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# CITY OF POMONA COUNCIL REPORT

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March 2, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Andrew Mowbray, Finance Director  
Meg McWade, Public Works Director

**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 4366  
AMENDING THE CITY'S PURCHASING ORDINANCE RELATED TO  
COOPERATIVE PURCHASING FOR PUBLIC WORKS PROJECTS**

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## **RECOMMENDATION:**

It is recommended that the City Council adopt the following ordinance:

**ORDINANCE NO. 4366 - AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF POMONA AMENDING SECTION 2-1007 OF  
CHAPTER 2, ARTICLE VII. PURCHASING. DIVISION 5. – PUBLIC  
WORKS PROJECTS OF THE POMONA CITY CODE PERTAINING  
TO THE REQUIREMENTS AND PROCEDURES FOR BIDDING  
PUBLIC WORKS PROJECTS**

## **EXECUTIVE SUMMARY:**

The ordinance was first introduced at the February 23, 2026, City Council Meeting. The purpose of proposed Ordinance No. 4366 (Attachment No. 2) is to amend to the City's Purchasing Ordinance to update and clarify the City's authority to utilize Cooperative Purchasing Agreements for Public Works projects. The amendment is intended to streamline procurement processes and allow the City to leverage competitively bid contracts established by other governmental agencies while adhering to the City Charter and compliance with public contracting requirements. The proposed change is limited in scope and does not alter existing thresholds or approval authorities.

## **SB1439/GOVERNMENT CODE §84308 APPLICABILITY:**

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or

more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

**FISCAL IMPACT:**

There is no fiscal impact for amending the Purchasing Ordinance. However, amending the Ordinance promotes cost effectiveness and efficiency.

**PREVIOUS RELATED ACTION:**

On February 23, 2026, City Council introduced and first read Ordinance No. 4366, to amend the City's Purchasing Ordinance to update and clarify the City's authority to utilize Cooperative Purchasing Agreements for Public Works projects.

On December 19, 2019, City Council adopted Ordinance No. 4276, amending Chapter 2, Article VII of the Pomona City Code pertaining to the requirements and procedures for procuring supplies, services, equipment, and Capital Improvement Projects, and sale of surplus property.

**DISCUSSION:**

The City of Pomona, as a Charter City, has adopted a Purchasing Ordinance (Ordinance No. 4276) governing the procurement of supplies, services, equipment, and Public Works projects. The Ordinance is periodically reviewed and updated to ensure it continues to support efficient operations while maintaining transparency and accountability.

Section 2-1007 of the Pomona City Code currently provides informal and formal bidding procedures for Public Works projects. Staff has identified a need to clarify the City's ability to utilize Cooperative Purchasing Agreements as an authorized procurement method when such agreements have been competitively bid by another public agency or cooperative purchasing organization.

The proposed amendment authorizes the Purchasing Officer to utilize Cooperative Purchasing Agreements with the State of California, counties, other cities, governmental agencies, or organizations such as Sourcewell, National Joint Powers Alliance (NJPA), or the General Services Administration (GSA), provided the originating agency has conducted appropriate public noticing and bidding processes. This authority may be used for both informal and formal Public Works projects.

Prepared by:  
Lindsay McElwain, Senior Management Analyst

**ATTACHMENTS:**

Attachment No. 1 - Staff Report Item No. 11 dated February 23, 2026

Second Reading and Adoption of Ordinance to Amend City's Purchasing Ordinance Related to  
Cooperative Purchasing Agreements – Ordinance No. 4366  
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Attachment No. 2 – Ordinance No. 4366