



CITY OF COALINGA

The Sunny Side of the Valley

Envision Project Updates June 2026

Financial Services Department

June Monthly Project Status

FY2025/2026

Prepared by Mai Vang

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Monthly Project Status Report

Prepared by: Mai Vang

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

Reporting Period: February 2026

1. Project Overview:

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

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

2. Executive Summary

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

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

3. Timeline:

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

4. Budget:

\$1,000 Legal Review

5. Upcoming Milestones:

6. Progress Update:

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

Monthly Project Status Report

Prepared by: Mai Vang

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

Reporting Period: June 2026

1. Project Overview:

Scope: To accept credit card payment for all services

Timeline: Expected Date of Completion: February 2026

2. Executive Summary

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

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

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

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

3. Timeline:

July – Obtain service and rate comparison from Tyler Technologies for the service

August – Decide on a solution and implement

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

October – Select merchant service company

November – Begin application implementation

February – Go Live with new application

4. Budget:

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

Current Budget

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

5. Upcoming Milestones:

Begin software implementation

6. Progress update:

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

	c. Customers will continue to use current landing page to make payments. d. Upfront costs i. Card reader equipment - \$529.00 per device e. Recurring costs i. Annual PCI Service - \$180.00 per device f. Estimated time to implement - 4 months 3. Estimated annual costs to the City a. Model one - \$150,000 - \$200,000 (cost include fees and INSITE) b. Model two - \$20,000 - \$24,000 (INSITE fees only)
	<u>Summary for InvoiceCloud (Recommended Merchant Servicer)</u> 1. Models proposed a. Model one - City absorbs UTILITY fees (Non-Submitter) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter) i. Utility fee includes water, sewer, sanitation, and gas ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue) iii. Non-Submitter + Rate per Transaction for credit cards - 2.72% absorb by the City + Rate per Transaction for e-Check (pay with bank information) absorb by the City iv. Submitter + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor b. Model two - City absorbs UTILITY fees (Hybrid) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter) i. Utility fee includes water, sewer, sanitation, and gas ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue) iii. Hybrid + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by utility resident + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$1.50 absorb by the City iv. Submitter + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor 2. Additional Consideration a. Selecting InvoiceCloud eliminates the quarterly INSITE fees (saving between \$20,000 to \$24,000 annually) b. There is no implementation cost. Cost is waived.

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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts (In Progress)

Reporting Period: June 2026

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

	<u>FY25/26 Budget</u>
General Fund	\$30,000
Water Fund	\$12,000
Gas Fund	\$6,000
Sewer Fund	\$8,400
Sanitation Fund	\$600
<u>RDA Fund</u>	<u>\$3,000</u>
Total	\$60,000

FY26/27 Budget = \$10,000 (Budget approved on 6/17/2026)

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 st .
10/02/2025	TylerTechnologies has not responded since the last meeting. Will pursue with Price Paige and Co, CPA
10/23/2025	Project kickoff meeting between City and Price Paige. Discussed and developed the scope of work.
12/01/2025	Review of current structure: consolidate accounts, eliminate/add useful accounts – Postponed to begin in February due to FY24/25 Audit/Financial Statement
01/01/2026	On Hold until March. Project will extend into FY26/27.
02/01/2026	No Change from the last reporting.
03/01/2026	No Change from the last reporting.
05/01/2026	Met with consultant on 4/23/26 to establish milestones and deadlines. Goal: Approve a new chart of accounts with projects/program by 6/30/2026.
06/01/2026	Established New fund and department/budget unit numbers/codes. Provided program/grant codes to consultant. Goal: Approve a new chart of accounts with projects/program by 6/30/2026.
07/01/2026	Goal was not met. Need to discuss with consultant.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions (Not Started)

Reporting Period: June 2026

1. Project Overview:

Scope: Decentralize finance functions through process automation using workflow. Finance functions include Accounts Payable, Accounts Receivable, Purchase Orders, Journal Entries, Miscellaneous Revenue receipts, Travel Requests, and Budget Amendments. This will also include Position Budgeting, Priority Based Budgeting, and Business Process Review (BPR).

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

\$46,200 (Budget approved on 6/17/2026)

5. Upcoming Milestones:

Pending FY26/27 Budget approval - \$46,200

6. Progress Update:

Date	Comments
09/02/2025	Scheduled a meeting with Tyler Technologies the week of September 1, 2025
10/6/2025	Christina is onboard and will start immediately
12/01/2025	Project postponed to begin in February 2026
01/01/2026	Project postponed until further evaluation
02/01/2026	No Change from the last reporting
03/01/2026	No Change from the last reporting
04/01/2026	No Change from the last reporting
05/01/2026	No Change from the last reporting
06/01/2026	No Change from the last reporting – Postponed to begin in FY26/27. Will require support from TylerTechnologies. Pending Budget approval in FY26/27.
07/01/2026	Project to begin August 2026

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy (Completed 6/17/2026)

Reporting Period: June 2026

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

June 2026 – Present to City Council on June 17th.

6. Progress Update:

Date	Comments
09/02/2025	Have not started
10/02/2025	Have not started
11/02/2025	Have not started
12/01/2025	Have not started
01/01/2026	Have not started
02/01/2026	Have not started
03/01/2026	Have not started
04/01/2026	Have not started, Kickoff meeting scheduled for 4/14/2026
05/01/2026	Revised reserve policy is under review.
06/01/2026	Pending approval on June 17 th .
07/01/2026	Project completed on 6/17/2026.

Project Schedule

As of 07/01/2026

Projects	Status	FY25/26												FY26/27												FY27/28					
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		25	25	25	25	25	25	26	26	26	26	26	26	26	26	26	26	26	26	27	27	27	27	27	27	27	27	27	27	27	27
Update Travel Policy	Completed																														
Credit Card for all Services	Completed																														
Chart of Accounts	In Progress																														
Decentralize Finance Functions	Not Started																														
Revise Fund Balance and Reserve Policy	Completed																														

Key

Project Begins

Working Period

Project Ends

OT - On Target

Monthly Project Status Report- June 2026

Prepared by: Jesse Barron- Assistant City Manager

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

COMPLETE

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Complete- But monitoring

5. Budget:

No formal budget, staff time.

6. Upcoming Milestones:

Provide draft to City Council.

Project Name: Clean City Initiative -Ibarra/ Barron

1. Project Overview:

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

Timeline:

Initial outline and staff research – November 2025

Council presentation of draft recommendations – December 2025

The demolition of 325 E Houston was a success. Continued monitoring of fire damaged residences with stalled abatement proceedings through the standard channels will continue and brought to Council for direction.

Adoption and implementation of revised code – January/February 2026

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Ongoing

5. Budget:

Ongoing TBD

6. Upcoming Milestones:

Spring Cleaning Event was successful. Tonnage not available, but demand was high. These events can likely be more frequent.

Project Name: Water and Wastewater Treatment Plant Solar Projects- Jesse Barron

1. Project Overview:

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

Timeline: April 2026

2. Executive Summary and Progress Update:

Water Plant is complete, and PG&E rates locked in. A Permission To Operate (PTO) from PG&E is forthcoming.

WWTP is approximately 50% complete and expected to be completed late summer; deadline is Feb 2027

4. Timeline:

WTP Complete/ PTO Aug 10

WWTP Sept 26

5. Budget:

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

6. Upcoming Milestones:

- PTO on WTP
- Begin Construction on Waste Water

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

1. Project Overview:

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

Timeline: July 2026

2. Executive Summary and Progress Update:

Staff has determine partial funding sources to undertake the project.

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

4. Timeline:

Currently establishing budgets and funding sources.

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

5. Budget:

\$200 k originally budgeted

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

6. Upcoming Milestones:

Fiscal year 26-27 Approval

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

Reporting Period: June 2026

1. Project Overview:

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

Timeline: September 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Design Continues

Design is progressing well- 50%

5. Budget:

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

6. Upcoming Milestones:

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

Expecting design: September 2026

Preliminary Construction Begin: Winter 2026

Project Name: Complete Animal Facility

Reporting Period: **June 2026 IN PROGRESS**

1. Project Overview:

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

Timeline: Early to late spring of 2026

2. Executive Summary and Progress Update:

Project is currently in process of being receiving its final punch list items.

4. Timeline: 95% complete

5. Budget:

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

Electrical Budget: \$22,569.00

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

Total Budget: \$449,227.65

Fence Replacement: \$23,614.95

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

6. Upcoming Milestones:

Completion in the next month.

Project Name: Purchase and install remaining backflow enclosures- Smith

Reporting Period: **June 2026**

1. Project Overview:

Scope: Purchase and install backflow device enclosures

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

2. Executive Summary and Progress Update:

4. Timeline:

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

5. Budget:

\$12,600

6. Upcoming Milestones:

Installation of enclosures by staff.

Project Name: Update Curb Painting Near Schools- Barron

Prepared by: Jesse Barron

Reporting Period: April 2026- **Cancelled replaced by SMART Sunset due to technical complexity**

1. Project Overview:

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

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

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

SMART Sunset has been approved by Council; staff is in the process of narrowing the scope of the original proposal and anticipates beginning study by end of May.

3. Timeline: Summer 2026

4. Budget:

5. Upcoming Milestones:

Project Name: Banner decorations on Light Poles- Medina

Reporting Period: **April 2026- COMPLETE**

1. Project Overview:

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

Timeline:

2. Executive Summary and Progress Update: City staff has continued to do some research on larger Banners that can be installed On Elm Ave. and on Coalinga Plaza. In the Plaza we have 2 banners per pole with a total of 26 banners measuring 24”X 48”. Half of the 26 banners will be replaced totaling to 13 banners. The Cost for these banners is around \$51.57 per Banner. On Elm Ave from Polk to Van Ness, staff counted a total of 29 Banners + 2 at Clock Tower with a total of 31 larger Banners measuring 30”X 96” and 5 Spring loaded bracket sets needed. On Cambridge from Sunset and Elm there are 14 streetlights that will require 14 Spring loaded bracket hardware installation and 14 large Banners measuring 30” x 96”. These range from \$100.00-\$120 dollars per Banner and \$162.96 dollars per hardware. Shipping has not been included in pricing. Coalinga Chamber mentioned they may already own seasonal banners, but the cost was for vendor to come out to install which was a cost at around \$2,500 each time Vendor came out which Chamber has not done for a while due to high cost. Chamber communicated they will keep the banners they currently have installed and will not be replacing them.

4. Timeline: Mid-March

100% Complete

5. Budget:

\$9,106.66

6. Upcoming Milestones:

‘America250’ is trademarked and banner design needed to be updated to ‘USA 250’.
Staff is waiting for proof of image to be confirmed for design from Fastsigns.

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

Reporting Period: **June 2026 – Moved to FY2027**

1. Project Overview:

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

2. Executive Summary and Progress Update:

The project was unfeasible for \$30k; FY27 has requested \$85-\$100k for necessary repairs

4. Timeline:

Spring 2027

5. Budget:

Funding has been approved in the FY27 Budget-

6. Upcoming Milestones:

Design in Fall 2026

Project Name: Complete Phase 1 of the Center Median Project-Jesse

Reporting Period: **June 2026**

1. Project Overview:

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

2. Executive Summary and Progress Update:

City Manager asked the PW Director to rework the project scope and utilize existing staffing to complete the work.

4. Timeline:

Completion by October 2026 anticipated

5. Budget:

Budget was \$150,000.00; now \$65,000 fully funded from the Landscape & Lighting Maintenance District No. 1993-1A

6. Upcoming Milestones:

Re-scope and re-imagine the project

Project Name: Slurry Seal Project Phase 3-Jesse

Reporting Period: June 2026

1. Project Overview:

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

2. Executive Summary and Progress Update:

City Staff received and opened four (4) bids for this project. American Asphalt South, Inc. was the apparent low bidder with a total bid proposal of \$231,218.01

4. Timeline:

Slurry is complete, striping of slurried streets expected week of 13 JULY

5. Budget:

We have a budget of \$500,000, and the Engineer's Estimate was \$434,538.00. American Asphalt South, Inc. came in with \$231,218.01

6. Upcoming Milestones:

With the bid coming in low, we are hoping to add some streets to this project. This project is funded by TDA Street Maintenance Funds.

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

Reporting Period: June 2026

1. Project Overview:

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

2. Executive Summary and Progress Update:

The City is reviewing the alarm mechanism for long term maintenance concerns.
Anticipation of proceeding mid July

4. Timeline:

Staff anticipates mid-July start.

5. Budget:

The engineering estimate for this project is \$538,450.00

6. Upcoming Milestones:

Bids in early June.

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

Reporting Period: June 2026

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

No timeline has been set.

5. Budget:

Budget: \$58,262.00.

6. Upcoming Milestones:

- SWRCB review of Plan.
- Approval of Plan.

Project Name: Complete Ramsey Splash Park- Barron

Reporting Period: **June 2026**

1. Project Overview:

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

2. Executive Summary and Progress Update:

The project is progressing; approximately 60% complete. Early September completion

4. Timeline:

Construction is approximately 60% complete, anticipate early Sept Completion.

5. Budget:

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

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

6. Upcoming Milestones:

Fall 2026 Project Completion and Opening

Project Name: Increase Wastewater Treatment Plant Land Discharge Area- Barron

Reporting Period: April 2026- Cancelled due to lack of interest from seller

1. Project Overview:

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

2. Executive Summary and Progress Update:

4. Timeline:

5. Budget:

None

6. Upcoming Milestones:

Project Name: Completion of ADA Transition Plan Update- Jesse

Reporting Period: April 2026- COMPLETED (Streets Only)

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Completion by the end of FY26

5. Budget:

\$24,000

6. Upcoming Milestones:

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

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: **COMPLETED – May 2026**

1. Project Overview:

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

Timeline: Spring 2026

2. Executive Summary and Progress Update:

The City successfully coordinated and hosted a Council/Staff Team Building Event on May 27, 2026, at CASS Winery. The event provided an opportunity for Council Members and Department Head staff to come together outside of the traditional work environment, strengthen professional relationships, and foster collaboration and communication among leadership. The event was well attended and successfully achieved its goal of promoting team cohesion and engagement.

3. Project Status

Completed

4. Timeline:

The Council/Staff Team Building Event was held as scheduled on Wednesday, May 27, 2026, at CASS Winery.

5. Budget:

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

6. Outcome

The event provided a valuable opportunity for Council Members and staff to build stronger working relationships, enhance communication, and reinforce a collaborative approach to serving the community. The project has been successfully completed.

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: **COMPLETED – January 2026**

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: June, 2026

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

Staff completed the Admin Functionality Training on June 11, 2026, and continues working through the remaining implementation activities. Efforts during this reporting period focused on becoming familiar with the platform by creating sample public records requests and developing standardized response templates for common requests and acknowledgments of receipt. The project continues to move forward in preparation for system go-live.

3. Project Status:

On-going

4. Timeline:

Current Phase: System configuration, template development, user familiarization, and implementation readiness activities.

Next Steps: Continue system configuration, refine standardized response templates, complete remaining implementation tasks, and prepare for system go-live.

Projected Go-Live: Pending completion of final configuration and implementation activities.

5. Budget:

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

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

6. Upcoming Milestones:

- Continue developing / refining standardized response templates
- Continue testing system through sample public records requests
- Finalize remaining system configuration & implementation tasks
- Prepare for system go-live

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: June, 2026

1. Project Overview:

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

2. Executive Summary and Progress Update:

The OneMeeting implementation project continues to progress as staff works through the remaining onboarding, configuration, and training requirements in coordination with the project team. During this reporting period, efforts remained focused on system configuration, workflow refinement, and preparation for full implementation.

Although no major implementation milestones were completed during June, steady progress continues through ongoing configuration and training activities. These efforts are intended to ensure the system is fully configured, tested, and ready for successful deployment.

The project remains on track, and staff will continue working with the vendor to complete the remaining implementation requirements in preparation for go-live.

4. Timeline:

Ongoing system configuration, workflow refinement, required training and testing activities in coordination with the vendor.

5. Budget:

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

6. Upcoming Milestones:

- Continue required weekly project meetings and training sessions.
- Complete remaining system configuration and workflow refinements.
- Conduct mock live meeting and final testing activities.
- Finalize implementation tasks and prepare for system go-live.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: **COMPLETED – August 2025**

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

None

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: June 2026

1. Project Overview:

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

Timeline: FY 2026

2. Executive Summary and Progress Update:

The City Attorney added specific language and edits to Sections 1, 2, 3, 4 and increased the fines in Section 4 d. The changes were presented to Council on October 16, 2025 and Council requested further review and changes.

June 2026, City Manager has updated the Coalinga Police Department Animal Control Ordinance and will request a review from City Attorney and Council.

3. Timeline:

FY 2026

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings TBD.
- Animal Control Plan approval.

6. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: June 2026

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Completed

4. Budget:

\$30,000

5. Upcoming Milestones:

Complete

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services

Reporting Period: June 2026

1. Project Overview:

Scope: Increase Ambulance Rates

Timeline: July 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Completed

4. Budget:

N/A

5. Upcoming Milestones:

Complete. Went live with Sharp on October 1st.

Monthly Project Status Report – Carry Over to FY 26/27

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: June 2026

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: FY 26/27

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Determine Cost Estimate and CIRA funding opportunities. Moving to FY 26/27 budget request.

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: June 2026

1. Project Overview:

Scope: Remodel Fire Department Bathroom

Timeline: September 2025

2. Executive Summary and Progress Update:

BC Milligan to manage the project.

3. Timeline:

Project started 9/29.

4. Budget:

\$40,000

5. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: June 2026

1. Project Overview:

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

2. Executive Summary and Progress Update:

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

3. Timeline:

On going

4. Budget:

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

5. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: June 2026

1. Project Overview:

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

Timeline: Presented to Council

2. Executive Summary and Progress Update:

Chief and BC Long are currently working on the study.

3. Timeline:

started

4. Budget:

Staff resources.

5. Upcoming Milestones:

Presentation to City Council December 4th

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Emergency Readiness: Implement Civic Ready

Reporting Period: June 2026

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Train Public Outreach Coordinator

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: June 2026

1. Project Overview:

Scope: Emergency Readiness: New Generator

Timeline: June 2026

2. Executive Summary and Progress Update:

Completed

3. Timeline:

Began 2022

4. Budget:

Approximately \$36,000

5. Upcoming Milestones:

Approved by Council. ACM Baron has taken on the project and working with electrician to get completed. Project was completed April 29th!!!