



CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**October 15, 2026
6:00 PM**

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Meeting, on October 15, 2026 in the City Council Chambers located at 155 West Durian, Coalinga, CA. Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to this meeting at 935-1533 x113. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the agenda will be as follows:

ZOOM WEBINAR INFORMATION

Join Zoom Meeting

[https://us02web.zoom.us/j/9597261479?](https://us02web.zoom.us/j/9597261479?pwd=TkhDMkFWTnpraWkvbG84N3l4THVhQT09&omn=87379621780)

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[pwd=TkhDMkFWTnpraWkvbG84N3l4THVhQT09&omn=87379621780&mynotes=on](https://us02web.zoom.us/j/9597261479?pwd=TkhDMkFWTnpraWkvbG84N3l4THVhQT09&omn=87379621780&mynotes=on)

Meeting chat link

<https://us02web.zoom.us/jc/87379621780>

Meeting ID: 959 726 1479

Passcode: 3DCGUK

One tap mobile

+16699009128,,9597261479#,,,,*322951# US (San Jose)

+16694449171,,9597261479#,,,,*322951# US

Join by SIP
• **9597261479@zoomcrc.com**

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Fiscal Year 2027 Strategic Envisioning Projects – First Quarter Progress Update

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item within the jurisdiction of the Council. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record, however they will not be read.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approve MINUTES - March 19, 2026
2. Adopt Resolution No. 4370 Approve the Travel and Reimbursement Policy for Elected Officials
3. Adopt Resolutions 4372 & 4373 Authorizing the Clean Water State Revolving Fund Construction Financing Application for the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project
4. Adopt Resolution No.4374 Accepting \$27,000 From The Office of Traffic Safety
5. Adopt Resolution No. 4375 and Consideration of Approval of the Transfer of Appropriation No. 27-006 for a One Time Project of Bldg Dept/Code Enforcement Document Scanning
6. Adopt Resolution No. 4376 and Consideration of Approval of the Transfer of Appropriation No. 27-007 for the Polk Street Water Main Replacement
7. Consideration of Bid Award for Affordable Housing and Sustainable Communities (AHSC) Project Transportation Related Amenities Phase 2
8. Consideration of Bid Award for Four Lift Stations Upgrade Project
9. Notice of Completion for the Polk Street Water Main Replacement
10. Reject Claim for Damages Presented by Karrie Nagro/Mercury Insurance

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS (NONE)

7. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. City Treasurer's Announcements
4. Mayor's Announcements

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.
Government Code Section 54956.9(d)(1): 1 Case. S.E., v. City of Coalinga, Officer Jacob Ripoyla (Case # 25CECG02095)

10. CLOSED SESSION REPORT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

11. ADJOURNMENT

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Fiscal Year 2027 Strategic Envisioning Projects – First Quarter Progress Update
Meeting Date: thursday, October 15, 2026
From: Seam Brewer, City Manager
Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council receive and file the Fiscal Year 2027 Strategic Envisioning Projects Progress Update for the reporting period of July 1, 2026, through October 8, 2026.

II. BACKGROUND:

The City Council's Strategic Envisioning Projects establish priorities and initiatives intended to guide City operations, capital improvements, community development, and organizational objectives throughout Fiscal Year 2027.

As part of the City's ongoing commitment to transparency, accountability, and communication, staff will provide periodic updates to the City Council regarding progress on these initiatives.

III. DISCUSSION:

At the October 15, 2026, City Council meeting, staff will present a progress update on the Fiscal Year 2027 Strategic Envisioning Projects, highlighting activities and accomplishments occurring between July 1, 2026, and October 8, 2026.

The presentation will include a visual representation of the City's strategic initiatives, identifying project status, key milestones, accomplishments, and ongoing efforts. Staff will also highlight notable developments and anticipated next steps as projects continue to advance throughout the fiscal year.

This update is intended to provide the City Council and community with a comprehensive overview of progress toward the City's established priorities and an opportunity to discuss project implementation.

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

There is no direct fiscal impact associated with receiving this informational update. Individual projects remain subject to their respective approved budgets and funding sources.

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approve MINUTES - March 19, 2026
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Shannon Jensen, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
▣ MINUTES_For_Review___Approval_031926.pdf	Minutes - March 19, 2026

MINUTES CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA March 19, 2026

1. CALL TO ORDER 6:00 PM

Council Members Present: Vosburg, Schindler, Lowder, Arroyo

Others Present: City Manager Sean Brewer, Assistant City Attorney Nick Matoian, Assistant City Manager Jesse Barron, Chief of Police Jose Garza, Financial Services Director Mai Vang, City Treasurer Dawn Kahikina, Fire Chief Greg DuPuis, and Administrative Analyst Mercedes Garcia

Council Members Absent: Ramirez

Others Absent: City Clerk Shannon Jensen

Changes to the Agenda: City Manager Sean Brewer announced the following Changes to the Agenda:

1. Special Meeting shall run concurrently with the Regular Meeting;
2. Item Nos. 5.1 from the Special Agenda shall be added to the Regular Agenda as Item 5.13;
3. 6.1 and 6.2 from the Special Agenda shall be added to the Regular Meeting Agenda as Item Nos. 6.4 and 6.5 respectively; and
4. Item No. 2.4 shall be heard prior to 2.3.

*Motion by Schindler, Second by Lowder to Approve the Agenda for the meeting of March 19, 2026. Motion **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Economic Development Update – Brooke Hill, Retail Strategies

Brooke Hill of Retail Strategies provided an update on their economic development efforts.

2. Mid Valley Disposal Annual Update – Thomas Hamon and Alfredo Alvarez, Mid Valley Disposal

Thomas Hamon and Alfredo Alvarez presented Mid Valley Disposals annual update.

3. Presentation – Transportation Improvement Act – Better Roads, Safe Streets Initiative

Former Fresno County Supervisor, Steve Brandau, and Andy Levine of Fresno, presented the Transportation Improvement Act – Better Roads, Safe Streets initiative, is a 30-year countywide half-cent sales tax measure set to replace Measure C starting in the summer of 2027.

4. Presentation – Fix Our Roads Initiative – Ryan Vivan VRPA Technologies

Tony Born, westside county resident and former Fresno Council of Governments Executive Director, presented the Fix Our Roads initiative, a citizen-led 20-year transportation sales tax proposal in Fresno County designed to replace the existing Measure C, which expires in June 2027.

3. CITIZEN COMMENTS

The following individual(s) spoke under Citizen Comments:

Chuck Yeadon announced that the Coalinga Lions Club will be hosting a Spaghetti and Meatball Dinner on Thursday, April 23, 2026. Tickets are \$15 and proceeds will be used to help the culinary program.

The following individual(s) submitted written comment(s):

None

4. PUBLIC HEARINGS

1. Public Hearing and Adoption of Resolution No. 4310 Approving the Submittal of a Community Development Block Grant (CDBG) Application for the Garfield Water Main Replacement Project

Assistant City Manager Jesse Barron and City Manager Sean Brewer provided an overview of the item.

Mayor Vosburg opened the Public Hearing for comments.

Tom Dominguez spoke in favor of the project.

Seeing no other comments, Mayor Vosburg closed the Public Hearing.

*Motion by Arroyo, Second by Lowder to Approve Adopt Resolution No. 4310 Approving the Submittal of a CDBG Application for the Garfield Water Main Replacement Project. **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

5. CONSENT CALENDAR

1. Check Register: 1/01/2026-1/31/2026

2. Adopt Resolution No. 4312 and Consideration of Approval of the Transfer of Appropriations No. 26-014 Wings Over the Westside

*Mayor Vosburg **Pulled** Item No. 5.2 for Discussion*

Administrative Analyst Mercedes Garcia provided a brief overview of the item.

3. Approve Award for the Flooring Project for City Hall

*Mayor Vosburg **Pulled** Item No. 5.3 for Discussion*

Administrative Analyst Mercedes Garcia provided a brief overview of the item.

4. Authorize City Manager to Execute Task Orders with the City Engineer for Design Engineering for Water Meter Replacement Project – Phase 2, Funded by the Bureau of Reclamation's Advance Metering Infrastructure (AMI) Project
5. Adopt Resolution No. 4313, Adopting the Coalinga Annex of the Fresno County Multi-Hazard Mitigation Plan
6. Authorize City Manager to Approve Payment of Additional Invoice from MKN & Associates for the Derrick Reservoir Rehabilitation Project
7. Strategic Plan Implementation – Envision Coalinga Project List Monthly Update (February 2026)

*Mayor Pro-Tem Schindler **Pulled** Item No. 5.7 for Discussion*

City Manager Sean Brewer provided a brief overview of the item.

8. Approve Budget Adjustment for Fire Department LED Sign

*Mayor Vosburg **Pulled** Item No. 5.8 for Discussion*

Fire Chief Greg DuPuis provided a brief overview of the item.

9. Approve Fiscal Year 2025/2026 Mid-Year Budget Review and Adopt Resolution No. 4311 Approving Recommendations for Revising Fiscal Year 2025/2026 Operating Capital Budgets

*Mayor Vosburg **Pulled** Item No. 5.9 for Discussion*

City Manager Sean Brewer provided a brief overview of the item.

10. Receive and File the Housing Successor Agency Annual Report for Fiscal Year 2024-2025
11. Authorize City Manager to Approve and Sign the Agreement with RSG Solutions for Coalinga Successor Agency FY2026-27 through FY2030-31

*Item No. 5.11, originally appearing as Item No. 6.5, was **Moved** to the Consent Calendar as Item No. 5.11 during Changes to the Agenda.*

12. Authorize the City Manager to Execute an Agreement with RJP Latchkey LLC for the Donation of a Pumper Jack Monument

*Mayor Vosburg **Pulled** Item No. 5.12 for Discussion*

City Manager Sean Brewer provided a brief overview of the item.

13. Information Only – Code Enforcement Report December 2025, January 2026, and February 2026

*Item No. 5.13, originally appearing on the Special Agenda as Item No. 5.1, was **Added** to the Consent Calendar as Item No. 5.13 during Changes to the Agenda.*

*Motion by Schindler, Second by Lowder to Approve Consent Calendar Item Nos. 5.1 through 5.13. **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Direction and Potential Action regarding Employee Permit and Background Check Requirements in the City's Cannabis Regulations
Sean Brewer, City Manager

City Manager Sean Brewer provided a brief overview of the item.

*Motion by Lowder, Second by Schindler to Proceed with Option C and Eliminate all Local Background Check Requirements and the Employee Permit System and Rely Entirely on State Licensing Requirements Administered through the California Department of Cannabis Control. **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

2. Outdoor Food Court Concept Plan – Request for Direction to Proceed with Final Design and Cost Estimating
Sean Brewer, City Manager

City Manager Sean Brewer provided an overview of the item.

Consensus of the Council was for staff to proceed with the Design and Engineer Consultants.

3. Washington DC Advocacy Trip Update
Sean Brewer, City Manager

City Manager Sean Brewer provided a brief update on Council and staff's recent Washington DC Advocacy trip.

4. Approve Award for the Flooring Project of City Hall Include Council Chambers and Furniture Moving
Mercedes Garcia, Administrative Analyst

*Item No. 6.1 from the Special Meeting Agenda was **Added** to the Regular Meeting Agenda as Item No. 6.4 during Changes to the Agenda.*

Administrative Analyst Mercedes Garcia provided a brief overview of the item.

*Motion by Lowder, Second by Schindler to Award the Contract in the Amount of \$53,197.51 to Coore Business Interiors for the Flooring Replacement Project for City Hall and the Council Chambers and to Include Option for Furniture Moving. **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

5. Council Consideration and Potential Action: Consideration of City Endorsement of Proposed Measure C Renewal Plan
Sean Brewer, City Manager

*Item No. 6.2 from the Special Meeting Agenda was **Added** to the Regular Meeting Agenda as Item No. 6.5 during Changes to the Agenda.*

Council discussed the proposed transportation measure renewal plan and the competing transportation measure. Council provided direction to bring back a resolution for consideration supporting the Better Roads and Streets plan.

*Motion by Vosburg, Second by Arroyo Approving Council's Support of the Better Roads, Safe Streets initiative. **Approved** by 4/0 Roll-Call Majority Vote. (Ramirez – Absent)*

7. ANNOUNCEMENTS

City Manager's Announcements:

City Manager Sean Brewer announced the following:

- Met with the Chamber of Commerce to discuss the Fourth of July event.
- Provided an update on the upcoming budget schedule, including a budget workshop and a special meeting on June 17, 2026.
- Announced the Sound the Alarm event scheduled for March 21, 2026, in partnership with the American Red Cross, Fire Department, and Coalinga Gold Star Wellness Center. Approximately 50–60 homes are scheduled to receive smoke detector installations.

Council Member's Announcements:

Councilman Lowder announced that Fresno SCCA will be holding an event at the Fresno Fair Grounds this weekend, March 21st through March 22nd, and encouraged the community to attend.

Mayor's Announcements:

Mayor Vosburg announced that Council and staff will be attending the International Council of Shopping Centers (ICSC) event in Monterey next week, March 23rd – 25th.

City Treasurer Dawn Kahikina indicated she had no announcements to report.

8. FUTURE AGENDA ITEMS

Councilman Arroyo requested a Future Agenda Item for information on adding shade structures to City parks.

Councilman Lowder requested a Future Agenda Item on the status of FAA's approval of Fresno SCCA's use of the airport for their rallycross events.

Mayor Pro-Tem Schindler requested a Future Agenda Item regarding City Hall services being available 5 days a week.

Mayor Pro-Tem Schindler requested a Future Agenda Item to discuss the billing cycle inconsistencies on the City utility bills.

9. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS – Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: 150 W. Elm Ave and 270 S. 6th Street located in Coalinga, CA. CITY NEGOTIATORS: City Manager, Sean Brewer; and City Attorney Mario Zamora. NEGOTIATING PARTIES: Momentum Tactical, LLC. UNDER NEGOTIATION: Price, Terms and Condition of Property
2. CONFERENCE WITH LEGAL COUNSEL – Government Code Section 54957.6. CITY NEGOTIATORS: City Manager, Sean Brewer and City Attorney Mario Zamora. EMPLOYEE (ORGANIZATIONS): General Employees and Coalinga Police Officers Association
3. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation. Significant Exposure to Litigation Pursuant to Section 54956.9(b): 1 Case
4. REAL PROPERTY NEGOTIATIONS – Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN: 070-070-42ST (Coalinga Airport) located in the City of Coalinga. CITY NEGOTIATORS: City Manager Sean Brewer and City Attorney Mairo Zamora. NEGOTIATING PARTIES: Momentum Tactical, LLC. UNDER NEGOTIATION: Price and Terms of Payment

10. CLOSED SESSION REPORT

No reportable action was taken during Closed Session.

11. ADJOURNMENT 9:40 PM

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk

Date

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Adopt Resolution No. 4370 Approve the Travel and Reimbursement Policy for Elected Officials
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Mai Vang, Financial Services Director

I. RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 4370 approving the Travel and Reimbursement Policy for Elected Officials and authorize the City Manager or designee to administer the policy and establish procedures necessary for its implementation consistent with the adopted policy and applicable law.

II. BACKGROUND:

California Government Code sections 53232.2 through 53232.4 establish expense reimbursement requirements applicable to members of a local agency legislative body. The proposed Travel and Reimbursement Policy for Elected Officials provides a written framework governing travel and reimbursement for City elected officials, including members of the City Council and the elected City Treasurer, while conducting official City business.

The policy is intended to establish clear and consistent standards for the prudent use of public funds, allowable and non-reimbursable expenses, reimbursement limits, supporting documentation, administrative review, and required reporting. The policy also incorporates the forms necessary to administer travel and reimbursement requests.

III. DISCUSSION:

The proposed policy establishes uniform standards for travel and expenses incurred by elected officials while conducting official City business. Travel must serve a public purpose and be consistent with the City's adopted budget and Council priorities. Non-budgeted travel and expenses outside the policy or applicable reimbursement limits require prior City Council approval, except where otherwise provided by law.

The policy addresses registration, transportation, lodging, meals and incidental expenses, City-hosted business meals, and other travel-related costs. Personal vehicle mileage will be reimbursed at the prevailing Internal Revenue Service business mileage rate, and meal and incidental reimbursements are limited by applicable U.S. General Services Administration rates. Itemized receipts and supporting documentation are required, and personal expenses, alcohol, travel upgrades, guest expenses, and other costs unrelated to official City business are not reimbursable.

Reimbursement requests must generally be submitted within ten (10) working days after completion of travel or incurring the reimbursable expense and are subject to administrative review for compliance with the policy. The policy also includes the acknowledgment, travel/reimbursement, and mileage forms necessary for implementation. In addition, an elected official attending a meeting or event at City expense must provide a brief report at the next regular City Council meeting, and reimbursement records are public records subject to disclosure under applicable law.

Adoption of Resolution No. 4370 will formally establish the policy for elected officials and authorize the City Manager or designee to administer the policy and related procedures, provided such procedures do not increase reimbursement rates, expand reimbursable activities, or waive requirements established by the City Council or applicable law.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

Adoption of the policy does not authorize additional travel expenditures or create a new appropriation. Reimbursable travel expenses remain subject to the City's adopted budget, the limits established by the policy, and any required prior City Council approval.

ATTACHMENTS:

File Name	Description
 20261015_-_Resolution_No._4370_-_Elected_Officials_Travel_and_Reimbursement_Policy.pdf	Resolution No. 4370
 20261015_-_Travel_and_Reimbursement_Policy_-_Elected_Officials.pdf	Travel and Reimbursement Policy for Elected Officials

RESOLUTION NO. 4370

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA ADOPTING A TRAVEL AND REIMBURSEMENT POLICY FOR ELECTED OFFICIALS

WHEREAS, the City Council desires to establish clear, uniform, and fiscally prudent standards governing travel and reimbursement expenses incurred by City elected officials while conducting official City business; and

WHEREAS, California Government Code sections 53232.2 through 53232.4 require a local agency that reimburses members of a legislative body for expenses to adopt a written policy specifying the types of occurrences that qualify for reimbursement and the applicable reimbursement rates; and

WHEREAS, the proposed Travel and Reimbursement Policy for Elected Officials establishes requirements for authorized travel and public purpose, travel arrangements and registration, transportation, lodging, meals and incidental expenses, City-hosted business meals, non-reimbursable expenses, expense reporting, and administrative review; and

WHEREAS, the policy establishes the applicable U.S. General Services Administration Meals and Incidental Expenses rates as maximum meal and incidental reimbursement rates and the prevailing Internal Revenue Service business mileage rate for use of a personal vehicle on official City business; and

WHEREAS, the policy requires itemized receipts and other supporting documentation, requires elected officials to report briefly at the next regular City Council meeting following attendance at a meeting or event at City expense, and recognizes that reimbursement records are public records subject to disclosure under applicable law; and

WHEREAS, the City Council finds that adoption of the policy promotes transparency, accountability, consistent administration, and prudent use of public funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COALINGA AS FOLLOWS:

- 1. Adoption of Policy.** The City Council hereby adopts the "Travel and Reimbursement Policy for Elected Officials," attached hereto as Exhibit "A" and incorporated herein by this reference.
- 2. Applicability.** The policy shall apply to City elected officials, including members of the City Council and the elected City Treasurer, when incurring or seeking reimbursement for travel, meals, lodging, transportation, registration, and related expenses in connection with official City business.
- 3. Administration.** The City Manager or designee is authorized to administer the policy and establish forms and administrative procedures necessary to implement its provisions, provided such procedures do not increase reimbursement rates, expand reimbursable activities, or waive requirements established by the City Council or applicable law.
- 4. Expenses Outside Policy Limits.** Any expense that does not fall within the adopted policy or applicable reimbursement limits shall require approval by the City Council at a public meeting before the expense is incurred, except where state law provides otherwise.
- 5. Superseding Provisions.** To the extent any prior City policy, resolution, practice, or administrative procedure governing reimbursement of elected official expenses conflicts with this Resolution or Exhibit "A," this Resolution and Exhibit "A" shall control.
- 6. Severability.** If any section, subsection, sentence, clause, or phrase of this Resolution or the policy adopted hereby is for any reason held invalid or unconstitutional by a court

of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

- 7. Effective Date.** This Resolution and the Travel and Reimbursement Policy for Elected Officials shall become effective upon adoption by the City Council and shall remain in effect until amended or repealed by the City Council.

PASSED AND ADOPTED by the City Council of the City of Coalinga at a regular meeting held on the **15th day of September 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk



CITY OF COALINGA POLICY

POLICY: TRAVEL AND REIMBURSEMENT POLICY FOR ELECTED OFFICIALS
RESOLUTION NO.: 4370 EFFECTIVE DATE: October 15, 2026

PURPOSE

The purpose of this policy is to establish responsibilities and guidelines for reimbursement of travel, meals, lodging, and related expenses incurred by City elected officials, including members of the City Council and the elected City Treasurer, while conducting official City business. This policy is intended to ensure prudent use of public funds and compliance with California Government Code sections 53232.2 through 53232.4 (AB 1234), the California Public Records Act, and other applicable laws.

POLICY

Elected Officials may be reimbursed only for actual and necessary expenses incurred in the performance of official City duties and for activities that serve a public purpose. Reimbursement is limited to expenses authorized by this policy, supported by required documentation, and within the rates established herein. Fiscal prudence shall prevail in the expenditure of public funds.

Section 1: Definitions

1. Official City business - authorized attendance or participation in conferences, meetings, trainings, legislative or intergovernmental activities, and other events directly related to the Elected Official's official duties or the City's adopted interests and priorities.
2. Local travel - travel within a radius of fifty (50) miles from the City of Coalinga.
3. Out-of-town travel - travel greater than fifty (50) miles from the City of Coalinga.
4. Allowable expense - a reasonable and necessary cost directly related to official City business, including authorized transportation, lodging, meals, registration, parking, tolls, and public transit.
5. GSA rate - the applicable U.S. General Services Administration (GSA) per diem rate for the destination, including the Meals and Incidental Expenses (M&IE) schedule and meal breakdown.
6. IRS mileage rate - the prevailing standard mileage rate established by the Internal Revenue Service for business use of a personal vehicle.

Section 2: Provisions

1. Authorized Travel and Public Purpose

- Elected Officials must sign the acknowledge form.
- Elected Officials may incur reimbursable expenses for conferences, organized educational activities, meetings of regional or intergovernmental organizations, meetings with governmental representatives, legislative advocacy consistent with City-adopted positions, and other activities reasonably related to the performance of official City duties.
- Travel and attendance should be consistent with the City's adopted budget and Council priorities. Non-budgeted travel shall require approval by the City Council before expenses are incurred.
- Elected Officials seeking reimbursement are expected to attend and participate in the conference, training, meeting, or other official event for which the expense is incurred. Expenses attributable to personal activities or avoidable non-attendance are not reimbursable. Staff will prepare the Travel Reimbursement Request Form, if reimbursement is required.

2. Travel Arrangements and Registration

- When practical, City staff shall coordinate registration, lodging, and transportation arrangements to obtain government, conference, or group rates and to minimize the need for personal reimbursement. Staff will prepare the Travel Request Form to itemize the expenses for the travel.
- Conference and training registration fees are allowable expenses. When the City pays registration directly, no reimbursement is due to the Elected Official. If an Elected Official pays an authorized registration fee personally, the fee may be reimbursed upon submission of appropriate documentation.
- When traveling with the City Manager or City staff, shared authorized expenses may be paid using a City-issued credit card. A City credit card does not expand the types or amounts of expenses allowed under this policy.
- Elected Officials may make their own authorized travel arrangements and request reimbursement, subject to this policy.

3. Transportation

- Transportation shall be selected based on the most reasonable and cost-effective method considering total cost, travel time, and the needs of official City business.
- Air travel shall be coach/economy class or equivalent. Upgrades, premium seating, or other additional personal travel costs are not reimbursable unless required for a documented City business purpose and approved in advance as provided by law.
- Use of a personal vehicle for official City business shall be reimbursed at the prevailing IRS business mileage rate. Mileage shall be calculated using the most direct reasonable route and supported by standard mapping documentation. See the Mileage Reimbursement Request Form.
- Government and group rates for transportation shall be used when available. Reasonable parking, tolls, public transportation, taxi, ride-share, and similar ground transportation expenses are reimbursable when necessary for official City business.

4. Lodging

- Government, conference, and group lodging rates shall be used when available.
- When lodging is connected with a conference or organized educational activity, lodging shall not exceed the maximum group rate published by the conference or activity sponsor when that rate is available at the time of booking. If the group rate is unavailable, comparable lodging consistent with this policy shall be used.
- The City will pay or reimburse a standard single-occupancy room, applicable taxes, and authorized parking for the night(s) reasonably necessary to attend the official event. Room upgrades and additional costs attributable to guests are the Elected Official's responsibility.

5. Meal and Incidental Expenses

- The City establishes the applicable GSA Meals and Incidental Expenses (M&IE) rates as the maximum reimbursement rates for Elected Official meals and incidentals. Elected status does not provide a higher meal reimbursement threshold.
- Meal reimbursement shall be based on actual reasonable costs incurred, supported by itemized receipts, and shall not exceed the applicable GSA meal amount for the destination. The daily aggregate reimbursement shall not exceed the applicable GSA M&IE limit.
- For overnight travel, the applicable GSA destination rate shall be based on the location where the Elected Official stops for rest or sleep. The first and last calendar day of travel shall be limited to seventy-five percent (75%) of the applicable GSA M&IE rate.
- When a meal is provided as part of conference registration, lodging, or another City-paid event cost, the corresponding GSA meal amount shall not also be reimbursed. A continental breakfast shall not be treated as a provided meal when consistent with the City's employee travel policy.
- Meals for local travel are generally not reimbursable. A meal may be reimbursed when attendance at the meal itself is a necessary component of official City business, such as an official hosted meeting or required conference meal, and the expense otherwise complies with this policy.
- Alcoholic beverages are not reimbursable.

6. City-Hosted Business Meals

- When it is necessary for an Elected Official to host a business meeting with outside stakeholders for an official City purpose, the City may pay the actual reasonable cost of the meal for attendees, including non-alcoholic beverages, tax, and gratuity not to exceed fifteen percent (15%), when documented by itemized receipts.
- Hosted meals are distinct from an individual Elected Official's travel meal allowance and should be reasonably priced based on the location, nature of the meeting, and stakeholder group. The business purpose and attendees shall be documented.

7. Non-Reimbursable Expenses

- Personal or entertainment expenses; alcoholic beverages; snacks or other personal convenience items not included within an allowable incidental expense; spa, gym, laundry, dry-cleaning, or similar personal services.
- Expenses of spouses, family members, guests, or other persons who are not traveling on authorized City business.
- Travel upgrades, luxury accommodation, indirect routes, personal extensions of travel, or other additional costs incurred for personal preference.
- Political or charitable contributions, fines, traffic violations, personal vehicle repairs or fuel when mileage reimbursement is claimed, or expenses reimbursed by another agency.
- Any expense that is not directly related to official City business or that does not comply with this policy.

8. Expenses Exceeding Policy Limits

- An expense that does not fall within this adopted policy or the applicable reimbursement limits shall be approved by the City Council at a public meeting before the expense is incurred, except where state law provides otherwise.
- If an Elected Official chooses to incur costs above the rates established by this policy without the required prior Council approval, the additional cost shall be the Elected Official's personal expense.

Section 3: Expense Reports and Reimbursement

Elected Officials shall submit the City's designated expense reporter reimbursement form within ten (10) working days after completion of travel or incurring the reimbursable expense, unless circumstances reasonably prevent timely submission.

Expense reports shall identify the official City purpose, dates, destination, event or meeting attended, and each expense for which reimbursement is requested.

Itemized receipts shall accompany the expense report for reimbursable expenses. Mileage requests shall include mileage documentation showing the route and distance. When the City directly pays an expense, supporting documentation shall be retained with the City's travel records.

All reimbursement requests shall be reviewed administratively for compliance with this policy. Administrative review does not authorize an expense that requires prior approval of the City Council under Government Code section 53232.2.

Section 4: Report to the City Council and Public Records

At the next regular City Council meeting following a meeting or event attended at City expense, the Elected Official shall provide a brief report regarding the meeting or event, as required by Government Code section 53232.3. Expense reports, receipts, and other documents relating to reimbursable City expenditures are public records subject to disclosure under the California Public Records Act.

Section 5: Administration

The City Manager or designee shall administer this policy and may establish forms and administrative procedures necessary to implement its provisions, provided that such procedures do not increase reimbursement rates, expand reimbursable activities, or waive requirements established by the City Council or state law. Questions involving legal compliance or interpretation may be referred to the City Attorney.

Section 6: Violations

Misuse of public resources or falsification of expense reports may result in loss of reimbursement privileges, restitution to the City, civil penalties, prosecution for misuse of public resources, and any other remedies authorized by law, including Government Code section 53232.4.

Section 7: Effective Date

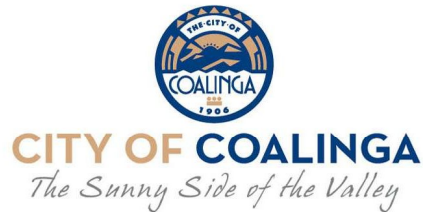
This policy shall become effective upon adoption by the City Council at a public meeting and shall remain in effect until amended or repealed by the City Council.

LEGAL REFERENCES

- California Government Code §§ 53232.2-53232.4 (expense reimbursement requirements applicable to members of a legislative body)
- California Government Code § 54952.2(c) (organized educational activities)
- California Public Records Act, Government Code § 7920.000 et seq.
- IRS standard business mileage rate and Publication 463, as applicable
- U.S. General Services Administration (GSA) Per Diem Rates

FORMS

1. Acknowledge Form
2. Elected Official Travel Report and Reimbursement Form
3. Mileage Reimbursement Request Form



Memo of Acknowledgment

To: City Elected Officials
From: Sean Brewer, City Manager
Date: October 15, 2026

Re: Acknowledgment of Receipt and Understanding of Resolution 4370 – Travel and Reimbursement Policy for Elected Officials

This memo serves as formal acknowledgment that you have received, read, and understood the **City of Coalinga's Travel and Reimbursement Policy for Elected Officials**.

The purpose of this policy is to ensure compliance with City procedures and applicable regulations regarding travel-related expenses. It outlines allowable expenses, reimbursement procedures, documentation requirements, and Elected Official's responsibilities while conducting official City business.

By signing below, you acknowledge that:

- You have received a copy of the Travel and Reimbursement Policy for Elected Officials;
- You have read and understood the content of the policy;
- You agree to comply with the procedures and expectations outlined therein;
- You understand that failure to follow the policy may result in delayed or denied reimbursements and may be subject to further review.

Please return a signed copy of this acknowledgment to the City Manager for your personnel file.

Acknowledgment

I acknowledge that I have received, read, and understand the City of Coalinga Travel and Reimbursement Policy for Elected Officials.

Name (Print): _____

Signature: _____

Title and District: _____

Date: _____



City of Coalinga

Elected Official Travel Report Form

(Submit form to REQUEST for travel. MUST be submitted and receive approval BEFORE travel)

Travel Report No: _____ Date: _____
(Obtain from Finance before processing of form)

Attendee Name: _____ District No. _____

Name of Event: _____ Travel Date Range _____

Event Address: _____

Itemize Expenses

Hotel

Breakfast

Lunch

Dinner

Mileage

Parking

Registration Fees

Airfare

Miscellaneous

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

Pre-Paid
(Y/N)

Request
Amount

***Total Travel Budget** _____

* Total Travel Budget must include all known or estimated cost allowable under the travel policy.

PREPARER:

I certify that on behalf of the named elected official above, the information provided above is true and accurate to the best of my knowledge, and I understand that I am responsible for any false or inaccurate information.

Signature

Print Name

Date

CITY MANAGER

I have reviewed this request and confirm that it appears accurate and in compliance with applicable policies. I understand that I share responsibility for ensuring the validity of the information submitted.

Signature

Print Name

Date



Mileage Reimbursement Request Form

Elected Name _____

Current IRS Rate _____

District No. _____

Mileage Reimbursement request is related to a trip report? _____

Date of Travel	Purpose of Travel	Mileage	Reimbursement Amount
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
_____	_____	_____	-
Total			-

Certification Statement for Mileage Reimbursements

I hereby certify that I am preparing on behalf of the elected official named above and the information I have provided for mileage reimbursements is true, correct, and submitted in accordance with the City of Coalinga's travel and reimbursement policy for Elected Officials. I affirm that no false or misleading claims have been made, and I understand that any falsification or misrepresentation may constitute perjury.

Preparer's Signature

Date

I hereby certify that the information I have verified that the mileage reimbursements is true, correct, and submitted in accordance with the City of Coalinga's travel and reimbursement policy for Elected Officials. I affirm that no false or misleading claims have been made, and I understand that any falsification or misrepresentation may constitute perjury.

City Manager Signature

Date

UPON COMPLETION, SUBMIT TO FINANCE AP WITH MAP(S) FOR REIMBURSEMENT

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Adopt Resolutions 4372 & 4373 Authorizing the Clean Water State Revolving Fund Construction Financing Application for the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project

Meeting Date: Thursday, October 15, 2026

From: Sean Brewer, City Manager

Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Staff recommends that the City Council adopt Resolutions 4372 & 4373 authorizing the City to submit a Financial Assistance Application to the State Water Resources Control Board (SWRCB) through the Clean Water State Revolving Fund (CWSRF) for the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project and establishing the City's intent to reimburse eligible project expenditures from CWSRF financing.

II. BACKGROUND:

The City prepared a Project Feasibility Report (PFR) for the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project to evaluate deficiencies within the City's existing sewer collection system and Wastewater Treatment Plant (WWTP) and identify recommended improvements. The PFR was prepared with planning grant funds received from the SWRCB through the CWSRF and is intended to support a CWSRF construction funding application.

The proposed project includes the replacement and rehabilitation of deteriorated sewer mains throughout the City, along with improvements to the City's WWTP. The City is now preparing a CWSRF Financial Assistance Application to fund construction of the proposed improvements.

III. DISCUSSION:

The proposed project includes approximately 19,802 linear feet of sewer main replacement and 30,815 linear feet of trenchless sewer main rehabilitation. The short-term WWTP improvements are intended to maximize use of the City's existing treatment infrastructure and include rehabilitation of the headworks, construction of additional lined storage ponds, a recycled water pump station and piping, and associated electrical and instrumentation improvements.

The total estimated project cost is \$16,957,643, which the City intends to request through the CWSRF construction application.

As part of the CWSRF financial assistance application, the City is required to adopt a Reimbursement Resolution and an Authorizing Resolution. The Reimbursement Resolution establishes the City's intent to reimburse eligible project expenditures from CWSRF financing up to \$16,957,643. The Authorizing Resolution designates an Authorized Representative to submit the application, execute required financing documents, certify disbursement requests, and otherwise act on behalf of the City in administering the CWSRF financing.

Adoption of the resolutions will allow the City to proceed with the financial assistance application for the proposed project.

IV. ALTERNATIVES:

The City Council may elect not to adopt the proposed resolutions or may direct staff to make revisions. Failure to adopt the required resolutions may delay the City's CWSRF Financial Assistance Application and the City's ability to obtain funding for the proposed project.

V. FISCAL IMPACT:

The total estimated project cost is \$16,957,643. The City is requesting \$16,957,643 in financial assistance from the SWRCB through the CWSRF to fund the proposed improvements.

Adoption of the proposed resolutions is required as part of the financial assistance application and does not, by itself, commit the City to the expenditure of funds. Final funding terms will be determined through the SWRCB application and grant approval process.

There will be no impact to the general fund.

ATTACHMENTS:

File Name	Description
☐ Resolution_No._4372_Adoption_CWSRF_Reimbursement_Resolution_101526.pdf	Resolution No. 4372
☐ Resolution_No._4373_Adoption_CWSRF_Authorizing_Resolution.pdf	Resolution No. 4373

RESOLUTION NO. 4372

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA DECLARING ITS OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS

WHEREAS, the City of Coalinga (the "Agency") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water system, including certain treatment facilities, pipelines and other infrastructure (the "Project"); and

WHEREAS, the Agency intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board; and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Resources Control Board of the Project Funds, the Agency desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Agency; and

WHEREAS, the Agency has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Agency for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coalinga, as follows:

1. The Agency hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Resources Control Board of the Project Funds.
2. The Agency reasonably expects that the maximum principal amount of the Project Funds will be \$16,957,643.
3. This resolution is being adopted no later than 60 days after the date on which the Agency will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.
4. Each Agency expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.
5. To the best of our knowledge, this Agency is not aware of the previous adoption of official intents by the Agency that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

6. This resolution is adopted as official intent of the Agency in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.
7. All the recitals in this Resolution are true and correct and this Agency so finds, determines and represents.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Coalinga held on the **15th day of October, 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk

RESOLUTION NO. 4373

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AUTHORIZING THE SUBMITTAL OF A FINANCIAL ASSISTANCE APPLICATION
TO THE STATE WATER RESOURCES CONTROL BOARD FOR THE SANITARY
SEWER COLLECTION SYSTEM AND WASTEWATER TREATMENT PLANT
IMPROVEMENTS PROJECT**

WHEREAS, the City of Coalinga desires to seek financial assistance from the State Water Resources Control Board for the planning, design, and construction of the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coalinga, as follows:

1. The City Manager ("Authorized Representative"), or designee, is hereby authorized and directed to sign and file, for and on behalf of the City of Coalinga, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Sanitary Sewer Collection System and Wastewater Treatment Plant Improvements Project.
2. The Authorized Representative, or designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.
3. The Authorized Representative, or designee, is designated to represent the City of Coalinga in carrying out the City of Coalinga's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City of Coalinga and compliance with applicable state and federal laws.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Coalinga held on the **15th day of October, 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Adopt Resolution No.4374 Accepting \$27,000 From The Office of Traffic Safety
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Sean Young, Police Commander

I. RECOMMENDATION:

Staff is recommending the adoption of Resolution No. 4374, approving the acceptance of \$27,000 in grant funding from the Office of Traffic Safety (OTS) to be used towards their Selective Traffic Enforcement Program (STEP), as part of the California Traffic Safety Program.

II. BACKGROUND:

The Police Department was made aware of a grant funding opportunity through OTS earlier this year, in January. OTS provides grant money to agencies that is to be used to help reduce the number of drunk drivers and drug and alcohol related collisions. This grant funding is used for enforcement targeting drunk drivers by conducting saturation patrols and DUI / Drivers License checkpoints, providing education to the community regarding drunk driving, distracted driving, speed, bicycle and pedestrian safety, and training officers in the detection of DUI drivers.

In January 2026, the Police Department began the application process for this grant and on October 1st, the Police Department was awarded \$27,000 in grant funding.

III. DISCUSSION:

By accepting the OTS STEP grant funding, the Police Department will be able to participate in national campaigns such as National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization, National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

The Police Department would be able to maintain a program to identify repeat offenders, send officers to DUI specialized training, conduct 2 DUI / Drivers License checkpoints, conduct DUI saturation patrols, conduct saturation patrols focused on primary collision factors in our area, and host community presentations that focus on traffic safety.

IV. ALTERNATIVES:

Council can choose not to accept the OTS grant funding and not approve the resolution. (Not recommended)

V. FISCAL IMPACT:

The grant is reimbursement-based, meaning the initial costs of the activities would come from the General Fund (Not to exceed \$27,000) and be reimbursed by OTS.

ATTACHMENTS:

	File Name	Description
📎	Resolution_4374.docx	Resolution 4374
📎	GRANT_AGR.pdf	Grant Agreement

RESOLUTION NO. 4374

A RESOLUTION OF THE COUNCIL OF THE CITY OF COALINGA AUTHORIZING THE ACCEPTANCE FOR FUNDING FROM THE OFFICE OF TRAFFIC SAFETY 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM

WHEREAS the Council of the City of Coalinga desires to participate in the Selective Traffic Enforcement Program (STEP) funded through the Office of Traffic Safety (Hereby referred to as OTS).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COALINGA:

Section 1. that the Coalinga Police Department Chief of Police be authorized on behalf of the Council of the City of Coalinga to accept grant funding from the OTS, including any amendments thereof.

Section 2. that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Section 3. that the Council of the City of Coalinga and the Coalinga Police Department agree to abide by the terms and conditions of the Grant Agreement as set forth by the OTS.

The foregoing resolution was approved and adopted a regular meeting of the City Council of the City of Coalinga held on this 15th day of October, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vossberg, Mayor

ATTEST:

Shannon Jensen, City Clerk

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY Coalinga	3. Grant Period From: 10/01/2026 To: 09/30/2027
4. AGENCY UNIT TO ADMINISTER GRANT Coalinga Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$27,000.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access *The item shown with an asterisk (*), is hereby incorporated by reference and made a part of this agreement as if attached hereto. This document can be viewed at the OTS home web page under Grants: www.ots.ca.gov. Use of OTS Grant Agreement template in lieu of the California Model Agreement (CMA) The California Office of Traffic Safety (OTS) utilizes its standardized OTS Grant Agreement template for awards. The format, structure, and uniformity of the OTS Grant Agreement template allows for processing through Grant Electronic Management System (GEMS). OTS's approach to using the OTS Grant Agreement template is consistent with the California Model Agreement (CMA) developed by University of California Office of the President (UCOP) and directed by the Department of General Service (DGS). For more information, please review the OTS Grant Program Manual. Pre-Agreement Work No work shall commence and no costs shall be incurred prior to the grant start date or the grant agreement being fully signed and executed. Any such costs are incurred at the grantee's own risk and may not be reimbursed.	

8. Approval Signatures

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the grant terms and conditions described herein.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

A. GRANT DIRECTOR

NAME: Sean Young

TITLE: Commander

EMAIL: syoung@coalinga.com

PHONE: (559) 935 - 1535

ADDRESS: 155 West Durian Avenue
Coalinga, CA 93210



Sean Young (Sep 28, 2026 15:17:34 PDT)

Sep 28, 2026

(Signature)

(Date)

C. FISCAL OFFICIAL

NAME: Mai Vang

TITLE: City of Coalinga Finance Director

EMAIL: mvang@coalinga.com

PHONE: (559) 935 1533

ADDRESS: 155 West Durian Avenue
Coalinga, CA 93210



Sep 28, 2026

(Signature)

(Date)

B. AUTHORIZING OFFICIAL

NAME: Jose Garza

TITLE: Police Chief

EMAIL: jgarza@coalinga.com

PHONE: (559) 935 - 1526

ADDRESS: 155 West Durian Avenue
Coalinga, CA 93210



Jose Garza (Sep 29, 2026 09:05:33 PDT)

Sep 29, 2026

(Signature)

(Date)

D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY

NAME: Stephanie Dougherty

TITLE: Director

EMAIL: stephanie.dougherty@ots.ca.gov

PHONE: (916) 509-3030

ADDRESS: 2208 Kausen Drive, Suite 300
Elk Grove, CA 95758



Sep 30, 2026

(Signature)

(Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY

NAME: Mary Khang

ADDRESS: 2208 Kausen Drive Suite 300
Sacramento, CA 95758

9. SAM INFORMATION

SAM #: QJ6KB4438345

REGISTERED

ADDRESS: 155 W Durian Ave

CITY: Coalinga

ZIP+4: 93210-1911

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-27	20.600	0521-0890-101	2026	19/26	BA/26	\$7,000.00
164ID-27	20.608	0521-0890-101	2026	19/26	BA/26	\$17,000.00
405e DDA-	20.616	0521-0890-101	2026	19/26	BA/26	\$3,000.00
				AGREEMENT TOTAL		\$27,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$27,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above, notwithstanding allocations contingent on availability of federal funds.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE		DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE		
<i>Mary Khang</i>		Sep 30, 2026		\$27,000.00		

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Coalinga is located in the western region of Fresno County, and it enjoys a population base of 17,608 residents. Coalinga is the home to Coalinga College (formerly known as West Hills Community College), Coalinga – Huron Joint Unified School District, California Highway Patrol Office #495, Pleasant Valley State Prison, and California State Hospital Coalinga. Coalinga maintains a small municipal airport and has California State Route 33 and California State Route 198 traversing through the city. Coalinga is situated on one of the larger oil-producing reserves in California and is further surrounded by areas rich in livestock and agriculture.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

In 2023, the City of Coalinga had 2 fatal traffic crashes and 17 injury traffic crashes; 3 crashes involving pedestrians, 1 with a motorcycle, and 2 involving bicyclists. In 2024, the Coalinga PD took a focused approach to addressing traffic-related matters, having no fatalities with 8 injury traffic crashes. In 2025, there were no traffic fatalities, with 19 injury traffic crashes; there were 3 crashes involving pedestrians, 1 involving a motorcyclist, and 1 involving a bicyclist. A concerning statistic is the increasing number of DUI-related traffic incidents. In 2023, there were 18, in 2024, there were 24, and in 2025, there were 40.

Define the target population the grant intends to serve and how they are affected by the problem(s).

We believe that two fatal traffic crashes are two too many! As with many California law enforcement agencies, the Coalinga Police Department has been staff-challenged, at times working with minimum staffing to address law enforcement service needs for the City of Coalinga. We feel that taking a more assertive approach in two primary areas of specified traffic enforcement and education will have a prolonged and discernible effect on the reduction of traffic fatalities and overall crashes. Specifically, we want to focus on long-term safe system motoring mindsets and skills with our youth and collegiate stakeholder population, which is composed of 45% of the total city population. We are proud of being a college town! In addition, children from the nearby City of Huron will be transported to attend Coalinga High School and other local City schools. In recent years, the population will inflate significantly, with students from either the Coalinga College or the Coalinga Huron school district being brought or walking to school, debarking at lunch time, and then walking home from their various school sites. We are tremendously concerned with student pedestrian and traffic safety. We aim to instill an educational approach to reducing impaired driving, good pedestrian, cycling, and motoring habits, but most of all, improving good decision-making skills. With this strategy, we assertively have an impact on future generations of Coalinga residents.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of persons killed in alcohol-involved crashes.
4. Reduce the number of persons injured in alcohol-involved crashes.
5. Reduce the number of pedestrians killed in traffic crashes.
6. Reduce the number of pedestrians injured in traffic crashes.
7. Reduce the number of bicyclists killed in traffic crashes.
8. Reduce the number of bicyclists injured in traffic crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.

15. Reduce hit & run fatal crashes. 16. Reduce hit & run injury crashes. 17. Reduce nighttime (2100 - 0259 hours) fatal crashes. 18. Reduce nighttime (2100 - 0259 hours) injury crashes.	
B. Objectives: 1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	Target Number 1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly. Report on the outcomes of the "DUI BOLO" program.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	1
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	1
6. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
7. Conduct DUI Saturation Patrol operation(s).	1
8. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	2
9. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	2
10. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
11. Participate in highly visible collaborative DUI Enforcement operations.	2
12. Participate in highly visible collaborative Traffic Enforcement operations.	1
13. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
14. Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.	1
3. METHOD OF PROCEDURE A. Phase 1 – Program Preparation (1st Quarter of Grant Year) - Develop operational plans to implement the "best practice" strategies outlined in the objectives section. - Conduct all training needed to implement the program, in the first quarter.	

- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 or more (including tax and shipping) must comply with the Buy America Act.

Media Requirements

- Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate the reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.

- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so the OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of the event within 7 days following significant grant-related event or program. The OTS PIO and your OTS grant coordinator should still be notified in advance when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs must be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines and FAQs](#).
- Email the OTS PIO at pio@ots.ca.gov or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405e DDA-27	20.616	Distracted Driving Awareness	\$3,000.00
402PT-27	20.600	State and Community Highway Safety	\$7,000.00
164ID-27	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$17,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164ID-27	\$4,000.00	2	\$8,000.00
DUI Saturation Patrols	164ID-27	\$2,000.00	1	\$2,000.00
Collaborative DUI Enforcement	164ID-27	\$1,500.00	2	\$3,000.00
Traffic Enforcement	402PT-27	\$1,500.00	2	\$3,000.00
Collaborative Traffic Enforcement	402PT-27	\$1,000.00	1	\$1,000.00
Traffic Safety Educational Presentations	402PT-27	\$500.00	2	\$1,000.00
Distracted Driving Enforcement	405e DDA-27	\$1,500.00	2	\$3,000.00
Category Sub-Total				\$21,000.00
B. TRAVEL EXPENSES				
In State Travel	402PT-27	\$2,000.00	1	\$2,000.00
				\$0.00
Category Sub-Total				\$2,000.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164ID-27	\$4,000.00	1	\$4,000.00
Category Sub-Total				\$4,000.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$27,000.00

BUDGET NARRATIVE
PERSONNEL COSTS DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel.
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel.
Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.
Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
TRAVEL EXPENSES In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds. Anticipated travel may include: OTS Traffic Safety Summit – November 2026 – San Diego, CA; OTS Traffic Safety Law Enforcement Forum, CA; GHSA Annual Meeting – August 2027 – Anaheim, CA
CONTRACTUAL SERVICES -
EQUIPMENT -
OTHER DIRECT COSTS DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.
INDIRECT COSTS -
STATEMENTS/DISCLAIMERS There will be no program income generated from this grant. Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements. Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

The OTS grant funded activities must be separate from other grant funded program activities and maintained under separate accounting tracking codes (example: the same DUI checkpoint may not be funded by both the CHP Cannabis Tax Fund and the OTS).

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

GRANT AGREEMENT

PT27035

Exhibit A

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324](#) et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) ^[1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

- rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	PT27035
Agency Name:	Coalinga Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$27,000.00
Authorizing Official:	Jose Garza
Fiscal Official:	Mai Vang
Grant Director:	Sean Young

CURRENT GEMS USER(S)

1. Kent Matsuzaki

Title: Officer

Phone: (559) 935-2313

Email: kmatsuzaki@coalinga.com

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 2 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 3 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
Form completed by: <u>K. Matsuzaki</u> Date: Sep 24, 2026 K. Matsuzaki (Sep 24, 2026 15:16:08 PDT)	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.  Sean Young (Sep 28, 2026 15:17:34 PDT) Sean Young	
Signature	Name
Sep 28, 2026	Grant Director
Date	Title

Grant Agreement - PT27035

Final Audit Report

2026-09-30

Created:	2026-09-24
By:	Moriah Martinez (moriah.martinez@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKczTj21mK9leA6GE0hilqiyEjoCS173X

"Grant Agreement - PT27035" History

-  Document created by Moriah Martinez (moriah.martinez@ots.ca.gov)
2026-09-24 - 0:05:25 AM GMT
-  Document emailed to kmatsuzaki@coalinga.com for signature
2026-09-24 - 0:05:32 AM GMT
-  Email viewed by kmatsuzaki@coalinga.com
2026-09-24 - 10:15:39 PM GMT
-  Signer kmatsuzaki@coalinga.com entered name at signing as K. Matsuzaki
2026-09-24 - 10:16:06 PM GMT
-  Document e-signed by K. Matsuzaki (kmatsuzaki@coalinga.com)
Signature Date: 2026-09-24 - 10:16:08 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Sean Young (syoun@coalinga.com) for signature
2026-09-24 - 10:16:11 PM GMT
-  Email viewed by Sean Young (syoun@coalinga.com)
2026-09-24 - 10:25:29 PM GMT
-  Email viewed by Sean Young (syoun@coalinga.com)
2026-09-28 - 3:25:42 PM GMT
-  Document e-signed by Sean Young (syoun@coalinga.com)
Signature Date: 2026-09-28 - 10:17:34 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Document emailed to Mai Vang (mvang@coalinga.com) for signature
2026-09-28 - 10:17:37 PM GMT
-  Email viewed by Mai Vang (mvang@coalinga.com)
2026-09-28 - 11:15:30 PM GMT



Document e-signed by Mai Vang (mvang@coalinga.com)

Signature Date: 2026-09-28 - 11:45:03 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE



Document emailed to Jose Garza (jgarza@coalinga.com) for signature

2026-09-28 - 11:45:06 PM GMT



Email viewed by Jose Garza (jgarza@coalinga.com)

2026-09-29 - 0:18:13 AM GMT



Document e-signed by Jose Garza (jgarza@coalinga.com)

Signature Date: 2026-09-29 - 4:05:33 PM GMT - Time Source: server - Signature Appearance Selected: TYPE



Document emailed to Mary Khang (mary.khang@ots.ca.gov) for signature

2026-09-29 - 4:05:35 PM GMT



Document e-signed by Mary Khang (mary.khang@ots.ca.gov)

Signature Date: 2026-09-30 - 4:47:32 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE



Document emailed to Stephanie Dougherty (stephanie.dougherty@ots.ca.gov) for signature

2026-09-30 - 4:47:34 PM GMT



Document e-signed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)

Signature Date: 2026-09-30 - 11:00:04 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE



Agreement completed.

2026-09-30 - 11:00:04 PM GMT

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Adopt Resolution No. 4375 and Consideration of Approval of the Transfer of
Appropriation No. 27-006 for a One Time Project of Bldg Dept/Code Enforcement
Document Scanning
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

City Manager and Financial Services Director recommends City Council to:

1. Adopt Resolution No. 4375 – Amending the FY26/27 Operating and Capital Budget
2. Consideration of approval of the Transfer of Appropriations No. 27-006 in the amount of \$30,000.00.

II. BACKGROUND:

Document scanning for the Building Department and Code Enforcement was a One-Time Project that inadvertently did not get added for the FY 26/27 budget.

III. DISCUSSION:

A One-Time Project of Document Scanning was budgeted for FY 25/26, however, it was delayed due to lack of adequate funding and the large amount of documents that needed to be organized and boxed for transportation to be scanned.

The One-Time Project was set to be rolled into FY 26/27 but was inadvertently left off the final list.

IV. ALTERNATIVES:

Not approve appropriation transfer.

V. FISCAL IMPACT:

This will impact the General Fund-Fund Balance by reducing it by \$30,000 to cover the cost. The budget for account 101-404-70040 will be amended from \$200 to \$32,000.

ATTACHMENTS:

File Name	Description
RESO#4375_FY26-27_Budget_Adj_TOA#27-006-Scanning_Bldg__Code_Enforcement_Documents_101526.pdf	Resolution No. 4375
Document_Scanning_Transfer_of_Appropriation_BA27-006_FY_26-27.pdf	Budget Adjustment

RESOLUTION NO. 4375

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA ADOPTING ITS RECOMMENDATION FOR REVISING THE FISCAL YEAR 2026 / 2027 OPERATING BUDGET

WHEREAS, the City is required by law to approve a budget prior to the beginning of each fiscal year, and finds it prudent to review the status of the budget throughout the fiscal year; and

WHEREAS, the Financial Services Director and requesting City Department Heads have undertaken a thorough review of the request and account; and

WHEREAS, the City Council has received and considered the Staff recommendations and adjustment to the budget for Fiscal Year 2026-2027, commencing July 1, 2026, and ending June 30, 2027; and

WHEREAS, the purpose of the budget adjustment is to update the community on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to budget adoption; and

WHEREAS, it is the intention of the City Council to adopt the Staff recommendations and said budget as modified and amended by the City Council of the City of Coalinga as the Financial Amended Budget for the fiscal year 2026-2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COALINGA AS FOLLOWS:

1. That the City Council of the City of Coalinga hereby approves and adopts the Staff recommendations with the following budget adjustment:

Account Number	Account Description	Current Budget	Increase	Decrease	Adjusted Budget
101-000-39500	General Fund-Fund Balance	\$10,437,044		\$30,000	\$10,407,044
101-404-70040	Printing & Binding	\$200	\$30,000		\$32,000
	Total		\$30,000	\$30,000	

2. From and after the adoption date of this resolution the serval amounts stated in the Final Annual Budget hereinafter referred to as adopted expenditures shall become and thereafter appropriated to the offices, departments, accounts, objects and purposes stated therein for the fiscal year to which said budget is to apply and said monies are hereby authorized to be expended for the purposes and objects specified in said budget.

3. All resolutions and parts of resolutions in conflict herewith, including, but not necessarily limited to, such resolutions or parts of resolutions relating to compensation, allowances or benefits as may be in conflict herewith, are hereby expressly repealed.

4. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Coalinga at its regular meeting held on **October 15, 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk



Budget Adjustment Form

BA No. 27-006

To: Financial Services Department
From: Community Development
Contact Name: Robert Smith

Fiscal Year: FY26/27
Date: 10/15/2026
Resolution No: 4375

Type of Request: (Check one)	
☒ Budget Appropriation Transfer	☐ Receipt of Unanticipated Revenue

Project previously approved by City Council?	
☒ No	☐ Yes. Provide Approval Date: _____

ACTION			
Transfer From	Budget Line	Description	Amount
	101-000-39500	General Fund-Fund Balance	30,000
Total:			30,000
Transfer To	Budget Line	Description	Amount
	101-404-70040	Printing & Binding	30,000
Total:			30,000
Totals in "Transfer FROM" and "Transfer TO" must match.			
Justification of the Transfer (Required)			
A One-Time Project to Scan Bldg/Code Enforcement Plans & Files was inadvertently left off of the approved On-Time Project list for FY 26/27.			

Approvals			
Requested by:		Reviewed & Approved by:	
Department Head Signature	Date	Financial Services Department	Date
APPROVED by the City Council of the City of Coalinga, State of California,			
this _____ day of _____ 20_____.			
ATTEST: _____			
City Clerk			
Approved by: _____			
City Manager Signature Date			

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Adopt Resolution No. 4376 and Consideration of Approval of the Transfer of Appropriation No. 27-007 for the Polk Street Water Main Replacement

Meeting Date: Thursday, October 15, 2026

From: Sean Brewer, City Manager

Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

City Manager and Financial Services Director recommends City Council to:

1. Adopt Resolution No. 4376 – Amending the FY26/27 Operating and Capital Budget
2. Consideration of approval of the Transfer of Appropriations No. 27-007 in the amount of \$230,000.00.

II. BACKGROUND:

The California Department of Transportation (Caltrans) is currently reconstructing Polk Street through its contractor, Cal Valley Construction. During the course of the construction project, the City's existing 6-inch water main located along the south side of Polk Street sustained repeated failures.

To date, the water main has broken approximately twelve (12) times, resulting in recurring water outages and repeated emergency repairs. The continued failures have also reduced available fire hydrant pressure in the area, creating a direct threat to public health, safety, and fire protection. Staff has determined that additional failures are likely if the existing water main remains in service while construction activities continue.

Recognizing the urgency of the situation, City staff met with Caltrans and Cal Valley Construction to identify the most efficient and least disruptive solution. Cal Valley Construction has offered to immediately replace the damaged water main while already mobilized on the project, allowing the work to be completed without delaying the ongoing roadway improvements.

III. DISCUSSION:

City Council approved an Emergency Declaration on July 30, 2026 for the replacement of the existing 6-inch water main located along the south side of Polk Street.

This was an unanticipated cost and not a budgeted item for fiscal year 2026/2027. Staff requires a budget adjustment of the Water Enterprise Fund to cover the cost of the replacement.

IV. ALTERNATIVES:

Not approve appropriation transfer.

V. FISCAL IMPACT:

This will impact the Wastewater Enterprise Fund-Fund Balance by reducing it by \$230,000 to cover the additional cost. The budget for account 503-521-98040 will be amended from \$502,009 to \$732,009.

ATTACHMENTS:

File Name	Description
▣ RESO#4376_FY26-27_Budget_Adj_TOA#27-007-Polk_St_Water_Main_Replacement_101526.pdf	Resolution No. 4376
▣ Polk_St_Water_Main_Replacement_Transfer_of_Appropriation_BA27-007__FY_26-27.pdf	Budget Adjustment

RESOLUTION NO. 4376

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA ADOPTING ITS RECOMMENDATION FOR REVISING THE FISCAL YEAR 2026 / 2027 OPERATING BUDGET

WHEREAS, the City is required by law to approve a budget prior to the beginning of each fiscal year, and finds it prudent to review the status of the budget throughout the fiscal year; and

WHEREAS, the Financial Services Director and requesting City Department Heads have undertaken a thorough review of the request and account; and

WHEREAS, the City Council has received and considered the Staff recommendations and adjustment to the budget for Fiscal Year 2026-2027, commencing July 1, 2026, and ending June 30, 2027; and

WHEREAS, the purpose of the budget adjustment is to update the community on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to budget adoption; and

WHEREAS, it is the intention of the City Council to adopt the Staff recommendations and said budget as modified and amended by the City Council of the City of Coalinga as the Financial Amended Budget for the fiscal year 2026-2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COALINGA AS FOLLOWS:

1. That the City Council of the City of Coalinga hereby approves and adopts the Staff recommendations with the following budget adjustment:

Account Number	Account Description	Current Budget	Increase	Decrease	Adjusted Budget
501-000-39500	General Fund-Fund Balance	\$4,461,852		\$230,000	\$4,231,852
501-508-98040	Major Machinery & Equipment	\$253,500	\$230,000		\$483,500
	Total		\$230,000	\$230,000	

2. From and after the adoption date of this resolution the serval amounts stated in the Final Annual Budget hereinafter referred to as adopted expenditures shall become and thereafter appropriated to the offices, departments, accounts, objects and purposes stated therein for the fiscal year to which said budget is to apply and said monies are hereby authorized to be expended for the purposes and objects specified in said budget.

3. All resolutions and parts of resolutions in conflict herewith, including, but not necessarily limited to, such resolutions or parts of resolutions relating to compensation, allowances or benefits as may be in conflict herewith, are hereby expressly repealed.

4. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Coalinga at its regular meeting held on **October 15, 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

Shannon Jensen, City Clerk



Budget Adjustment Form

BA No. 27-007

To: Financial Services Department
From: Public Works
Contact Name: Eric DeLeon

Fiscal Year: FY26/27
Date: 10/15/2026
Resolution No: 4376

Type of Request: (Check one)	
☒ Budget Appropriation Transfer	☐ Receipt of Unanticipated Revenue

Project previously approved by City Council?	
☒ No	☐ Yes. Provide Approval Date: _____

ACTION			
	Budget Line	Description	Amount
Transfer From	501-000-39500	Water Enterprise Fund-Fund Balance	230,000
Total:			230,000
Transfer To	501-508-98040	Major Machinery & Equipment	230,000
Total:			230,000
Totals in "Transfer FROM" and "Transfer TO" must match.			
Justification of the Transfer (Required)			
Replacement of 6-inch Water Main on Polk Street was unanticipated this fiscal year.			

Approvals	
Requested by:	Reviewed & Approved by:
Department Head Signature	Financial Services Department
Date	Date
APPROVED by the City Council of the City of Coalinga, State of California,	
this _____ day of _____ 20_____.	
ATTEST: _____	
City Clerk	
Approved by:	

City Manager Signature	
Date	

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Consideration of Bid Award for Affordable Housing and Sustainable Communities (AHSC) Project Transportation Related Amenities Phase 2
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

It is recommended that the Coalinga City Council award a Contract in the amount of \$91,105.00 to Power Design Electric, Inc. for the Affordable Housing and Sustainable Communities Project Transportation Related Amenities Phase 2. It is also recommended that a contingency of 10% (\$9,110.50) be included in the Council action to cover any unforeseen incidentals for a total authorization amount of \$100,215.50.

II. BACKGROUND:

In 2020, the City of Coalinga was awarded funds through the Affordable Housing and Sustainable Communities program (AHSC) in the amount of \$5,595,700 which included grant administration, a portion going towards STI (Sustainable Transportation Infrastructure) and a portion going to TRA (Transportation Related Amenities). Scope for STI and TRA projects was established during the application project which included new sidewalks, ADA Curb Ramps, Street Trees, Lighting, RRFB's, crosswalks, a bus shelter and bike lanes. These improvements were completed in 2025.

Subsequent coordination with the grant administrator confirmed the availability of additional project funding in the amount of \$259,122.44. With these supplemental funds, the project scope has been expanded to include the purchase and installation of solar LED street lighting and gateways at additional locations throughout the City and the purchase of a License Plate Recognition (LPR) Trailer & Message Board.

III. DISCUSSION:

City Staff received and opened 3 bids for this project on 9/29/2026, at 10:00am. Power Design Electric, Inc. was the apparent low bidder with a total bid proposal of \$91,105.00. The Engineer's Estimate was \$70,100.00. The entire bid summary is included as Attachment "A". Power Design Electric, Inc., has furnished the required bid bond. If the City Council decides to award the project to Power Design Electric, Inc., and the "Notice to Proceed" is issued, the Contractor will have Thirty (30) working days to complete the work. The following is a tentative schedule:

Award of Contract: October 15, 2026
Start of Construction: November 16, 2026
Completion of Construction: December 30, 2026

IV. ALTERNATIVES:

The alternative to this council action would be to reject all bids. If all bids are rejected, the City would have

to re-advertise or cancel the project. Staff believes that re-advertising the project will not result in lower bids.

V. FISCAL IMPACT:

Total authorization request for this contract is \$91,105.00 with an additional 10% contingency of \$9,110.50 for a total of \$100,215.50.

The City has an estimated \$80,547.78 from the Affordable Housing and Sustainable Communities Project Transportation Related Amenities grant funds. An additional \$19,667.72 will not be covered by the grant. There are sufficient funds in Measure C to support this project.

There will be no impact to the general fund.

ATTACHMENTS:

	File Name	Description
▣	AHSC_Bid_Results.pdf	Bid Results
▣	AHSC_Bid_Summary.pdf	Bid Summary



CITY OF COALINGA
The Sunny Side of the Valley

Bid Results

City of Coalinga

Project Name: AHSC Pacific Apartments Transportation Related Amenities

Project No. : PW 26-13/ #2965B

Bid Date: September 29, 2026
 10:00 AM (D.S.T.), at Tri City Engineering Office

	Bidder	Base Bid
1	Power Design Electric, Inc.	\$91,105.00
2	C3 Electrical Construction Inc.	\$97,825.00
3	Robbie's Construction	\$105,000.00
4		
5		
6		
7		

Sub List

NorCal Pipeline Services

City of Coalinga
Project: AHSC Pacific Apartments Transportation Related Amenities
Date: Tuesday, September 29, 2026

ATTACHMENT "A" Bids 1-3

Base Bid Items					1 Power Design Electric		2 C3 Electrical Construction Inc.		3 Robbie's Construction	
Item	Description	Unit	Qty.	Engineer's Est.	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION / GENERAL REQUIREMENTS	LS	1	\$ 4,200.00	\$ 19,000.00	\$ 19,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
2	WORKER SAFETY	LS	1	\$ 1,900.00	\$ 1,275.00	\$ 1,275.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
3	TRAFFIC CONTROL	LS	1	\$ 500.00	\$ 5,500.00	\$ 5,500.00	\$ 10,500.00	\$ 10,500.00	\$ 14,000.00	\$ 14,000.00
4	DUST CONTROL	LS	1	\$ 300.00	\$ 560.00	\$ 560.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
5	FOUNDATION HYDROVAC EXCAVATION	EA	17	\$ 8,000.00	\$ 1,317.00	\$ 22,389.00	\$ 1,375.00	\$ 23,375.00	\$ 1,250.00	\$ 21,250.00
6	SOLAR LIGHT AND GATEWAY ASSEMBLY, INSTALLATION, AND CONCRETE FOUNDATION	EA	17	\$ 55,200.00	\$ 2,493.00	\$ 42,381.00	\$ 2,850.00	\$ 48,450.00	\$ 3,132.35	\$ 53,250.00
Base Bid Summary				\$ 70,100.00	\$ 91,105.00		\$ 97,825.00		\$ 105,000.00	

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Consideration of Bid Award for Four Lift Stations Upgrade Project
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

It is recommended that the Coalinga City Council award a Contract in the amount of \$489,000.00 to Spiess Construction Co., Inc. for the Four Lift Stations Upgrade Project. It is also recommended that a contingency of 10% (\$48,900.00) be included in the Council action to cover any unforeseen incidentals for a total authorization amount of \$537,900.00.

II. BACKGROUND:

On December 19, 2024 the Coalinga City Council approved the Task Orders for design & bid support services for the Four Lift Stations Upgrade Project and the Project Budget to proceed with Construction.

III. DISCUSSION:

City Staff received and opened 2 bids for this project on 9/29/2026, at 2:00pm. Spiess Construction Co., Inc. was the apparent low bidder with a total bid proposal of \$489,000.00. The Engineer's Estimate was \$445,000.00. The entire bid summary is included as Attachment "A". Spiess Construction Co., Inc., has furnished the required bid bond. If the City Council decides to award the project to Spiess Construction Co., Inc., and the "Notice to Proceed" is issued, the Contractor will have One Hundred Eighty (180) calendar days to complete the work. The following is a tentative schedule:

Award of Contract: October 15, 2026
Start of Construction: November 16, 2026
Completion of Construction: May 17, 2027

IV. ALTERNATIVES:

The alternative to this council action would be to reject all bids. If all bids are rejected, the City would have to re-advertise or cancel the project. Staff believes that re-advertising the project will not result in lower bids.

V. FISCAL IMPACT:

Total authorization request for this contract is \$489,000.00 with an additional 10% contingency of \$48,900.00 for a total of \$537,900.00. There are sufficient funds in the Sewer Collection Fund to cover this cost.

There will be no fiscal impact to the General Fund.

ATTACHMENTS:

	File Name	Description
📄	4_Lift_Station_Bid_Results.pdf	Bid Results
📄	4_Lift_Station_Bid_Summary.pdf	Bid Summary



Bid Results

City of Coalinga

Project Name: Four Lift Station Upgrades Project

Project No. : PW 26-09 / #3151

Bid Date: September 26, 2026

2:00 PM (D.S.T.), at Tri City Engineering Office



CITY OF COALINGA
The Sunny Side of the Valley

	Bidder	Base Bid
1	Spiess Construction	\$489,000.00
2	Laurel Ag & Water	\$662,656.00
3		
4		
5		
6		
7		

Sub List

Rain for Rent

National Coating & Lining

Lighthouse Electric

City of Coalinga
Project: Four Lift Station Upgrades Project
Date: Tuesday, September 29, 2026

ATTACHMENT "A" Bids 1-2

Base Bid Items					1 Spiess Construction Co., Inc.		2 Laurel Ag & Water, LLC	
Item	Description	Unit	Qty.	Engineer's Est.	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION / GENERAL REQUIREMENTS	LS	1	\$ 41,000.00	\$ 27,000.00	\$ 27,000.00	\$ 20,214.00	\$ 20,214.00
2	BYPASS PUMPING	LS	1	\$ 35,000.00	\$ 44,000.00	\$ 44,000.00	\$ 26,747.00	\$ 26,747.00
3	TRAFFIC CONTROL	LS	1	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,995.00	\$ 12,995.00
4	SHORING FOR SANDALWOD LS	LS	1	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00	\$ 38,892.00	\$ 38,892.00
5	4" BYPASS CONNECTION	LS	1	\$ 40,000.00	\$ 42,500.00	\$ 42,500.00	\$ 49,925.00	\$ 49,925.00
6	RECOAT PIPE AND APPURTENANCES IN SANDALWOOD VALVE VAULT	LS	1	\$ 50,000.00	\$ 19,500.00	\$ 19,500.00	\$ 24,607.00	\$ 24,607.00
7	REPLACE PUMP GUIDE RAILS & CABLES	LS	1	\$ 5,000.00	\$ 32,000.00	\$ 32,000.00	\$ 7,393.00	\$ 7,393.00
8	CONCRETE PADS AT SANDALWOOD LS	LS	1	\$ 8,000.00	\$ 14,500.00	\$ 14,500.00	\$ 7,220.00	\$ 7,220.00
9	SANDALWOOD LS ELECTRICAL AND INSTRUMENTATION	LS	1	\$ 140,000.00	\$ 175,000.00	\$ 175,000.00	\$ 271,947.00	\$ 271,947.00
10	LA CUESTA LS ELECTRICAL AND INSTRUMENTATION	LS	1	\$ 38,000.00	\$ 29,000.00	\$ 29,000.00	\$ 67,572.00	\$ 67,572.00
11	HIGHWAY 33 LS ELECTRICAL AND INSTRUMENTATION	LS	1	\$ 47,000.00	\$ 44,000.00	\$ 44,000.00	\$ 73,925.00	\$ 73,925.00
12	KIMBERLY LS ELECTRICAL AND INSTRUMENTATION	LS	1	\$ 28,000.00	\$ 40,500.00	\$ 40,500.00	\$ 61,219.00	\$ 61,219.00
Base Bid Summary				\$ 445,000.00	\$ 489,000.00		\$ 662,656.00	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Notice of Completion for the Polk Street Water Main Replacement
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

It is recommended that the Coalinga City Council accept the project as complete, authorize the City Engineer to file the Notice of Completion for the project with the County Recorder and notify surety to exonerate contract bonds, and authorize the Finance Department to release the 5% construction retention payment to Cal Valley Construction 35 days after recordation of the Notice of Completion by the Fresno County Registrar-Recorder's Office, contingent upon no claims being filed on the project.

II. BACKGROUND:

In May 2026 Caltrans and their prime contractor Cal Valley Construction started construction on their Road Diet Project, a highway road reconstruction project on State Route 33 and 198 from Cambridge Ave to Merced Ave. This project included reconstruction of the structural section of the road including the asphalt concrete, aggregate base, and native soil subgrade. During construction the existing city's 6-inch water main was deteriorating under the compaction of the native soil subgrade. It was brought to the city's attention and recommended to repair the water main while the road is excavated.

The project replaced approximately 1,114 linear feet of existing 6-inch water main, including reconnection to existing water mains, service laterals, fire hydrants, within E Polk St/SR-33 from approximately 103 L.F. (FRE-33-15.368) west of the S 5th St/SR-33 and 160 L.F. west of Hachman St (FRE-33-15.183) and replaced with a 6" PVC C900.

III. DISCUSSION:

The project was ultimately completed on August 31, 2026.

A final inspection of the project was performed. The notice of completion, when filed, begins a time period for which mechanics liens, liens against the contractor, and stop payment notices can be filed against a public construction project. It is a protection for the City during a construction project. Staff is not aware of any issues related to this project.

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

Total authorization requested for this agreement is \$230,000.00 and is funded by the Water Enterprise Fund.

There will be no fiscal impact to the General Fund.

ATTACHMENTS:

File Name	Description
 Polk_St_Water_Main_Project_Notice_of_Completion.pdf	Notice of Completion

RECORDING REQUESTED BY
City of Coalinga
No Fee – Gov't. Code Sections
6103 and 27383

WHEN RECORDED MAIL TO:
Tri City Engineering Inc.
4630 W. Jennifer Ave., Suite 101
Fresno, CA 93722

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is City of Coalinga
3. The FULL ADDRESS of the OWNER is 155 W. Durian Ave, Coalinga, CA 93210

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: In Fee

(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or leasee)

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

Names:

Addresses:

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

Names:

Addresses:

7. All work of improvement on the property hereinafter described was COMPLETED August 31, 2026

8. The work of improvement completed is described as follows: The Polk Street Water Main Replacement consists of replacing approximately 1,114 linear feet of existing 6-inch water main, including reconnection to existing water mains, service laterals, fire hydrants, within E Polk St/SR-33 from approximately 103 L.F. (FRE-33-15.368) west of the S 5th St/SR-33 and 160 L.F. west of Hachman St (FRE-33-15.183) and to replace with a 6" PVC C900.

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Cal Valley Construction.

10. The street address of said property is Polk Street / SR-33

11. The property on which said work of improvement was completed is in the City Coalinga of Fresno County of Fresno, State of California, and is described as follows:

Polk Street Water Main Replacement

Date: _____ Signature of Owner
Or Agent of Owner

Daniel E. Jauregui, City of Coalinga Engineer Representative

Verification for INDIVIDUAL owner:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Fresno, CA

Date and Place

Verification for NON-INDIVIDUAL owner City of Coalinga:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Contract City Engineer of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Fresno, CA

Date and Place

Daniel E. Jauregui, City of Coalinga Engineer Representative

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Reject Claim for Damages Presented by Karrie Nagro/Mercury Insurance
Meeting Date: Thursday, October 15, 2026
From: Sean Brewer, City Manager
Prepared by: Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

Senior Administrative Analyst and City Manager recommend the City Council reject the claim for damages presented by Karrie Nagro and Mercury Insurance.

II. BACKGROUND:

Karrie Nagro represented by Mercury Insurance filed a claim with the City of Coalinga (see attached) on July 14, 2026. The claim was sent to George Hills Company for review of damage to vehicle due to no U Turn sign falling onto her vehicle. After review and investigation of the claim it was determined the property is not owned or controlled by the City of Coalinga.

III. DISCUSSION:

George Hills Company recommends rejection of claim due to Government Code section 830 (c) defines "public property" and "property of a public entity" as "real or personal property" that is "owned or controlled by the public entity". Staff has confirmed the City of Coalinga neither owns nor maintains the traffic control signal where the loss occurred. With this in mind George Hills Company recommends the City of Coalinga reject this claim.

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

The fiscal impact to the General Fund will be determined by Council decision.

ATTACHMENTS:

File Name	Description
❏ Nagro_Karrie_Claim_for_Damages.pdf	Claim for Damages Karrie Nagro Mercury Insurance



P.O. Box 10730
Santa Ana, CA 92711-0730

July 14, 2026

CITY OF COALINGA, OFFICE OF THE CITY CLERK
ATTN: SHANNON JENSEN
155 WEST DURIAN AVE
COALINGA, CA 93210

RE: OUR INSURED: KARRIE NAGRO
OUR CLAIM NUMBER: CAPA-02750985
DATE OF LOSS: APRIL 16, 2026

DEAR CITY OF COALINGA, OFFICE OF THE CITY CLERK:

We have obtained information suggesting that the damages incurred from the above-referenced loss were caused by your insured's negligence.

Enclosed for your review, please find copies of our supporting documentation. The breakdown of our payments is as follows:

Initial Repairs	\$2,968.20
Deductible	\$500.00
Supplements	
Rental Expense	
Out of Pocket Expense	
Other	
Salvage	
VLF, if applicable	
Total	\$3,468.20
Total Amount Due	\$3,468.20

Other:

Please review for payment. Thank you.

If we receive a payment that is less than the amount shown above, it will be processed and applied as a partial payment only. This will not indicate any acceptance of liability or agreement to compromise the claim amount. Note that "Full or final settlement" or similar wording, whether on the payment itself or on accompanying correspondence, does not function as a release.

Should you have any questions or need additional information, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,
Mercury Insurance Company

Claims Department
888-263-7287

Encl.



CITY OF COALINGA

LIABILITY CLAIM FOR DAMAGES TO PERSON OR PROPERTY

CITY CLERKS DATE STAMP:

RETURN TO:

CITY OF COALINGA
OFFICE OF THE CITY CLERK
155 WEST DURIAN
COALINGA, CA. ~~92870~~ 93210

DISTRIBUTION:

- ☐ CITY ADMINISTRATOR
- ☐ CITY ATTORNEY
- ☐ FINANCE DEPARTMENT (Original/1)
- ☐ INSURANCE ADJUSTER
- ☐ DEPARTMENT: _____
- ☐ CITY CLERK'S LOG

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code Sec. 911.2).
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence (Gov. Code Sec. 911.2).
3. READ ENTIRE CLAIM FORM BEFORE FILING.
4. ATTACH SEPARATE SHEETS, IF NECESSARY, TO GIVE FULL DETAILS.

Mercury Insurance Company as subrogee of Karrie Nagro

NAME OF CLAIMANT

DATE OF BIRTH OF CLAIMANT

HOME ADDRESS OF CLAIMANT CITY/STATE/ZIP

()

HOME TELEPHONE NO.

PO Box 10730 Santa Ana, CA 92711

888 917-6372

BUSINESS ADDRESS OF CLAIMANT CITY/STATE/ZIP

BUSINESS TELEPHONE NO.

ADDRESS TO WHICH CLAIMANT DESIRES NOTICES OR COMMUNICATIONS SENT REGARDING THIS CLAIM (If different from home address):

ATTN: CAPA-02750985 PO Box 10730 Santa Ana, CA 92711

WHEN DID DAMAGE OR INJURY OCCUR?

DATE: 04/16/2026

TIME: 6:00 P.M. ☐ A.M. ☒ P.M.

PLACE OF ACCIDENT (OCCURRENCE) – **BE SPECIFIC** – Describe fully and (if applicable) locate on diagram on reverse side of this sheet. Where appropriate, give street names and addresses and measurements for landmarks.

Cambridge Ave and Elm, Coalinga, CA 93210

HOW DID DAMAGE OR INJURY OCCUR?

Our insured was stopped at stop light when a "No U-Turn" sign fell on top of our insured's vehicle.

Damage to 2019 Lexus RX 350 roof.

WERE POLICE AT SCENE? ☐ YES ☐ NO

WERE PARAMEDICS AT SCENE? ☐ YES ☐ NO

Police report # 26-0000596

WHAT PARTICULAR ACT OR OMISSION DO YOU CLAIM CAUSED THE INJURY OR DAMAGES? (Give name of City employee causing the injury or damage, if known.)

City-owned "No U-Turn" sign fell on our insured's vehicle causing damage.

GIVE TOTAL AMOUNT OF CLAIM: (Include estimate of amount of any prospective injury or damage) \$ 3,468.20

HOW WAS THE AMOUNT OF CLAIM COMPUTED? (Be specific, list doctor bills, repair estimates, etc.)

PLEASE ATTACH TWO (2) ESTIMATES.

DAMAGES INCURRED TO DATE:

ITEM/DATE	<u>Repairs</u>	AMOUNT:	\$ <u>2,968.20</u>
ITEM/DATE	<u>Deductible</u>	AMOUNT:	\$ <u>500.00</u>
ITEM/DATE		AMOUNT:	\$ _____
ITEM/DATE		AMOUNT:	\$ _____
TOTAL AMOUNT CLAIMED AS OF PRESENTATION OF THIS CLAIM:			\$ <u>3,468.20</u>

ESTIMATED PROSPECTIVE DAMAGES AS FAR AS KNOWN:

ITEM/DATE		AMOUNT:	\$ _____
ITEM/DATE		AMOUNT:	\$ _____
ITEM/DATE		AMOUNT:	\$ _____
ITEM/DATE		AMOUNT:	\$ _____
TOTAL ESTIMATED PROSPECTIVE DAMAGES:			\$ <u>3,468.20</u>

CITY OF COALINGA
LIABILITY CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Page 2

WITNESSES TO DAMAGE OR INJURY: (List all persons known to have information. (Use attachment if necessary.)

NAME: _____ NAME: _____
ADDRESS: _____ ADDRESS: _____
TELEPHONE: (____) _____ TELEPHONE: (____) _____

IF INJURY, GIVE NAME, ADDRESS, TELEPHONE, DATE & TIME OF DOCTOR(S) OR HOSPITAL(S) VISITED:

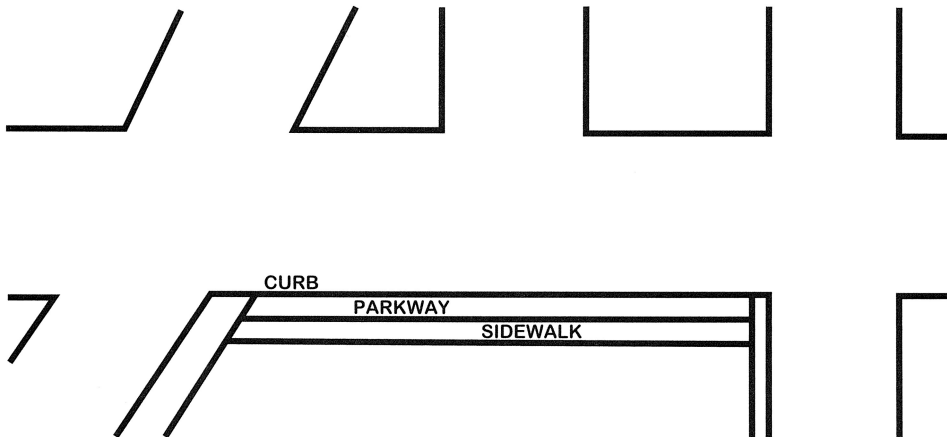
DOCTOR: _____ TELEPHONE: _____
ADDRESS: _____ DATE/TIME: _____
HOSPITAL: _____ TELEPHONE: _____
ADDRESS: _____ DATE/TIME: _____

PLEASE READ THE FOLLOWING CAREFULLY:

For all vehicle accident claims, place on following diagram, the names of streets, including NORTH, EAST, SOUTH AND WEST directions. Indicate place of accident by "X" and by showing house numbers or distances to street corners.

If a City vehicle was involved, designate by letter "A" location of the City vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City vehicle; location of City vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X".

NOTE: IF A DIAGRAM BELOW DOES NOT FIT THE SITUATION, ATTACH A PROPER DIAGRAM SIGNED BY CLAIMANT.



I HAVE READ THE FOREGOING CLAIM AND KNOW THE CONTENTS THEREOF; AND CERTIFY THAT THE SAME IS TRUE OF MY OWN KNOWLEDGE EXCEPT AS TO THOSE MATTERS WHICH ARE HEREIN STATED UPON MY INFORMATION AND BELIEF; AND AS TO THOSE MATTERS I BELIEVE THEM TO BE TRUE.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Tiffany Stallard on behalf of Mercury
Insurance Company
SIGNATURE OF CLAIMANT OR AGENT
ACTING ON BEHALF OF CLAIMANT

Tiffany Stallard on behalf of
Mercury Insurance Company
TYPE OR PRINT NAME

07/14/2026
DATE

Insurer _____
RELATIONSHIP TO CLAIMANT

NOTE: PRESENTATION OF A FALSE CLAIM IS A FELONY
(CALIFORNIA PENAL CODE 72)