



SPECIAL CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**January 20, 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 January 20, 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:

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. Swearing In of New Councilman Abel Arroyo
2. 2025 Firefighter of the Year Award
3. 2025 Officer and Dispatcher of the Year
4. 2025 Coalinga Police Department Annual Report

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. Authorize the Completion of the Fire Station Emergency Generator
2. Strategic Plan Implementation - Envision Coalinga Project List Monthly Update (November/December 2025)
3. Consideration of Bid Award for Natural Gas Cathodic Protection Deep Anode Well #4 & #10 Replacement Project
4. Notice of Completion for Coalinga Perimeter Multi-Use Trail 3,4,9 Project
5. Adopt Resolution No. 4303 Approving Water Conveyance Agreement with Gladstone California Water LP for Westlands Source Water to be Conveyed in January and February 2026
6. Waive the Second Reading and Adopt Ordinance No. 877 - Authorizing the City Manager to Execute City Instruments Pursuant to California Government Code Section 40602
7. Approve Award for the Interior Building Painting Project of City Hall
8. Authorize the City Manager to execute an agreement with Pleasant Valley Groundwater Sustainability Agency (PVGSA) to allow access to a water well in the City of Coalinga to monitor groundwater quality in the Pleasant Valley Subbasin.

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Consideration of Establishing an Ad Hoc Community Outreach Committee
Sean Brewer, City Manager
2. Consideration of City Council Appointments to Fill Two Vacant San Joaquin Valley Division (SSJVD) Policy Committee Positions with the League of California Cities and Authorization for Related Travel
Sean Brewer, City Manager
3. Consideration of Commemorative Banners in Recognition of the 250th Anniversary of the United States (Future Agenda Item - Mayor Pro-Tem Schindler)
Sean Brewer, City Manager

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 LABOR NEGOTIATORS – Government Code 54957.6.
CITY NEGOTIATORS: City Manager, Sean Brewer and City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Police Officers Association
2. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6.
CITY NEGOTIATORS: City Manager, Sean Brewer and City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): General Employees

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: 2025 Firefighter of the Year Award

Meeting Date:

From:

Prepared by:

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

2025 Firefighter of the Year award

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
▣	2025_FOTY-_D.Burke.pdf	Firefighter of the Year



COALINGA FIRE DEPARTMENT

GREG DUPUIS, FIRE CHIEF

300 W. Elm Ave • Coalinga, CA 93210 • Phone (559) 935-1652 • Fax (559) 935-1638

Date: January 12, 2026

To: Sean Brewer, City Manager

From: Greg DuPuis, Fire Chief

Re: 2025 Firefighter of the year

It is with great pride that the Coalinga Fire Department recognizes Firefighter Darren Burke as Firefighter of the Year.

Firefighter Burke has been a valued member of the department since May of 2022. In a relatively short period of time, he has consistently demonstrated the dedication, reliability, and professionalism that represent the highest standards of the fire service and the Coalinga Fire Department

While employed full-time with the department, Firefighter Burke successfully completed a fire academy, an achievement that required exceptional commitment and perseverance. He balanced the demands of academy training while continuing to work and manage his family life, an effort that did not go unnoticed by those around him. One peer noted, *"Darren impressed me by going to the academy, working, and still managing a family life."*

Firefighter Burke comes to work every shift prepared to perform his duties without complaint. His work ethic and consistency are frequently highlighted by his peers. As one firefighter stated, *"Darren is hard working and never really complains, he just does his job and does it really well."* Another shared, *"Darren is the best; I can always count on him."*

In addition to his strong work ethic, Firefighter Burke has taken on an informal leadership role within the department by welcoming new rookies and taking them under his wing. He consistently helps train, guide, and mentor newer firefighters, ensuring they feel supported and confident as they begin their careers. His willingness to invest time and effort into others demonstrates his commitment not only to his own success, but to the long-term strength of the department as a whole.

Firefighter Burke's potential has not gone unnoticed. One peer summarized it best by saying, *"Darren is going to promote rapidly in this department, he just has 'it.'"*

For his dedication, perseverance, professionalism, and the respect he has earned from his peers, Firefighter Darren Burke is truly deserving of the 2025 Firefighter of the Year award.

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

Subject: 2025 Coalinga Police Department Annual Report
Meeting Date: Tuesday, January 20, 2026
From: Sean Brewer, City Manager
Prepared by: Jose Garza, Chief of Police

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
▣	2025_Annual_Report.pdf	2025 Annual Report

Coalinga Police Department 2025

ANNUAL REPORT



By Police Chief Jose V. Garza

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Coalinga Police Department

MISSION STATEMENT

Our mission is to maintain peace and order through the provision of police services that are of the highest quality and responsive to the needs of the community. We will contribute to the safety and security of the community by apprehending those who commit criminal acts, by developing partnerships to prevent, reduce, or eliminate neighborhood problems by providing police services that are fair, unbiased, judicious, and respectful of the dignity of all individuals. We also acknowledge and value the positive interactions and relationships we have with our community.

VALUES STATEMENT

Dedication to timely, excellent, and efficient service to the community.

Honest and ethical behavior by the members of this agency.

Having the utmost integrity and professionalism for the position in which we hold.

Using innovative, creative, and proactive approaches in meeting the demands of crime prevention and law enforcement responsibilities.

Engaging in strategic and future planning and to keep abreast of the latest in law enforcement technology and techniques.

Sensitivity is the key quality that we should bring to our interaction with the public and other agencies in the criminal justice system with whom we interact with.

CHIEF'S MESSAGE

Greetings, Coalinga Citizens, Community Leaders, and Business Owners. It has been an honor and a privilege to serve you and lead the men and women of the Coalinga Police Department. I'm so proud of the men and women of the Coalinga Police Department who work hard each day to keep you and your family safe, along with your partnership in helping us build a safe community. As your Police Chief, I have seen a positive trend in crime reduction and in building your trust. However, it wasn't always that way when I first started as your Chief four years ago on January 28, 2022.

I remember the challenges we had to overcome in my first year in 2022, when the Department experienced staffing shortages and an increase in violent crimes, specifically gang violence. We ended my first year in 2022 with a 17% increase in crime and a total of 325 victims. Having 325 of our residents victimized was unacceptable, so in the following years, we implemented and built specific problem-solving strategies. Strategies such as the implementation of a Community Video Policing Program in the City of Coalinga to help reduce and deter crime, which involved the installation of 56 surveillance cameras with 99 camera views. The 56 cameras included 25 license plate captures. In addition, the hiring of more officers who have made significant arrests of gang members and thieves, along with enhancing community trust and partnerships through positive engagement.

These problem-solving strategies had a positive impact on shifting the momentum in reducing crime each year. The following year, in 2023, we saw a reduction of crime by 15%, with 276 of our residents victimized, and in 2024, we had an unprecedented reduction of crime by 27%, which meant we had only 201 of our residents victimized, compared to my first year in 2022, of 325 victims. The goal for 2025 was to reduce victimization to fewer than 200 in the City of Coalinga. I'm proud to say we met our 2025 goal, ending the year with a 3% reduction in crime, with 195 of our residents victimized.

These significant reductions in victimization have made the City of Coalinga one of the safest communities in the Central Valley. These specific problem-solving strategies and your partnership are working, so we need your continued support in several ways. For example, report the crime when it occurs, provide any camera footage of the suspect(s) committing the crime, and be a credible witness. In addition, don't make it easy for thieves to steal your valuables from your car, hide or remove your valuables, lock your car, and take your keys. I have no doubt that, by working together as a community, we can continue to reduce the number of residents victimized, build a Police Department you can trust and be proud of, and remain one of the safest communities in the Central Valley. Thank you for your continued guidance, support, and for allowing me to serve you and lead the men and women of the Coalinga Police Department.

Respectfully,



Jose V. Garza
Chief of Police

STATE OF THE DEPARTMENT

In 2025, the Department had great successes in having fewer than 200 victims, compared to 2022, in which we had 325 victims. Although we had great success in reducing victimization, the department continued facing challenges in filling our sworn officer vacancies. In November 2024, to maintain staffing levels and provide effective service to the community, we temporarily reassigned our two detectives and the Coalinga college officer back to patrol to assist with handling calls for service. These officers returned to their original assignments in Fall 2025, leaving the year with four sworn officer vacancies. In addition, several vacancies in our Dispatch Center led the Department to contact the Fresno County Sheriff's Department on two occasions for assistance with handling 911 emergency calls for service. Thanks to the City Manager's strong advocacy and the support of the Coalinga City Council, dispatcher positions were reclassified by updating the salary scale and job structure to better reflect current duties, create career growth opportunities, and support recruitment and retention efforts. By the end of the year, the Department was able to fill all the full-time Dispatcher vacancies.

In 2022, I implemented the following three goals: Goal 1: Lead and Build the Department, Goal 2: Reduce Crime, and Goal 3: Build Community Trust which were used as the foundation for the annual report to update the community in the Department's direction, problem solving strategies used to reduce crime, accomplishments, strategies to enhance community trust, and subgoals that the Department will strive to achieve throughout next year. This year, under Goal 2, Reduce Crime, we included the Traffic Accidents category due to a significant 2025 increase of 69.4%. In 2025, we recorded 83 traffic accidents, up from 49 in 2024. We will continue to work on these goals and expand and enhance our work to accomplish the following 2026 subgoals with your continued support.

Goal 1: Lead and Build the Department

The Coalinga Police Department is a full-service law enforcement agency conducting operations 24 hours a day, 365 days a year. The Police Department provides primary 911 Police Dispatch responsibilities for the City of Coalinga. The Police Department is divided into two Divisions- Administration Support and Operations. Administration Division consists of the 911 dispatch center, records, and Property & Evidence. The Operations Division consists of training, holding facility, fleet services, patrol, investigations, field training, reserves, auditing cannabis facilities, and animal control. Commander Sean Young currently oversees both divisions; however, it's my goal as the community grows in population to add another commander so we can enhance each division's efficiency and effectiveness.

The adopted annual budget for Fiscal Year (FY) 2025/2026 is \$5,411,600, which funds 24 full-time sworn officers, one part-time paid reserve officer, and 11 non-sworn civilians. However, in 2025, we were challenged in filling the allocated sworn officer positions and ended the year with four sworn officer vacancies. In addition, we ended the year with one vacant part-time dispatcher position. However, we have a large applicant pool for the part-time position, so we are optimistic about filling

it in early 2026. The Coalinga Police Department, like other law enforcement agencies nationwide, faced challenges in recruiting and hiring sworn officers and non-sworn personnel.

Accomplishments

Thanks to the support of the City Manager and Council, the Department has filled all full-time Dispatcher vacancies, leaving one part-time dispatcher position to fill. In addition, we met our goal in 2025 by promoting three officers to the rank of Corporal, which will enhance the Department's effectiveness in patrol.

Goal 1 Subgoals the Department will strive to achieve in 2026:

Subgoal 1a: To fill the allocated sworn officers' vacancies, the Police Department recruiting team will continue to reach out to local police academies in the central valley, along with our sworn officers reaching out to lateral officers from other agencies.

Goal 2: Reduce Crime and Traffic Accidents

In 2025, we had a significant increase in traffic accidents of approximately 69.4%. In 2024, we recorded 49 traffic accidents, compared with 83 in 2025. Injury-related traffic accidents were a major contributor to this increase. In 2025, the Department handled 19 injury traffic accidents, up from 8 in 2024, representing a 138% increase. In addition, we also had an increase in domestic violence, which we plan to address in 2026.

Accomplishments:

Thanks to multiple local and state grants, we have completed Phase 6 of our Community Video Policing Program, except for installing a camera tower. The camera tower is scheduled for completion in early 2026 and will be located outside the city limits to improve camera connectivity. The City of Coalinga now has 56 surveillance cameras with 99 camera views. The 56 cameras include 25 license plate captures.

Goal 2 Subgoals the Department will strive to achieve in 2026:

Subgoal 2a: Implement Year 3 of the BSCC-ORT grant by purchasing a mobile camera trailer with license plate readers, purchasing a drone to enhance public safety, and developing an agreement with the State Cal-Trans Department to install city cameras at two of their traffic signal intersections on Highway 198.

Subgoal 2b: Reduce traffic accidents by certifying officers to use radar equipment in areas with a high volume of traffic accidents and address areas of the city where the department receives citizens' complaints of vehicles speeding in their neighborhood.

Subgoal 2c: Reduce domestic violence by focusing on repeat offenders, apprehending suspects at large, providing victims with appropriate assistance, and working with victims and the District Attorney's office to ensure cases are prosecutable.

Goal 3: Build Community Trust

In building community trust, I have the Police Department fully engaged in developing community-police partnerships. The Police Department strives each day to develop community-police partnerships by contacting residents and businesses in person and through the Department's Facebook page, where you will find many photos. In addition, we completed our quarterly meetings with the Police Chief's Advisory Board, and the next quarterly meeting will be in February 2026.

The Coalinga Police Department also welcomes constructive criticism and valid complaints about its members and procedures. We encourage our residents to address their concerns and complaints through our online complaint process or pick up a complaint form at the PD lobby. Residents may remain anonymous or leave their names and phone numbers so a supervisor can contact them.

Accomplishments:

In 2025, our building community trust goals were to have sergeants and patrol officers contact a minimum of two business owners/managers and two residents per work week for the purpose of building community trust and resolving business/neighborhood issues. I'm proud to announce that sergeants and officers contacted a total of 1,858 residents and business owners/managers, resulting in a positive impact on the city.

In addition, we continued to positively engaged the community at numerous events, such as Mardi Gras, Autism Awareness Walk, Annual Horn Toad Parade/Carnival, Easter Egg Hunt, Trunk for Treats, Christmas Parade, Wings Over the Westside Airshow, Reindeer Rounds Gifts Give Away, Coffee with a Cop, Veterans Day Flag Raising / Lowering, Coalinga Women's Club First Responder Appreciation Dinner, Multiple Coalinga-Huron School District Career Days, Let Freedom Ring 4th of July event, Coalinga Fire Department Open House, and Annual Coalinga Chamber of Commerce Dinner. In addition, who can forget dunking officers in the water tank at National Night Out. These events have enhanced community trust between CPD employees and the community.

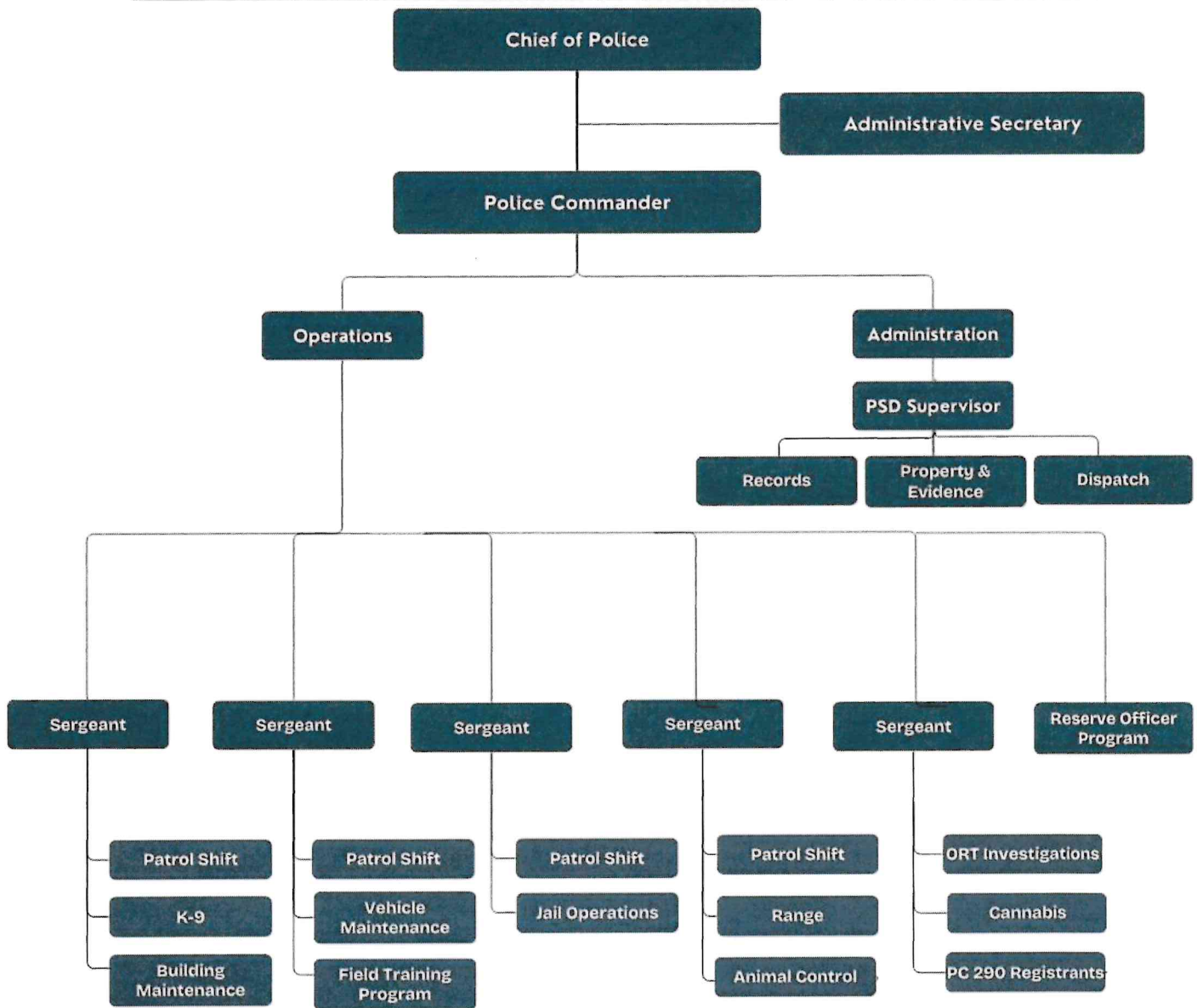
Goal 3 Subgoals the Department will strive to achieve in 2026:

Subgoal 3a: Sergeants and patrol officers will continue to contact a minimum of two business owners/managers and two residents per work week to build community trust and resolve business/neighborhood issues. Also, to further enhance safety in the Downtown business district, Day Shift Patrol will begin a walking beat in the Downtown area.

Subgoal 3b: The Department will implement a Police Explorer program.

Subgoal 3c: The Department will work closely with the City's Public Outreach Coordinator to promote the Department's positive engagement in the community and strengthen its crime prevention efforts.

COALINGA POLICE DEPARTMENT ORGANIZATIONAL CHART



2025 Budgeted Staffing Levels – Total 36

Department currently has a total of 25 Full Time Sworn Officers, which includes 1 Part-Time paid Reserve Police Officer and 4 Sworn Officers Vacancies

1	Chief of Police
1	Police Commander
4	Patrol Sergeants
4	Patrol Corporal
6	Patrol Officers
1	Detective Sergeant
2	Detectives
1	Coalinga College Officer
1	Paid Reserve Police Officer
4	Police Officer Vacancies
25	Total Sworn Officers

Department currently has a total of 9 Full Time Non-Sworn Staff, 2 Part Time Non-Sworn Dispatchers which includes 1 Part-Time Dispatcher vacancy

1	Public Safety Dispatch Supervisor
1	Chief's Administrative Secretary
6	4 – Dispatchers 1 – Records Clerk 1 – Evidence Technician
1	Full Time Animal Control Officer
1	Part Time Dispatcher
1	Part Time Dispatcher Vacant
11	Total Non-Sworn

Uniform Crime Report Statistics

The Uniform Crime Report (UCR) is the oldest crime-reporting system in the United States. Developed in the 1920s by the FBI, the report receives its data from victims' reports of crime to law enforcement. There are 7 Part 1 Crimes in the Uniform Crime Report that are captured (Homicide, Rape, Robbery, Assault, Burglary, Larceny and Auto Theft), which are mandated reporting to the Department of Justice each month by all Law Enforcement agencies. In the Chart below, Law Enforcement agencies use month-to-month and year-to-year analysis to help predict crime trends.

According to the chart below, by the end of 2025, the Uniform Crime Report Part 1 Crimes decreased by 3%, with 195 of our residents victimized, resulting in 6 fewer persons victimized in the City of Coalinga, than in 2024. In 2024, we saw an unprecedented 27% decrease in crime with 201 of our residents victimized. The chart below shows the Year to Date (YTD) with no homicides, a decrease in Rapes, Burglary, and Larceny. However, we did have an increase in Robbery, Assaults and Auto theft in 2025.

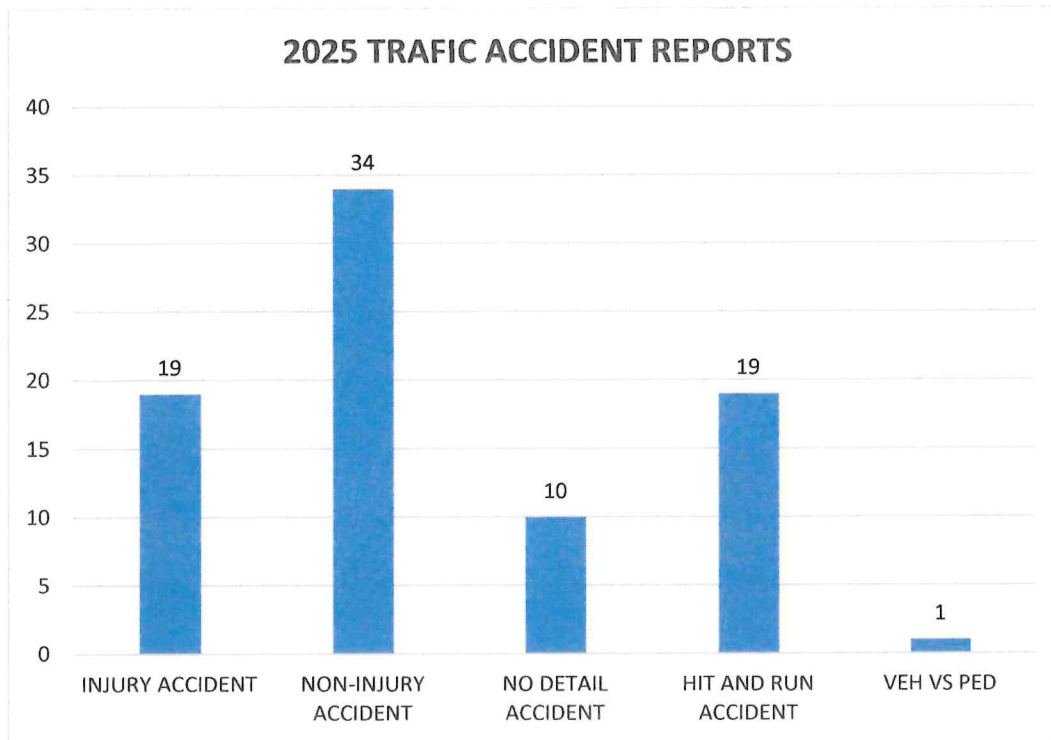
PART 1 CRIMES						
	Last DEC	This DEC	% CHANGE	YTD 2024	YTD 2025	% CHANGE
HOMICIDE	0	0	0%	1	0	-100%
RAPE	0	0	0%	3	2	-33%
ROBBERY	0	0	0%	2	3	50%
ASSAULT	2	9	350%	125	129	3%
BURGLARY	1	3	200%	17	14	-18%
LARCENY	2	0	-100%	45	36	-20%
AUTO THEFT	0	0	-100%	8	11	27%
TOTAL PART ONE	5	12	140%	201	195	-3%

Calls for Service Statistics:

The best way to analyze the activity of the Police Department is using raw calls for service data. These data show both activities generated by the public and by patrol. In 2025, the Police Department handled 17,141 Calls for Service (CFS), compared with 14,759 in 2024, representing a 16.14% increase in calls for service.

Traffic Accident Statistics:

The Coalinga Police Department is responsible for traffic enforcement for the City of Coalinga. In 2025, the Department responded to 83 traffic accidents that occurred in the city, compared to 49 in 2024, an increase of 69.4%. Injury-related traffic accidents were a major contributor to this increase. In 2025, the Department handled 19 injury traffic accidents, up from 8 in 2024, representing a 138% increase.



Department's Animal Control Officers 2024 Statistics:

The Department's Animal Control Officer (ACO), Johnathan Bell, and patrol officers handled a total of 493 animal complaints in 2025. ACO is assigned full-time, works Monday through Friday from 8am to 4pm, and is available to handle emergency calls after hours and on weekends. In 2025, ACO Bell handled approximately 288 animal complaint calls, wrote 19 reports, and issued 15 citations. Of the 288 animal complaint calls, ACO Bell gave 16 verbal warnings and completed 2 dog bite reports. In addition, 24 strays were handed over to Gimme Love's Animal Shelter.

The following are the type of animal complaint calls handled by ACO Bell: aggressive dog, stray animals, deceased animals, cat calls, abandoned animals, and wildlife animals. When ACO Bell is unavailable to handle animal complaint calls, specifically on weekends, the Department dispatches patrol officers to handle animal complaints. In 2025, patrol officers handled 205 animal complaints and wrote 13 reports.

Gimme Love's Animal Shelter 2025 Intake Statistics:

Gimme Love, a nonprofit organization, is responsible for the care and welfare of the animal shelter in the City of Coalinga.

Total Dogs Intake 837

Owner surrender 189

Stray 644

Impound 4

Rescue 430

Adopt 70

Deceased dogs 2

Euthanize 4

Returned to owner 336

28 Dogs in shelter Dec 31, 2025

Total Cats Intake 193

Stray 167

Owner surrender 10

Impound 16

Adoption 57

Rescue 82

Died in Care 23

Deceased cats 3

Euthanize 4

Returned to owner 3

21 Cats in shelter/foster Jan 1, 2026

Total Intake 6

1 Owl. Rescue

1 Coyote Rescue

2 Pigs Adopted

2 Roosters, 1 died, 1 adopted

Total intake for 2025 is 1036 animals

Canine Program

The City of Coalinga has one K9 Handler, Sergeant Damian Sparks, and his K9 Boss. K9 Boss had 18 deployments resulting in 2 bites, 4 non-bites, 2 building searches, 2 officer assists, and 8 narcotic searches. Of the 8 narcotic searches, K9 Boss alerted on 5 positive narcotics seizures, such as crystal meth, cocaine, fentanyl, and LSD.

Press Releases

In 2025, the Coalinga Police Department sent out 21 Press Releases. The following are three Notable Cases:

38 Gang Members and Associates Charged in Federal Complaint as a Result of “Operation Shock Collar”

On June 26, 2025, upwards of 550 federal, state, and local law enforcement personnel executed 54 search warrants in the Fresno County city of Huron, Coalinga, and surrounding communities. Throughout the investigation, law enforcement seized firearms, ammunition, methamphetamine, heroin, and cocaine. Eighty-nine criminal street gang members and associates were arrested and charged with crimes in federal and state court.

The complaint, unsealed today, charges 38 members and associates of the Huron Dog Life, Coalinga Dog Life, and San Joaquin Ruthless Perro cliques of the Bulldog street gang with various drug and firearms trafficking offenses. “The charges reflect the brazen violence and drug trafficking that have threatened the safety and stability of the greater Fresno area, particularly in rural communities like Huron and Coalinga,” said Special Agent in Charge Sid Patel of the FBI Sacramento Field Office. “Yesterday’s operation was the culmination of months of collaborative work to disrupt gang-driven violence and the flow of drugs and firearms into Central Valley neighborhoods. This case highlights the power of strong partnerships at every level of law enforcement, all united in the mission to dismantle violent gangs and protect the communities we serve.”

K9 alert leads to three arrests for narcotics possession

On October 7th, 2025, at about 10:32pm, officers conducted a vehicle enforcement stop near the intersection of N. Third Street and E. Elm Avenue, on a silver Jaguar for both speed and mechanical violations. Upon contacting the three occupants of the vehicle, who were from Santa Cruz, officers noticed several inconsistencies in the statements made by the driver. The vehicle was also unregistered and uninsured. The behavior of the occupants led officers to believe they were involved in narcotic criminal activity. Officers requested assistance from the on-duty canine officer, K9 "Boss" to conduct an open free air exterior sniff of the vehicle while the officer wrote the driver a citation for the vehicle code violations he observed.

K9 "Boss" arrived on scene, all three occupants were removed from the vehicle, and an open free air exterior sniff of the vehicle was conducted. K9 "Boss" alerted to the odor of illegal narcotics, giving officers the probable cause needed to search of the vehicle. Officers located over half an ounce of illegal narcotics inside of the vehicle and found two of the occupants to be in possession of illegal narcotics on their person.

The illegal narcotics found and recovered were crystal methamphetamine, fentanyl, and LSD tabs.

All three subjects were arrested for narcotics possession, and the vehicle was towed.

Gang Member on Parole Arrested for Firearms Charge

On April 29th, 2025, officers with the Coalinga Police Department served a search warrant at a residence located in the 400 block of East Polk Street. The search warrant was the result of an ongoing investigation that began on April 22nd, 2025, following a report from an anonymous caller who observed a male subject running across Polk Street towards the C-Town Smoke Shop pointing a firearm at another subject.

Through the course of the investigation, officers identified the suspect as Juan Carlos Mendoza Jr. who is currently on parole for a prior conviction under Penal Code 245(a)(2) – Assault with a Firearm. Juan Carlos Mendoza Jr. is also an active member of the Sureno Criminal Street Gang. During the investigation, it was found that Juan Carlos Mendoza Jr. was chasing after rival Bulldog Criminal Street Gang Members who were hanging out at the smoke shop.

In conjunction with the search warrant, officers obtained a felony arrest warrant for Juan Carlos Mendoza Jr. for violation of Penal Code Section 29800(a)(1) – Felon in Possession of a Firearm. Juan Carlos Mendoza Jr. was located, taken into custody without incident, and transported to the Fresno County Jail where he was booked on the warrant and a violation of parole.

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

Subject: Authorize the Completion of the Fire Station Emergency Generator
Meeting Date: Tuesday, January 20, 2026
From: Greg DuPuis, Fire Chief
Prepared by: Greg DuPuis, Fire Chief

I. RECOMMENDATION:

Authorize the completion of the fire station emergency generator electrical connection and integration with city emergency operations center (EOC) by authorizing the City Manager to execute an agreement with Phillips Electric LLC, in an amount not to exceed \$36,230.04 and a total budget of \$40,000 to cover any unanticipated expenses associated with this project, for the installation, electrical connection, testing, and commissioning of the emergency generator at the Coalinga Fire Station; approve a mid-year budget adjustment to fund this unbudgeted expenditure; and authorize the City Manager to approve any minor administrative changes necessary to complete the project.

II. BACKGROUND:

The Fire Station emergency generator project has been in development since 2021. The project was initiated by the previous administration to address the need for reliable backup power at a critical public safety facility and to support the City's emergency management functions.

Since its inception, the project has experienced significant delays due to multiple factors, including:

- Coordination with multiple electrical engineers over the course of the project lifecycle.
- Design revisions that required the City to address the age, configuration, and limitations of the existing Fire Station electrical switchgear.
- Extended delays with the utility company (PG&E) related to interconnection requirements, approvals, and scheduling.

Despite these challenges, the remaining and final phase of the project is the electrical connection, integration with the automatic transfer switch (ATS), and commissioning of the system to make it fully operational.

Phillips Electric LLC, a licensed electrical contractor, has evaluated the current conditions and prepared a detailed estimate to complete the integration safely and in compliance with current electrical codes and inspection requirements.

III. DISCUSSION:

This project's extended timeline reflects the complexity of integrating modern emergency power systems into aging infrastructure while meeting evolving utility and regulatory requirements. Over several years, changes in engineering approach and prolonged utility coordination significantly delayed completion. With the generator now installed and utility coordination substantially resolved, the City is positioned to complete the final

connection phase.

The proposed work will:

- Connect the standby generator and ATS to the Fire Station's main electrical system.
- Ensure proper grounding, labeling, and compliance with National Electrical Code (NEC) standards.
- Address challenges related to aging switchgear, including limited space, corrosion, obsolete components, and lack of updated schematics.
- Safely test and commission the system to confirm proper power transfer during outages.

Completion of this work will provide a reliable and code-compliant emergency power solution for the Fire Station.

The Fire Department Training Room has been designated by the City Manager as the City's primary Emergency Operations Center. During emergencies such as wildfires, earthquakes, severe weather, or extended power outages, the EOC serves as the central coordination point for City leadership, public safety agencies, and partner organizations.

A fully operational emergency generator is essential to:

- Maintain communications and data systems.
- Support incident command and coordination.
- Ensure life-safety operations continue without interruption.

Given the project's long development history, completing this final phase is critical to realizing the original intent of the investment and ensuring the City's emergency response capabilities are fully functional.

IV. ALTERNATIVES:

Alternatives:

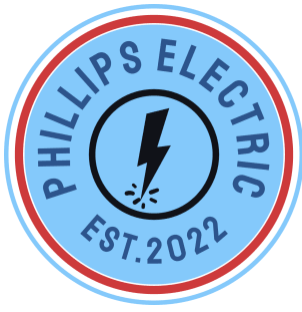
1. Approve the recommended action (staff recommendation).
2. Delay the project, which would leave the Fire Station and designated EOC without reliable emergency power during outages.
3. Reject the proposal and seek alternative contractors, which may result in project delays and increased costs.

V. FISCAL IMPACT:

This project represents an unbudgeted expenditure with a total cost of \$40,000.00. Staff is requesting City Council approval of a mid-year budget adjustment to appropriate sufficient funds to complete the generator electrical connection and commissioning. Funding is anticipated to be available through existing City fund balance, emergency preparedness funding, or other appropriate funding sources as determined by the City Manager and Finance Director. This item will be included in the mid-year review to account for the additional expense. There is sufficient funds available to cover this expense.

ATTACHMENTS:

File Name	Description
 EST0313.pdf	Generator Installation Quote



Phillips Electric LLC

Kristopher Phillips

Contractors License # 1087276

862 Riesling Lane

☎ 5594048918

✉ 5594048918

kphillipselectric@gmail.com

ESTIMATE

EST0313

DATE

11/24/2025

TOTAL

USD \$36,230.04

TO

Coalinga Fire Department

300 W. Elm Avenue

Coalinga, CA

93210

gdupuis@coalinga.com

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

CFD: Revised Generator Quote	\$14,030.00	1	\$14,030.00
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Generator Electrical System:

- Phillips Electric LLC is furnishing labor and expertise to complete the wiring of the standby generator, automatic transfer switch (ATS), and integration with the existing switchgear at the Coalinga Fire Station.
- Work includes running appropriately sized conduit and conductors to tie the system into the facility's main electrical infrastructure and ensuring full functionality for emergency backup power. All terminations, grounding, and labeling were performed to current NEC standards and city inspection requirements.
- This is an estimate for the coordination of the integration of a caterpillar generator that has been installed at the Coalinga fire dept.
- Work to be done in coordination with PG&E, Caterpillar, Central Valley Air District, City of Coalinga, and the Coalinga Fire Dept.

•Scope of work:

1. Run 4" conduit, flex, and conductors between generator, ATS, and existing switchgear.
2. Coordinate shutdown of existing power system to safely make tie-ins and verify correct phasing and load balance. Also provide generator for stand by power to provide for emergency services at the station.
3. Tap on to utility side bussing and relocate internal breakers sections to

Thanks for your business!

DESCRIPTION	RATE	QTY	AMOUNT
lower part of switch gear.			
4. Test and commission the system to ensure proper operation during transfer and retransfer conditions.			
5. Work closely with city inspectors and facility staff to minimize downtime during connection.			
•Challenges Encountered - Working with the original aging switchgear presents several obstacles:			
1. Limited space and outdated layout. Makes routing and terminating new conductors difficult.			
2. Corrosion and obsolete components require additional cleaning, testing, and adaptation to ensure reliable terminations.			
3. Lack of updated schematics meant additional troubleshooting and verification of existing circuits before planning integration.			
4. Safety considerations due to older gear design requires extended lock-out/tag-out procedures and extra coordination to prevent backfeed or accidental energization.			
5. Custom modifications and field adjustments are necessary to ensure compatibility between the modern ATS controls and legacy switchgear equipment.			
•Summary			
Despite the challenges of integrating a modern generator and ATS system into outdated electrical infrastructure, Phillips Electric LLC will successfully complete the integration, testing, and commissioning of the new standby power system. The result is a reliable and fully functional emergency power solution that meets current code standards and provides dependable service to the Coalinga Fire Station.			
3 Men x 1 Week			
Electrician@125/HR x 40			
apprentice #1 @90/HR x 40			
apprentice #2 @90/HR x 40			
Labor Cost: \$12,200.00			
+15% Overhead: \$1,830.00			
Total Labor: \$14,030.00			
Material:	\$22,200.04	1	\$22,200.04
8 - 3/4" Rigid Strut Straps			
50' - 3/4" Rigid Conduit			
6 - 4" Grounding Bushings			
24' - 4" LT Flex			

DESCRIPTION	RATE	QTY	AMOUNT
6 - 4" LT Flex Connectors			
15 - 4" Rigid Strut Straps			
50' - 4" Rigid Conduit			
50 - 3/8"x 3-3/4" Wedge Anchors			
2 - 24"x 24"x 12" N3R Junction Boxes			
6 - 4" 90D Flex Elbows			
1 - 4" Myers Hub			
2 - 4" LB's			
500' - #16 TFFN Wire			
85' - #1 THHN Wire			
500' - #350MCM XHHW Alum Wire			
2 - 4"x 8" GRC Nipples			
1 - 4" GRC Elbow			
1 - 4" Threadless Connector			
20' - 12G Deep Strut Slotted			
6 - 350MCM 1HL Lugs			
12' - 3/4" LT Flex			
2 - 3/4" INS LT Connectors			
1 - Roll Herculine			
NOTE	\$0.00	1	\$0.00
Should the project exceed one week, all extra hours and/or material will be billed as T&M.			
	SUBTOTAL		\$36,230.04
	TAX (8.975%)		\$0.00
	TOTAL		USD \$36,230.04

Please leave a rating/review on

<https://www.bbb.org/us/ca/coalinga/profile/electrical-contractors/kristopher-phillips-1066-850088130/customer-reviews#leave-a-review>

Payment terms and conditions: Payment of 10% or \$1000.00, whichever is less, is due upon agreement to this contract. 75% when parts are delivered and 100% is due upon completion. Any added work will be in the form of a change order. Contractor is not responsible for any unforeseen circumstances.

Thanks for your business!

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

Subject: Strategic Plan Implementation - Envision Coalinga Project List Monthly Update (November/December 2025)
Meeting Date: Tuesday, January 20, 2026
From: Sean Brewer, City Manager
Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

It is recommended that the City Council receive and file the monthly update for November and December 2025 on the City's Envision Coalinga strategic planning implementation efforts.

II. BACKGROUND:

As part of the City's 2025 Strategic Planning Session, the Council and Executive Team outlined a vision for Coalinga's future with specific focus areas including infrastructure, economic development, public safety, communication, and quality of life. A key outcome of this planning effort was the creation of the "Envision Coalinga" framework, a comprehensive approach to advancing strategic priorities across departments.

Staff committed to providing, on a regular basis, progress reports in the form of monthly updates to ensure transparency, accountability, and continuity in the implementation of these strategic initiatives.

III. DISCUSSION:

This report provides an overview of progress made on the City's strategic goals under the Envision Coalinga initiative, categorized into six priority areas established during the Council's strategic planning retreat. Each area contains specific projects assigned to key staff, aimed at driving improvements citywide.

Infrastructure & City Improvements

Projects include citywide upgrades such as the access control system, City Hall and Police Department rehabilitation, and facility landscaping. Public infrastructure projects are underway including the Derrick Reservoir completion, the ADA transition plan update, and solar installations at both the Water and Wastewater Treatment Plants. Efforts are also ongoing to rehabilitate the Fire Department exterior, backflow enclosure installations, and the Center Median and Valley Gutter projects.

Community Engagement & Events

Staff are actively preparing for key events such as National Night Out (August 5) and the Coalinga Airshow (September 27). Additional projects include finalizing design of the outdoor food court, installing banner decorations, and planning the Ramsey Splash Park for 2026. The City is also preparing a team-building event and an employee appreciation ceremony.

Public Safety & Emergency Preparedness

Staff have initiated projects such as the implementation of Civic Ready for emergency alerts, the installation of a Fire Department generator, and procurement of a command trailer for PD. Other notable efforts include updating the Animal Control Ordinance, remodeling fire facilities, and launching a feasibility study for enhanced fire services at the airport.

Technology & Administrative Modernization

The City has launched initiatives to modernize internal operations and resident-facing services, including the website redesign and chatbot integration, implementation of NeoGov and OneMeeting software, and AI-assisted building plan checks. Work is also underway to allow virtual and credit card payments citywide.

Employee & Organizational Development

Several projects aim to enhance the City's workforce environment and operations. These include launching appreciation programs, expanding employee benefit education, and updating key finance policies related to reserves, purchasing, travel, and decentralization of finance functions.

Housing & Economic Development

The City has committed to supporting affordable housing efforts by constructing three accessory dwelling units (ADUs) and continuing to pursue economic development opportunities that align with the community's long-term vision.

Future monthly updates will continue to report progress and highlight key milestones in each strategic area.

IV. ALTERNATIVES:

None. Receive Report Only.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
Envision_Project_Updates_November_2025.pdf	Envision Project Updates November 2025
Envision_Project_Updates_December_2025.pdf	Envision Project Updates December 2025



CITY OF COALINGA

The Sunny Side of the Valley

Envision Project Updates November 2025

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: November 2025

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: November 2025

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

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: December 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Just started

4. Budget:

Will be asking for \$75,000. Money will be used for training props, extending the workspace, awning and restroom facilities. (could be port-a-potty)

5. Upcoming Milestones:

Determine Cost Estimate and CIR funding opportunities.

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

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: November 2025

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

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: November 2025

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: November 2025 to present 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: November 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Train Public Outreach Coordinator

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: November 2025

1. Project Overview:

Scope: Emergency Readiness: New Generator

Timeline: 60 days

2. Executive Summary and Progress Update:

Cleared hurdles with PG&E!! Received quote for installation/labor. Meet with CM to discuss.

3. Timeline:

Began 2022

4. Budget:

Approximately \$36,000

5. Upcoming Milestones:

Discuss with CM and probably go to Council for budget adjustment and approval in January.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Complete Animal Shelter

Reporting Period: October 2025

1. Project Overview:

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

Timeline: Timeline has been adjusted to Mid-August due to mis-shipments by supplier

2. Executive Summary and Progress Update:

We received an additional invoice for \$19,888.20 on 9/16/2025. This was an unexpected invoice. After calling MWI they stated that the kennel manufacturer had made an adjustment to the final billing and that this happens frequently with them. This takes money away from the fencing and washer and dryer that are needing to be purchased for the animal shelter.

4. Timeline:

92% complete

5. Budget:

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

Electrical Budget: \$22,569.00

Kennel and cages: ~~\$139,33.05~~ **\$144,031.65**(UC Davis grant to cover \$100,000)

Total Budget: ~~\$444,529.05~~ **\$449,227.65**

Total to date (less Grant): ~~\$344,5296.05~~ **\$349,227.65**

6. Upcoming Milestones:

Continuing the building of the kennels. Quotes for the fencing have been received. All outdoor finishes to dog play area.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Purchase and install remaining backflow enclosures.

Reporting Period: October 2025

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:

Scheduling of installation with Public Works.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Implementation of AI for Building Plan Checks

Reporting Period: October 2025

1. Project Overview:

Scope: Explore the options and value of AI plan checks to help streamline plan checks for building permits.

Timeline: In the beginning phase of research.

2. Executive Summary and Progress Update:

With the help of the ACM I have set up meetings with the top 3 AI plan review/code sites. We are currently demoing the Ichi code system at no cost. Code Comply is the second company we are looking at. Their demo costs \$750 and is more expensive. We have a meeting with Blitz Ai 11/5/2025 to see what their software looks like and what a demo would cost.

4. Timeline:

Ongoing

5. Budget:

N/A

6. Upcoming Milestones:

After 30 day trial with Ichi, Jesse and I will discuss their program and cost as well as any other company that proves to work with the direction of the department.

Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: November 2025

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:

This project has not started. Tri-City Engineering will provide the scope of work and cost estimates, along with their recommendations based on photographs of the parking lot.

4. Timeline:

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

5. Budget:

\$25,000 has been approved in the FY26 Budget.

6. Upcoming Milestones:

This is an ideal time to proceed with the project, as it enables us to secure favorable pricing for both facilities, particularly with the slurry seal project scheduled for summer 2026.

Prepared by: Anthony Uribe

Project Name: Complete Phase 1 of the Center Median Project

Reporting Period: November 2025

1. Project Overview:

Scope: This project aims to update and enhance the Center Median Island at 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:

Tri-City Engineering is preparing the design, scope of work, and cost estimate for the project.

4. Timeline:

The Construction Schedule is set for the summer of 2026.

5. Budget:

Budget is \$150,000.00

6. Upcoming Milestones:

Complete Design and Confirm Cost Estimates + Construction Schedule

Prepared by: Anthony Uribe

Project Name: Phase 1 Valley Gutter Project

Reporting Period: November 2025

1. Project Overview:

Scope: This project involves replacing 15 valley gutters the city has identified as damaged and requiring reconstruction. Issues include broken sections, exposed rebar, and potential sinking. Additionally, we will be adding curbs, gutters, and new ramps.

2. Executive Summary and Progress Update:

This project was combined with the AHSC Project and the Sacramento Reconstruction Project. We were able to complete 13 of the 15 valley gutters proposed in this project.

4. Timeline:

Notice of Completion is being sent to the council. This project has been completed.

5. Budget:

We allocated \$100,000 for repairs.

6. Upcoming Milestones:

Send a Completion Notice to city council.

Prepared by: Anthony Uribe

Project Name: Slurry Cape seal Project Phase 2

Reporting Period: November 2025

Complete

1. Project Overview:

Scope: This project involves addressing street base failures and resurfacing on various citywide streets to extend the street's lifespan. A total of 51 streets is recommended for improvements of cape sealing with 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:

Phase 3 will be going out next Spring 2026

4. Timeline:

The project has been completed.

5. Budget:

The cost estimate is \$1,126,000.00.

Bid Award was for \$1,238,600.00.

6. Upcoming Milestones:

Notice of Completion is going on the next council agenda.

Prepared by: Anthony Uribe

Project Name: Backup Generator Connection for Sewer Lift Stations

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

MKN Engineering has completed the 50% drawings and submitted them to the city for review. City staff have provided feedback and requested that MKN proceed with the 90% drawings.

4. Timeline:

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

5. Budget:

TBD

6. Upcoming Milestones:

Design Cost and Schedule to be established.

Prepared by: Anthony Uribe

Project Name: Complete Derrick Reservoir Project

Reporting Period: November 2025

1. Project Overview:

Scope: The primary scope of work is to rehabilitate approximately 7.5-million-gallon steel tank, located on the northeast corner of South Derrick Avenue and Jayne Avenue. This project includes installing new coatings, piping, a roof, and paint.

2. Executive Summary and Progress Update:

City staff began filling the tank with water on Tuesday, October 21, and finished on Friday, October 24. The contractor and city staff then started disinfection and will conduct all required bacterial testing for the State Water Resources Control Board.

4. Timeline:

Project to be completed by mid-January 2026

5. Budget:

- Project Budget: \$4,463,853.77.
- Project expenses to date as of May 2025: \$2,439,995.31.
- This project, due to the unforeseen issues that have arisen, will see budget overage; however, the impact will not negatively impact the water fund.

6. Upcoming Milestones:

Derrick's tank was back in service on November 7th. The contractor is now priming the tank's outer shell to get it ready for painting.

Prepared by: Anthony Uribe

Project Name: Update Water Treatment Plant Maintenance & Operation Plans

Reporting Period: November 2025

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:

It is now with the State Water Resources Control Board (SWRCB) for review and approval.

4. Timeline:

3-6 months for SWRCB Review.

5. Budget:

Budget: \$58,262.00. No changes in the budget as of June.

6. Upcoming Milestones:

- SWRCB review of Plan.
- Approval of Plan.

Prepared by: Anthony Uribe

Project Name: Completion of ADA Transition Plan Update

Reporting Period: November 2025

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 end of FY26

5. Budget:

\$24,000

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Increase Wastewater Treatment Plant Land Discharge Area

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

None

6. Upcoming Milestones:

None

Prepared by: Anthony Uribe

Project Name: Complete Ramsey Splash Park

Reporting Period: November 2025

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, gutter, and 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 driveways for city maintenance, grass areas, trees, new and improved utilities, including drainage improvements, a CMU block wall, and ornamental fencing with an ornamental vehicle gate and pedestrian gate.

2. Executive Summary and Progress Update:

The 90% drawings are complete, and the city staff has reviewed and sent them back to TCE with comments.

4. Timeline:

Still on track for June 2026 ribbon cutting.

The Prime Contractor has not yet been contracted, as all final plans must be approved before going to bid.

5. Budget:

The total cost of this project is \$2,082,972.86.

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

6. Upcoming Milestones:

Summer 2026 Project Completion and Opening

Monthly Project Status Report

Prepared by: Anthony Uribe

Project Name: Phelps Ave Rehabilitation Phase 2

Reporting Period: November 2025

Complete

1. Project Overview:

Scope: The main objective of this project is to continue the rehabilitation of the entire Phelps Avenue segment, following the completion of Phase 1 in 2020. Phase 2 will extend the improvements from Posa Chanet to the City Limits, just beyond the Coalinga Regional Medical Center. The planned upgrades include the grading of 0.63 miles of existing roadway, the installation of asphalt concrete (AC) pavement, adjustments to existing manhole covers and utility lids, the addition of new striping, the creation of a high-visibility crosswalk, the installation of two new ADA-compliant curb ramps, and the placement of two new solar streetlights.

2. Executive Summary and Progress Update:

Notice of Completion is going to the council.

4. Timeline:

Completed in September

5. Budget:

Engineers' estimate was \$619,877.00

Emmitt Valley Construction was awarded the contract with a bid of \$ 502,738.00

6. Upcoming Milestones:

Project has been completed September 9/26/2025

Monthly Project Status Report

Prepared by: Police Chief Jose Garza

Project Name: Purchase a Command Trailer

Reporting Period: November 2025

1. Project Overview:

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

Timeline : FY 2026/2027

2. Executive Summary and Progress Update:

Staff will begin researching the type of trailer and equipment needed to outfit a multipurpose Command Trailer.

3. Timeline:

Research and Recommended Specifications complete by February 2026.

4. Budget:

No budget for FY26 – Staff Time for Research.

5. Upcoming Milestones:

No update for the month of November 2025

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: November 2025

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 and Council requested further review and changes. In addition, Coalinga Police Department is still working on a plan to manage the Animal Control program for the City of Coalinga. The plan will need the City Manager and Council approval.

3. Timeline:

FY 2026

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings in January.

6. Upcoming Milestones:

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

Monthly Project Status Report – November 2025

Prepared by: Sean Brewer

Project Name: Explore Feasibility of a New Veterans Hall

1. Project Overview:

Scope: Evaluate the feasibility of establishing a new Veterans Hall in Coalinga, including review of funding mechanisms (state/federal grants, earmarks), special district formation, and potential partnerships with federal/state representatives.

2. Executive Summary and Progress Update:

During this reporting period, staff initiated the preliminary feasibility assessment in response to a City Council directive. Initial outreach to our federal lobbyist identified two potential paths for pursuing a Veterans Hall:

Special District Formation:

Establishing a Veterans Memorial District is a potential option, but involves a complex, multi-step process governed by LAFCo. Key steps include public engagement, feasibility study, CEQA compliance, and a potential election. Estimated costs range from tens of thousands to over \$100,000 depending on CEQA and election requirements.

Federal Earmarks:

This project could qualify for federal funding through the Community Project Funding (earmark) process. According to Townsend, here are couple projects received significant allocations for a veterans center/hall:

- \$850,000 to Manteca for a Veterans Center (2024)
- \$1,250,000 to Watsonville (2025, rescinded in CR)

Spencer Street of Townsend Public Affairs is monitoring fall timelines for earmark submissions and will support a future application to Rep. Gray and Senators Padilla and Schiff.

Potential Challenges:

The complexity and cost of forming a new district may outweigh the benefits unless local momentum or a clear funding path is secured. Staff will need to determine if this path is viable or whether earmark funding alone can support the project.

4. Timeline:

Spring Earmarks

5. Budget:

None allocated at this time; exploratory phase only

6. Upcoming Milestones:

- Coordinate with CSDA and LAFCo for guidance on district formation (in progress)
- Schedule internal strategy meeting for earmark submission (Fall 2025)
- Draft summary for Rep. Gray's office to begin 2026 earmark positioning
- Identify potential stakeholders (local veterans organizations, service clubs)

Project Name: Launch Personnel Appreciation Programs

1. Project Overview:

Scope: The Personnel Appreciation Program will be developed and launched in phases, beginning with employee engagement and employee surveys to assess needs and preferences, followed by designing a structured recognition framework that includes award categories, nomination processes, and communication strategies. The program will establish clear policies, secure funding, and undergo any necessary administrative or council approvals before implementation. Once launched, the City will promote the program through internal enhanced communication and train supervisors on program guidelines. The program will include regular recognition events or initiatives and will be evaluated periodically for effectiveness, with adjustments made based on employee feedback and participation metrics.

Timeline: January 2026

2. Executive Summary and Progress Update:

Preliminary work has started but there has been little work completed at this time.

4. Timeline:

Monthly progress is expected to move into January 2026

5. Budget:

\$6,000

6. Upcoming Milestones:

Gathering Information on program types, conduct employee surveys and continue monthly birthday celebrations and milestones acknowledgements.

Project Name: Expand Education on Retirement, Medical Benefits, and Mental/Physical Wellness Programs

1. Project Overview:

Scope: An expanded education initiative on retirement, medical benefits, and mental/physical wellness programs would include a series of workshops, webinars, and one-on-one consultations designed to help employees make informed decisions about their benefits. This would cover CalPERS retirement plans, deferred compensation contributions, healthcare coverage options, and available wellness resources. Employees would receive guidance on how to maximize their retirement savings through voluntary 457(b) contributions, understand their medical and mental health benefits, and access tools for physical wellness and stress management. Educational materials and digital resources would be provided to support long-term financial planning and overall well-being.

Timeline: Ongoing throughout FY26

2. Executive Summary and Progress Update:

Staff has been engaging with our health care brokers to set up periodic times to educate employees on various benefits to take advantage of under the City's health care plans. The City's 457 administrator conducted multiple sessions to educate staff on the City's 457 plan and the importance of contributing to the plan to support the City's PERS program.

4. Timeline:

Ongoing throughout FY26

5. Budget:

This will be implemented through the operations budget of the city.

6. Upcoming Milestones:

Continue to host 457(b) provider to provide guidance on how to maximize their retirement savings through voluntary 457(b) contributions.

Monthly Project Status Report – November 2025

Name: Jessenia Medina

Project Name: Website Re-design Efforts

1. Project Overview:

Scope: The City of Coalinga is redesigning its municipal website to improve usability, accessibility, and online service delivery. The current site is difficult to navigate and staff wants to improve access to important city services and information. The updated site will feature a modern, mobile-friendly design, ADA compliance, multilingual support, and a streamlined content management system.

Timeline: July 2026

2. Executive Summary and Progress Update:

Staff is working with Civic Plus to schedule pre-re-design meeting to discuss scope and timeline for the update. With the hiring of the City's public outreach coordinator, the City Manager will brief staff and introduce them to Civic plus to proceed with the website redesign. A Project Kickoff Meeting had been scheduled to discuss the development and integration planning phase in November 2025. A Design Discovery Meeting has been scheduled for review in December 2025 to assess design requirements, evaluate brand identity, and assign action items.

4. Timeline:

Meeting with Civic Plus – October 2025

Module Audit + Analytic Review – October 2025

Project Kickoff Meeting- November 2025

Design Discovery Meeting- December 2025

5. Budget:

The cost is included in the City's existing contract with Civic Plus for web services.

6. Upcoming Milestones:

Public Outreach Coordinator in communication with Civic Plus scheduling a Design Discovery Meeting to introduce Art Director and discuss the preview layout and color proposal format. Meeting anticipated to occur with Civic Plus – December 2025.

Project Name: Chatbot Integration into Website

1. Project Overview:

Scope: The City of Coalinga is seeking to integrate a CivicPlus AI-powered chatbot into its municipal website as part of a broader effort to enhance customer service, improve accessibility, and streamline access to city information. This chatbot will serve as a 24/7 virtual assistant capable of answering frequently asked questions, guiding users to relevant services and resources, and reducing the volume of routine inquiries received by City staff.

Timeline: December 2025

2. Executive Summary and Progress Update:

Staff has been in contact with Civic Plus staff to set up a meeting and discuss schedule for integrating the Chatbot Feature into the Website. An initial Kickoff meeting is scheduled for November 2025 to outline project goals and confirm implementation plan. Further onboarding for the Frase Chatbot is scheduled for November 2025 to facilitate its setup, training, and dashboard utilization.

4. Timeline:

Staff expects to schedule a meeting with Civic Plus in October 2025. Kickoff meeting is scheduled for November 2025. Onboarding for Frase Chatbot is scheduled for November 2025 to prepare to go live.

5. Budget:

None Determined at this time.

6. Upcoming Milestones:

Kickoff meeting with CivivPlus – November 2025

Budget presented to Council. – November 2025

Frase Chatbot Onboarding- November 2025

Financial Services Department

November 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

Reporting Period: November 2025

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
12/1/2025	Begin distribution of policy and train employees/staff on procedures

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Credit Card Payments for all Services

Reporting Period: November 2025

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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

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

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

No Budget at this time.

5. Upcoming Milestones:

September 2025 – Work with TylerTechnologies for support and guidance

6. Progress Update:

Date	Comments
09/02/2025	Scheduled a meeting with Tylertechnologies the week of September 1, 2025
10/6/2025	Christina is onboard and will start immediately
12/01/2025	Project postponed to begin in February 2026

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

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

6. Progress Update:

Date	Comments
09/02/2025	Have not started
10/02/2025	Have not started
11/02/2025	Have not started
12/01/2025	Have not started

Project Schedule

As of 11/3/2025

Projects	Status	FY24/25				FY25/26											FY26/27												
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		25	25	25	25	25	25	25	25	25	25	26	26	26	26	26	26	26	26	26	26	26	26	27	27	27	27	27	27
Update Travel Policy	In Progress																												
Credit Card for all Services	In Progress																												
Chart of Accounts	In Progress																												
Decentralize Finance Functions	Not Started																												
Revise Fund Balance and Reserve Policy	Not Started																												

Key

Project Begins

Working Period

Project Ends

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

Timeline: Fall/Winter 2025

2. Executive Summary and Progress Update:

The City Manager has been researching different opportunities for a team building event from go-cart racing, winery event, boat cruise, etc. Staff is trying to keep it within a days travel so overnight accommodations would not needed but may be optional for those who wish to stay.

Staff has provided a potential opportunity for a team building event, and it is currently under review by the City Manager.

4. Timeline:

The City Manager expects to have ideas finalized and a schedule confirmed after Wings Over the Westside, with the team building event anticipated to take place in Spring 2026.

5. Budget:

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

6. Upcoming Milestones:

Late Fall 2025 – Solidify Plan and Schedule.

Spring 2026 – Hold Team Building event until new Councilmember is seated for District No. 5.

No significant updates to report. Project remains on track for Spring 2026 implementation.

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

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 – December 2025**

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

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 4-6 weeks pending successful onboarding and staff training.

2. Executive Summary and Progress Update:

On July 1, 2025, the fully executed agreement was received. Key next steps include portal activation, onboarding scheduling and preparation, accounting coordination.

Staff continues to work through the onboarding process as availability allows, coordinating with the Launch Team to prepare for portal configuration and training.

There are no new updates to report at this time. Staff continues to monitor onboarding next steps and scheduling as availability allows.

4. Timeline:

7/1/25: Agreement executed.

Week of 7/7/25: Portal activation begins; initiate onboard scheduling.

October – November 2025: Onboarding sessions, portal configuration, staff training, and go-live preparation.

5. Budget:

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

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

6. Upcoming Milestones:

Continuing with next steps which include portal activation, scheduling onboarding sessions with Launch Team, complete onboarding and configuration, staff training. Go-live: Estimate 1-2 months (December 2025 / January 2026)

No significant progress to report at this time.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

Timeline: As of April 2025 estimating to go-live within the next 4-5 months (Sept/Oct)

2. Executive Summary and Progress Update:

The project continues to progress with steady configuration and validation work. Bi-weekly touchpoints are maintained to align on build items and resolve blockers. On **October 23, 2025**, staff met with the OneMeeting project manager to review agenda/minute layouts and confirm workflow steps. Focus remains on finalizing the City Council and Planning Commission templates, staff report form fields, and approval routing so end-user training can begin.

Overall Status: On track, with go-live by January 2026, pending final template approvals and successful user acceptance testing (UAT).

4. Timeline:

Next check-in meeting: November 13, 2025, where the team will perform the final demo of the system.

Target go-live: (January 2026) – updated for upcoming holiday season.

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:

November 2025 – January 2026: Target for final system testing, user training, and go-live if all workflows and templates are approved.

Project remains on track, with go-live still anticipated for January 2026.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: August, 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

None

Monthly Project Status Report

Project Name: Upgrade City Access Control Systems

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: City Hall Access Control Systems upgraded to KISI system.

Timeline: Overall project complete. Sensor quote adjustment anticipated January 2026.

2. Executive Summary and Progress Update:

The installation of the KISI system was completed on June 30, 2025. Clarification on quote received. Quote being updated for potential approval.

3. Timeline:

KISI access control portion of the project is completed with doors and readers functioning. Readers have begun to experience some issues with the fob. The mobile application works with the readers. IT continues to troubleshoot.

4. Budget:

The budget for this project was \$33,000; amount spent to date is \$30,059.14 updated from previous month's report.

5. Upcoming Milestones:

Troubleshoot readers and sensors continue.

Project Name: City Hall and Police Department (Flooring, Painting and Lighting).

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Rehabilitate City Hall & Police Department (flooring, paint, lighting)

Timeline: Project completion expected by February 2026.

2. Executive Summary and Progress Update:

The flooring project has been quoted through sole source with Core. The painting project has received three quotes. Review of quotes to move forward scheduling painting phase of project.

3. Timeline:

Painting anticipated completion by February/March 2026 (this timeline allows for scheduling with vendors and any anticipated delays).

4. Budget:

The budget for this project is \$220,000. Project should be completed within budget.

5. Upcoming Milestones:

Painting quote reviews to ensure items match the original quote and materials are comparable. When painting is finished the next phase of the project will be completed.

Project Name: Replace Charging Stations in City Hall Rear Parking Lot

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Charging Stations no longer supported by Enel X Way

Timeline: **COMPLETED**

2. Executive Summary and Progress Update:

Fresno County Rural Transit Agency (FCRTA) contact staff to meet with Intertie to assess the current chargers and capacity to install Zorova chargers. Zorova chargers were installed and are operation for use.

3. Timeline: Install completed.

4. Budget:

No budget.

5. Upcoming Milestones: Intertie installed chargers and they are up and operational.

Project Name: New Fueling Station for Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: New Fueling station for the airport.

Timeline: Project completion expected October 2025.

2. Executive Summary and Progress Update:

Fuel received in September 2025. TransFueller was operation during the Wings Over the Westside to fuel pilots and sell fuel to static display airplanes.

3. Timeline: December 2025/January 2026 reconfiguration of M4000.

4. Budget: \$150,000 approved FY 25-26. Expenses as of 08/31/2025 are \$130,027.10

5. Upcoming Milestones: Activation of M400 fuel management system with World Fuel Services processing completed. Reconfiguration of the unit is in process.

Project Name: Repair All Lighting at Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Update lighting at Airport to LED lighting

Timeline: Project completion expected May 2026.

2. Executive Summary and Progress Update:

3. Timeline:. Signs still awaiting delivery anticipated delivery December 2025/January 2026.

4. Budget: \$100,000

5. Upcoming Milestones: Follow up on delivery of signs and ordering of additional LED signs.

Project Name: Coalinga Airshow – Wings Over the Westside

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Airshow was held on September 27, 2025, at New Coalinga Municipal Airport

Timeline: Project completed September 2025

2. Executive Summary and Progress Update: Wings Over the Westside was held on September 27, 2025. The event had six acts performed during the event. The inaugural air show drew a solid turnout and was well received by all those who were in attendance.

3. Timeline: Continue working on improving future shows. During the upcoming International Council of Air Shows held in December meet with possible performers for 2026 show.

4. Budget: Performers and logistical expenses in the amount of \$78,887.93 has been paid to date. A financial reconciliation of revenue received from Wings Over the Westside is being prepared for presentation in December 2025.

5. Upcoming Milestones: Date for future show set for October 3, 2026. Start engaging with performers, planning, and improvements for next year.



CITY OF COALINGA

The Sunny Side of the Valley

Envision Project Updates December 2025

Financial Services Department

December 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

Reporting Period: November 2025

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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Credit Card Payments for all Services

Reporting Period: November 2025

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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

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

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 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 to FY26/27.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

No Budget at this time.

5. Upcoming Milestones:

September 2025 – Work with TylerTechnologies for support and guidance

6. Progress Update:

Date	Comments
09/02/2025	Scheduled a meeting with Tylertechnologies the week of September 1, 2025
10/6/2025	Christina is onboard and will start immediately
12/01/2025	Project postponed to begin in February 2026
01/01/2026	Project postponed until further evaluation

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

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

6. Progress Update:

Date	Comments
09/02/2025	Have not started
10/02/2025	Have not started
11/02/2025	Have not started
12/01/2025	Have not started
01/01/2026	Have not started

Project Schedule

As of 01/01/2026

Projects	Status	FY24/25				FY25/26												FY26/27											
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		25	25	25	25	25	25	25	25	25	25	26	26	26	26	26	26	26	26	26	26	26	26	27	27	27	27	27	27
Update Travel Policy	In Progress																												
Credit Card for all Services	In Progress																												
Chart of Accounts	In Progress																												
Decentralize Finance Functions	On Hold																												
Revise Fund Balance and Reserve Policy	Not Started																												

Key

Project Begins

Working Period

Project Ends

Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: December 2025

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:

This project has not started. Tri-City Engineering will provide the scope of work and cost estimates, along with their recommendations based on photographs of the parking lot.

4. Timeline:

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

5. Budget:

\$25,000 has been approved in the FY26 Budget.

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Complete Phase 1 of Center Median Project

Reporting Period: December 2025

1. Project Overview:

Scope: This project aims to update and enhance the Center Median Island at 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:

Tri-City Engineering is currently working on the design, scope of work, and cost estimate for the project.

4. Timeline:

Construction Schedule is set for spring / summer of 2026.

5. Budget:

Budget is \$150,000.00

6. Upcoming Milestones:

Complete Design and Confirm Cost Estimates + construction Schedule

Prepared by: Anthony Uribe

Project Name: Phase 1 Valley Gutter Project

Reporting Period: December 2025

Complete

1. Project Overview:

Scope: This project involves the replacement of 15 valley gutters that the city has identified as needing reconstruction due to damage. Issues include broken sections, exposed rebar, and potential sinking. Additionally, we will be adding curbs, gutters, and new ramps.

2. Executive Summary and Progress Update:

Tri-City Engineering has completed the design and scope of work. To optimize costs and address as many valley gutters as possible, this project will be combined with the Sacramento Street Reconstruction Project.

4. Timeline:

Construction has been completed. Notice of Completion is being sent to council.

5. Budget:

We Allocated \$100,000 for repairs.

6. Upcoming Milestones:

AJ Construction has reconstructed 6 valley gutters at the following locations: Hawthorne & 4th St., Roosevelt/Hayes & Pine St., Buchanan/Baker, and Lincoln/Baker St. These valley gutters and Sacramento paving reconstruction have been completed.

Prepared by: Anthony Uribe

Project Name: Slurry Cape seal Project Phase 2

Reporting Period: December 2025

Complete

1. Project Overview:

Scope: This project involves improving street base failure and resurfacing on various citywide streets to improve the street's life span within the city. A total of 51 streets is recommended for improvements of cape sealing with slurry sealing. The scope of work also includes replacement of 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:

Phase 3 will be going out next Spring 2026

4. Timeline:

Project has been completed.

5. Budget:

The cost estimate is \$1,126,000.00.

Bid Award was for \$1,238,600.00.

6. Upcoming Milestones:

Notice of Completion is going on next council agenda.

Prepared by: Anthony Uribe

Project Name: Backup Generator Connection for Sewer Lift Stations

Reporting Period: December 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

MKN Engineering has finished the 50% drawings and is moving forward with the 90% drawings. City staff review plans once 90% completed.

4. Timeline:

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

5. Budget:

TBD

6. Upcoming Milestones:

Design Cost and Schedule to be established.

Prepared by: Anthony Uribe

Project Name: Complete Derrick Reservoir Project

Reporting Period: December 2025

1. Project Overview:

Scope: The primary scope of work is to rehabilitate approximately 7.5-million-gallon steel tank, located on the northeast corner of South Derrick Avenue and Jayne Avenue. This project includes installing new coatings, piping, a roof, and paint.

2. Executive Summary and Progress Update:

The city has completed the disinfection process and has met all the state's requirements to put it back into service. The weather has delayed the contractor from applying the last two coats of paint to the tank.

4. Timeline:

Project to be completed by January 2026

5. Budget:

- Project Budget: \$4,463,853.77.
- Project expenses to date as of May 2025: \$2,439,995.31.
- This project, due to the unforeseen issues that have arisen, will see budget overages however the impacts will not impact the water fund negatively.

6. Upcoming Milestones:

Derrick tank is back in service following disinfection and successful completion of all bacterial testing and state requirements. Application of the outer shell coating has been delayed due to cold weather and rain.

Prepared by: Anthony Uribe

Project Name: Update Water Treatment Plant Maintenance & Operation Plans

Reporting Period: December 2025

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:

City staff have reviewed the draft report and provided their comments, the report was forwarded to the State Water Resources Control Board (SWRCB) for review and approval.

4. Timeline:

1-2 months for SWRCB Review.

5. Budget:

Budget: \$58,262.00. No changes in the budget as of June.

6. Upcoming Milestones:

- SWRCB review of Plan.
- Approval of Plan.

Prepared by: Anthony Uribe

Project Name: Completion of ADA Transition Plan Update

Reporting Period: December 2025

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 end of FY26

5. Budget:

\$24,000

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Increase Wastewater Treatment Plant Land Discharge Area

Reporting Period: December 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

None

6. Upcoming Milestones:

None

Prepared by: Anthony Uribe

Project Name: Complete Ramsey Splash Park

Reporting Period: December 2025

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 not limited to, reconstruction of the existing concrete sidewalk, drive approach, curb, gutter and 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, a CMU block wall and ornamental fencing with ornamental vehicle gate and pedestrian gate.

2. Executive Summary and Progress Update:

The city has reviewed the 90% drawings and has submitted their comments back to Tri City Engineering.

4. Timeline:

The timeline is still on track for end of May 2026 ribbon cutting.

5. Budget:

The total cost for this project stands at **\$1,877,307.68 (Rough Draft)**

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

6. Upcoming Milestones:

Monthly Project Status Report

Prepared by: Anthony Uribe

Project Name: Phelps Ave Rehabilitation Phase 2

Reporting Period: December 2025

Complete

1. Project Overview:

Scope: The main objective of this project is to continue the rehabilitation of the entire Phelps Avenue segment, following the completion of Phase 1 in 2020. Phase 2 will extend the improvements from Posa Chanet to the City Limits, just beyond the Coalinga Regional Medical Center. The planned upgrades include the grading of 0.63 miles of existing roadway, the installation of asphalt concrete (AC) pavement, adjustments to existing manhole covers and utility lids, the addition of new striping, the creation of a high-visibility crosswalk, the installation of two new ADA-compliant curb ramps, and the placement of two new solar streetlights.

2. Executive Summary and Progress Update:

Project has been completed. Notice of Completion is going to council.

4. Timeline:

Completed in September

5. Budget:

Engineers estimate was \$619,877.00

Emmitt Valley Construction was awarded the contract with a bid of \$ 502,738.00

6. Upcoming Milestones:

Project has been completed September 9/26/2025.

Monthly Project Status Report

Prepared by: Police Chief Jose Garza

Project Name: Purchase a Command Trailer

Reporting Period: December 2025

1. Project Overview:

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

Timeline : FY 2026/2027

2. Executive Summary and Progress Update:

Staff are currently applying for the Office of Traffic Safety (OTS) Grant to purchase a multipurpose Command Trailer.

3. Timeline:

Research and Recommended Specifications complete by February 2026.

4. Budget:

No budget for FY26

5. Upcoming Milestones:

The OTS grant application will be completed and submitted by the end of January 2026.

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: December 2025

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 and Council requested further review and changes. In addition, Coalinga Police Department is still working on a plan to manage the Animal Control program for the City of Coalinga. The plan will need the City Manager and Council approval.

3. Timeline:

FY 2026

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings in January.

6. Upcoming Milestones:

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

Monthly Project Status Report – December 2025

Prepared by: Sean Brewer

Project Name: Explore Feasibility of a New Veterans Hall

1. Project Overview:

Scope: Evaluate the feasibility of establishing a new Veterans Hall in Coalinga, including review of funding mechanisms (state/federal grants, earmarks), special district formation, and potential partnerships with federal/state representatives.

2. Executive Summary and Progress Update:

Outreach to our federal lobbyist identified two potential paths for pursuing a Veterans Hall:

Special District Formation:

Establishing a Veterans Memorial District is a potential option, but involves a complex, multi-step process governed by LAFCo. Key steps include public engagement, feasibility study, CEQA compliance, and a potential election. Estimated costs range from tens of thousands to over \$100,000 depending on CEQA and election requirements.

Federal Earmarks:

This project could qualify for federal funding through the Community Project Funding (earmark) process. According to Townsend, here are couple projects received significant allocations for a veterans center/hall:

- \$850,000 to Manteca for a Veterans Center (2024)
- \$1,250,000 to Watsonville (2025, rescinded in CR)

Spencer Street of Townsend Public Affairs is monitoring fall timelines for earmark submissions and will support a future application to Rep. Gray and Senators Padilla and Schiff.

Potential Challenges:

The complexity and cost of forming a new district may outweigh the benefits unless local momentum or a clear funding path is secured. Staff will need to determine if this path is viable or whether earmark funding alone can support the project.

4. Timeline:

Possible Spring Earmark Request

5. Budget:

None allocated at this time; exploratory phase only

6. Upcoming Milestones:

- Coordinate with CSDA and LAFCo for guidance on district formation (in progress)
- Schedule internal strategy meeting for earmark submission (Spring 2025)
- Draft summary for Rep. Gray's office to begin 2026 earmark positioning
- Identify potential stakeholders (local veterans organizations, service clubs)

No update for the month of December 2025.

Project Name: Launch Personnel Appreciation Programs

1. Project Overview:

Scope: The Personnel Appreciation Program will be developed and launched in phases, beginning with employee engagement and employee surveys to assess needs and preferences, followed by designing a structured recognition framework that includes award categories, nomination processes, and communication strategies. The program will establish clear policies, secure funding, and undergo any necessary administrative or council approvals before implementation. Once launched, the City will promote the program through internal enhanced communication and train supervisors on program guidelines. The program will include regular recognition events or initiatives and will be evaluated periodically for effectiveness, with adjustments made based on employee feedback and participation metrics.

Timeline: January 2026

2. Executive Summary and Progress Update:

Preliminary work has started but there has been little work completed at this time.

4. Timeline:

Monthly progress is expected to move into February 2026

5. Budget:

\$6,000

6. Upcoming Milestones:

Gathering Information on program types, conduct employee surveys and continue monthly birthday celebrations and milestones acknowledgements.

Project Name: Expand Education on Retirement, Medical Benefits, and Mental/Physical Wellness Programs

1. Project Overview:

Scope: An expanded education initiative on retirement, medical benefits, and mental/physical wellness programs would include a series of workshops, webinars, and one-on-one consultations designed to help employees make informed decisions about their benefits. This would cover CalPERS retirement plans, deferred compensation contributions, healthcare coverage options, and available wellness resources. Employees would receive guidance on how to maximize their retirement savings through voluntary 457(b) contributions, understand their medical and mental health benefits, and access tools for physical wellness and stress management. Educational materials and digital resources would be provided to support long-term financial planning and overall well-being.

Timeline: Ongoing throughout FY26

2. Executive Summary and Progress Update:

Staff has been engaging with our health care brokers to set up periodic times to educate employees on various benefits to take advantage of under the City's health care plans. The City's 457 administrator conducted multiple sessions to educate staff on the City's 457 plan and the importance of contributing to the plan to support the City's PERS program.

4. Timeline:

Ongoing throughout FY26

5. Budget:

This will be implemented through the operations budget of the city.

6. Upcoming Milestones:

Continue to host 457(b) provider to provide guidance on how to maximize their retirement savings through voluntary 457(b) contributions.

Monthly Project Status Report – December 2025

Name: Jessenia Medina

Project Name: Website Re-design Efforts

1. Project Overview:

Scope: The City of Coalinga is redesigning its municipal website to improve usability, accessibility, and online service delivery. The current site is difficult to navigate and staff wants to improve access to important city services and information. The updated site will feature a modern, mobile-friendly design, ADA compliance, multilingual support, and a streamlined content management system.

Timeline: July 2026

2. Executive Summary and Progress Update:

Staff is working with Civic Plus to schedule pre-re-design meeting to discuss scope and timeline for the update. With the hiring of the City's public outreach coordinator, the City Manager will brief staff and introduce them to Civic plus to proceed with the website redesign. A Project Kickoff Meeting had been scheduled to discuss the development and integration planning phase in November 2025. A Design Discovery Meeting has been scheduled for review in December 2025 to assess design requirements, evaluate brand identity, and assign action items. The initial design concept with approved layout and color proposal will be presented in the Design Concept Reveal Meeting in February 2026.

4. Timeline:

Meeting with Civic Plus – October 2025

Module Audit + Analytic Review – October 2025

Project Kickoff Meeting- November 2025

Design Discovery Meeting- December 2025

Design Concept Reveal Meeting- February 2026

5. Budget:

The cost is included in the City's existing contract with Civic Plus for web services.

6. Upcoming Milestones:

Public Outreach Coordinator is in communication with Civic Plus scheduling a Design Discovery Meeting to introduce Art Director and discuss the preview layout and color proposal format. Meeting anticipated to occur with Civic Plus – December 2025. The initial design concept with layout selection and color approval will be ready to be presented in February 2026.

Project Name: Chatbot Integration into Website (COMPLETED)

1. Project Overview:

Scope: The City of Coalinga is seeking to integrate a CivicPlus AI-powered chatbot into its municipal website as part of a broader effort to enhance customer service, improve accessibility, and streamline access to city information. This chatbot will serve as a 24/7 virtual assistant capable of answering frequently asked questions, guiding users to relevant services and resources, and reducing the volume of routine inquiries received by City staff.

Timeline: December 2025

2. Executive Summary and Progress Update:

Staff has been in contact with Civic Plus staff to set up a meeting and discuss schedule for integrating the Chatbot Feature into the Website. An initial Kickoff meeting is scheduled for November 2025 to outline project goals and confirm implementation plan. Further onboarding for the Frase Chatbot is scheduled for November 2025 to facilitate its setup, training, and dashboard utilization.

4. Timeline:

Staff expects to schedule a meeting with Civic Plus in October 2025. Kickoff meeting is scheduled for November 2025. Onboarding for Frase Chatbot is scheduled for November 2025 to prepare to go live. Frase Chatbot is trained and prepared for implementation on the website, December 2025.

5. Budget:

None Determined at this time.

6. Upcoming Milestones:

Kickoff meeting with CivivPlus – November 2025

Budget presented to Council. – November 2025

Frase Chatbot Onboarding- November 2025

Frase Chatbot Live- December 2025

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: December, 2025

1. Project Overview:

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

Timeline: Fall/Winter 2025

2. Executive Summary and Progress Update:

The City Manager has been researching different opportunities for a team building event from go-cart racing, winery event, boat cruise, etc. Staff is trying to keep it within a days travel so overnight accommodations would not needed but may be optional for those who wish to stay.

Staff has provided a potential opportunity for a team building event, and it is currently under review by the City Manager.

4. Timeline:

The City Manager expects to have ideas finalized and a schedule confirmed after Wings Over the Westside, with the team building event anticipated to take place in Spring 2026.

5. Budget:

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

6. Upcoming Milestones:

Late Fall 2025 – Solidify Plan and Schedule.

Spring 2026 – Hold Team Building event until new Councilmember is seated for District No. 5.

No significant updates to report. Project remains on track for Spring 2026 implementation.

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: December, 2025

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: December, 2025

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 4-6 weeks pending successful onboarding and staff training.

2. Executive Summary and Progress Update:

On July 1, 2025, the fully executed agreement was received. Key next steps include portal activation, onboarding scheduling and preparation, accounting coordination.

Staff continues to work through the onboarding process as availability allows, coordinating with the Launch Team to prepare for portal configuration and training.

There are no new updates to report at this time. Staff continues to monitor onboarding next steps and scheduling as availability allows.

4. Timeline:

7/1/25: Agreement executed.

Week of 7/7/25: Portal activation begins; initiate onboard scheduling.

October – November 2025: Onboarding sessions, portal configuration, staff training, and go-live preparation.

5. Budget:

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

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

6. Upcoming Milestones:

Continuing with next steps which include portal activation, scheduling onboarding sessions with Launch Team, complete onboarding and configuration, staff training. Go-live: Estimate 1-2 months (January 2026 / February 2026)

No significant progress to report at this time.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: December, 2025

1. Project Overview:

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

Timeline: As of April 2025 estimating to go-live within the next 4-5 months (Sept/Oct)

2. Executive Summary and Progress Update:

The project continues to progress with steady configuration and validation work. Bi-weekly touchpoints are maintained to align on build items and resolve blockers. On **October 23, 2025**, staff met with the OneMeeting project manager to review agenda/minute layouts and confirm workflow steps. Focus remains on finalizing the City Council and Planning Commission templates, staff report form fields, and approval routing so end-user training can begin.

Overall Status: On track, with go-live by January 2026, pending final template approvals and successful user acceptance testing (UAT).

4. Timeline:

Next check-in meeting: November 13, 2025, where the team will perform the final demo of the system.

Target go-live: (January 2026) – updated for upcoming holiday season.

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:

November 2025 – January 2026: Target for final system testing, user training, and go-live if all workflows and templates are approved.

Project remains on track, with go-live still anticipated for January 2026.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: August, 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

None

Monthly Project Status Report – December 2025

Prepared by: Jesse Barron

Project Name: Update Commercial Vehicle Parking Standards

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:

Staff has been continuing to evaluate examples of other codes, as well as looking at alternative parking solutions, such as designated truck parking areas and an enforcement strategy to ensure compliance. The revised code will be brought forward to the Council for review and adoption.

Staff recommends a strategy of observing and adjusting as necessary for the upcoming 30–60-day period. Currently the Council directed areas of greatest offense have been compliant.

4. Timeline:

Staff expects to have a draft ordinance before the Council for review by November 2025.

5. Budget:

No formal budget, staff time.

6. Upcoming Milestones:

Provide draft to City Council.

At present, enforcement efforts have been fruitful, and Commercial Vehicle parking is increasingly less problematic.

Project Name: Clean City Initiative

1. Project Overview:

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

Timeline:

Initial outline and staff research – November 2025

Council presentation of draft recommendations – December 2025

Council directed Staff to proceed with the Clean City Initiative on 8 January 2026. Community Development has initiated the initiative in concert with the Public Outreach Specialist. Staff will return with a report to Council as directed; please advise as to the frequency of the reporting.

Adoption and implementation of revised code – January/February 2026

Adoption and implementation of the International Property Maintenance Code a part of the 2026 California Model Codes.

2. Executive Summary and Progress Update:

During this reporting period, staff initiated internal discussions and began drafting an outline for proposed changes to the City's property maintenance regulations. The draft will serve as the foundation for future code revisions and enhanced enforcement protocols. Staff is identifying priority areas for improvement, including junk/debris removal, fencing standards, landscaping, and signage.

Staff plans to address this by incorporating clear language in the updated regulations and launching a targeted outreach campaign once the revisions are finalized.

The City Manager has met with the Code Enforcement Department and other staff to develop an outline for draft ordinance development.

4. Timeline:

Complete draft outline of revised regulations (November 2025)

5. Budget:

There is no dedicated project budget at this stage. Staff is utilizing existing resources for research and drafting.

Staff will send a mailer in the utility bill at the first opportunity for public outreach, per Council's direction.

6. Upcoming Milestones:

Complete draft outline of revised regulations (November 2025)

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

Project Name: Water and Wastewater Treatment Plant Solar Projects

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:

During the current reporting period, Johnson Controls finalized the design for both solar projects and secured all necessary land leases. Construction drawings for the Water Treatment Plant have been officially submitted to Fresno County for review and approval, marking a significant milestone due to the plant's location outside City jurisdiction. The

Wastewater Treatment Plant project is close to permit ready as this will be handled by City staff. No major issues have arisen to date, but staff will closely monitor the County's permitting timeline, as delays in review could impact the overall schedule. Coordination with PG&E for interconnection is ongoing.

Plans are currently under staff review and have been approved. JCI has submitted the WTP plans to the County of Fresno for review and once approved permits issued for construction to begin.

4. Timeline:

Construction has begun, April completion anticipated.

5. Budget:

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

6. Upcoming Milestones:

- Fresno County approval of Water Treatment Plant construction drawings (in progress).
- Construction documents for Wastewater Treatment Plant (Completed).

- Begin construction mobilization.
- Execute PG&E interconnection agreements.

Project Name: Build (3) ADU's

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.

5. Budget:

Pending

6. Upcoming Milestones:

Project Name: Outdoor Food Court (Design Phase)

1. Project Overview:

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

Timeline: June 30, 2026

2. Executive Summary and Progress Update:

Staff has obtained the preliminary design services of Precision Civil Engineering and has provided comments and reviewing the revised concept.

4. Timeline:

Preliminary Design Complete by Fiscal Year End 2026

Staff has obtained a preliminary design from Precision Engineering and is actively seeking to solidify a concept design. A firm timeline to complete design does not exist, however staff will have a firm design completion schedule prior to the first February Council meeting.

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: December 2025.

Preliminary Design Started: January 2026

Monthly Project Status Report

Prepared by: Eric De Leon

Project Name: Complete Landscaping at City Parking Lot-
Completed

Reporting Period: Dec. 2025

1. Project Overview:

Scope: This project intel's grubbing and clearing current landscape removal of 3 trees and trimming remaining trees. It also includes re-doing all new irrigation, removal of excess dirt installing rock cover, planting drought resistant plant material and planting 2 new trees.

Timeline: 7/1/25-8/1/25

2. Executive Summary and Progress Update: New landscaping has been completed with all new irrigation, 3 new trees, planting of drought resistant plants and installation of decorative rocks and boulders.

3. Timeline:

Completed 7/31/2025

5. Budget:

Grounds Repairs & Maintenance 107-422-84050. Expenses absorbed in operations and maintenance budget.

5. Upcoming Milestones:

Cleaning up Parking lot

Project Name: Update Curb Painting Near Schools

Prepared by: Eric De Leon

Reporting Period: Dec. 2025

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: City Staff have met and have determined that further information needs to be gathered and perused prior to executing any painting of curbs or removal due to other issues like parking and drop-off and pick-up locations. This issue has been put on hold for further discussions with department heads and school district.

3. Timeline: Summer of 2026

4. Budget:

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

5. Upcoming Milestones:

Further discussion and direction to follow early to late Spring

Project Name: Holiday Lighting for City Hall, Fire Department, Archway Signage

COMPLETED

Prepared by: Eric De Leon

Reporting Period: Dec. 2025

1. Project Overview:

Scope: The scope of this project is to install holiday lighting at City Hall, Fire Department and Archway Signage. Contact Vendors/ Contractors to see about what options are out in the market to get quality holiday lighting installed.

Timeline: Completed by Nov. 1, 2025

2. Executive Summary and Progress Update Received quotes from Todd with RHC Trim for permanent lighting to be installed I also received quotes from The Christmas light Pro for seasonal lighting for City Hall, PD, and Fire Dept. The Christmas light Pros also quoted lights for downtown trees that would stay up year-round.

4. Timeline:

Completed Sep 30th Seasonal lighting was approved, and Lights have been installed at Fire Dept. and City Hall. Installation of new tree lights has been installed.

5. Budget:

\$7,000 Increased to \$22,000

6. Upcoming Milestones:

Lights are already on at Fire Dept. Downtown trees are on and working on timer. City Hall Lights can be turned on anytime just need date City Council/ City Manager would like them to be turned on.

Project Name: Banner decorations on Light Poles

Prepared by: Eric De Leon

Reporting Period: Dec. 2025

1. Project Overview:

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

Timeline:

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

4. Timeline: Mid-February

Waiting for chamber to see if they may already have Seasonal Banners that have already been purchased.

5. Budget:

\$5,000

6. Upcoming Milestones:

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

Project Name: Install Sail Shades at Dog Park - **COMPLETED**

Prepared by: Eric De Leon

Reporting Period: Dec. 2025

1. Project Overview:

Scope: Installation of sail shades at the Dog Park.

Timeline: Complete

2. Executive Summary and Progress Update:

Sail shades have been installed.

4. Timeline:

Complete – Repairs underway.

5. Budget:

\$8,000 – Project was complete under budget. Some of this budget may be used to replace the torn sail shades that have occurred in the last month.

6. Upcoming Milestones:

Replace torn sail shades. Looking at stronger durable replacement options

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: December 2025

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: December 2025

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

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: December 2025

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: May 2026

2. Executive Summary and Progress Update:

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

3. Timeline:

Just started

4. Budget:

Will be asking for \$75,000. Money will be used for training props, extending the workspace, awning and restroom facilities. (could be port-a-potty)

5. Upcoming Milestones:

Determine Cost Estimate and CIR funding opportunities.

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: December 2025

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: December 2025

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: December 2025

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: December 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Train Public Outreach Coordinator

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: December 2025

1. Project Overview:

Scope: Emergency Readiness: New Generator

Timeline: April 2026

2. Executive Summary and Progress Update:

Cleared hurdles with PG&E!! Received quote for installation/labor. Meet with CM to discuss.

3. Timeline:

Began 2022

4. Budget:

Approximately \$36,000

5. Upcoming Milestones:

Discuss with CM and probably go to Council for budget adjustment and approval in January/February 2026.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Complete Animal Shelter

Reporting Period: December 2025

1. Project Overview:

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

Timeline: Timeline has been adjusted to Mid-August due to mis-shipments by supplier

2. Executive Summary and Progress Update:

We received an additional invoice for \$19,888.20 on 9/16/2025. This was an unexpected invoice. After calling MWI they stated that the kennel manufacturer had made an adjustment to the final billing and that this happens frequently with them. This takes money away from the fencing and washer and dryer that are needing to be purchased for the animal shelter.

I have received help from Public Works with getting kennels completed and some outside work. Fencing should be started within the coming week.

4. Timeline:

92% complete

5. Budget:

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

Electrical Budget: \$22,569.00

Kennel and cages: ~~\$139,33.05~~ **\$144,031.65**(UC Davis grant to cover \$100,000)

Total Budget: ~~\$444,529.05~~ **\$449,227.65**

Total to date (less Grant): ~~\$344,5296.05~~ **\$349,227.65**

6. Upcoming Milestones:

Continuing the building of the kennels. Quotes for the fencing have been received. All outdoor finishes in the dog play area. Estimated date of completion: February 2, 2026.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Purchase and install remaining backflow enclosures.

Reporting Period: December 2025

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:

Scheduling of installation with Public Works.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Implementation of AI for Building Plan Checks

Reporting Period: December 2025

1. Project Overview:

Scope: Explore the options and value of AI plan checks to help streamline plan checks for building permits.

Timeline: In the beginning phase of research.

2. Executive Summary and Progress Update:

Jesse and I ran a trial with ICHI plan and were very satisfied with ease of use, layout and pricing. We decided to purchase 2 licenses on a month-to-month plan until the next fiscal year.

4. Timeline:

Completed

5. Budget:

N/A

6. Upcoming Milestones:

Monthly Project Status Report

Project Name: Upgrade City Access Control Systems

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: City Hall Access Control Systems upgraded to KISI system.

Timeline: Sensor adjustment made.

2. Executive Summary and Progress Update:

Adjustment to sensors made and functional. There have been some issues with fobs not functional at times but app is working. IT continues make adjustments and troubleshoot.

3. Timeline:

KISI access control portion of the project is completed with doors and readers functioning.

4. Budget:

The budget for this project was \$33,000; amount spent to date is \$30, 059.14 updated from previous month's report.

5. Upcoming Milestones:

Review of installation of equipment areas for a more finished professional presentation. IT adjusted readers.

Project Name: City Hall and Police Department (Flooring, Painting and Lighting).

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: Rehabilitate City Hall & Police Department (flooring, paint, lighting)

Timeline: Project completion expected by June 2026.

2. Executive Summary and Progress Update:

The flooring project has been quoted through sole source with Core. The painting project has received three quotes. Review of quotes to move forward scheduling painting phase of project. Award for project presentation to Council January 2026.

3. Timeline:

Painting anticipated completion by February/March 2026 (this timeline allows for scheduling with vendors and any anticipated delays).

4. Budget:

The budget for this project is \$220,000. Project should be completed within budget.

5. Upcoming Milestones:

Painting quote reviewed and presentation to Council for bid award January 2026. When painting is finished the next phase of the project will be completed.

Project Name: Replace Charging Stations in City Hall Rear Parking Lot

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: Charging Stations no longer supported by Enel X Way

Timeline: **COMPLETED**

2. Executive Summary and Progress Update:

Fresno County Rural Transit Agency (FCRTA) contact staff to meet with Intertie to assess the current chargers and capacity to install Zorova chargers. Zorova chargers were installed and are operation for use.

3. Timeline: Install completed.

4. Budget:

No budget.

5. Upcoming Milestones: Intertie installed chargers and they are up and operational.

Project Name: New Fueling Station for Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: New Fueling station for the airport.

Timeline: Project completion expected February 2026.

2. Executive Summary and Progress Update:

Fuel received in September 2025. TransFueller was operation during the Wings Over the Westside to fuel pilots and sell fuel to static display airplanes. World Fuel Services has completed the credit card processing phase. Reconfiguration of the M4000 card reader is being completed by staff.

3. Timeline: January/February complete reconfiguration of M4000 and TransFueller operational.

4. Budget: \$150,000 approved FY 25-26. Expenses as of 08/31/2025 are \$130,027.10

5. Upcoming Milestones: Activation of M400 fuel management system with World Fuel Services processing completed. Reconfiguration of the unit is in process. Completion anticipated January/ February 2026.

Project Name: Repair All Lighting at Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: Update lighting at Airport to LED lighting

Timeline: Project completion expected May 2026.

2. Executive Summary and Progress Update:

3. Timeline: Order placed for LED signs. Signs delivered, additional parts for mounting ordered.

4. Budget: \$100,000

5. Upcoming Milestones: Follow up on delivery of mounting parts. Installation of sign January February 2026.

Project Name: Coalinga Airshow – Wings Over the Westside

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: Airshow was held on September 27, 2025, at New Coalinga Municipal Airport

Timeline: Project completed September 2025

2. Executive Summary and Progress Update: Wings Over the Westside was held on September 27, 2025. The event had six acts performed during the event. The inaugural air show drew a solid turnout and was well received by all those who were in attendance.

3. Timeline: Continue working on improving future shows. Set a date for next year. During the upcoming International Council of Air Shows held in December meet with possible performers for 2026 show.

4. Budget: A financial reconciliation of revenue received and expenditures from Wings Over the Westside presented to Council December 2025. Net loss of \$22, 181 after accounting for all revenues and expenditures.

5. Upcoming Milestones: Date for future show set for October 3, 2026. Currently engaging with performers, planning, and improvements for next years show.

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

Subject: Consideration of Bid Award for Natural Gas Cathodic Protection Deep Anode Well #4 & #10 Replacement Project
Meeting Date: Tuesday, January 20, 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 \$228,800.00 to Corrpro Companies, Inc. for the Natural Gas Cathodic Protection Deep Anode Well #4 & #10 Replacement Project. It is also recommended that a contingency of 10% (\$22,880.00) be included in the Council action to cover any unforeseen incidentals for a total authorization amount of \$251,680.00.

II. BACKGROUND:

On August 21, 2025 the Coalinga City Council approved moving ahead with the Natural Gas Project.

III. DISCUSSION:

City Staff received and opened 2 bids for this project on 1/8/2026, at 2:00pm. Corrpro Companies, Inc. was the apparent low bidder with a total bid proposal of \$228,800.00. The Engineer's Estimate was \$222,450.00. The entire bid summary is included as Attachment "A". Corrpro Companies, Inc., has furnished the required bid bond. If the City Council decides to award the project to Corrpro Companies, Inc., and the "Notice to Proceed" is issued, the Contractor will have One-hundred Thirteen (113) working days to complete the work. The following is a tentative schedule:

Award of Contract:	January 22, 2026
Start of Project:	February 9, 2026
Completion of Construction:	July 21, 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 \$228,800.00 with an additional 10% contingency of \$22,880.00 for a total of \$251,680.00. This project will be funded through the gas enterprise fund. The original budget was \$200,000 but after bids and contingency, it will be over budget by \$51,680.00. As we develop the next gas enterprise rate case staff will be taking into consideration these costs and additional anode bed capital improvements in subsequent fiscal years.

ATTACHMENTS:

	File Name	Description
	Bid_Summary.pdf	Bid Summary

City of Coalinga

Natural Gas Cathodic Protection Deep Anode Well #4 & #10 Replacement Project

PW 26-06

Thursday, January 8, 2026

ATTACHMENT "A" Bids 1-2

Base Bid Items					1 Corrpro Companies Inc.		2 Farwest Corrosion Control Co.	
<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Engineer's Est.</i>	<i>Unit Price</i>	<i>Extension</i>	<i>Unit Price</i>	<i>Extension</i>
1	MOBILIZATION/GENERAL REQUIREMENTS	LS	1	\$ 12,500.00	\$ 19,100.00	\$ 19,100.00	\$ 11,264.52	\$ 11,264.52
2	TRENCH SHORING / WORKER SAFETY	LS	1	\$ 700.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
3	TRAFFIC CONTROL	LS	1	\$ 4,600.00	\$ 9,500.00	\$ 9,500.00	\$ -	\$ -
4	EROSION, SEDIMENT, AND DUST CONTROL PLAN	LS	1	\$ 800.00	\$ 3,600.00	\$ 3,600.00	\$ -	\$ -
5	CONCRETE / PAVEMENT REMOVAL AND DISPOSAL	CY	2	\$ 200.00	\$ 3,000.00	\$ 6,000.00	\$ 18,595.89	\$ 37,191.78
6	TRENCH BACK FILL, COMPACTION, AND GRADING	LS	1	\$ 750.00	\$ 16,500.00	\$ 16,500.00	\$ 62,713.02	\$ 62,713.02
7	TRAFFIC BOX H2O LOADING	EA	2	\$ 2,000.00	\$ 2,200.00	\$ 4,400.00	\$ 218.00	\$ 436.00
8	STEEL GUARD POST AND FOOTING	EA	2	\$ 900.00	\$ 2,100.00	\$ 4,200.00	\$ -	\$ -
9	DEEP WELL ANODE AND JUNCTION BOX	EA	2	\$ 200,000.00	\$ 81,500.00	\$ 163,000.00	\$ 81,079.84	\$ 162,159.68
Base Bid Summary				\$ 222,450.00	\$ 228,800.00		\$ 273,765.00	

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

Subject: Notice of Completion for Coalinga Perimeter Multi-Use Trail 3,4,9 Project
Meeting Date: Tuesday, January 20, 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 Juarez Brothers General Engineering 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:

On June 18, 2025, the City Council awarded a construction contract to Juarez Brothers General Engineering, Inc. in an amount of \$585,347.00, with an additional contingency of \$58,534.70 set aside for any unforeseen incidentals for a total authorization amount of \$643,881.70.

Scope of work items include construction surveying, environmental mitigation compliance, dust control, earthwork, drainage, and utility improvements, striping and signage, split rail fence, water fountains, and material testing. Construction improvements include, but not limited to, ADA compliant curb ramps, concrete sidewalk, concrete retention curbs, concrete curb and gutter, a trench drain, a valley gutter, and landscape improvements that include retention areas of gravel, river cobble, and mesa boulders. Street improvements include, but not limited to reconstruction of Cherry Lane.

A notice to Proceed was issued to Juarez Brothers General Engineering, Inc. providing 60 working days to complete construction.

III. DISCUSSION:

The project which was scheduled for completion on October 14, 2025 was ultimately completed on December 16, 2025.

The project saw an increase to bid items like old HMA found in the field, additional surveying from the kit fox den, and landscaping changes for a total of \$44,363.18. The final contract amount is \$629,710.18.

An initial inspection of the project was performed October 24, 2025, which included preparation of a final punch list of items. The punch list items were completed on December 16, 2025. 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:

The project was funded from ATP4/SB1 and Measure C funds. There is no fiscal impact to the General Fund.

ATTACHMENTS:

	File Name	Description
	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 December 16, 2025

8. The work of improvement completed is described as follows: Construction improvements include, but not limited to, ADA compliant curb ramps, concrete sidewalk, concrete retention curbs, concrete curb and gutter, a trench drain, a valley gutter, and landscape improvements that include retention areas of gravel, river cobble, and mesa boulders. Street improvements include, but not limited to reconstruction of Cherry Lane.

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Juarez Brothers General Engineering, Inc.

10. The street address of said property is Various Locations in the City of Coalinga

11. The property on which said work of improvement was completed is in the City Coalinga

of

County of Fresno, State of California, and is described as follows:

Coalinga Perimeter Multi-Use Trail 3,4,9 Project

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: Adopt Resolution No. 4303 Approving Water Conveyance Agreement with Gladstone California Water LP for Westlands Source Water to be Conveyed in January and February 2026
Meeting Date: Thursday, January 20, 2026
From: Sean Brewer, City Manager
Prepared by: Dan Bergmann, IGS

I. RECOMMENDATION:

City Council is hereby recommended to adopt Resolution No. 4303 and approve an agreement to receive up to 700 AF of USBR project water from Westlands Water District on behalf of Gladstone California Water LP on Gladstone properties within Coalinga's USBR place of use.

II. BACKGROUND:

Over the past years, the City has done many water transfers on behalf of farmers operating within the City's service area. Typically, water transferred into Coalinga's service area is from districts other than Westlands Water District. However, this requested transfer is from within Westlands. As a condition for Westlands board of directors to approve the transfer, the board requires a like amount of water to be transferred back into Westlands by the City of Coalinga. Westlands proposed transfer agreement with the City allows 10 years for the water to be redelivered to Westlands. This requested transfer is different because other transfer agreements in the past have not required redelivery to the water district originating the water.

III. DISCUSSION:

The City's service fee to Gladstone for this transfer is increased from the typical \$25 per acre foot to \$50 per acre foot due to the additional administrative burden of managing and tracking water to be redelivered to Westlands on Gladstone's behalf into the foreseeable future. The source of the redelivery water will be either a) Future water purchased by Gladstone from the City, or b) Future water transferred in by Gladstone that is not Westlands water. Whichever, the first water in shall be deemed redelivery to Westlands. Language is included for Gladstone to indemnify the City for the City's risk of redelivery to Westlands.

Minor changes that are non-substantive may be requested by Gladstone in the attached agreement. Any changes shall be reviewed and approved by the City Attorney.

IV. ALTERNATIVES:

The alternative is not to receive water from Westlands Water District on behalf of Gladstone.

V. FISCAL IMPACT:

If all 700 AF are conveyed in January and February, the net benefit to Coalinga's water rate payers will be \$35,000.

ATTACHMENTS:

File Name	Description
❑ Resolution_4303_Approval_Water_Transfer_with_Gladstone.docx	RESO#4303_Approving Agreement to Receive 700AF
❑ WWD_and_City_of_Coalinga_Transfer_Agreement.docx	Water Transfer Agreement Between City of Coalinga and Westlands Water District
❑ Jan_Feb_2026_Conveyance_Agreement_Gladstone.docx	Water Conveyance Agreement Gladstone Jan Feb 2026

RESOLUTION NO. 4303

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING FOR TRANSFER AND CONVEYANCE OF USBR WATER FROM WESTLANDS WATER DISTRICT TO CITY OF COALINGA ON BEHALF OF GLADSTONE CALIFORNIA WATER LP DURING JANUARY AND FEBRUARY 2026

WHEREAS, City has a long history of providing wholesale water services to local farmers, during times the City has excess water available and when transfer water is available to the City from other water districts; and

WHEREAS, Westlands Water District has made available to City excess water during January and February 2026 for the benefit of a common landowner to Westlands and to the City; and

WHEREAS, USBR water provided though City is good quality allowing the farmers to preserve ground water supplies; and

WHEREAS, transfer of this excess water is beneficial to water ratepayers of City; and

WHEREAS, City and Gladstone California Water LP have mutually agreed on transfer pricing for up to 700 acre-feet during January and February 2026; and

WHEREAS, City desires to convey the water, under specified terms and conditions, for the mutual benefit of all parties, and in conformity with applicable State and Federal regulations; and

WHEREAS, Gladstone California Water LP has agreed to indemnify the City for the risk the City will take in redelivery of a similar amount of water back to Westlands.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Coalinga does hereby approve the transfer and conveyance of water in accordance with the terms and conditions of the attached agreements to this Resolution, as follows.

1. Agreement with Westlands Water District for the transfer of water during January and February 2026.
2. Agreement with Gladstone California Water LP for the transfer and conveyance of water during January and February 2026.

The foregoing resolution was duly adopted by the Coalinga City Council at a Special Meeting held on the 8th day of January 2026, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTEST:

Nathan Vosburg, Mayor

Shannon Jensen, City Clerk

**WATER TRANSFER AGREEMENT BETWEEN
CITY OF COALINGA AND
WESTLANDS WATER DISTRICT**

This Agreement is made this ___ day of January 2026, by and between Westlands Water District (WWD) and the City of Coalinga (Coalinga).

RECITALS

- A. WWD is a public agency of the State of California and Coalinga is an incorporated city of the State of California, duly formed and operating under the laws of the state, and are empowered to enter into contracts to manage the water supply available to them for the benefit of their constituents.
- B. WWD is a contractor entitled to receive water which it can beneficially use from the Central Valley Project (CVP) administered by the U.S. Department of Interior, Bureau of Reclamation (Bureau) pursuant to WWD's Contract No. 14-06-200-495A-IR1-P. Coalinga is a contractor with the Bureau and is entitled to receive CVP water pursuant to Coalinga's Contract No. 14-06-200-4173A-IR1-P.
- C. Coalinga anticipates a water supply insufficient to meet its 2025/26 water demands and desires to obtain additional water supplies from other entities which take delivery of water from the San Luis Unit.
- D. WWD has, pursuant to Water Code Section 383, determined there is water that is temporarily surplus to the needs of WWD and one of its landowners.
- E. WWD is willing to transfer **up to 700 acre-feet (AF)** of 2025 CVP Contract Water to Coalinga, during the remainder of the Contract Year (CY), for the exclusive use: (1) by a landowner that is common to both WWD and Coalinga (Common Landowner), and (2) on lands that are owned by said Common Landowner and eligible to receive CVP water within Coalinga's service area.
- F. The transfer under this agreement is consistent with authority granted to WWD under Water Code Sections 382 and 35425.
- G. Coalinga and WWD have determined that the transfer under this Agreement will have no significant environmental impact, will remove no additional water from the Delta and shall

not increase the cost, nor reduce the supply of water to other CVP contractors.

AGREEMENT

1. This Agreement shall remain in effect until such time all the applicable water has been returned to WWD, or ten (10) years, whichever is earlier.
2. Water returned to WWD under the terms of this Agreement is for the benefit of the specific WWD Water User(s) and is not for the direct or indirect benefit of other water districts that are not parties to this Agreement.

DELIVERY AND COST OF CVP WATER TO COALINGA

3. For the sole and exclusive use by the Common Landowner during the 2025/26 CY and on lands that are owned by the Common Landowner and eligible to receive CVP water within Coalinga's service area, WWD will deliver to Coalinga, **up to 700 AF** of CVP water, prior to February 28, 2026, and pursuant to the terms and conditions of the Bureau's approval, including the schedule developed by WWD and Coalinga (see forecast delivery schedule Exhibit A).
4. The amount of water transferred to Coalinga will be within the sole discretion of WWD and will be subject to the Common Landowner causing an equal amount of water to be made available from their water user account for transfer to Coalinga.
5. WWD shall deliver the water to Coalinga at points on the Coalinga Canal, as provided by the separate conveyance agreement between WWD and Coalinga, dated July 6, 2017.
6. Deliveries of water from WWD to Coalinga shall be measured by WWD.
7. WWD agrees to pay the United States Bureau of Reclamation contract rate, Restoration Fund, and additional rates for CVP services required to effectuate the transfer.
8. Coalinga is responsible for paying the San Luis & Delta-Mendota Water Authority O&M charge.
9. The payment of charges required by Section 8 immediately above are in addition to the rates and charges the Common Landowners will be obligated to pay pursuant the Westlands Water District's Rules and Regulations and Terms and Conditions of Water

Service.

10. WWD may terminate this Agreement upon 14 days of advanced written notice to Coalinga.

DELIVERY OF RETURN WATER TO WWD

11. Pursuant to the terms and conditions of Bureau's approval and other approvals as may be required, Coalinga will make available to WWD and WWD will make available to the applicable WWD Water User(s) amounts of return water equal to the actual amounts of WWD's CVP water delivered to Coalinga. All deliveries shall be made pursuant to a schedule approved by Bureau, in coordination with Coalinga and WWD.
12. The point of delivery of return water to WWD shall be from WWD turnouts in Reaches 4-7 of the joint-use San Luis Canal portion of the California Aqueduct or at points on the Coalinga Canal.
13. Deliveries of return water from Coalinga to WWD shall be measured by the Department of Water Resources (DWR).

APPROVALS

14. The performance by both parties to this Agreement is contingent upon and subject to approval of the Bureau and the terms and conditions thereof.

MISCELLANEOUS

15. WWD and Coalinga shall cooperate in securing Bureau approvals.
16. Coalinga agrees to abide by all provisions of Reclamation Law.
17. Any notice, request, tender, demand, delivery, approval or other communication providing for, required, or arising under this Agreement shall be in writing and shall be deemed delivered three business days after deposit in the United States mail, addressed to the party as follows:

City of Coalinga
155 W. Durian Avenue
Coalinga, CA 93210
Attention: Sean Brewer, City Manager

Westlands Water District
P.O. Box 5199
Fresno, CA 93755
Attention: Stephen Farmer

18. Amendments to this Agreement shall be effective only if in writing, and then only when signed by the authorized representatives of WWD and Coalinga.
19. Consistent with the provisions of Water Code Sections 475 and 1244, WWD and Coalinga agree that neither this transfer nor this Agreement is evidence of the availability of surplus water beyond the terms of this Agreement or lack of beneficial use of the water involved in this Agreement, and neither shall contend otherwise.

IN WITNESS WHEREOF, the parties execute this Agreement on this day and year first above mentioned.

WESTLANDS WATER DISTRICT

CITY OF COALINGA

By _____
Stephen Farmer, Chief Administrative Officer

By _____
Sean Brewer, City Manager

Date _____

Date _____

Exhibit A

Forecast Delivery Schedule Westlands Water District to City of Coalinga

Month	Transfer Amount (AF)
January 2026	350
February 2026	350
Total	700

**WATER CONVEYANCE AGREEMENT
CITY OF COALINGA AND GLADSTONE CALIFORNIA WATER LP, A DELAWARE
LIMITED PARTNERSHIP**

Agreement for Westlands Water District Transfer During January and February 2026

This Agreement is entered into by and between the City of Coalinga (“City”) and Gladstone California Water LP, a Delaware Limited Partnership (“GCWLP”), (“the Parties”) with respect to the following Recitals, which are a substantive part of this Agreement.

RECITALS

WHEREAS, GCWLP desires to transfer water through the City of Coalinga’s conveyance agreement with Westlands Water District (Westlands) to GCWLP’s parcels within the City’s place of use; and

WHEREAS, GCWLP transfer water shall originate from Westlands Water District, a contractor with the United States Department of the Interior, Bureau of Reclamation (USBR) that is entitled to receive Central Valley Project (CVP) water (Project Water); and

WHEREAS, the City is a contractor with USBR and is entitled to receive CVP water pursuant to USBR Contract No. 14-06-200-4173A-IR1-P; and

WHEREAS, water to be transferred herein is from Westlands Water District place of use; and

WHEREAS, Westlands requires redelivery to Westlands place of use from the City of Coalinga an equal amount of water transferred and conveyed herein to Coalinga’s place of use; and

WHEREAS, GCWLP shall indemnify the City of Coalinga for the City’s risk associated with future redelivery of water to Westlands; and

WHEREAS, GCWLP shall be responsible for paying to the City any San Luis & Delta-Mendota Water Authority (SLDMWA) charges actually paid to SLDMWA. GCWLP shall also be responsible for paying COC for other costs and charges as may be imposed upon the Transfer Water by COC, including the Coalinga wheeling fee of \$50.00/AF and WWD’s canal maintenance fees (which will be paid by Coalinga to WWD).

NOW, THEREFORE, City and GCWLP agree to the following:

1. Term of Agreement. The Agreement shall terminate following completion of redelivery water to Westlands Water District or as otherwise agreed by the Parties.
2. Delivery and Redelivery Schedule:
 - A. Delivery to City of Coalinga: GCWLP anticipates transferring in January and February 2026, up to 700 AF of water to which it is entitled held within Westlands Water District.
 - B. Redelivery to Westlands: GCWLP, either by transfer of water other than Westlands supply or by future purchase (when available) from the City of Coalinga shall provide an equal volume of water to the City of Coalinga to satisfy Westlands

redelivery requirement. Pricing terms for such redelivery water shall be mutually agreed between the City and GCWLP. The Parties agree that the first volumes either purchased by or transferred to the City shall be redelivery water to Westlands, to the extent the Westlands area served by the Coalinga Canal can take the water.

3. Indemnification. GCWLP agrees to indemnify the City of Coalinga for the financial risk the City is taking pursuant to Westlands requirement to have a like amount of water delivered back to Westlands by Coalinga. GCWLP's responsibility shall be limited to a cost up to \$500 per acre foot delivered into the Coalinga Canal (before Coalinga Conveyance Fees and before San Luis and Delta-Mendota Water Authority Fees).
4. Fee for Water Conveyed. The fee for water conveyed shall be the sum of:
 - A. San Luis and Delta-Mendota Water Authority Fee,
 - B. Westlands Canal Maintenance Fee,
 - C. Twenty-five dollars (\$50) per AF, and
 - D. Any other fees incurred by City for conveyance only.

GCWLP shall provide, or cause to provide, evidence of delivery of all Project Water conveyed by City on a monthly basis prior to the 10th day following each month of conveyance.

5. Notices, Billing, and Payment. City shall issue billing statements to GCWLP following each month of water deliveries. Payment shall be rendered by GCWLP to City within fifteen (15) days of the date of the statement. Notices, including billing statements may be communicated via email, provided the receiving party acknowledges receipt.

Billing Statements shall be sent to:
Firestone Avenue Coalinga, LP
1521 Westbranch Drive, Suite 100
Mclean, VA 22102
Attn: Bill Reiman
bill.r@gladstoneland.com
(805) 377-7701

Payments shall be made to:
City of Coalinga
155 W Durian Avenue
Coalinga, CA 93210

Ms. Mai Vang
Financial Services Director
mvang@coalinga.com
559-935-1533 Ext. 129

6. Delivery Point. The Delivery Point for water sold hereunder shall be GCWLP's turn-out located near the end of the Coalinga Canal.

7. Redelivery Point. Delivery of return water to Westlands shall be to the Westlands turnouts in Reaches 4-7 of the joint-use San Luis Canal portion of the California Aqueduct, or at points on the Coalinga Canal, or at points otherwise acceptable to Westlands.
8. Regulatory Compliance. The obligations of City and GCWLP to perform under this Agreement are conditioned upon ongoing compliance, approvals, and consents, including without limitation consent from the USBR, Westlands Water District, the State Water Resources Control Board, and any other authority with jurisdiction impacting this Agreement.
9. Conflicts of Interest. Neither City, nor its City Manager, nor any City Council member, department head, manager, employee, consultant, or agent of City, shall give to or receive from any director, employee or agent of GCWLP or any affiliate thereof any gift or entertainment of significant value, or any commission, fee, or rebate in connection with this Agreement.
10. GCWLP. This Agreement is being entered into with GCWLP.
11. Operating Communication. The City shall designate a representative for ongoing operating coordination with GCWLP, and similarly GCWLP shall designate a representative authorized to represent GCWLP for operating coordination.
12. Counterpart Signatures. The parties hereto agree that this Agreement may be signed in counterparts such that each signature alone or combined with others agrees to this single binding Agreement.

IN WITNESS WHEREOF, City and GCWLP agree to the terms and conditions herein.

CITY OF COALINGA

By: _____
Sean Brewer
City Manager

Date: _____

GLADSTONE CALIFORNIA WATER LP, a Delaware limited partnership

By: Gladstone California Farmland, GP, LLC, a Delaware limited liability company,
its General Partner
By: Gladstone Land Limited Partnership, a Delaware limited partnership, its Sole
Member
By: Gladstone Land Partners, LLC, a Delaware limited liability company, its General
Partner
By: Gladstone Land Corporation, a Maryland corporation, its Manager

By: _____
David Gladstone
President and CEO

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

Subject: Waive the Second Reading and Adopt Ordinance No. 877 - Authorizing the City Manager to Execute City Instruments Pursuant to California Government Code Section 40602

Meeting Date: Thursday, January 20, 2026

From: Sean Brewer, City Manager

Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

Waive Second Reading and adopt an ordinance authorizing the City Manager to sign warrants, contracts, conveyances, and instruments requiring the City seal, in lieu of the Mayor, pursuant to California Government Code Section 40602.

II. BACKGROUND:

California Government Code Section 40602 requires that the Mayor sign all warrants, contracts, conveyances, and instruments requiring the City seal unless the City Council adopts an ordinance designating another officer to execute those instruments. The statute expressly allows the legislative body to delegate this authority by ordinance.

Historically, the City has relied on the Mayor's signature for execution of these documents. While this approach is compliant with statute, it can create administrative delays when time-sensitive documents require execution, particularly when coordinating with external agencies, grant administrators, and funding partners.

An ordinance authorizing the City Manager to execute these documents would provide clarity, continuity, and operational efficiency while preserving the City Council's authority to approve contracts, agreements, and other actions as required by law.

III. DISCUSSION:

The attached ordinance authorizes the City Manager to sign the instruments described in Government Code Section 40602(a), (b), and (c), including warrants, written contracts and conveyances, and instruments requiring the City seal. Importantly, the ordinance does not delegate approval authority. All existing City Council approval requirements remain unchanged.

This item is being brought forward in response to recent guidance received from Self-Help Enterprises and other housing and grant-administering partners indicating that the California Department of Housing and Community Development (HCD) is increasingly enforcing compliance with Government Code Section 40602. Cities that do not have a compliant signatory ordinance in place may experience delays or obstacles in processing funding amendments, conditional award standard agreements, budget revisions, and future grant awards.

From an operational standpoint, adopting this ordinance will:

- Improve efficiency in executing time-sensitive warrants, contracts, and legal instruments;
- Reduce delays caused by scheduling constraints or procedural bottlenecks;
- Ensure continued compliance with state law and evolving funding-agency requirements; and
- Support the City's ability to efficiently execute enforcement actions, contracts, grant documents, and other instruments necessary for day-to-day operations.

This approach is consistent with best practices across California municipalities and is increasingly being requested by state and regional partners as a condition of funding administration.

IV. ALTERNATIVES:

- **Do not adopt the ordinance** - This alternative would maintain the current practice requiring the Mayor's signature on all instruments, but may result in administrative delays and potential issues with state and funding-agency compliance.
-
- **Adopt a more limited ordinance** - The Council could choose to authorize a different officer or impose narrower execution authority, though this may not fully address efficiency or external agency concerns.

V. FISCAL IMPACT:

There is no fiscal impact associated with adoption of this ordinance. The action is administrative in nature and intended to improve efficiency and compliance.

ATTACHMENTS:

File Name	Description
2026.01.20_COC_City_Manager_Ordinance_No._877_Updated.docx	Ordinance No. 877 - Signatories

ORDINANCE NO. 877

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AUTHORIZING THE CITY MANAGER TO SIGN CERTAIN CITY INSTRUMENTS IN LIEU OF THE MAYOR PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 40602

The City Council of the City of Coalinga does ordain as follows:

WHEREAS, California Government Code section 40602 provides that the mayor shall sign: (a) all warrants drawn on the city treasurer; (b) all written contracts and conveyances made or entered into by the city; and (c) all instruments requiring the City seal; and further provides that the legislative body may provide by ordinance that the instruments described in subdivisions (a), (b), and (c) be signed by an officer other than the mayor; and

WHEREAS, the City Council finds that it is in the best interest of the City to ensure efficient and timely execution of City instruments and to clarify signatory authority consistent with the Government Code section 40602; and

WHEREAS, the City Council desires to authorize the City Manager to sign the instruments related to Community Development Block Grant (CDBG) and California Department of Housing and Community Development (HCD) programs, as permitted by law, while preserving all requirements for City Council approval of contracts, conveyances, and other actions where approval is required by law or by the Coalinga Municipal Code;

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

Section 1. Authority and Purpose

This ordinance is adopted pursuant to California Government Code Section 40602 to designate an officer other than the Mayor to sign the instruments related to Community Development Block Grant (CDBG) and California Department of Housing and Community Development (HCD) programs.

Section 2. Designation of Officer; City Manager Authorized Signatory

The City Council hereby provides by ordinance that the following instruments may be signed by the City Manager, in lieu of the Mayor:

- (a) all instruments related to Community Development Block Grant (CDGB) programs;
and
- (b) all instruments related to California Department of Housing and Community Development (HCD) programs.

Nothing in this ordinance shall be construed to:

1. Authorize the City Manager (or any officer) to approve or enter into any contract, conveyance, warrant, or instrument on behalf of the City without the required approval under applicable law, the Coalinga Municipal Code, or action of the City Council; or
2. Supersede, waive, or modify any requirement that the City Council approve the underlying act before execution.

The City Manager's authority under this Ordinance is limited to execution/signature of instruments as authorized by this ordinance and as otherwise lawfully approved.

The foregoing ordinance was introduced by the City Council of the City of Coalinga, California, at a regular meeting held on this 8th day of January, 2026, and was passed and adopted by the City Council on this 20th____ day of January____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Council Clerk

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

Subject: Approve Award for the Interior Building Painting Project of City Hall
Meeting Date: Tuesday, January 20, 2026
From: Sean Brewer, City Manager
Prepared by: Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

City Manager and Senior Administrative Analyst recommend the Coalinga City Council award a Contract in the amount of \$57,200 to Hernandez Painting for the Interior Building Painting Project of City Hall located at 155 West Durian Avenue Coalinga, CA 93210.

II. BACKGROUND:

It has been over 15 years since the interior of City Hall building has been painted, excluding minimal touch up in various offices. The current condition of the interior building is worn, chipped, dated, and in need of maintenance.

As part of the one-time FY 2025-2026 projects painting of the interior of City Hall was approved

III. DISCUSSION:

Contractors were invited to tour the facilities and provide a proposal for the interior building painting of City Hall. Three bids were received. Contractor bids were reviewed and it was determined that Hernandez Painting was the lowest bid contractor to perform the job.

Company Name				
		Hernandez Painting	All American Painting	AerNer Painting
Base Bid		\$32,000	\$77,450	\$119,750
Additive 1	Doors and Frames	\$10,200	\$13,500	\$51,700
Additive 2	Prep and Paint Gypsum Board Ceiling	\$10,000	\$11,250	\$32,500
Additive 3	Scrape, pat, texture and paint main entrance ceiling	\$5,000		\$14,500
Total		\$57,200	\$102,200	\$218,450

IV. ALTERNATIVES:

Do not award the interior building painting project of City Hall.

V. FISCAL IMPACT:

The authorization request for the contract amount of \$57,200 with an additional 10% contingency of \$5,720 for a total of \$62,920. This project is budgeted as a one-time project to 101-432-84030.

ATTACHMENTS:

File Name	Description
☐ HernandezPainting_Contract_for_City_of_Coalinga_155_W_Durian_Ave_Coalinga_Ca.pdf	Hernandez Painting
☐ AllAmericanPainting_City_Hall__Coalinga_Painting_Proposal_CC_AAPFr1.pdf	All American Painting
☐ AerNerPaintingEST0001.pdf	AerNerPainting



I/We, the owners of the premises described below request and authorize you to furnish all necessary materials, labor and workmanship, and permit delivery and placement to install and construct the improvements according to the following specification, terms, and conditions, on the premises described below, as job addressed.

Director M&O Name: City of Coalinga Phone: 559-935-1533 Ext 130

Project Address: 155 W Durian Ave, Coalinga, Ca

Interior Paint project:

1. Cover all windows to ensure there is no overspray.
2. Cover floors to ensure no drips.
3. Fix imperfections as needed.
4. Caulk all areas to be painted.
5. Prep all areas/rooms that are to be painted.
6. Spray (1st coat) and back roll (2nd coat) to ensure even finish.
7. Paint entry areas – 2 bathrooms.
8. Paint & repair wallpaper.
9. Paint hallway area from finance area to PD area.
10. Paint finance area – 4 rooms.
11. Paint finance storage and repair drywall.
12. Paint ladder with DTM paint.
13. Paint accounting office- mailroom.
14. Accounting techs office, finance director and public works.
15. Paint 2 walls over wall paper – Admins copy area.
16. Paint 2 restrooms – storage room, breakroom, H.R and 2nd H.R rooms.
17. Paint Code enforcement office – one wallpaper – Community development office.
18. Paint Public works - City clerks – Senior admin office.
19. Paint City manager office – Common area – IT Office.
20. Paint Council office- conference office.
21. Paint all door jams with DTM paint.

22. Additive Alternate #1 Prep, prime and paint all 51 wooden doors. (\$200.00 each door)
23. Additive Alternate #2 Paint all ceiling tiles. (\$10,000)
24. Additive Alternate #3 Repair and Paint 100ft lobby ceiling (\$5,000.00) Lift needed.

City Discount -\$22,000

EXCLUSIONS: Plans, Fees, Permits and unforeseen deficiencies or conditions.

Down payment must be paid by City of Coalinga in the amount of **\$10,000.00**. Down payment is to cover materials ordered before the project is scheduled to start plus the start date. If the owner/manager cancels after the contract is signed, downpayment is forfeited. All payments can be made by Check, Cash, Zelle, Venmo or Cash App.

The work to be performed under this contract shall commence on approximately TBD for the Interior Paint Project on business.

Owner/Manager shall pay Contractor the fixed sum of \$32,000.00 for Interior work to be performed under this contract on business, subject to additions and deductions pursuant to change orders agreed upon in writing by the parties at the completion of the interior project. Interior Paint balance in the amount of **\$22,000.00** due at completion of the project.

Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added to or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

Workers Compensation Insurance and Commercial Liability Insurance will be emailed to **mgarcia@coalinga.com** for the Owner/Manager to have for his or her file. In case of an accident on their property.

Hernandez Painting:

Gregory Hernandez

Property Owner:

Dated: 01/13/2026

Dated: _____



AAPF INC.
P.O. Box 2022, Clovis, CA 93613
License: 1014496 (C33)
Phone: (408) 605-2263
E-mail: allamerican.painting@yahoo.com

Project Name: City Hall – Coalinga
To: City of Coalinga
Attn: Mercedes Garcia (Senior Administrative Analyst)

Date: 5/27/2025

We, AAPF Inc., propose to provide the following scope of work at the designated pricing listed below for:

Interior Painting of City Hall located at 155 W Durian Ave, Coalinga, CA 93210

All costs include materials, labor and equipment to perform specified scope.

Scope:

Interior Painting per site visit and provided plans:

- Prepare previously painted substrates for new coatings
 - Scrape/Sand any failing paint
 - Spot prime any affected surfaces
 - Caulk joints (As needed)
- Protect adjacent surfaces not receiving paint
- Repaint the all previously painted walls in the City Hall only

All work is to be completed in a substantial craftsmen-like manner per PDCA industry standards. Material and equipment purchased and supplied by AAPF Inc. is bid and purchased in accordance with plans and specifications. Any additional work not in original bid set may be subject to additional charges.

Notes:

- Prevailing Wage
- After Hours and Weekend Work

Exclusions:

- Exterior
- Any rooms/walls related to the adjacent police department
- Any items not specifically mentioned above and/or prefinished

Base Bid = \$77,450.00 (Seventy-Seven Thousand Four Hundred Fifty Dollars)

Additive Alternate #1 (Prepare, Convert and Paint Doors/Frames) = \$13,500.00

Additive Alternate #2 (Prepare and Paint Gypsum Board Ceilings) = \$11,250.00



AerNer Painting

Jorge Ramirez
Business Number Lic. 1053135
17101 Benecia Rd
Madera, CA
93636
1(559)974-8807
jorger16@att.net

ESTIMATE
EST0001

DATE
Nov 3, 2025

TOTAL
USD \$119,750.00

TO
City of Coalinga

City Hall of Coalinga
155 West Durian Ave
Coalinga Ca
93210
☎ (559)935-1533
mgarcia@coalinga.com

DESCRIPTION	RATE	QTY	AMOUNT
City Hall Interior Painting	\$119,750.00	1	\$119,750.00

This project will include professional interior painting of all offices, rooms, hallways, and restrooms at City Hall of Coalinga, located at 155 West Durian.

- Areas to be painted will include:
- Council of Chambers Room: baseboards, bottom trim of windows, hallway, and back wall behind the dais
 - Main Entrance: complete painting of the lower section, council's office, and conference room
 - Back Hallway/Ceilings: hallway to the police department and restrooms
 - Finance Hallway and Offices: finance office, IT office, admin area and hallway, city manager's office, and city clerk/admin analysts
 - All walls with existing wallpaper will be primed, textured, primed again, and painted
 - Admin Entrance: admin copy room, community development office, hallway, and assistant city manager's office

DESCRIPTION	RATE	QTY	AMOUNT
- Building Inspector's office - Code Enforcement office - H.R./H.R. Payroll offices: H.R. hallway, break room, admin storage room, restrooms, and rear hallway - Public Works Office Section - Finance Director's office - Accounting Technician Office: complete mail room - Accounting Office - Finance Supervisor Office - Utility Window			
All paintable surfaces will be prepared and finished to the highest professional standards, including: - Use of high-quality paint brands in natural color tones - Professional covering and protection of flooring, furniture, and equipment - Repair of holes and caulking around windows as needed - Elimination and repair of any holes or bumps on walls - Scraping and sanding of necessary areas - Protection of surfaces not scheduled for painting			
All labor, paint, materials, and equipment required for completion are included.			
Optional Additive Alternates (priced separately): 1. Prepare, convert, and paint all metal doors/frames and metal window/frames – \$21,800.00 2. Prepare and paint gypsum tile ceilings – \$32,500.00 3. Scrape, patch, texture, and paint damaged main entrance ceiling – \$14,500.00 4. Prepare, prime, and paint all wood doors – \$29,900.00			
SUBTOTAL			\$119,750.00
TAX (0%)			\$0.00
TOTAL			USD \$119,750.00

A handwritten signature in black ink, appearing to read "Joe R..." with a stylized flourish at the end.

DATE SIGNED

Nov 3, 2025

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

Subject: Authorize the City Manager to execute an agreement with Pleasant Valley Groundwater Sustainability Agency (PVGSA) to allow access to a water well in the City of Coalinga to monitor groundwater quality in the Pleasant Valley Subbasin.

Meeting Date: Tuesday, January 20, 2026

From: Jesse Barron, Assistant City Manager

Prepared by: Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Authorize the City to enter into a license agreement with the Pleasant Valley Groundwater Sustainability Agency (the Agency), a California groundwater sustainability agency, to allow access to the well near the intersection of California St and Cambridge Ave. The agency desires access to the well that formerly was used to supply the historic “third-faucet” in homes and businesses to gather data on both water quality and subbasin water levels.

II. BACKGROUND:

The City, in its history, had a third faucet to facilitate the delivery of water to homes for non-potable uses such as car washing, yard and garden irrigation and similar uses, in an effort to reduce demand on the drinking water capacity. The use of this third faucet system was discontinued when the liability and cost exceeded the usefulness of a second, non-potable, water system. The well in question in the alley behind the intersection of Cambridge Ave. and California St. is a remnant of this system and remains as a standalone, unused, relic of this system.

III. DISCUSSION:

City Staff were contacted by the Agency to request access to, and the right to install and maintain data collection equipment necessary for the data gathering operation. The Agency will solely bear the responsibility and expense to install, maintain and ultimately remove all equipment at the conclusion of the initial ten-year term, if the agreement is not renewed, or upon termination of the program, if the agreement is terminated early.

Provisions to protect The City exist in the agreement such that agreement may be terminated for cause, and The Agency agrees to return to The City to terminate this agreement should the data no longer be needed, at which point all equipment will be removed, and the well returned to its original state. The City shall not have any obligation to reimburse or in any other way remedy any damage to the equipment should it become damaged or need repair.

The City has a long-standing relationship with The Agency and has a mutually beneficial need to monitor the quality and water levels in the basin. The interagency cooperation is a benefit to The City and staff recommends approval.

IV. ALTERNATIVES:

- Authorize the City Manager to execute the agreement with The Agency. (recommended)
- Do not authorize the City Manager to execute the agreement. (not recommended)

V. FISCAL IMPACT:

There will not be any fiscal impact to either alternative.

ATTACHMENTS:

File Name

Description

No Attachments Available

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

Subject: Consideration of Establishing an Ad Hoc Community Outreach Committee
Meeting Date: Tuesday, January 20, 2026
From: Sean Brewer, City Manager
Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

Adopt a policy establishing an Ad Hoc Community Outreach Committee consisting of the Mayor and Mayor Pro Tem, with one designated alternate Councilmember, to support coordinated community outreach and interagency communication in an advisory capacity only.

II. BACKGROUND:

The City of Coalinga regularly engages with a variety of community stakeholders, including school districts, special districts, educational institutions, and nonprofit organizations. While City staff routinely meet with these entities as part of day-to-day operations, there are circumstances where Council-level participation can be beneficial to ensure alignment with Council priorities and policy direction.

Establishing a formally authorized ad hoc committee provides clarity regarding when and how Councilmembers may engage with outside agencies on behalf of the City, while maintaining transparency, consistency, and compliance with applicable open meeting laws.

III. DISCUSSION:

The City Council requested that staff bring back an item establishing an Ad Hoc Community Outreach Committee to facilitate coordinated engagement with key public and private stakeholders, including local agencies, educational institutions, and nonprofit organizations. The proposed committee would serve in an advisory role only, with all action items and policy decisions returning to the full City Council for consideration and approval.

The committee structure is designed to remain compliant with the Ralph M. Brown Act by limiting membership, scope, and authority, while supporting consistent communication and collaboration with community partners.

A copy of the policy has been attached for the Council's consideration.

IV. ALTERNATIVES:

- • Adopt the proposed policy as presented;
- Modify the committee structure or scope; or
- Decline to establish the committee and continue outreach efforts without a formal Council committee.

•

V. FISCAL IMPACT:

There is no direct fiscal impact associated with the establishment of the Ad Hoc Community Outreach Committee. Any future actions with fiscal implications would be brought before the City Council for consideration and approval.

ATTACHMENTS:

File Name	Description
Ad-Hoc_Committee_Policy_1202026.docx	Draft Ad-Hoc Committee Policy



Purpose

The purpose of the Ad Hoc Community Outreach Committee (“Committee”) is to support coordinated community outreach and facilitate communication with key public and private stakeholders in a manner consistent with City Council policy direction and the City Manager’s administrative authority.

The Committee serves in an advisory capacity only and does not exercise independent decision-making authority. All recommendations or proposed actions shall be brought back to the full City Council for consideration and approval.

Committee Composition

The Committee shall consist of the [Mayor] and the [Mayor Pro Tem]

- One additional Councilmember shall be designated as an alternate, who may participate only if one of the two primary members is unavailable, ensuring the Committee remains a two-member ad hoc committee.
- The City Manager shall participate in Committee meetings and may designate the necessary staff members as appropriate, depending on the subject matter.

Initiation of Meetings

Committee meetings shall be initiated under one of the following circumstances:

1. By mutual agreement of either the Mayor or Mayor Pro Tem to meet with a stakeholder within the scope of this policy; or
2. By direction of the City Council in open session, authorizing the Committee to meet with a specific stakeholder or regarding a particular subject.
3. At the request of a stakeholder to include the ad-hoc committee members in a particular meeting.

The Committee shall not independently expand its scope beyond matters initiated through these methods.

Scope of Engagement

The Committee may engage in discussions related to:

- Community outreach
- Inter-agency communication
- Information gathering
- Relationship building with partner organizations

Stakeholders may include, but are not limited to:

- Chamber of Commerce
- School Districts
- Parks and Recreation District
- Coalinga College
- Hospital District
- Local nonprofit organizations

The Committee shall not negotiate agreements, make commitments on behalf of the City, or provide direction to staff beyond existing Council policy.

Relationship to City Manager Authority

This policy does not limit or restrict the City Manager's authority to:

- Meet independently with stakeholders; or
- Direct staff to engage with stakeholders consistent with adopted City policy.

Committee members may accompany the City Manager or staff at such meetings when appropriate, but staff-led engagement may continue independently of the Committee.

Reporting to City Council

Any significant information, recommendations, or potential policy considerations arising from Committee involvement shall be reported to the full City Council at a duly noticed public meeting.

Brown Act Compliance

The Committee is intended to function as an ad hoc committee under the Ralph M. Brown Act:

- It shall remain limited in membership, scope, and authority.

- It shall not exercise continuing subject-matter jurisdiction.

Effective Date

This policy shall become effective upon adoption by the City Council and may be amended or rescinded by Council action.

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

Subject: Consideration of City Council Appointments to Fill Two Vacant San Joaquin Valley Division (SSJVD) Policy Committee Positions with the League of California Cities and Authorization for Related Travel

Meeting Date: Tuesday, January 20, 2026

From: Sean Brewer, City Manager

Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

That the City Council:

1. Discuss and entertain interest and possibly appoint up to two Councilmembers to fill vacant South San Joaquin Valley Division related policy committee positions with the League of California Cities, focusing on Public Safety and Transportation policy areas; and
1. Authorize travel authorization and reimbursement for appointed Councilmembers attending related meetings in accordance with the City's travel policy.

II. BACKGROUND:

Members of the South San Joaquin Valley Division (SSJVD) of the League of California Cities have two vacant policy committee positions available for Councilmember participation. These vacancies provide an opportunity for the City to enhance its regional representation and engagement in statewide policy discussions affecting public safety and transportation.

Mayor Nathan Vosburg has recently been appointed to serve on the League of California Cities' Governance, Transparency, and Labor Relations Policy Committee for a one-year term in 2026. In light of this appointment, SSJVD has reached out to determine whether additional Coalinga City Councilmembers may be interested in serving in these two vacant roles.

Participation on League policy committees allows Councilmembers to contribute to the development of statewide advocacy positions, share regional perspectives, and report back to the City Council on policy matters that may impact the City of Coalinga.

III. DISCUSSION:

Appointments to SSJVD-related policy committees are made by the City Council and typically involve attendance at in-person and virtual meetings throughout the year. The 2026 meeting schedule has been provided for Council review. The first meeting is scheduled for January 22nd.

If the Council chooses to make appointments, staff also requests direction regarding travel authorization, including reimbursement for registration, lodging, and transportation costs consistent with the City's travel

and expense policies.

IV. ALTERNATIVES:

None as staff is seeking direction and interest from Council members in possibly being appointed.

V. FISCAL IMPACT:

the only costs associated with serving on the committees would be travel expenses for hotel, mileage and meals. That is undetermined at this time. Expenses would come from corresponding council travel budgets.

ATTACHMENTS:

File Name	Description
📎 2026_Policy_Committee_Schedule.pdf	2026 Policy committee Schedule



2026 POLICY COMMITTEE SCHEDULE

January and March Meetings will be held in person

June Meeting will be held virtually

January 22 - 23

Hyatt Regency
1209 L Street, Sacramento

Thursday, January 22

10:00 a.m. - 2:00 p.m.

Community Services
Governance, Transparency, and Labor Relations
Revenue and Taxation
Transportation, Communications, and Public Works

Friday, January 23

10:00 a.m. - 2:00 p.m.

Environmental Quality
Housing, Community, and Economic Development
Public Safety

March 26 - 27

Hilton Orange County/Costa Mesa
3050 Bristol Street, Costa Mesa

Thursday, March 26

10:00 a.m. - 2:00 p.m.

Community Services
Governance, Transparency, and Labor Relations
Revenue and Taxation
Transportation, Communications, and Public Works

Friday, March 27

10:00 a.m. - 2:00 p.m.

Environmental Quality
Housing, Community, and Economic Development
Public Safety

June 4 - 5

Virtual

Thursday, June 4

9:30 a.m. - 12:30 p.m.

Community Services
Governance, Transparency, and Labor Relations
Revenue and Taxation
Transportation, Communications, and Public Works

Friday, June 5

9:30 a.m. - 12:30 p.m.

Environmental Quality
Housing, Community, and Economic Development
Public Safety

2026 ANNUAL CONFERENCE

September 23 - 25, Anaheim

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

Subject: Consideration of Commemorative Banners in Recognition of the 250th Anniversary of the United States (Future Agenda Item - Mayor Pro-Tem Schindler)

Meeting Date: Tuesday, January 20, 2026

From: Sean Brewer, City Manager

Prepared by: Sean Brewer, City Manager

I. RECOMMENDATION:

Provide direction to staff regarding the design, scope, and installation of commemorative flags and/or banners recognizing the 250th anniversary of the United States.

II. BACKGROUND:

At the request of Mayor Pro-Tem Schindler, staff is bringing forward this item for future Council consideration regarding the installation of flags and/or banners in recognition of the 250th anniversary of the United States (America250). The anniversary commemorates the signing of the Declaration of Independence in 1776 and will be observed nationally in 2026.

The proposed banners would serve as a visible civic recognition of this historic milestone and may be displayed in public rights-of-way, City facilities, or other appropriate locations, consistent with City standards and policies.

III. DISCUSSION:

If the Council wishes to proceed, staff will proceed with:

- Banner themes and design
- Identify the the locations and quantities
- Duration of display
- Coordination with any regional or national America250 initiatives

Council direction at this time will allow staff to proceed with design development and procurement consistent with budgeted funds.

IV. ALTERNATIVES:

None - Just need direction from Council.

V. FISCAL IMPACT:

Funding in the amount of \$5,000 has been identified and is already budgeted in the FY 2025–26 One-Time Projects List for banners. No additional appropriations are required at this time. If the council would like for these to be the first of the banners designed and order we can proceed. Other thoughts on banners as part of

this effort were related to seasons, events, ect.

ATTACHMENTS:

File Name

Description

No Attachments Available