



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**June 6, 2023**

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**TOPIC:** Quarterly Report of Contracts Awarded by the City Manager

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**AGENDA TITLE**

Receive and File Quarterly Report of Contracts up to \$50,000 for Non-Public Works and up to \$250,000 for Public Works Authorized by the City Manager as Permitted by Charter Section 421

**RECOMMENDED ACTION**

Receive and file Quarterly Report of Contracts entered into between January 1, 2023 to March 31, 2023, valued at up to \$50,000 for non-public works contracts and agreements and up to \$250,000 for public works contracts and agreements.

**DISCUSSION**

Section 421 of the Charter requires the City Manager to submit a Quarterly Report (Report) to the City Council disclosing all contracts approved and executed under her authority for informational purposes. The Report is required to include the names of the contractors and the amounts of each contract along with a brief description.

Section 2-748 of the Santa Ana Municipal Code provides the City Manager contracting authority to enter into non-public works contracts and agreements up to \$50,000 and public works contracts and agreements up to \$250,000.

On May 16, 2023, the City Council approved the first reading of a proposed Ordinance to increase the City Manager's contracting authority for public works contracts to \$500,000. If the City Council adopts the Ordinance on June 6, it will become effective on July 6. In addition, the City Council directed staff to include a searchable list of all City Manager-authorized contracts on the City's website. Staff is in the process of developing the searchable list, with plans to have it on the City's website by July 6.

Exhibit 1 comprises a comprehensive list of purchase orders and agreements executed between January 1, 2023, and March 31, 2023. The values of these contracts range from \$500 to \$50,000 for non-public works and up to \$250,000 for public works contracts and agreements.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**EXHIBIT(S)**

1. Quarterly Report of Contracts: January 1, 2023 – March 31, 2023

Submitted By: Kathryn Downs, FMSA Executive Director

Approved By: Kristine Ridge, City Manager