



# **CITY OF COALINGA**

*The Sunny Side of the Valley*

Envision Project Updates March 2026

# Monthly Project Status Report- MARCH 2026

Prepared by: Jesse Barron- Assistant City Manager

## **Project Name: Update Commercial Vehicle Parking Standards/ Barron**

### **1. Project Overview:**

Scope: The City of Coalinga is undertaking a comprehensive update to its commercial vehicle parking standards to address growing concerns related to the illegal parking of large commercial vehicles within city limits. This project will involve reviewing existing municipal code provisions, identifying enforcement gaps, and drafting clear, enforceable regulations that prohibit the overnight parking, staging, or maintenance of large commercial vehicles in residential areas, vacant lots, and public rights-of-way. The updated ordinance will define key terms, establish appropriate fines and penalties, and provide clear exceptions for loading, unloading, and emergency vehicles.

Timeline: Draft Ordinance (November 2025), Adoption February 2026.

### **2. Executive Summary and Progress Update:**

The current policy and enforcement efforts seem to have accomplished the goal. Recommend continuing enforcement.

### **4. Timeline:**

Complete- But monitoring

### **5. Budget:**

No formal budget, staff time.

### **6. Upcoming Milestones:**

Provide draft to City Council.

# **Project Name: Clean City Initiative -Ibarra/Barron**

## **1. Project Overview:**

Scope: The Clean City Initiative focuses on enhancing code enforcement efforts by revising and modernizing municipal property maintenance regulations. The goal is to ensure compliance and create a clear, enforceable framework that communicates what businesses and residents are expected to adhere to in maintaining their properties. This effort includes developing more proactive enforcement strategies, improving public education, and aligning internal resources to support sustained compliance.

Timeline:

Initial outline and staff research – November 2025

Council presentation of draft recommendations – December 2025

**Council has authorized abatement of a fire damaged residence; this is currently scheduled for 18 APR. Additionally, staff has prioritized beautification efforts on the primary city corridors, and several businesses and residences have complied. Continued effort will likely enhance program efficacy. Formal reporting will commence as soon as useful data is obtained.**

Adoption and implementation of revised code – January/February 2026

**Adoption and implementation of the International Property Maintenance Code has been accomplished.**

## **2. Executive Summary and Progress Update:**

Staff is beginning to assess and implement benchmarks to increase staff efficiency and provide better reporting to Council.

## **4. Timeline:**

Ongoing

## **5. Budget:**

Ongoing TBD

## **6. Upcoming Milestones:**

**Spring Cleaning Event is the next significant milestone, with a bulk item pick up or drop off, tbd.**

# **Project Name: Water and Wastewater Treatment Plant Solar Projects- Uribe**

## **1. Project Overview:**

Scope: The City of Coalinga is implementing solar energy systems at both the Water Treatment Plant and the Wastewater Treatment Plant to offset utility costs and promote long-term energy sustainability. The projects involve the design, permitting, and installation of ground-mounted photovoltaic systems at each facility. Design is complete for both sites. Land leases have been secured, and the construction drawings for the Water Treatment Plant project have been submitted to Fresno County for review, as it is located outside city limits.

Timeline: April 2026

## **2. Executive Summary and Progress Update:**

Both Plants are fully permitted, with the Water Plant PV close to completion.

## **4. Timeline:**

**Construction has begun, April completion anticipated. Deadline for WWTP extended until February 2027 for NEM-2A rates.**

## **5. Budget:**

\$10,774,672.00 (Combined both Projects)

## **6. Upcoming Milestones:**

- Final Inspection on Water
- Begin Construction on Waste Water

# **Project Name: Build (3) ADU's- Smith**

## **1. Project Overview:**

Scope: The City will implement and build two Accessory Dwelling Units (ADUs) on City-owned property.

Timeline: July 2026

## **2. Executive Summary and Progress Update:**

Staff has determine partial funding sources to undertake the project.

Precision Civil Engineering has prepared a site plan for the property at Cedar Ave and staff is currently reviewing the plan. Staff provided comments to PCE staff and as of September 10, received the updated site plan and cost estimate for the project. Staff is reviewing and considering next steps.

## **4. Timeline:**

Currently establishing budgets and funding sources.

**Staff hopes to begin construction by the beginning of Summer: funding will need to be increased to facilitate construction.**

## **5. Budget:**

\$200 k originally budgeted

**FY 26/27- Rough Order of Magnitude (ROM) \$900K**

## **6. Upcoming Milestones:**

Fiscal year 26-27 Approval

# **Project Name: Outdoor Food Court (Design Phase)- Barron**

## **1. Project Overview:**

Scope: The City of Coalinga is exploring the development of an outdoor food court on the vacant lot located along Elm Avenue between 4th and 5th Streets, designed to serve as a vibrant community gathering space and economic incubator. The project will feature retrofitted sea train containers that provide affordable, flexible space for start-up restaurants and small food vendors, promoting local entrepreneurship and culinary diversity. In addition to the container units, the site will include designated parking and utility hookups for rotating food trucks, open seating areas, shaded canopies, community gathering zones, and amenities such as firepits to enhance year-round usability. The space is intended to activate a currently underutilized property, encourage foot traffic along Elm Avenue, and serve as a dynamic hub for residents and visitors alike.

Timeline: June 30, 2026

## **2. Executive Summary and Progress Update:**

Staff has obtained Council approval for a concept; schedules and further design efforts continue.

## **4. Timeline:**

Preliminary Design Complete by Fiscal Year End 2026

**Design is progressing well**

## **5. Budget:**

For FY26 there is \$100,000 budgeted for preliminary design services with expectations of construction in FY27 unless design is complete early and the Council may approve a budget adjustment for construction should it be within a reasonable amount.

## **6. Upcoming Milestones:**

Concept Plan – Precision Engineering currently working on finalizing concept design.

Expecting design: June 2026

Preliminary Construction Begin: Fall 2027

# **Project Name: Complete Animal Shelter- Smith**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: Remodel inside of 270 S 6<sup>th</sup> St. Animal Shelter and install kennels

Timeline: Early to late spring of 2026

## **2. Executive Summary and Progress Update:**

Project is very near completion- punchlist and walkthroughs forthcoming

**4. Timeline:** 92% complete

## **5. Budget:**

Construction Budget: \$282,627.00(We had an increase of \$2380 for miscellaneous change orders due to age of building.)

Electrical Budget: \$22,569.00

Kennel and cages: \$144,031.65(UC Davis grant to cover \$100,000)

Total Budget: \$449,227.65

Fence Replacement: \$23,614.95

Total to date (less Grant): **\$372,842.60**

## **6. Upcoming Milestones:**

Completion and begin operations

# **Project Name: Purchase and install remaining backflow enclosures- Smith**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: Purchase and install backflow device enclosures

Timeline: Enclosures and blankets have been delivered. Awaiting the installation schedule from Public Works.

## **2. Executive Summary and Progress Update:**

### **4. Timeline:**

Unsure of actual timeline but would hope to have them installed before end of year.

### **5. Budget:**

\$12,600

### **6. Upcoming Milestones:**

# **Project Name: Update Curb Painting Near Schools- Barron**

Prepared by: Eric De Leon

Reporting Period: Feb 2026

## **1. Project Overview:**

Scope: This project intel's coordinating with the school district and getting a meeting scheduled to go over red curb painting and getting a plan together to update all red curbs around schools. Determining what needs to stay and what can be removed. Then executing plan to remove red paint not needed and update any new paint needed.

Timeline: Removing and painting red curbs has been placed on hold till further discussion

**2. Executive Summary and Progress Update:** This project has been superseded by the adoption of Assembly Bill 413. Currently implementation is being discussed with stakeholders. Additionally the SMART Sunset Project will likely replace this project.

**3. Timeline:** Summer of 2026

## **4. Budget:**

Item funded out of Street Materials 107-422-70130. Expenses absorbed in operations and maintenance budget.

## **5. Upcoming Milestones:**

Further discussion and direction to follow early to late Spring

# **Project Name: Banner decorations on Light Poles- Medina**

Prepared by: Eric De Leon

Reporting Period: Feb 2026

## **1. Project Overview:**

Scope: The scope of this project is to look at getting Decorative Banners for light poles. Get a cost for each banner and identify all areas that will need banners.

Timeline:

**2. Executive Summary and Progress Update:** I have continued to do some research on larger Banners that can be installed On Elm Ave. and on Coalinga Plaza. In the Plaza we have 2 banners per pole with a total of 26 banners measuring 24”X 48”. The Cost for these banners is around \$110.00 per Banner. On Elm Ave from Polk to Van Ness, I counted a total of 29 Banners + 2 at Clock Tower with a total of 31 larger Banners measuring 30 X 96These range from \$200.00-\$215.00 dollars per Banner. Coalinga Chamber mentioned they may already own seasonal banners, but the cost was for vendor to come out to install which was a cost at around \$2,500 each time Vendor came out which Chamber has not done for a while due to high cost. Chamber let me know that with the busy schedule they have been under at moment that they would get back to me after the first week of February.

## **4. Timeline: Mid-March**

**I have emailed and am waiting for chamber to respond if they may already have Seasonal Banners that have already been purchased.**

## **5. Budget:**

\$5,000

## **6. Upcoming Milestones:**

**Get Information on Chamber Banners or City can decide if we just move forward with purchasing of new Banners.**

# **Project Name: Re-Pave City Hall / PD Parking Lot- Uribe**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: This project entails resurfacing two facilities using either Cape Seal or Slurry Seal and Striping. City crews will perform tasks such as crack sealing, asphalt patching, dig-outs, and water flow testing to identify low spots.

## **2. Executive Summary and Progress Update:**

The project was unfeasible for \$30k; FY 26-27 will request \$85-\$100k for necessary repairs

## **4. Timeline:**

The goal is to integrate this project with the Phase 3 Slurry Seal Project scheduled for the late spring of 2026.

## **5. Budget:**

\$30,000 has been approved in the FY26 Budget.

## **6. Upcoming Milestones:**

This is an ideal time to undertake this project, as it would allow us to secure a favorable cost for both facilities, especially since we have a slurry seal project planned for this year.

# **Project Name: Complete Phase 1 of the Center Median Project-Uribe**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: This project aims to update and enhance the Center Median Island at the intersection of Merced Avenue and Chardonnay Lane. The plan includes planting new trees, adding drought-tolerant plants, and incorporating decorative rocks. City crews will also remove all dead trees, plants, and shrubs as part of the preparation work.

## **2. Executive Summary and Progress Update:**

Staff has approved the plans and it is being solicited for bids.

## **4. Timeline:**

Completion by 30 June 2026 anticipated

## **5. Budget:**

Budget is \$150,000.00

## **6. Upcoming Milestones:**

Complete Design and Confirm Cost Estimates + Construction Schedule

# **Project Name: Slurry Seal Project Phase 3-Urbe**

Reporting Period: February 2025

## **1. Project Overview:**

Scope: This project addresses street base failures and resurfaces various citywide streets to extend their lifespan. A total of 15 streets is recommended for slurry sealing. The scope of work also includes replacing striping and markings. City crews will be doing asphalt concrete "dig-out" repairs, asphalt concrete patching, and crack sealing.

## **2. Executive Summary and Progress Update:**

City staff is reviewing the street plans that have been recommended by our city engineering to resurface

## **4. Timeline:**

Phase 3 will be going out next Spring 2026

## **5. Budget:**

The cost estimate is \$500,000.

## **6. Upcoming Milestones:**

Complete Design and Confirm Cost Estimates + Construction Schedule

# **Project Name: Backup Generator Connection for Sewer Lift Stations- Uribe**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: This project involves updating and improving four of our city's sewer lift stations by installing a cellular alarm call-out system and creating electrical connections for backup generator power. Additionally, we will be replacing two sewer lift station pumps.

## **2. Executive Summary and Progress Update:**

MKN Engineering has finished the 90% drawings and is moving forward with the city staff reviewing the plans and returning with comments.

## **4. Timeline:**

At this time, a start date has not yet been determined.

## **5. Budget:**

TBD

## **6. Upcoming Milestones:**

Design Cost and Schedule to be established.

# **Project Name: Update Water Treatment Plant Maintenance & Operation Plans- Uribe**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: This project is governed by Title 22 of the California Code of Regulations, which requires a water supplier to operate a surface water treatment plant in accordance with a Maintenance and Operations Plan approved by the State Water Resources Control Board's Division of Drinking Water.

## **2. Executive Summary and Progress Update:**

The State Water Resources Control Board (SWRCB) is reviewing the M&O Plans and awaiting approval.

## **4. Timeline:**

No timeline has been set.

## **5. Budget:**

Budget: \$58,262.00.

## **6. Upcoming Milestones:**

- SWRCB review of Plan.
- Approval of Plan.

# **Project Name: Complete Ramsey Splash Park- Uribe**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: The primary scope of work is to construct a new 0.4-acre public park, to be called Ramsey Park, on the undeveloped lot located at 405 5th Street, Coalinga, CA. Site improvements include, but are not limited to, reconstruction of the existing concrete sidewalk, drive approach, curb, and gutter, and the addition of one ADA parking stall with striping. Park amenities include a new splash pad, shade structure, restrooms, a shower, drinking fountains, trash receptacles, seat walls, benches, picnic benches, and signage. Site improvements also include new private access and driveway for city maintenance, grass areas, trees, new and improved utilities, including drainage improvements.

## **2. Executive Summary and Progress Update:**

Tri City Engineering has put this project out to bid.

## **4. Timeline:**

The timeline is for June 2026 ribbon cutting.

## **5. Budget:**

Engineer's estimate for this project is \$1,688,044.77

\$1.7 Million has been budgeted for FY26, which is expected to cover the remaining project expenses.

## **6. Upcoming Milestones:**

Summer 2026 Project Completion and Opening

# **Project Name: Increase Wastewater Treatment Plant Land Discharge Area- Uribe**

Reporting Period: February 2025

## **1. Project Overview:**

Scope: This project aims to purchase or lease additional property to discharge water onto city property.

## **2. Executive Summary and Progress Update:**

I am currently working with a landowner to acquire land for leasing or purchasing to increase our capacity to discharge wastewater. However, the landowner is not interested in leasing or selling any part of their property at this time.

## **4. Timeline:**

I will continue to check back with them every couple of months.

## **5. Budget:**

None

## **6. Upcoming Milestones:**

None

# **Project Name: Completion of ADA Transition Plan Update- Barron**

Reporting Period: February 2026

## **1. Project Overview:**

Scope: This city-wide ADA improvement project focuses on developing a comprehensive citywide transition plan to enhance accessibility for individuals with disabilities. This plan outlines strategies for improving public facilities, sidewalks, and curb ramps.

## **2. Executive Summary and Progress Update:**

Tri-City Engineering is currently developing the scope of work and cost estimate. I will provide further updates as the project moves forward.

## **4. Timeline:**

Completion by the end of FY26

## **5. Budget:**

\$24,000

## **6. Upcoming Milestones:**

- Scope of Work from City Engineer
- Preparation of Plan
- Council Approval of Plan



# **Financial Services Department**

## **February Monthly Project Status**

FY2025/2026

Prepared by Mai Vang

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# Monthly Project Status Report

Prepared by: Mai Vang

**Project Name: Update Travel Policy (Completed 2/11/2026)**

Reporting Period: February 2026

## 1. Project Overview:

**Scope:** To involve the development and implementation of a comprehensive Travel Policy for the City of Coalinga. The policy will provide clear procedures, internal controls, and accountability measures related to employee travel, ensuring that all travel expenditures are reasonable, necessary, properly authorized, and in compliance with city and public fund stewardship standards.

**Timeline:** Expected Date of Completion: 8/31/2025

## 2. Executive Summary

The City of Coalinga is initiating a project to develop and implement a comprehensive Travel Policy to establish clear, consistent, and accountable procedures for all employee travel on official city business. This initiative is aimed at enhancing financial transparency, ensuring appropriate use of public funds, and reducing risk through clearly defined internal controls.

The current absence of a formal, citywide travel policy creates inconsistencies in travel approvals, reimbursement practices, and documentation standards. This project will address those gaps by implementing structured procedures and approval workflows to ensure travel is pre-authorized, properly budgeted, and well-documented.

## 3. Timeline:

Phase	Description	Target Date
Policy Review	Analyze current policy, identify gaps, gather input	March 2025
Drafting	Develop updated policy language and structure	May 2025
Legal Review	Incorporate feedback from legal	May 2025
Approval	City Manager Approval	September 2025
Rollout & Training	Distribute policy, train staff on procedures	September 2025

## 4. Budget:

\$1,000 Legal Review

## 5. Upcoming Milestones:

Policy adoption – September 2025

**6. Progress Update:**

Date	Comments
09/02/2025	Reviewing final draft for adoption of policy. Policy will be approved in September 2025.
10/02/2025	Completed final draft on September 9, 2025. Pending Union review.
10/14/2025	Policy Completed. Pending Signature.
11/6/2025	Signature obtained. Policy accepted and approved by City Manager.
12/1/2025	Begin distribution of policy and train employees/staff on procedures - <b>Postponed</b>
01/01/2026	Begin distribution of policy and train employees/staff on procedures by the end of the month
02/01/2026	Training was scheduled for February.
02/11/2026	Training completed. Policy fully implemented.
02/11/2026	Project Completed

# Monthly Project Status Report

Prepared by: Mai Vang

**Project Name: Credit Card Payments for all Services (Completed 2/4/2026)**

Reporting Period: January 2026

## 1. Project Overview:

Scope: To accept credit card payment for all services

Timeline: Expected Date of Completion: February 2026

## 2. Executive Summary

The City currently accepts credit card payments only for utility billing. Payments for other services—such as business licenses, permits, and administrative transactions—must still be made via cash, check, or money order.

In accordance with SB 379, most California cities and counties are required to implement an online, automated permitting platform for solar-related permits by September 30, 2024. This transition highlights the City's ongoing challenges with its current merchant payment processor.

At present, the City uses OpenEdge for credit card processing. However, the provider imposes substantial service fees and lacks the capability to distinguish payments made for services beyond utility billing. Despite efforts to address this—such as requesting a rate analysis and reviewing alternative proposals. The projected annual processing cost remains high, exceeding \$300,000.

City staff have also engaged Tyler Technologies, the provider of the City's financial system, to explore a more cost-effective payment solution.

## 3. Timeline:

July – Obtain service and rate comparison from TylerTechnologies for the service

August – Decide on a solution and implement

1. Continuing service with Open Edge
2. Start merchant service and implement solution with TylerTechnologies

October – Select merchant service company

November – Begin application implementation

February – Go Live with new application

## 4. Budget:

Plan to use the cost savings from the budgeted Fees to pay for the implementation.

Current Budget

General Fund	\$40,000
Water Fund	\$160,000
Gas Fund	\$120,000
Sewer Fund	\$76,000
Sanitation Fund	\$4,000

**5. Upcoming Milestones:**

Begin software implementation

**6. Progress update:**

Date	Comments
09/02/2025	<p><b><u>Summary for OpenEdge (Current Merchant Servicer)</u></b></p> <p><b>1. Model proposed</b></p> <ul style="list-style-type: none"> <li>a. City absorbs fee                             <ul style="list-style-type: none"> <li>i. Rate per Transaction - blended rate of 0.90% + \$0.15</li> <li>ii. Risk Assessment Fee and Settle Funding Fee are about 65% of the estimated annual cost</li> </ul> </li> </ul> <p><b>2. Additional Considerations</b></p> <ul style="list-style-type: none"> <li>a. The City is responsible for the fees related to INSITE. This is an addition cost to the proposed model. On average, it costs the City between \$5,000 to \$6,000 quarterly.</li> <li>b. There are no implementation cost.</li> <li>c. Customers will continue to use current landing page to make payments.</li> <li>d. Recurring costs                             <ul style="list-style-type: none"> <li>i. Card reader equipment - \$15.00 per device</li> </ul> </li> <li>e. Estimated time to implement - None</li> </ul> <p><b>3. Estimated annual costs to the City</b></p> <ul style="list-style-type: none"> <li>a. \$240,000 - \$260,000 (cost include fees and INSITE)</li> </ul>
10/02/2025	<p><b><u>Summary for TylerTechnologies (Tyler Merchant Services, Current City ERP vendor):</u></b></p> <p><b>1. Models proposed</b></p> <ul style="list-style-type: none"> <li>a. Model one - City absorbs fee                             <ul style="list-style-type: none"> <li>i. Rate per Transaction - blended rate of 1.20% + \$1.20</li> </ul> </li> <li>b. Model two - Customer pays for service fees                             <ul style="list-style-type: none"> <li>i. Rate per Transaction ranges between 3.75% and 3.95%</li> </ul> </li> </ul> <p><b>2. Additional Considerations</b></p> <ul style="list-style-type: none"> <li>a. TylerTechnologies also has a transactional fee for the use of INSITE. INSITE is the landing page in which customer uses to make payment. This is an addition cost to the models listed above. On average, it costs the City between \$5,000 to \$6,000 quarterly.</li> <li>b. There are no implementation cost.</li> </ul>

- c. Customers will continue to use current landing page to make payments.
- d. Upfront costs
  - i. Card reader equipment - \$529.00 per device
- e. Recurring costs
  - i. Annual PCI Service - \$180.00 per device
- f. Estimated time to implement - 4 months

**3. Estimated annual costs to the City**

- a. Model one - \$150,000 - \$200,000 (cost include fees and INSITE)
- b. Model two - \$20,000 - \$24,000 (INSITE fees only)

**Summary for InvoiceCloud (Recommended Merchant Servicer)**

**1. Models proposed**

- a. Model one - City absorbs UTILITY fees (Non-Submitter) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter)
  - i. Utility fee includes water, sewer, sanitation, and gas
  - ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue)
  - iii. Non-Submitter
    - + Rate per Transaction for credit cards - 2.72% absorb by the City
    - + Rate per Transaction for e-Check (pay with bank information) absorb by the City
  - iv. Submitter
    - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor
    - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor
- b. Model two - City absorbs UTILITY fees (Hybrid) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter)
  - i. Utility fee includes water, sewer, sanitation, and gas
  - ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue)
  - iii. Hybrid
    - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by utility resident
    - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$1.50 absorb by the City
  - iv. Submitter
    - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor
    - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor

**2. Additional Consideration**

- a. Selecting InvoiceCloud eliminates the quarterly INSITE fees (saving between \$20,000 to \$24,000 annually)
- b. There is no implementation cost. Cost is waived.

	<p>c. Residents and businesses will be introduced to a new landing page for payment. It provides a user-friendly and verity of payment methods with low costs to all customers, businesses, and City.</p> <p>d. Recurring costs</p> <p style="padding-left: 20px;">i. Card reader equipment - \$20.00 per device</p> <p>e. Estimated time to implement - 3 to 4 months</p> <p><b>3. Estimated annual costs to the City</b></p> <p>a. Model one (Non-Submitter) - \$120,000 - \$125,000 with the assumption of implementing/utility customer signing up for E-Check and City absorbs all fees.</p> <p style="padding-left: 20px;">i. (Submitter) No cost to the city for General Government services</p> <p>b. Model two - (Hybrid) - \$27,000 - \$32,000 with the assumption of implementing/utility customer signing up for E-Check and City covers the flat rate of the E-check cost</p> <p style="padding-left: 20px;">i. (Submitter) No cost to the city for General Government services</p>
	Taking InvoiceCloud contract to City Council on 10/16/2025.
10/16/2025	Contract approved with InvoiceCloud
10/29/2025	Project Kickoff
12/01/2025	Finalizing boarding documents, testing utility files, employee/staff training
01/01/2026	Testing the new environment in the next few weeks for Go-Live 2/4/2026
02/01/2026	On schedule to go live February 4, 2026.
02/04/2026	Project completed.

# Monthly Project Status Report

Prepared by: Mai Vang

## Project Name: Chart of Accounts

Reporting Period: January 2026

### 1. Project Overview:

Scope: Revamp the Chart of Accounts to meet GAAP and GASB requirements for financial statement reporting

Timeline: Expected Date of Completion: June 2026

### 2. Executive Summary:

In 2017/2018, the City of Coalinga implemented ERP Pro 10, which included a redesign of the Chart of Accounts. However, over time, the structure has become noncompliant with GASB standards. When new budget lines were created, the intended purpose of accounts—such as the proper use of revenue and expenditure categories and subcategories—was not consistently considered. This has led to the commingling of expenditures; for example, capital expenses have been recorded as operating expenses and vice versa. As a result, preparing accurate financial statements has become a cumbersome and time-consuming process.

### 3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

### 4. Budget:

	<u>Current Budget</u>
General Fund	\$30,000
Water Fund	\$12,000
Gas Fund	\$6,000
Sewer Fund	\$8,400
Sanitation Fund	\$600
<u>RDA Fund</u>	<u>\$3,000</u>
Total	\$60,000

### 5. Upcoming Milestones:

Review the current chart of accounts and determine the string format for the new chart of accounts.

**6. Progress update:**

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 <sup>st</sup> .
10/02/2025	TylerTechnologies has not responded since the last meeting. Will pursue with Price Paige and Co, CPA
10/23/2025	Project kickoff meeting between City and Price Paige. Discussed and developed the scope of work.
12/01/2025	Review of current structure: consolidate accounts, eliminate/add useful accounts – Postponed to begin in February due to FY24/25 Audit/Financial Statement
01/01/2026	On Hold until March. Project will extend into FY26/27.
02/01/2026	No Change from the last reporting.
03/01/2026	No Change from the last reporting.

# Monthly Project Status Report

Prepared by: Mai Vang

## **Project Name: Decentralize Finance Functions**

Reporting Period: January 2026

### **1. Project Overview:**

Scope: Decentralize finance functions through process automation using workflow. Finance functions include Accounts Payable, Accounts Receivable, Purchase Orders, Journal Entries, Miscellaneous Revenue receipts, Travel Requests, and Budget Amendments.

Timeline: Expected Date of Completion: June 30, 3027

### **2. Executive Summary:**

The Financial Services Department is undertaking a strategic initiative to decentralize its finance function in response to persistent inefficiencies in the current centralized model. This project is driven by the need to enhance operational responsiveness, improve accountability at all levels, and streamline financial workflows across the organization.

Recent internal assessments have highlighted critical delays in budget execution, lack of transparency in financial reporting, and bottlenecks in procurement and expenditure approvals. Additionally, the existing financial system is not utilized to its full extent to ensure control and compliance. As a result, the current centralized structure has become a constraint on timely decision-making and departmental autonomy.

Decentralization is being pursued as a solution to distribute financial responsibilities more evenly, empower departments with direct control over their budgets, and foster a more agile and responsive finance ecosystem.

### **3. Timeline:**

October 2025

1. Planning and prioritizing the order of module implementation.
2. Work with TylerTechnologies for support and guidance

### **4. Budget:**

No Budget at this time.

### **5. Upcoming Milestones:**

September 2025 – Work with TylerTechnologies for support and guidance

### **6. Progress Update:**

<b>Date</b>	<b>Comments</b>
09/02/2025	Scheduled a meeting with Tylertechnologies the week of September 1, 2025
10/6/2025	Christina is onboard and will start immediately
12/01/2025	Project postponed to begin in February 2026
01/01/2026	Project postponed until further evaluation
02/01/2026	No Change from the last reporting
03/01/2026	No Change from the last reporting
04/01/2026	No Change from the last reporting

# Monthly Project Status Report

Prepared by: Mai Vang

## **Project Name: Revise Fund Balance and Reserve Policy**

Reporting Period: January 2026

### **1. Project Overview:**

Scope: Revise Fund Balance and Reserve policy by leveraging the Golden Cone of Prosperity model

Timeline: Expected date of completion: June 2026

### **2. Executive Summary:**

The City of Coalinga's Fund Balance and Reserve Policy is not just a fiscal management tool—it is a foundational element of the City's long-term financial resilience and prosperity. In alignment with the Government Finance Officers Association (GFOA)'s Golden Cone of Prosperity, this policy reinforces the importance of strong financial foundations to support higher-level community outcomes such as economic stability, service reliability, equity, and sustainable growth.

The GFOA's Golden Cone of Prosperity is a nationally recognized framework that illustrates how municipalities can build toward community prosperity by focusing first on essential financial disciplines. The cone begins with core practices like maintaining adequate reserves and liquidity and ascends toward more ambitious goals like equity-based budgeting and long-term community well-being.

This policy directly supports the base layer of the Golden Cone—Reserves and Liquidity—by ensuring that the City:

- Maintains sufficient reserves in the General Fund to manage revenue volatility, emergencies, and economic downturns.
- Sets strategic reserve levels for Enterprise Funds to cover operational continuity, infrastructure reinvestment, and utility rate stability.
- Commits to annual review and adjustment of reserve targets based on updated forecasts and evolving community needs.

By strengthening the City's reserve practices, Coalinga will build the fiscal foundation necessary for sound budgetary planning, responsible capital investment, risk management, and ultimately, community prosperity.

### **3. Timeline:**

Time will be provided upon discussion with Wulff, Hansen & Co

### **4. Budget:**

\$5,000

**5. Upcoming Milestones:**

February 2026 – Discuss goals with Wulff, Hansen & Co.

**6. Progress Update:**

Date	Comments
09/02/2025	Have not started
10/02/2025	Have not started
11/02/2025	Have not started
12/01/2025	Have not started
01/01/2026	Have not started
02/01/2026	Have not started
03/01/2026	Have not started
04/01/2026	Have not started, Kickoff meeting scheduled for 4/14/2026



# Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

Project Name: **Council / Staff Team Building Event**

Reporting Period: March, 2026

## **1. Project Overview:**

Scope: Planning and Coordinating a Team Building Event with the City Council and Department Head Staff.

Timeline: Spring 2026

## **2. Executive Summary and Progress Update:**

The City Manager explored several potential team building opportunities, including go-cart racing, a winery event, and a boat cruise. Staff aimed to keep the event within a day's travel to avoid the need for overnight accommodations, while still allowing flexibility for those who may choose to stay overnight.

Staff has since coordinated and finalized event details with **Cass Winery**. The event concept and logistics have been established, and staff is currently working to finalize a date and coordinate schedules.

## **4. Timeline:**

With event details now solidified, staff is coordinating scheduling, with the team building event anticipated to take place in late April or early May 2026.

## **5. Budget:**

The FY26 budget includes \$7,000 for team building for the Council and additional allocated funds for the City Manager and Department heads from their respective Training/Travel budgets.

## **6. Upcoming Milestones:**

- Spring 2026: Finalize event date (late April / early May) and confirm attendance.

# Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

Project Name: **Annual Employee Appreciation Party & Employee Awards - COMPLETED**

Reporting Period: March, 2026

## 1. Project Overview:

Scope: To host a City-wide Employee Appreciation Party that celebrates and recognizes the contributions of all City employees across all departments. The event will promote positive morale, foster interdepartmental camaraderie, and publicly recognize staff achievements, service milestones, and exemplary performance.

Timeline: January 2026

## 2. Executive Summary and Progress Update:

Significant progress has been made in securing the venue and date for the event. The Elks Lodge has been confirmed as the selected location for its capacity, availability, and suitability for the anticipated attendance. The event will take place on **Saturday, January 31, 2026**.

Planning remains in the early stages; however, securing the location and date allows staff to now move forward with other key planning components, including catering, program development, awards coordination, and logistics. No issues or delays at this time.

## 4. Timeline:

- **Event Date:** Saturday, January 31, 2026
- Event planning efforts remain ongoing and will continue to progress steadily throughout the remainder of 2025.

## 5. Budget:

The FY26 budget has \$5,000 allocated for the appreciation dinner.

## 6. Upcoming Milestones:

- **Finalize catering selection – COMPLETED – Big Belly BBQ (server-assisted buffet style)**
- **Develop program agenda and awards presentation – January 2026**

# Monthly Project Status Report

Prepared by: Shannon Jensen

Project Name: **NextRequest – Public Records Request Software Implementation**

Reporting Period: March, 2026

## 1. Project Overview:

Scope: Implement NextRequest to streamline, manage, and fulfill public records requests efficiently through an online portal with centralized tracking, reporting, and compliance support.

Timeline: Agreement executed July 1, 2025. Onboarding and portal activation to begin in early July, with go-live projected within the upcoming 4-8 weeks pending successful onboarding and staff training.

## 2. Executive Summary and Progress Update:

On July 1, 2025, the fully executed agreement was received. Since that time, staff has been coordinating with the Launch Team to progress through onboarding, portal configuration, and training preparation as availability allows.

The next onboarding session has been scheduled for April 7, 2026 at 10am. This meeting will be an in-depth working session focused on building out system settings and variables to meet the City's specific needs. This includes adding departments, identifying users, and establishing due dates and reminder settings.

## 4. Timeline:

7/1/25: Agreement executed.

March – April 2026: Continued onboarding, system configuration, and working sessions with Launch Team.

Projected Go-Live: Finalizing configuration and proceed toward go-live. (4-8 weeks out)

## 5. Budget:

Initial Cost: \$10,490 (FY 2025-2026)

Annual Renewal Cost: \$10,788/year thereafter.

## 6. Upcoming Milestones:

- April 7, 2026: In-depth configuration session (departments, users, settings)
- Continue onboarding session and system configuration process
- Complete staff training
- Go-Live target: Late April – late May (pending completion of onboarding)

# Monthly Project Status Report

Prepared by: Shannon Jensen

Project Name: **OneMeeting – Agenda Software Implementation**

Reporting Period: March, 2026

## 1. Project Overview:

Scope: Implementation of OneMeeting agenda management software to streamline preparation, routing, and publishing of City agendas and staff reports. This includes setting up agenda templates, staff report forms, workflows, and data migration to integrate with existing City processes.

Timeline: Initial estimate (April 2025) anticipated go-live within 4-5 months (September/October 2025). Timeline has since been adjusted to accommodate configuration, training, and testing needs.

## 2. Executive Summary and Progress Update:

The project continues to move forward as staff works through the onboarding and system configuration process in coordination with the project team. Efforts remain focused on refining agenda templates, staff report forms, and workflow routing to align with the City's processes.

The next project meeting is scheduled for **April 21, 2026**. Additional meetings will follow, including end-user training sessions and a mock live meeting to simulate real-time use of the system. These remaining steps are anticipated to extend through early June.

Staff continues to make steady progress toward full implementation and system readiness.

## 4. Timeline:

April – June 2026: Ongoing onboarding, training sessions, and mock live meeting

Projected Go-Live: Anticipated by end of FY 2026, pending successful testing and training

## 5. Budget:

Budget: Originally approved in 2023; Data Migration (one-time cost): \$12,000, paid February 2025. Additional implementation fees are not expected.

## 6. Upcoming Milestones:

April / June 2026: continue with scheduled onboarding sessions for system configuration; conduct end-user training sessions; complete mock live meeting; and finalize system configuration and workflows.

Project remains on track, with go-live anticipated by end of FY 2026.

# Monthly Project Status Report

Prepared by: Shannon Jensen

Project Name: **National Night Out (August 5, 2025) – Completed**

Reporting Period: August, 2025

## 1. Project Overview:

Scope: Planning and execution of the City's annual National Night Out event, including coordination of vendors, volunteers, staff booths, school supply giveaways, street closures, and overall event logistics.

Timeline: Tuesday, August 5, 2025. Preparations were conducted throughout June and July, with final logistics and vendor coordination completed in the days leading up to the event.

## 2. Executive Summary and Progress Update:

The 2025 National Night Out was successfully held on Tuesday, August 5, 2025, in downtown Coalinga. The event brought the community together for an evening of safety awareness, entertainment, and neighborly connection. Vendors, community organizations, and sponsors provided food, entertainment, giveaways, and school supplies. Monetary and in-kind donations from local businesses and individuals made it possible to distribute free school supplies to local students, with any remaining needed items purchased using monetary donations received.

City staff coordinated all aspects of the event, including vendor booth assignments, street closures, volunteer coordination, and staff coverage. The event ran smoothly, with positive feedback received from both participants and community members.

Following the event, the City Manager and staff met to debrief and evaluate all aspects of the planning and execution. The discussion focused on identifying what worked well and creating an action plan for improvements to make next year's National Night Out even better.

## 4. Timeline:

Event date: Tuesday, August 5, 2025 (completed)

Post-Event Debrief: Completed. Improvement plan developed for the 2026 event.

## 5. Budget:

Monetary donations were received prior to and during the event, which were used to offset the cost of school supplies and event materials. In-kind contributions from vendors and community partners significantly reduced overall costs.

## 6. Upcoming Milestones:

None

# Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Modernize exterior of Fire Department (Landscaping, Signage, Paint).

Timeline: September 2025

## **2. Executive Summary and Progress Update:**

BC Long to manage the project. Quotes received, contractor selected. Waiting for an appointment date.

## **3. Timeline:**

Completed

## **4. Budget:**

\$30,000

## **5. Upcoming Milestones:**

Complete

# Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Increase Ambulance Rates

Timeline: July 2025

## **2. Executive Summary and Progress Update:**

Chief presented at the June 18 Council meeting. Approved by Council. Will take effect July 1, 2025

## **3. Timeline:**

Completed

## **4. Budget:**

N/A

## **5. Upcoming Milestones:**

Complete. Went live with Sharp on October 1<sup>st</sup>.

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services – Improvements to Training Center

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Improvements to the Fire Department training center.

Timeline: December 2026

## **2. Executive Summary and Progress Update:**

Apply for CIRA grant to keep improving on the training facility.

## **3. Timeline:**

April 2026- BC Krider and training cadre working on design and plan with ACM Baron

## **4. Budget:**

Will be asking for \$3000,000. Some CIRA grant funding may be available. Money will be used for training props, extending the workspace, awning and restroom facilities.

## **5. Upcoming Milestones:**

Determine Cost Estimate and CIRA funding opportunities.

# Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services – Remodel Fire Department Bathroom

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Remodel Fire Department Bathroom

Timeline: September 2025

## **2. Executive Summary and Progress Update:**

BC Milligan to manage the project.

## **3. Timeline:**

Project started 9/29.

## **4. Budget:**

\$40,000

## **5. Upcoming Milestones:**

- Receive 3 Quotes and Execute Contract for Services
- Complete Construction
- Project started 9/29/25, Completed on 10/31/25
- Completed

# Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services - Sponsor Medic School & Fire Academy

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

## **2. Executive Summary and Progress Update:**

Project already started. To date we have had 3 EMT's enroll in medic school and 2 Firefighters enroll in the Fire Academy.

## **3. Timeline:**

On going

## **4. Budget:**

\$10,000 medic school, \$9,000 Fire Academy

## **5. Upcoming Milestones:**

2 EMT's graduated Medic school in 9/2025, 1 in 2026. 1 FF has already graduated from the fire academy in May of 2025. 1 to graduate December 2025.

# Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Feasibility Plan for Increased Presence of the Fire Department at the Coalinga Airport including Ancillary Services (ie. CAL Fire, Sky Life, Ect)

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Determining the Feasibility of Increased Presence of the Fire Department at the Coalinga Airport including Ancillary Services (ie. CAL Fire, Sky Life, Ect)

Timeline: Presented to Council

## **2. Executive Summary and Progress Update:**

Chief and BC Long are currently working on the study.

## **3. Timeline:**

started

## **4. Budget:**

Staff resources.

## **5. Upcoming Milestones:**

Presentation to City Council December 4th

# Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Emergency Readiness: Implement Civic Ready

Reporting Period: March 2026

## **1. Project Overview:**

Scope: CivicReady is a mass notification system developed by CivicPlus that enables local governments and public safety agencies to quickly communicate emergency alerts and routine updates to residents through text messages, phone calls, emails, and mobile push notifications. It supports targeted messaging using geographic filters and integrates with FEMA's IPAWS for national alerts. Residents can customize their notification preferences and receive information in multiple languages. Common uses include severe weather warnings, boil water notices, road closures, and community event reminders, making it a critical tool for enhancing public safety and civic engagement.

Timeline: September 2025

## **2. Executive Summary and Progress Update:**

Chief DuPuis has completed the training. This would be a good assignment to bring aboard the new Public Outreach Coordinator position when hired.

## **3. Timeline:**

Started April 2025, completed training June 2025. Next step is to train staff and implement.

## **4. Budget:**

Staff resources, this service is included in the Civic Plus Platform the City uses for its website.

## **5. Upcoming Milestones:**

Train Public Outreach Coordinator

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: March 2026

## **1. Project Overview:**

Scope: Emergency Readiness: New Generator

Timeline: June 2026

## **2. Executive Summary and Progress Update:**

Work started late February. 85% complete. Scheduled to be done mid-June.

## **3. Timeline:**

Began 2022

## **4. Budget:**

Approximately \$36,000

## **5. Upcoming Milestones:**

Approved by Council. Work is 80% complete. ACM Baron has taken on the project and working with electrician to get completed.

# Monthly Project Status Report

Prepared by: Police Chief Jose Garza

**Project Name:** Purchase a Command Trailer

**Reporting Period:** March 2026

## **1. Project Overview:**

Scope: Purchase a multipurpose Command Trailer for the Coalinga PD that would be used in large emergency operations, DUI check points, crime scene investigations, Derby, and community events.

Timeline : FY 2026/2027

## **2. Executive Summary and Progress Update:**

Commander Young and Reserve Officer Matsuzaki will be traveling south to view large trailers and obtain ideas for a Commander trailer, along with cost.

## **3. Timeline:**

Research and Recommended Specifications complete by April 2026.

## **4. Budget:**

No budget for FY26

## **5. Upcoming Milestones:**

Non update

# Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

## **Reporting Period: March 2026**

### **1. Project Overview:**

Scope: Review and approval of the amended Animal Control Ordinance Sections 1 through 5 (Peace officers and Animal Control Officers, Animal impoundment, and Inhumane Treatment and Cruelty to Animals).

Timeline: FY 2026

### **2. Executive Summary and Progress Update:**

The City Attorney added specific language and edits to Sections 1, 2, 3, 4 and increased the fines in Section 4 d. The changes were presented to Council on October 16, 2025 and Council requested further review and changes. In addition, Coalinga Police Department Animal Control plan will need to be reviewed and approved by the City Manager and Council.

### **3. Timeline:**

FY 2026

### **4. Budget:**

Attorney fees for preparation.

### **5. Upcoming Milestones:**

- Ordinance Adoption Hearings in April.
- Animal Control Plan approval.

### **6. Upcoming Milestones:**

Once approved by Council, CPD and ACO can enforce the new fines and animal impoundment procedures.