000 (\$1,850,000 for 496 Corona Mall and \$2,195,000 for 482 Corona Mall) from the Measure X Fund 120 to the North Corona Mall Acquisition/Improvements, Operating and Maintenance Project No. 78390. Escrow is expected to open the last week of October with a 30-day period.

In addition, staff requests an estimated revenue increase of \$668,467 in the Corona Housing Authority Fund 291 for the sale of 114 E. 6th Street in the South Mall. Escrow

is expected to open the last week of October with a 30-day period, and the sale proceeds will be credited to the CHA Fund, which was used to acquire the property.

10. FF&E payment to All American Karate

Staff requests an appropriation in the amount of \$74,425 from the Measure X Fund 120 to the North Corona Mall Acquisition/Improvements, Operating and Maintenance Project No. 78390 to cover furniture, fixtures, and equipment (FF&E) costs associated with the North Mall project. This funding will ensure that project payments are processed on schedule and that the relocation effort proceeds without delay.

11. North Mall Business Moving Costs

Staff requests an appropriation in the amount of \$131,010 from the Measure X Fund 120 to the North Corona Mall Acquisition/Improvements, Operating and Maintenance Project No. 78390 to cover business moving costs associated with the North Mall project. These funds will ensure that tenant relocations and associated moving expenses are processed on schedule, minimizing disruption to ongoing operations and supporting a smooth transition for all affected businesses.

12. Downtown Revitalization - Property & Business Improvement District (PBID)

Staff requests an appropriation in the amount of \$42,500 from the Measure X Fund 120 to the Economic Development Department's operating budget. As proposed in the Downtown Revitalization plan, Economic Development is requesting funding for consulting services to pursue the formation of a Property and Business Improvement District (PBID) within the Downtown Revitalization area. Businesses within the PBID area would participate in the funding and governance of the district, with the assessments funding marketing, entertainment, security, and landscaping services. This initiative aligns with the City's broader economic development and Downtown revitalization goals.

13. South Mall Security Cameras

Staff requests an appropriation in the amount of \$187,813 from the Measure X Fund 120 to a newly created, South Mall Security Camera Operating and Maintenance Project. The South Mall Security Camera project involves the installation of upgraded power supply equipment, support poles, and security cameras that will connect to the Corona Police Department's real-time monitoring system. This enhancement will enable the Police Department to actively monitor activity in The Hub, providing both deterrence and improved incident response. The upgraded system will also support accurate crime reporting and strengthen public safety within the area. This is a joint request from the Economic Development, Information Technology, and Police Departments.

14. Add recurring Public Safety Radio Communication (PSEC)

Staff requests an appropriation in the amount of \$37,580 from Measure X Fund 120 to the Operations and Suppression Division's operating budget within the Fire Department. This recurring funding for Public Safety Enterprise Communications (PSEC) was inadvertently omitted during the FY 2026 budget process. The allocation supports PSEC projects that are essential for maintaining reliable and interoperable communications for Fire and other public safety operations.

15. Reclass Human Resources Manager to Deputy Chief Talent Officer

Following four unsuccessful recruitments over the past twelve months, staff proposes reclassifying the Human Resources Manager position to Deputy Chief Talent Officer. Recruiting for this higher-level role is expected to attract a strong and qualified candidate. Staff requests an appropriation of \$16,684 from the Measure X Fund 120 to the Human Resources Department's operating budget to fund this position, prorated for 7.5 months for the remainder of FY 2026. Annual recurring costs for the position reclassification are \$26,695.

16. Freeway Overpass Sign Replacement and Installation, Capital Improvement Project No. ST-2025-10

David Evans and Associates, Inc. has finalized the concept design for the Freeway Overpass Sign Replacement and Installation Project. However, additional engineering design services are required to prepare the project for public bidding. The requested funds will be used to complete the engineering design phase and develop the Plans, Specifications, and Estimate (PS&E) package necessary for construction.

Staff requests an appropriation of \$120,000 from Measure X Fund 120 to the Freeway Overpass Sign Replacement and Installation, Capital Improvement Project No. ST-2025-10 to support the development of the Plans, Specifications, and Estimate (PS&E) package required for construction.

17. PD Main Station HVAC Automation Upgrade, Capital Improvement Project No. FC-2021-02

The City Council-approved budget for the PD Main Station HVAC Automation Upgrade Capital Improvement Project currently includes sufficient funding for construction expenses. Additional funding is required to provide adequate staff support, ensuring the successful completion and oversight of the project. This request covers anticipated staffing costs through June 30, 2026. Future comprehensive funding requests will be submitted as part of the annual Capital Improvement Plan update.

Staff requests an appropriation in the amount of \$80,000 from the Measure X Fund 120 to PD Main Station HVAC Automation Upgrade, Capital Improvement Project No. FC-2021-02.

18. The Hub. Leasing Commission

The City is contractually obligated to pay leasing commissions to the project's leasing agent, calculated as a percentage of the rental revenue. For the four new leases scheduled for execution this year, the City will owe \$65,792 to the leasing agent, representing the first 50% payment due upon lease execution. The remaining 50% of the commission will be payable once the tenants commence operations, which is anticipated at the beginning of FY 2027.

Staff requests an appropriation in the amount of \$65,792 from the Corona Mall Properties Fund 130 to the Economic Development Department's operating budget. Since the newly created Corona Mall Properties Fund 130 is not yet self-supporting, staff requests a cash transfer in the amount of \$65,792 from General Fund 110 to the Corona Mall Properties Fund 130.

19. Rapid Extrication Module Support (REMS), Operating and Maintenance Project No. 79530

The Fire Department last drew down Development Impact Fee (DIF) funds during the FY 26 budget process. Fire is requesting an additional drawdown to continue supporting system readiness and operational capabilities, including the establishment of the new Rapid Extrication Module. These funds will enhance the City's participation in the statewide mutual aid system, while providing focused service to high-risk areas adjacent to the Cleveland National Forest. Additionally, portions of the funding will support Technical Rescue Team (TRT) responses both within these high-risk areas and across the City.

Staff requests appropriations in the amounts of \$1,055, \$27,233, and \$17,976 from the Fire Wildland Facilities Fee Fund 207, Temescal Canyon Fire Facilities Fee Fund 209, and Fire Protection Development Fee Fund 214, respectively, to the Rapid Extrication Module Support (REMS), Operating and Maintenance Project No. 79530. The figures shown reflect available fund balances as of September 30, 2025, with the final transfer amounts to be adjusted based on actual fund balances at the time of transfer.

20. Airport Abandoned Aircraft Abatement

Staff requests an appropriation in the amount of \$23,250 from the Airport Fund 275 to Economic Development's operating budget. This project will remove all abandoned aircraft from the city-controlled tie-down area at the airport. The funding will allow the department to contract with a qualified consultant to assist with the abatement process.

21. New Operating and Maintenance Project Titled Airport Striping and Pavement Rehabilitation

On July 24, 2025, the California Department of Transportation (Caltrans) Division of Aeronautics and the Federal Aviation Administration (FAA) conducted a routine inspection, and several maintenance and marking updates were identified to align the Corona Municipal Airport (AJO) with current standards. The inspection noted that several runway and taxiway markings require adjustments to fully align with FAA Advisory Circular 150/5340-1M standards, including spacing and placement of runway designators, centerline markings, and hold line configurations. Additionally, sections of the parallel taxiway pavement exhibit signs of wear, including raveling and cracking, and a pavement rehabilitation plan is recommended to maintain surface integrity and ensure continued safe operations.

Staff requests an appropriation in the amount of \$250,000 from the Airport Fund 275 to create and fund an Operating and Maintenance Project titled Airport Striping and Pavement Rehabilitation. The proposed project will fund the restriping of runways and taxiways, as well as pavement rehabilitation, to ensure continued regulatory compliance, operational safety, and infrastructure preservation. These improvements support the City's ongoing commitment to maintaining a safe, well-operated, and federally compliant municipal airport.

22. Citywide ADA and Sidewalk Improvements, Capital Improvement Project No. ST-2025-05

The current CDBG program budget includes unexpended FY 2025 funds that must be reallocated to meet HUD's timeliness spending requirements. Public Works, in coordination with the Housing and Homeless Solutions Division, recommends reallocating these funds to the Citywide ADA and Sidewalk Improvements Project to support the construction of additional curb ramps and address identified accessibility deficiencies. This reallocation will ensure continued progress toward the City's ADA Transition Plan and compliance with federal program requirements.

Staff requests an appropriation in the amount of \$81,815 from the CDBG Fund 431 to the Citywide ADA and Sidewalk Improvements, Capital Improvement Project No. ST-2025-05.

23. Water Reclamation Facility #3 Lift Station, Capital Improvement Project No. UT-2015-05

The Water Reclamation Facility #3 Lift Station Project is currently in the conferral process with three Most Likely Descendants (MLDs) identified by the Native American Heritage Commission (NAHC). Additional funding is required to support ongoing coordination and compliance efforts associated with this process. The requested funds will cover tribal monitoring, archaeological consulting services, and staff support from Public Works, Utilities, Management Services, and special counsel. This funding will ensure continued collaboration with the MLDs, maintain suitable site conditions, and enable the project to progress in accordance with all regulatory requirements.

Staff requests an appropriation in the amount of \$1,000,000 from the Sewer Utility Fund 572 to the Water Reclamation Facility #3 Lift Station, Capital Improvement Project No. UT-2015-05.

24. New Operating and Maintenance Project Titled Water Reclamation Facility No. 1 Return Activated Sludge Line Replacement

During a preventative maintenance inspection, staff observed two separate leaks occurring along the 14-inch return activated sludge (RAS) pipeline at Water Reclamation Facility 1A pipe gallery and adjacent areas near the aeration tanks. The RAS line transports activated sludge from the secondary clarifiers to the beginning of the aeration section of the plant. Both leaks are located near where the RAS pipeline penetrates the pipe gallery floor. Portions of the leaking pipe are encased in concrete, which makes pinpointing the exact source of the leaks challenging without excavation. Given the critical function of the RAS line and its proximity to existing secondary sedimentation and aeration tanks, this project will require expedited design and replacement of approximately 300 linear feet of the RAS pipeline. The majority of the RAS pipeline within the pipe gallery will be replaced in place; however, the portions of the pipeline where it exits the pipe gallery and enters the pump room and secondary piping tunnel may require realignment to avoid conflicts and improve constructability. This work must be designed to minimize disruption to plant operations, provide structural modifications for new or retrofitted pipe penetrations through existing concrete structures, and account for the challenging constructability constraints of working beneath active process tanks.

Staff requests an appropriation in the amount of \$200,000 from the Sewer Utility Fund 572 to establish the WRF No. 1A RAS Pipeline Replacement Project. This funding will cover design and contingency for a temporary bypass system in the event the line fails before construction starts. Construction funding will be requested once the design has been completed.

25. New Operating and Maintenance Project Titled Water Reclamation Facility No. 1 Generator and Automatic Transfer Switch Improvements

Water Reclamation Facility No. 1 provides critical wastewater treatment services and must maintain uninterrupted operations during power outages and emergencies. An evaluation for Water Reclamation Facility No. 1 generators and automatic transfer switch gears was completed through Operating and Maintenance Project No. 78450. The evaluation determined that while the generators and switchboards remain operational, several components are aging and require replacement or upgrades to reduce the risk of equipment failure. Based on the findings, the City is proceeding with short-term recommendations to address immediate operational needs, followed by long-term improvements to be implemented through design. The combination of immediate electrical testing, servicing and maintenance, along with the upcoming design for replacement as outlined in the Technical Memorandum, will ensure reliable and safe operation of the facility's backup power systems.

Staff requests an appropriation in the amount of \$250,000 from Sewer Utility Fund 572 to establish and fund the WRF No. 1 Generator and Switchgear Upgrade Project. This funding will support upgrades, design services, and City staff project management efforts. Construction funding will be requested once the design has been completed.

### Transfers

26. Budgetary transfer in the amount of \$2,298,884 from the Digester Equipment Rehabilitation and Electrical Upgrade, Capital Improvement Project No. UT-2025-05 to the Water Reclamation Facility No. 1A Primary and Blower Room MCC Replacement, Capital Improvement Project No. UT-2023-08 within the Sewer Utility Fund 572.

The Digester Equipment Rehabilitation and Equipment Upgrade Project aims to replace obsolete mechanical and electrical equipment, bring systems up to current standards, and enhance operational efficiency for Digesters 1, 2, and 3, including the installation of a new mixing system for Digester 3. The Water Reclamation Facility No. 1A Primary and Blower Room MCC Replacement Project is intended to replace and upgrade the existing motor control centers in the primary gallery and blower room, which have exceeded their estimated useful life.

Since both projects are similar in scope and involve related electrical and mechanical improvements within Water Reclamation Facility No. 1, staff determined that combining them into a single capital improvement project will allow for more efficient project management and tracking. Additionally, constructing the projects concurrently will enable the City to achieve cost savings and improved efficiency through coordinated construction efforts.

Staff requests a budgetary transfer of \$2,298,884 from Digester Equipment Rehabilitation and Electrical Upgrade, Capital Improvement Project No. UT-2025-05 to Water Reclamation Facility No. 1A Primary and Blower Room MCC Replacement, Capital Improvement Project No. UT-2023-08 within the Sewer Utility Fund 572 to consolidate funding for the upgraded project scope. Following the transfer, staff requests to rename Project No. UT-2023-08 from Water Reclamation Facility No. 1A Primary and Blower Room MCC Replacement to Water Reclamation Facility No. 1 Blower and Digester Piping and Equipment Upgrade to reflect the expanded scope of work.

27. Budgetary transfer in the amount of \$1,876,770 from the East Grand Boulevard Storm Drain Project, Capital Improvement Project No. ST-2023-01 to a newly created Capital Improvement Project titled Howard Street Storm Drain with the Public Works Grants/Agreement Fund 243.

Staff requests a budgetary transfer in the amount of \$1,876,770 from the East Grand Boulevard Storm Drain Project, Capital Improvement Project No. ST-2023-01 to a new Capital Improvement Project titled Howard Street Storm Drain within the Public Works

Grants/Agreement Fund 243. In addition, staff requests closing the East Grand Boulevard Storm Drain, Capital Improvement Project No. ST-2023-01, and releasing the remaining budget balance of \$561,181 from Storm Drainage Development Fee 212 and \$485, 553 from the Measure A Fund 227 back to respective fund balances.

The 2003 Storm Drain Master Plan recommended constructing the storm drain segment on E. Grand Boulevard between 3rd Street and 7th Street. In recent years, the City has budgeted funds for this project and has also received \$1,877,913.58 from County Flood Control District Funds. The design for the E. Grand Storm Drain was combined with two other district-funded storm drain systems in the vicinity (S. Victoria Ave. & S. Joy St.) to optimize fund usage. The design contract for the packaged project, the Downtown Drainage Improvements, was awarded by Council in August 2025.

However, recent analysis from the current Storm Drain Master Plan update shows that improvements on E. Grand Blvd are no longer necessary. Instead, a new storm drain system is recommended on Howard St. between 6th and 2nd Streets. The City consulted the District, which advised requesting a transfer of funds from E. Grand Blvd. to the new S. Howard St. storm drain project during their recent fund request process. The District agrees with the new recommendations and supports the transfer, but the request will need to go through their board approval process for final approval. Once a new funding agreement is agreed upon by the County and taken to Council for approval, the budget will then be adjusted accordingly.

Item b. Approve the Fifth Amendment to the Maintenance/General Services Agreement with Tropical Plaza Nursery, Inc, to increase the total compensation to \$760,000 to provide scheduled monthly landscaping services.

The increase is for scheduled monthly landscaping services at the Animal Shelter. Services at this location were previously performed on an as-needed basis, utilizing the on-call PO. Staff requests authorization to increase total compensation by \$19,874 to \$760,000.

Item c. Approve the First Amendment to the Maintenance/General Services Agreement with Tropical Plaza Nursery, Inc, to increase the total compensation to \$250,000 to provide emergency and on-call landscape services.

This PO is for emergency and on-call landscaping services for parks and special districts. During this year's transition between landscaping contractors, the on-call PO was utilized to ensure uninterrupted services. All landscaping contractors for all parks and special district areas are now in place.

Item d. Approve the Eighth Amendment to the Professional Services Agreement with Alexander's Contract Services, Inc. for meter reading services to extend the term through June 30, 2027 at the rates set forth therein and a total compensation in the amount not to exceed \$1,068,956 through the term of the agreement.

The Advanced Metering Infrastructure Meter Replacement Project (AMI) is scheduled for completion by June 30, 2027. This amendment is requested to extend Alexander's Contract Services, Inc. (ACS) agreement to ensure continued meter reading services until the AMI project is fully implemented. While the previous Council-approved amount was \$943,750 per fiscal year, the current projected not to exceed total of \$1,068,956 reflects services for the next 20 months and represents an overall reduction in total compensation.

### **Basis for Determination of Competitive Bidding**

UD is requesting an exception to competitive bidding for ACS through June 30, 2027, pursuant to Corona Municipal Code ("CMC") Section 3.08.140(E), which states as follows:

"Purpose of bidding is otherwise accomplished. When the purchasing agent and the authorized contracting party, with the approval of the City Manager, determine that it is in the best interest of the city and its administrative operations to dispense with public bidding for non-public projects under this chapter."

The Utilities Department (UD) is currently in the installation period of the Advanced Metering Infrastructure Meter Replacement Project (AMI), which will eliminate the need for meter reading services upon completion of the project in FY 2027. As AMI meters are installed and begin providing automatic reads, meter reading services will be diminished, thereby reducing meter reading services provided by the contractor. Staff believes that it is in the best interest of the City to extend the current contract to ACS to ensure meter reading services are continuous and accurate during the transition to AMI meters. Since ACS has been working with the City for more than 10 years, they are very familiar with City streets and routes. It takes time to learn the locations of the meters and to be able to run the routes efficiently. Performing the competitive bidding process and awarding a new contractor for a short period of time does not benefit the UD, as it will take time for them to learn the routes and meter locations. Both ACS and UD staff are familiar with the systems used and processes to obtain reads to produce accurate billing statements and perform ancillary services such as lid replacements and turning services on and off. ACS is readily available for UD staff to re-check and verify meter reads to prevent delays and ensure accuracy with daily billing, and ensure water is turned on the same day for our residents. UD does not have the additional resources to assist a new meter reading contractor with the routes due to the number of projects that are taking place concurrently such as the AMI meter replacement project and the utility billing software upgrade.

Item e. Approve the Second Amendment to the Professional Services Agreement with Ruth Villalobos and Associates, Inc. to increase the total compensation to \$360,000 per fiscal year to provide management assistance of in-kind services requirements for U.S. Army Corps of Engineers.

The Utilities Department (UD) signed a 35-year lease with U.S. Army Corps of Engineers (USACE) for Water Reclamation Facility No. 1. Under the conditions of the lease, the City will provide in-kind services for seven years by conducting projects at the request of the

Prado Division of USACE. Since the City does not have the internal resources and technical expertise to oversee the assigned projects, including biological projects, UD has engaged Ruth Villalobos and Associates, Inc. (RVA) to assist with management of the in-kind projects. The projects are now moving into the next phases of environmental and design services, which will require additional management hours, as well as expanded work to address the 27 newly identified feral pig depredation sites.

### **Basis for Determination of Competitive Bidding**

UD is requesting an exception to competitive bidding for RVA through June 30, 2030, pursuant to Corona Municipal Code (“CMC”) Section 3.08.140(E), which states as follows:

“Purpose of bidding is otherwise accomplished. When the purchasing agent and the authorized contracting party, with the approval of the City Manager, determine that it is in the best interest of the city and its administrative operations to dispense with public bidding for non-public projects under this chapter.”

USACE recommended RVA to assist the City as RVA staff has provided similar services to the City of Ontario and others in the Prado Basin. The staff is well-versed in the USACE and California Department of Wildlife requirements. RVA has been providing these services to the City since 2023, and has demonstrated their expertise and familiarity with the regulatory\_framework, ensuring continuity and consistency in the work already underway.

### Item f. Adopt Resolution No. 2025-104, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2025-076, effective November 15, 2025.

State regulations for public employers require disclosure of position classifications and corresponding compensation. In an effort to ensure position compliance updates and for even greater transparency, the City Council regularly adopts and updates the Position Library and Compensation Plan, a document that 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 given 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 located 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 made to reflect the removal of the following classifications: Assistant City Attorney/Assistant Legal & Risk Management Director, Chief Deputy City Attorney, and Senior Deputy City Attorney (Constitutional Policing Advisor). Additionally, the following classifications have

been added: Assistant City Attorney, Chief Assistant City Attorney/Assistant Legal & Risk Management Director, Deputy Chief Talent Officer, Senior Deputy City Attorney, and Senior Financial Advisor. Finally, the salary grade for the Street Maintenance Supervisor has been revised; the Maintenance Project Supervisor has been tagged to various departments; and the City Management Fellow position has been formally classified as full-time, retroactive to the incumbent's hire date of December 2, 2024.

Item g. Authorize the City Manager, or his designee, to issue purchase orders for the attached list (Exhibit 8) of Information Technology software renewals for Fiscal Year 2026 including any non-substantive extensions, change orders, purchase orders, and amendments up to the lesser of either \$100,000 or 10% of the original contract amount as authorized by Corona Municipal Code Section 3.08.070 (l).

The list was previously approved on June 4, 2025 at the time of the FY 2026 budget adoption. However, the list is now being brought forth for Council approval once again to provide clarifying language about renewals and replacements. Previous wording created for some items confusion with respect to procurement requirements. The dollar amounts remain the same as previously approved, except for the Microsoft Enterprise Agreement. That item has been amended from \$990,750 to \$1,062,695 for the anticipated rate increase in January 2026, when our current agreement expires.

The City relies on a diverse array of software and hardware solutions to maintain essential operations. To streamline the procurement process and eliminate the need for repeated City Council approvals for routine annual renewals and necessary replacements of existing software and hardware, staff recommends approving the attached comprehensive list of items exceeding \$55,000. This consolidated approach enhances efficiency, maximizes cost savings, and ensures uninterrupted service by facilitating timely renewals and replacements without requiring ongoing Council review for each item. This practice aligns with common municipal procedures across California, where cities such as Murrieta employ similar bulk approval mechanisms for annual technology maintenance agreements, subscriptions, and replacements to ensure operational continuity and procurement efficiency. Additionally, the City leverages cooperative purchasing agreements, such as those offered through GSA and NASPO, when available, to secure the most competitive pricing and optimize cost savings for these renewals and replacements.

The City's ability to maintain operational continuity depends on ongoing annual maintenance payments or subscriptions for software and hardware, as well as periodic replacements to ensure systems remain functional and up-to-date. Many vendors are the sole providers of support and replacement components for their proprietary products, including software, hardware, and related professional services. Furthermore, due to stringent security requirements for credit card processing and online payment gateways, financial software vendors often maintain exclusive partnerships with specific third-party providers. These partnerships ensure compliance with certifications and evolving security

standards, effectively designating those providers as sole sources for the associated applications and hardware.

**FINANCIAL IMPACT:**

Approval of recommended actions a and f 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.

<b>Fund No.</b>	<b>Fund</b>	<b>Appropriations</b>	<b>Estimated Revenue Increase</b>	<b>Net Impact</b>
110	General Fund (110)	685,953	274,444	411,509
120	Measure X Fund (120)	4,735,012	-	4,735,012
130	Corona Mall Properties Fund (130)	65,792	-	65,792
207	Fire Wild Land Facilities Fee Fund (207)	1,055	-	1,055
209	Temescal Canyon Fire Facilities Fee Fund (209)	27,233	-	27,233
212	Storm Drainage Development Fee (212)	(561,181)	-	(561,181)
214	Fire Protection Development Fee Fund (214)	17,976	-	17,976
227	Measure A Fund (227)	(485,553)	-	(485,553)
275	Airport Fund (275)	273,250	-	273,250
291	Corona Housing Authority Fund (291)	-	668,467	(668,467)
431	CDBG Fund (431)	81,815	-	81,815
572	Sewer Utility Fund (572)	1,450,000	-	1,450,000
	<b>Total</b>	<b>\$ 6,291,352</b>	<b>\$ 942,911</b>	<b>\$ 5,348,441</b>

<b>Cash Transfers</b>		
<b>Fund No.</b>	<b>Transfer In</b>	<b>Transfer Out</b>
Corona Mall Properties Fund (130)	65,792	-
	-	(65,792)

General Fund (110)		
<b>Total</b>	<b>\$ 65,792</b>	<b>\$ (65,972)</b>

Approval of recommended actions b, c, d, e, and g 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 2026, 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 – Tropical Plaza Nursery, Inc. - Fifth Amendment
3. Exhibit 3 – Tropical Plaza Nursery, Inc. - First Amendment
4. Exhibit 4 – Alexander’s Contract Services – Eighth Amendment
5. Exhibit 5 – Ruth Villalobos & Associates - Second Amendment
6. Exhibit 6 - Resolution No. 2025-104 Position Library and Compensation Plan
7. Exhibit 7 – Position Library and Compensation Plan – Redline
8. Exhibit 8 – IT Renewal/Replacement Items for FY 2026 – Revised